

Attendance Information!

School Hours
8:05am – 3:16pm

Tardy Rules And Regulations

In an effort to remediate unacceptable attendance patterns, immediate consequences will be assigned to students who arrive tardy to school. **Students who are not in their seats at 8:05am, will be marked tardy.** Students in senior kindergarten through fourth grade (until 3rd quarter) who are not in their seats at this time, will receive an attendance letter and possible administrative consequences after 4 or more tardy absences. Fourth grade will switch to the fifth-eighth grade guidelines at the start of fourth quarter.

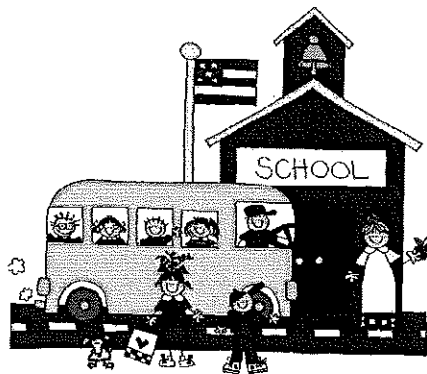
Fifth through eighth grade students will follow the same guidelines as last year.

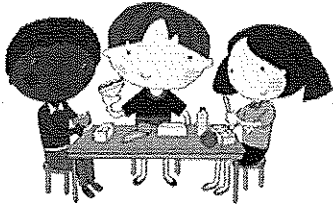
1 st tardy	Warning.
2 nd tardy	Parent phone call.
3 rd tardy	After school detention to be served in guided study hall.
4 th tardy	Same as 3 rd /plus attendance letter.
5 th tardy	Saturday detention to be served from 8:00 – 11:00am/ plus additional truancy notifications.

Daily And Pre-Arranged Absences

All absences must be called in to the office before 9:00am on a daily basis. Students missing one day of school without a parent contacting the school with the reason for the absence, will be subject to disciplinary action. **Students who knowingly will be out of school for more than one day must submit a pre-arranged absence form seven days prior to the absence to their first period teacher.**

Pre-arranged absence forms are available in the office, or on-line.





Lunch Account Procedures

Richmond School utilizes the Tyler Inc. SisK12 software program. When using it, parents are requested to deposit sufficient funds to cover the next month's lunch expenses. Cash or checks may be sent to the school office, or payments may be made online through the E-funds website.

Parents should monitor the balance in the account through the Parent Portal and are encouraged to deposit funds on a regular basis. If your child(ren)'s lunch account balance reaches zero or below, our system generates an email notifying you to make a payment immediately.

1. If your child's lunch account becomes negative, he/she will be able to charge only one (1) lunch from the daily lunch menu selections.
2. If the account remains negative for a second and third day, a sandwich alternative and milk will be served to the student.
3. On the fourth day, if the account is still negative, parents will need to send a lunch to school with their child(ren).

Families qualifying for free or reduced lunch receive services based on federal guidelines and state regulations.

Cash or Check Payments:

Payments are deposited in an individual student account. If you have more than one child at Richmond you must make separate deposits into each account. One family check can be written out as long as you indicate on the memo line how much you would like allocated to each child's account. Please make checks payable to "Richmond School".

Electronic Payments:

You can make an electronic deposit through E-funds via our Richmond School website. The link can be found under the "For Parents" tab, then "Lunch Information" and finally "Online Account Payments."

If you are new to E-funds, you will be asked for your student's ID number. It is your child's lunch pin number. Please be sure to link all of your children to your account and allocate money for each child.



