



2020-21 RICHMOND SCHOOL STUDENT CALENDAR
SCHOOL HOURS 7:57 - 3:17
EARLY RELEASE DAYS DISMISSED AT 11:45 AM

AUGUST				
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				

AUGUST
ASSIGNED TIMES
 5 & 13 Registration Days 1:00-6:00 pm
 25-Supply Drop Off

FEBRUARY				
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

FEBRUARY
 12-15 No School

SEPTEMBER				
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		

SEPTEMBER
 1 - 1st Day of School
 7 - No School Labor Day

MARCH				
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		

MARCH
 5-Early Release/Trimester End
 29-31 No School Spring Break

OCTOBER				
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

OCTOBER
 20 - Conferences 3:40-7:30
 21 - Early Release/Conferences 1:00 - 7:30
 22-23 - No School

APRIL				
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

APRIL
 1-5 No School Spring Break

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24▲	25	26	27
30				

24 - Early Release/Trimester End
 25-27 No School Thanksgiving Break

MAY				
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				

MAY
 28 - No School
 31 - No School Memorial Day

DECEMBER				
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	

DECEMBER
 23 - Jan 1 No School Winter Break

JUNE				
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		

JUNE
 9 - 8th Grade Graduation
 10 - Early Release

JANUARY				
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

JANUARY
 14 Conferences 3:40-7:30
 15 - Early Release
 18 - No School

	Early Release Day
	No School
	Conferences
	Trimester Ends

Trimesters
Trimester 1 - 9/1/20 - 11/24/20
Trimester 2 - 11/30/20 - 3/5/21
Trimester 3 - 3/8/21 - 6/10/21



Richmond School Supply List

4K

Extra set of clothes labeled with full name and AM/PM section in Ziploc bag – to be left at school and replaced when used

- Play-Doh 4 pack of 4 oz cans
- 2 Containers of disinfecting wipes

Label the following:

- Art Smock (old large shirt)
- Backpack – large enough for folders and books
- 1 pair of Fiskar Scissors
- 1 – 1 ½ binder
- 1 – 24 pkg of Crayola crayons
- 1 box of washable Crayola Classic markers
- 8 – Large Elmer's Glue Sticks
- Velcro tennis shoes to be kept at school
- Fabric zippered lunch box to hold art supplies
- Headphones (1/8" jack) in Ziploc bag-NO Ear Buds

AM Session - bring

- 2 red folders
- 1 pkg paper towel – no need to label

PM Session - bring

- 2 blue folders
- 1 box of Kleenex – no need to label

*Some supplies will need to be replenished throughout the school year.



2nd Grade

Label all items with child's name:

- Backpack
- 9 – bottom pocket folders
- 1 composition notebook
- ½" 3-ring binder with clear front cover pocket with inside pockets
- 24 sharpened pencils
- 2 LG pink erasers
- 1 old white cotton sock for cleaning white boards
- 4 low-odor dry erase markers
- 2 LG boxes of tissues
- 2 LG glue sticks
- 1 box colored pencils
- 1 pack 3x3 post-its
- 1 box crayons
- 1 pack 8-12 markers
- 2 sanitary wipes without bleach
- Clear plastic storage bin (10x12x5) no lid
- 1 pair 5" pointed tip scissors
- 1 hand held pencil sharpener
- 1 fabric zipper lunch box that will fit all supplies (9x8x4)

Art

- 1 pack broad line Crayola markers
- Art Smock (old large shirt)

PE

- Tennis shoes to be kept at school

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Music

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

Makerspace

- 1-2 pocket folder (new students only)
- 1 container Play-Doh
- 1 bottle Elmer's glue



5K

Personal supplies – will need to be replenished as needed

Label everything with child's name

- Backpack large enough to fit folder
- 1 fabric zipper lunch box that will fit the following items:

- 3 glue sticks
- 12 **Sharpened** pencils
- 1 4 oz Elmer's glue bottle
- 2 erasers
- 1 pair of scissors
- 2 black fine point expo markers
- 1 box colored Crayola pencils
- 1 box of Crayola washable markers
- 1 box Crayola crayons
- 1 yellow highlighter



- 4 pocket folders labeled
- 1" 3-ring binder with clear front cover pocket with inside pockets

- 1 Composition Notebook
- Headphones (1/8" jack) in Ziploc bag labeled with child's name – NO EAR BUDS

