2025-2026 Family Handbook

"Where Every Student Shines"

412 N. Meade St.
Appleton, WI 54911
Phone: 920.852.5460
FAX: 920.852.5461

School Hours
8:27 - 3:20 PM Daily
First Bell 8:22 AM
Playground Supervision
8:10 am - 8:22 am and 3:20 pm - 3:30 pm

Website: Edison.aasd.k12.wi.us
Parent Portal:
Appletonwi.infinitecampus.org

Chartwells - Food Service
Phone: 920.852.5314
foodservice@aasd.k12.wi.us

Lamers Bus Lines
(920) 832 - 8800 ext. 2

Boys & Girls Club Before and After Care
Nate Fietzer, Program Director
(P) 920.450.2970
nfietzer@bgclubfoxvalley.org
https://www.bgclubfoxvalley.org/

EDISON ELEMENTARY SCHOOL
2025-2026 FAMILY CALENDAR

AUGUST
- 19 Kindergarten Orientation 5:00-6:00 pm
- 28 Back to School Bash 3:30-5:30 pm

SEPTEMBER
- 1 No School – Labor Day
- 2 First Day of School 8:22 am-3:20 pm
- 29 No School - Professional Development
- 30 Edison Picture Day

OCTOBER
- 30 Picture Retake Day
- 31 No School - Professional Development

NOVEMBER
- 4 Parent/Teacher Conferences 3:30-7:00 pm
- 6 Parent/Teacher Conferences 3:30-6:45 pm
- 26-28 No School – Thanksgiving Break

DECEMBER
- 24-Jan 2 No School – Winter Break

JANUARY
- 5 Classes Resume
- 16 No School - Professional Development
- 19 No School – Martin Luther King Day

FEBRUARY
- 16 No School - Professional Development
- 17 Parent/Teacher Conferences 3:30-7:00 pm
- 19 Parent/Teacher Conferences 3:30-6:45 pm

MARCH
- 27-Apr 3 No School – Spring Break

APRIL
- 6 No School - Professional Development
- 7 Classes Resume

MAY
- 13 Grade 5 Middle School Transition Day
- 14 Band/Strings Concert 6:00 pm & Edison Shine Bright Art Night
- 22 No School - Professional Development
- 25 No School – Memorial Day

JUNE
- 2 5th Grade Farewell 6:30-8:00 pm
- 3 Field Day
- 5 Last Day of School – Dismissal at 11:27 am

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This handbook is a reference guide for our Edison families. If you have any questions or concerns, please feel free to contact the school office. We welcome and encourage your feedback and suggestions. We also encourage you to be a regular visitor to the Edison School website, www.aasd.k12.wi.us (click on "Our Schools"), and our Facebook page.

Mission Statement: *Edison School is a family of educators, students, parents, and community members. We cherish our diversity, promote a safe environment, develop contributing citizens, and inspire self-motivated lifelong learners.*

GENERAL INFORMATION

Please go to the parent portal or notify the school office (920-852-5460) immediately with change of phone numbers, emergency contact information and change in address for your child's safety. It is important that all information is up to date on the parent portal.

Daily Schedule	Morning Session	Lunch/Recess Period	Afternoon Session
Edison Elementary	8:22 a.m.-11:45 a.m.	11:50 a.m.-12:40 p.m.	12:35 p.m.-3:20 p.m.

Breakfast is in the classroom following the 8:27 a.m. bell. Students may not be dropped off earlier than 8:10 a.m. unless attending B&G Club Before School Care.

Office Hours

Office hours are **7:30 AM - 4:00 PM** during the school year.
June & August: **8:00 AM – 2:00 PM**
July: **Closed**

ABSENCES

If your child will be absent, please remember to call the school (**920-852-5460**) or leave a message before **9:00 a.m. Please state your child's name, grade, teacher name, and reason for the absence.** When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day. A doctor's note is recommended if the illness lasts for more than 3 days. Notification by way of a fax or email is

also acceptable. Please be aware of the AASD Attendance Guidelines as stated in the *"Family Elementary School Policy Manual"*.

ATTENDANCE

Please see Board Policy 430 and 430 Rule.