2018-19 SCHOOL CALENDAR
SCHOOL HOURS 8:05-3:16
EARLY RELEASE DISMISSED AT 11:45 AM

AUGUST				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST
 8 Registration Day 1:00-7:00 pm
 16 Registration Day 1:00-7:00 pm
 28 Open House 4-6 pm

FEBRUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

FEBRUARY
 15 No School
 18 No School

SEPTEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SEPTEMBER
 3- No School - Labor Day
 4 - 1st day of school

MARCH				
M	T	W	T	F
				1
4	5	6	7	8▲
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH
 8-Early Release/Trimester end
 25 - Spring Break Begins

OCTOBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

OCTOBER
 10- Conferences 3:40-7:30
 11 - ER/Conferences 1:00-7:30
 25-26 No School

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

APRIL
 19-22 No School

NOVEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30▲

NOVEMBER
 21-24 Thanksgiving Break
 30 Early Release/Trimester ends

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY
 27 - Memorial Day

DECEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

DECEMBER
 24- Jan 1 Winter Break

JUNE				
M	T	W	T	F
3	4	5	6	7▲
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JUNE
 6 - 8th Grade Graduation
 7 - Early Release/Last day of School

JANUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY
 17 - Conferences 3:40-7:30
 18 - No School/Semester End

	Early Release
	Trimester Ends
	Conferences
	No School

Trimester End Dates
Trimester 1 - November 30, 2017
Trimester 2 - March 8, 2018
Trimester 3 - June 7, 2018



Richmond School 2018-19 Supply List

JK

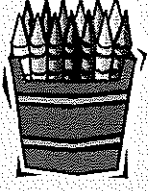
SK

1st Grade

2-pkgs colored pencils
 2-pkgs of crayons
 2-pkgs of markers
 2-pkgs of Crayola watercolor paints
 4-6 Dry Erase markers (thin & colored)
 4 large glue sticks
 2 highlighter pens
AM Session - bring
 Gallon Ziploc bags
 2 pkgs paper towels
 Kleenex
PM Session - bring
 Quart Ziploc bags
 Large package of napkins
 Clorox Wipes
Extra set of clothes labeled in Ziploc bag – to be left at school and replaced when used
Label the following:
 Velcro tennis shoes to be kept at school
 Art Smock
 Backpack
 1 pair of Fiskar Scissors
 1 – 1 ½ binder
 2 folders with NO prongs
 Headphones (1/8" jack) In Ziploc bag-NO Ear Buds






1 fabric lunch box – to hold pencils, crayons, scissors - **NO PLASTIC BOXES**
 Backpack
 1 Paper towel
 2- 24 pkgs box of crayons
 8 LG glue sticks
 30 **Sharpened** pencils
 2 yellow highlighters
 2-12 pack colored Crayola pencils
 2 boxes of washable Crayola Classic markers
 2 Expo dry erase markers
 Scissors
 1 – 4oz. Elmer's glue
 4 pocket folders
 6 LG pink erasers
 1-composition notebooks
 2 pkgs 3x3 post-it notes
 1 1 ½ x 2 post-it notes
 Paint smock (old large shirt)
 2 LG boxes of tissues
 3 Sanitary wipes **without bleach**
 1 box Ziploc bags (according to last name)
 A-L: Gallon bags
 M-Z: Sandwich bags
EXTRA CHG OF CLOTHES in Ziploc bag with name – left at school and replaced when used
ADDITIONAL SUPPLIES
Art
 3 pronged plain pocket folder
 1-bottle Elmer's Glue
 Art Smock
PE
 Velcro tennis shoes to be kept at school
Guidance
 1- pocket folder labeled Guidance
Music
 1- pocket folder labeled Music
 Headphones (1/8" jack) in Ziploc bag labeled with child's name – **NO EAR BUDS**
 Pencil to keep in folder



Label with child's name
 Backpack
 1-Scissor
 Paint Smock (old large shirt)
 7 bottom pocket folders
 Zipper pencil pouch
 ½" 3-ring binder with clear front cover pocket with inside pockets
Supplies for community use (DO NOT LABEL)
 3 pkgs of 24 **sharpened** pencils (no mechanical)
 2 LG pink erasers
 6 LG glue sticks (.74 oz or larger)
 1-12 pack box of colored pencils
 2-24 packs of crayons
 2-10 packs of washable markers
 1-container of sanitary wipes (no bleach)
 1-yellow highlighter
 1-4 pack of dry erase markers
 1-old cotton sock for cleaning whiteboard
 3 pkgs. of 3X3 post-it notes
 2 LG boxes of tissues
 1 boxes of Gallon-sized Ziploc bags
 1 box of sandwich-sized Ziploc bags
Extra change of clothes labeled and placed in a Ziploc bag to be left at school and replaced when used.