EXTRA CHG OF CLOTHES in Ziploc bag with name

Classroom supplies

- 4pk of 4 oz playdough
- 3 disinfectant wipes
- 1 box of tissues
- 1 roll of paper towel
- Ziplock bags (according to last name)
- A-L – Gallon bags
- M-Z – Sandwich bags

Art

- 3 pronged plain pocket folder
- 2-bottles Elmer's glue
- Art smock (old large shirt)

PE

- Velcro tennis shoes to be kept at school

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Music

- 1- pocket folder labeled Music

Makerspace

- 1-2 pocket folder
- 1 container of Play-doh



1st Grade

Personal supplies – will need to be replenished as needed

Label everything with child's name

- Backpack
- 7 bottom pocket folders
- 1" 3-ring binder with clear front cover pocket with inside pockets
- 1 fabric zipper lunch box that will fit the following items:

- 1-Scissor
- 1 pkg of 12 **sharpened** pencils (no mechanical)

- 1 LG pink erasers
- 1 LG glue stick (.74 oz or larger)
- 1-12 pack box of colored pencils
- 1-24 packs of crayons
- 1-10 pack of washable markers
- 1-yellow highlighter
- 1-4 pack of dry erase markers
- 1-old cotton sock for cleaning whiteboard

- 3 pkgs. of 3X3 post-it notes

- 1 LG boxes of tissues
- 2-containers of sanitary wipes (no bleach)
- 1 boxes of Gallon-sized Ziploc bags
- Extra change of clothes labeled and placed in a Ziploc bag to be left at school and replaced when used.

Art

- A-L (last name) Baby wipes
- M-Z (last name) Clorox Wipes
- Paint Smock (old large shirt)

PE

- Velcro tennis shoes to be kept at school

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Music

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

- Pencil to keep in folder

Makerspace

- 1-2 pocket folder (new students only)
- 1 container of Play-doh
- 1 bottle Elmer's glue



3rd Grade

Label all supplies with child's name:

- Backpack
- 6 bottom pocket folders
- 3-1" binder with clear plastic cover
- 1 container sanitary wipes without bleach
- 1 pkg 3x5 white ruled index cards
- 1 composition notebook
- 10 pkgs 3x3 post-it notes
- 2 lg boxes of tissues
- 1 pkg of wide-lined loose leaf paper
- 3 pks 5-tab dividers for 1" binder

Soft lunch bag that holds all supplies listed below:

- 48 plain yellow pencils (sharpened)
- 2-LG pink erasers
- 1 box 24 count crayons
- 1 pack washable markers
- Scissors
- 2 LG glue sticks
- Yellow Highlighter
- 5 Expo dry erase markers (low odor)
- 1 dry-erase eraser

Art

- 1 pack of thin Crayola markers
- Art Smock (old large shirt)

PE

- Tennis shoes to be kept at school

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Music

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

Makerspace

- 1-2 pocket folder (new students only)
- 1 container Play-Doh
- 1 bottle Elmer's glue



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

Richmond School Supply List

4th Grade

Label all supplies with child's name:

- 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 – 15 each trimester
- Pencil bag
- Scissors
- 2 glue sticks
- 5-spiral notebooks
- 1- 3-subject spiral notebook
- 1 boxes tissues
- 1-pocket folder
- 1 pack loose leaf paper
- 1 container disinfecting wipes

ADDITIONAL SUPPLIES

Art

- 2 Black Sharpies
- Art Smock

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

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Makerspace

- 1-2 pocket folder (new students only)
- Mrs. Bubolz: 1 roll – Packing tape
- Mrs. Treu: 1 roll – duct tape



6th, 7th and 8th Grade

Label everything with child's name

6th Grade

- 2-1 subject notebook (SS, Math)
- 2-3 subject notebook (Science, Spanish use for all 3 years)
- 2 composition books (ELA)
- 5 folders or 1 expandable (SS, Science, Math, ELA and Spanish)
- Student Assignment Notebook–*optional but recommended*

7th Grade

- 4-1 subject notebook (ELA, SS, Math-2)
- 1-3 subject notebook (Science)
- 2 composition books or spirals (ELA)
- 2 pocket folders (ELA)
- 4 folders or 1 expandable (SS, Science, Spanish, Math)
- 1 clear protractor
- 1 clear ruler with inches and cm
- Student Assignment Notebook–*optional but recommended*