Arrival

Supervision for students on the playground begins at **8:10 a.m.** Students should not arrive before this time unless they are enrolled in the Boys & Girls Club (B&G Club). Early entry into the building before **8:22 a.m.** requires a pass or an adult escort. If you arrive early with your child, please sign in at the office.

For B&G Club students, entry begins at **7:00 a.m.** through Entrance B.

In inclement weather (below 0°F, rain, sleet, etc.), look for an **IN** sign on the window to enter the building or an **OUT** sign to wait outside.

Dismissal

Dismissal is at **3:20 p.m.** All students must leave school and follow their predetermined plans. Supervision ends at **3:30 p.m.** Any students still on the playground after 3:30 p.m. will be taken to the office to wait for their ride.

Please ensure your child knows their after-school plan. Students must go directly home or to their daycare provider. They are not permitted to make last-minute plans to go to a friend's house from school. If a student wants to return to the playground after dismissal, they should go home and check in first. The playground is unsupervised after **3:30 p.m.**

Ill Students & Early Pick-Up

If your child becomes ill at school, we will contact you. Students with a fever of 100.4°F or higher, or those who have vomited or have diarrhea, must be picked up and should not return for **24 hours**. Please ensure the office has your current contact information.

If you need to pick up your child during the school day, you must do so from the **main office**. This ensures your child's attendance is recorded properly and your child can be signed out. The office will call your child to come to the front when you arrive. Students are not allowed to walk home during the day, even for lunch or if they are sick.

VISITOR PARKING

Edison has a parking lot on the North side of the building. Visitors may park in any open spot. Glow Parking spots are reserved for "Glowing" members of our staff. Visitors are asked to observe all "No Parking" areas of the parking lot, including the driveways, handicapped, and center aisle. On-street parking is available around Edison but is regulated by the City of Appleton. Please check the signage for legal parking areas.

When dropping off or picking up children please be courteous of our neighbors. Do not park or stand in front of any driveways and always allow homeowners access to their driveways. For safety reasons please do not drop students off in the parking lot.

VISITORS TO EDISON SCHOOL

For the safety of the children and staff at Edison School, all visitors entering our building must sign the Visitor Sign-In Form in the Office and wear a Visitor's Badge. This badge must be worn at all times when a visitor is in the building. We ask that all visitors enter the building at the Meade Street entrance. We WELCOME parents/guardians and community members to visit and participate in the events of Edison School, so please do not let this formality hinder your visits. Our interest is in protecting the safety of all our students and staff by knowing who is in the building at all times. The North Street parking lot doors and the playground doors will be locked all day. Visitors must access the building by going to the office and getting a pass.

HOMEWORK FOR ABSENCES

After two consecutive days of absence, you can request homework assignments when you report your child's absence to the office. This gives teachers time to prepare the materials and avoids interrupting class. The homework will be ready for pickup by **3:20 p.m.** on the requested day. Students are expected to complete missed assignments in a reasonable amount of time, and teachers will be flexible with due dates based on the circumstances.

ANTICIPATED ABSENCE

If you know your child will be absent for more than two days, please stop in the office at least one week prior to the absence and pick up a Request for Student Absence form. This form needs to be filled out and turned in to the homeroom teacher who will sign it and return it to the office. The homeroom teacher will provide the assignments to be completed over the vacation. Makeup work may also be assigned when the children return to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence. Only one form needs to be submitted for all children in the family.

ADDRESS/PHONE CHANGES IMPORTANT!

If at any time during the school year, a student moves to a different address, this change must either be made on the parent portal by a parent or reported to the school office as soon as the move has occurred. Likewise, a change in telephone numbers (home, work, and cell) or the installation of a telephone should be changed on the parent portal or reported to the office.

Contact with the parent during an emergency is imperative! We also need up-to-date emergency contact information on file at all times. Thanks for keeping us informed!

BIRTHDAY PARTY INFORMATION

INVITATIONS

If you are planning to have a birthday party for your child during the school year, **you may NOT distribute invitations at school**. This includes putting invites into class mailboxes, and individual backpacks, and distributing them in class, the hallway, or on the playground. Teachers may provide parents with a listing of student names to assist in the process of identifying your child's classmates. Release of students' addresses or phone numbers is prohibited.