Art
 3 pronged plain pocket folder
 1-LG Elmer's glue sticks
 Art Smock
PE
 Velcro Tennis shoes to be kept at school
Guidance
 1- pocket folder labeled Guidance
Music
 1- pocket folder labeled Music
 Headphones (1/8" jack) in Ziploc bag labeled with child's name
 Pencil to keep in folder

2nd Grade


Label with child's name:
 Backpack
 9 – bottom pocket folders
 1 composition notebook
 ½" 3-ring binder with clear front cover pocket with inside pockets

Supplies for Community Use- DO NOT Label
 48 sharpened pencils
 4 LG pink erasers
 1 old white cotton sock for cleaning white boards
 4 pack low-odor dry erase markers
 3 LG boxes of tissues

Last Name - A-L
 2 LG glue sticks
 1 box colored pencils
 2 packs 3x3 post-its

Last Name – M-Z
 1 box crayons
 1 pack 8-12 markers
 1 tub sanitary wipes without bleach


ADDITIONAL SUPPLIES
Art
 3 pronged plain pocket folder
 Box of No. 2 pencils (sharpened)
PE
 Tennis shoes to be kept at school
Guidance
 1- pocket folder labeled Guidance
Music
 1- pocket folder labeled Music
 Headphones (1/8" jack) in Ziploc bag labeled with child's name
 Pencil to keep in folder




3rd Grade

Label with child's name:
 Backpack
 6 bottom pocket folders
 3-1" binder with clear plastic cover

Supplies for Community Use- DO NOT LABEL
 48 plain yellow pencils (sharpened)
 2-LG pink erasers
 1 box 24 count crayons
 1 pack washable markers
 Scissors
 1 sanitary wipes without bleach
 5 LG glue sticks
 Yellow Highlighter
 12 packages 3x3 post-it notes
 2 LG boxes of tissues
 10 Expo dry erase markers (low odor)
 1-box Ziploc bags
 A-M: Sandwich bags
 N-Z: Gallon bags
 3 packs 5-tab dividers for 1" binder
 2 composition notebooks



ADDITIONAL SUPPLIES
Art
 3 pronged plain pocket folder
 2 large Elmer's Glue sticks
PE
 Tennis shoes to be kept at school
Guidance
 1- pocket folder labeled Guidance
Music
 1- pocket folder labeled Music
 Headphones (1/8" jack) In Ziploc bag labeled with child's name
 Pencil to keep in folder




N56 W26530 Richmond Rd
 Sussex, WI 53089 262-538-1360

Richmond School 2018-19 Supply List

4th Grade

6th, 7th and 8th Grade

- 8+ pocket expandable file folder
- Clear ruler (metric/customary) for home
- 8 pack colored markers
- 12 pack colored pencils
- 8- black dry erase markers
- 1-composition notebook
- Pencils – 10 each quarter
- Pencil bag
- Scissors
- 6-spiral notebooks
- 1- 3-subject spiral notebook
- 2 boxes tissues
- 1-pocket folder
- 1 pack 3x5 notecards
- 1 pack loose leaf paper

ADDITIONAL SUPPLIES

Art

- Box of No. 2 pencils
- 3 pronged plain pocket folder

Music

- 1- pocket folder labeled Music
- Headphones (1/8" jack) in Ziploc bag labeled with child's name
- Pencil to keep in folder