8th Grade

- 3-1 subject notebook (SS, Math-2)
- 1-3 subject notebook (Science)
- 1 clear ruler with inches and cm
- 4 folders or 1 expandable (SS, Science, Math, and Spanish)
- 1 - graph paper spiral notebook
- 1 -1" or 1.5" inch binder (ELA)
- 1 - pack 5 tab dividers for ELA binder
- 1-2 composition/notebooks OR extra loose leaf paper for ELA binder
- Student Assignment Notebook–*optional but recommended*



Every middle school student is expected to have these items in their own locker/carrying case unless directed to give to homeroom teacher

- 2 boxes of tissues (given to teacher)
- 2 Lg canister Clorox/sanitary wipes without bleach (given to teacher)
- 2 glue sticks
- 40 pencils
- Scissors
- 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)
- 2 pkgs wide-lined loose leaf paper
- 7 pkgs (3x3 in) post-it notes (LA, CAPS)
- 3 (100 count/pkg) lined 3x5 notecards (LA, Spanish, CAPS)
- 3 book covers – paper bags ok
- Science goggles (purchased at school \$3.00)
- Headphones/earbuds with microphone (no wireless)
- 4 folders (charge up and electives)
- OPTIONAL** - 1 combo lock (Please give homeroom teacher the combination)
- CAPS**
- Folder with prongs or slot/section in a binder or expandable
- PE/Health**
- Folder with prongs
- Separate T-Shirt, athletic shorts and shoes
- Deodorant (only plastic container)

ELECTIVES (that need supplies)

Art

- 6th – 1 box Kleenex
- 7/8th – 1 fine point black sharpie
- All art students - 3 pronged folder

Choir

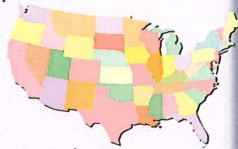
- Pocket folder – labeled Choir
- Pencil



5th Grade

Label all supplies with child's name:

- 48 Pencils - sharpened
- Pencil bag/supply box
- 1 pack Erasers
- 12 pack Colored Pencils
- 5 folders any color or expandable
- Protractor
- 1 pack Colored Markers
- Scissors
- Clear Ruler (cm. & in.)
- 2 pkgs lined index cards
- 4 Sharpie black permanent markers
- 4 Highlighters – various colors
- 2-composition notebooks
- 6 pkgs 3x3 post-it notes-light colors
- 2 LG boxes of tissues
- 2 - One-subject spiral notebooks
- 1 – 3 subject spiral notebook
- 8-10 Expo dry erase markers (chisel tip)
- 1-container disinfecting wipes
- 1 – 1" binder
- 1 – pkg binder dividers with pockets



Art

- A-L (last name) 1 roll Scotch tape
- M-Z (last name) 1 roll masking tape
- Art Smock (old large shirt)

PE

- Tennis shoes to be kept at school

CAPS

- 1- pocket folder labeled CAPS-new students ONLY
- 2 sharpened pencils kept in folder

Music

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

Makerspace

- 1-2 pocket folder (new students only)
- 2 Expo Markers
- 1 bottle Elmer's glue
- 1 large glue stick



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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.

Tyler SIS Student 360 Navigation for Parent Portal

To begin using the Parent Portal, follow these steps:

1. A link to setup your password will be emailed to the address you provided on the registration form.
2. Go to Richmond School website and under For Parents/SISK12 Parent Portal tab.
3. Click on the Parent tab and then log in. You must be on the Parents tab in order for your login to work.

You can find a parent navigation guide on our website under For Parents/Forms and General Office Information.

School Messenger

School Messenger is the system we use for phone calls and emails throughout the year.

There are only **two requirements** for a recipient to receive the messages:

1. *the recipient's cell phone number and*
2. *opt-in confirmation from you.*

Your cell number must be in the School Messenger database. This number is updated every evening through our Tyler SIS. The number used is the number you provided us in the parent portal. If your number changes you must update the parent portal.

Recipients can easily opt-in by to text messages by simply sending the word **Yes**, via text message, to the number **68453**.

To opt out of all text messages from SchoolMessenger, visit <http://www.schoolmessenger.com/txtmsg/> or reply with **STOP** to the opt-message that you receive. If you opt in, but decided to opt out later, you may also reply "**STOP**" to any message or send "**STOP**" to **68453**.

The school district does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.

If you have any further questions please contact Sue Williams at swillia@richmond.k12.wi.us or 262-538-1360 ex 307.