TREATS

Health Wellness is important to our district. For all those who celebrate birthdays please refer to School Wellness Policy #458 or page 7. **We will no longer allow treats** to be brought in and shared with the class. Please refer to your classroom teacher and know we will still recognize our special birthday student in a non-food manner.

COMMUNICATION

The Edison Mailgram is sent home every Thursday during the school year. The school calendar with special school/family events is published on our website (**http://edison.aasd.k12.wi.us**) You will also receive an Edison Family Newsletter twice a month sent electronically via email.

EMERGENCY SCHOOL CANCELLATIONS

Please indicate the transportation plan that you would like your child and school to follow in the event school is closed earlier than the usual dismissal time on the Parent Portal.

In cases of bad weather, dangerous road conditions or other school emergencies, school closings, delays in starting the school day or early school dismissals will be announced on local radio and television stations. The Appleton Area School District will inform families of such schedule changes as quickly as possible with a robocall.

Please avoid calling the district or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital outgoing calls.

SCHOOL FEES

School fees are assessed at the beginning of each school year. Students who enter school later in the year are assessed prorated fees. Fees for the 2025-2026 school year are as follows:

Kindergarten - Grade 5: $30.00

Please make checks payable to AASD (Appleton Area School District). Families with incomes below established guidelines may qualify for a waiver of school fees. The school fee waiver application is now combined with the Free and Reduced Lunch Application. Please contact the school office for this application or you will also find the application on the Parent Portal. To avoid the school fees, please check the box to share information which will only be shared with the school business secretary. All applications are treated confidentially.

STUDENT HEALTH

We frequently receive notes and phone calls from parents, requesting that their child be allowed to remain indoors during regular outdoor recess times due to illness. Here are the guidelines that are followed:

- If a child is well enough to be in school, they are expected to participate in all regular school activities, including recess.
- Children with chronic or acute illness or injury whose health and well-being would be compromised by going outdoors for recess will be required to have a physician's statement, including diagnosis, duration of exclusion from recess, and treatment plan.
- When children come to school with symptoms of illness or injury which would be cause for exclusion from school, parents will be contacted by school staff and asked to take the child home. During this time, children will not be expected to go outdoors for recess while they await their parent's response.

REQUESTS FOR NON-PARTICIPATION IN OUTDOOR RECESS FOR ILLNESS OR INJURY-RELATED REASONS REQUIRE A NOTE FROM A PHYSICIAN

MEDICATIONS AT SCHOOL

In compliance with Wisconsin State law, the Appleton Area School District has adopted a policy on the administration of medications. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside of school hours. In the event that this is not possible, the district will administer medication within the following guidelines:

PRESCRIPTION MEDICATION

1. A current **Administration of Medication Consent Physician's Statement** form and **Administration of Medication Consent Parent/Guardian Statement** form must be on file in the school office. These forms may be obtained in the school office.
2. The prescription medication must be supplied in the original **pharmacy-labeled bottle** indicating the *correct dosage and administration instructions*. This information must be the same as provided in the above-noted forms. Only the amount of medication needed at school shall be contained in the bottle.

OVER-THE-COUNTER-MEDICATION (Non-Prescription)

1. The parent/guardian must complete an **Administration of Medication Consent** form.

2. Medication must be supplied in the *original container with the student's name written on the container.*

SELF-ADMINISTERED MEDICATION – ELEMENTARY SCHOOLS

It is not recommended for elementary-age students to carry and administer their own medication. If a parent would like their child to possess medication for self-administration, **contact the school nurse at 920-852-5460. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, & Codeine) require parent *and* physician authorization in order to be self-administered**. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

Cough Drops/Throat Lozenges: We ask that parents refrain from sending cough drops to school. These small, slippery, hard discs can become a choking hazard for children. We ask that these items not be brought to school or kept in the school office for student use. **Instead, please send your child to school with a water bottle if he/she is experiencing a cough or scratchy throat.**

STUDENT NUTRITION STANDARDS

The Appleton Area School District requires foods for **all school functions and activities** (sale or distribution during the school day be nutrient-dense and approved by the Smart Snack Calculator https://foodplanner.healthiergeneration.org/calculator/ (exceptions listed below). Nutrient-dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient-dense foods in the school setting, the District has adopted the following AASD Student Nutrition Standards governing the sale and distribution of food and beverages on school grounds. Sites are expected to follow AASD Student Nutrition Standards as minimal guidelines located on the next page.