PE

- Tennis shoes to be kept at school

Guidance

- 1- pocket folder labeled Guidance



6th Grade ONLY

- 3-1 subject notebook (SS, Math-2)
- 2-3 subject notebook (Spanish, Science)
- 2 composition books (ELA)
- 5 folders or 1 expandable (SS, Science, Math, ELA and Spanish)
- Folder and pencil to keep in folder
- Headphones in Ziploc bag labeled with student's name

7th Grade ONLY

- 3-1 subject notebook (ELA, Math-2)
- 1-3 subject notebook (Science)
- 1 -2-inch binder (ELA)
- 1 - pack 5 tab dividers for ELA binder
- 4 folders or 1 expandable (SS, Science, Math, and Spanish)
- 1 clear protractor
- 1 clear ruler with inches and cm
- Student Assignment Notebook - *optional*

8th Grade ONLY

- 3-1 subject notebook (SS, Math-2)
- 1-3 subject notebook (Science)
- 1 clear ruler with inches and cm
- 5 folders or 1 expandable (SS, Science, Math, LA and Spanish)
- 1 -2-inch binder (ELA)
- 1 - pack 5 tab dividers for ELA binder
- Student Assignment Notebook - *optional*



General Supplies for ALL middle school

- 2 boxes of tissues
- 2 glue sticks
- 40 pencils
- 8 pens – assorted blue, black, and red
- 10 dry erase markers
- 4 assorted highlighters
- Colored pencils -12 pk (min)
- Colored markers - 8 pk (min)
- 2 black fine point sharpies
- 1 Scientific Calculator (TI-30XIIS or TI-30XIIB) same as 5th grade – please reuse it
- 2 pkg wide-lined loose leaf paper
- 7 pkgs (3x3 in) post-it notes (LA, Guidance)
- 3 pkgs lined 3x5 notecards (LA, Spanish Guidance)
- 3 book covers – paper bags ok
- Science goggles (purchased at school \$3.00)
- Headphones/earbuds
- Folder with 3-prongs (Guidance)
- OPTIONAL** - 1 combo lock (Please give homeroom teacher the combination)
- 1 folder – Charge-up

PE/Health

- Separate T-Shirt, athletic shorts and shoes
- Deodorant (only plastic container)

ELECTIVES (that need supplies)

Art

- 6th – 24 ct box of Crayola Colored Pencils
- 7/8th – Box of No. 2 pencils
- 3 pronged plain pocket folder

Choir

- Pocket folder – labeled Choir
- Pencil

Public Speaking

- 1-2 pocket folder

Creative Problem Solving

- 1-2 pocket folder

Future City

- 1-2 pocket folder
- 1 Notebook



5th Grade

- Pencils - sharpened
- Pencil bag
- 1 pack Erasers
- 12 pack Colored Pencils
- 1 purple folder
- 1 pack Colored Markers
- Scissors
- 2 LG glue sticks
- Scientific Calculator (TI-30XIIS or TI-30XIIB)
- Clear Ruler (cm. & in.)
- 2 pkgs lined index cards
- Sharpie black permanent marker (fine pt.)
- 4 Highlighters – various colors
- 1-8+ pocket expandable file folder
- 2-pkg non-abrasive sponges for health room
- 4-composition notebooks (3 Rding, 1 Journal)
- Yellow highlighter
- 3 pkgs 3x3 post-it notes



- 1 - 1" binder
- 2 LG boxes of tissues
- 3 - One-subject spiral notebooks
- 8 Dry erase markers

According to last name

- A-L:** 1-pkg Sanitary wipes
- M-R:** 1 quart Ziploc bags
- S-Z:** 1 gallon Ziploc bags

Art

- 2-boxes LG 10-pk Crayola Markers

PE

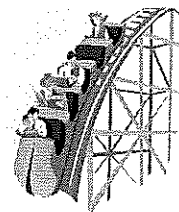
- Tennis shoes to be kept at school

Guidance

- 1- pocket folder labeled Guidance

Music

- 1- pocket folder labeled Music
- Headphones (1/8" jack) in Ziploc bag labeled with child's name
- Pencil to keep in folder



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