For All Students at All Times of the Day	Examples
Fruits, vegetables, whole grains, combination products, fat-free and low-fat milk products, lactose-free and soy beverages, per portion as packed ● ≤200 calories ● ≤35% of total calories from fat ● <10% of calories from saturated fats ● Zero trans-fat (≤0.5 g per serving) ● ≤35 % of calories from total sugars ● ≤200 mg sodium	● Individual fruits-apples, pears, oranges ● Fruit cups packed in juice or water ● Vegetables-baby carrots, broccoli, edamame ● Dried or dehydrated fruits-raisins, apricots, cherries ● 100% fruit juice or low-sodium 100% vegetable juice ● Low-fat, low-salt, whole-grains crackers or chips ● 100% whole-grain mini bagel ● 8 oz. servings of nonfat chocolate milk with ≤18 g of total sugars ● Low-sodium, whole-grains bar containing sunflower seeds, almonds, or walnuts

	● Low-salt baked potato chip (≤200 mg of sodium) crackers, and pretzels ● Low-sodium, raw/dry roasted nuts and seeds are exempt from ≤30% total calories from fat
Examples of items that DO NOT Meet the Recommended Standards	
● Potato Chips or pretzels that contain too much sugar or salt (i.e., exceeding the values listed above) ● Cheese crackers that contain too much fat/sodium ● Breakfast or granola bars that contain too much fat or sugar ● Ice cream products that contain too much fat/sugar	● Cakes, cupcakes, or cookies with too much sugar/salt ● Fortified sport drinks or fortified water ● Licorice or candy ● Fruit smoothies with added sugar ● Beverages or sodas with sugar, caffeine, or artificial sweeteners

USE OF BUILDING

Any group that wishes to use Edison School for a meeting place must contact the Use of Buildings Coordinator at (920) 852-5405 ext 53035 or the Edison office for a Use of Buildings request form.

LUNCH & BREAKFAST INFORMATION

BREAKFAST

Breakfast is brought to the students in the controlled classroom environment and they will eat at their desks in the company of their teacher, and classmates – a setting that encourages them to eat a healthy breakfast. All enrolled at Edison are offered breakfast at no charge.

FREE AND REDUCED INFORMATION

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below this established guideline are also entitled to apply for a waiver of school fees (please see “School Fees”). Contact the parent portal or the school office for these applications. All applications are treated confidentially. Students may wish to bring bag lunches from home.

LUNCH

All enrolled students at Edison are eligible to receive a healthy lunch at school at **no charge** to your household thanks to the Community Eligibility Provision (CEP) for the 2025-2026 School Year. However, a completed application is still needed to determine whether or not your child is eligible for a waiver of other school fees. In addition, this information is also used to secure our

Title I status. It does not cover families and siblings when they attend school lunch or classroom outings.

SNACK

The option and timing of snacks are determined by the classroom teacher. If the classroom teacher allows snacks at a designated time, we request that all students follow the district guidelines found on page 7. Students will not be allowed to consume unhealthy snacks (ie: fruit snacks, fruit roll-ups, candy bars, chips, etc.)

SAFETY RULES

*Safe walking maps are posted by all exterior doors. They are also available in the school office upon request.
*Students riding to school on a bus will receive a student policy book from Lamers.

PLEASE BE AWARE OF SPEED LIMIT RESTRICTIONS AT CERTAIN INTERSECTIONS AND OTHER LOCATIONS MARKED WITH SCHOOL CROSSING SIGNS

According to W.S.A. 346.57(4)(b), the speed limit of 15 miles per hour is restricted when passing an intersection or other location properly marked with a “school crossing” sign when any of the following conditions exist:

1. Any child is present.
2. A school crossing guard is within a crosswalk, at the intersection, or another location or, if no crosswalk exists, is in the roadway at the intersection or another location.
3. A school crossing guard is placing in or removing from the roadway at or near the intersection or another location a temporary sign or device that guides, warns, or regulates traffic.

Please note that only one child needs to be present for a violation to occur. However, a child need not be present if the school crossing guard is present and is within the crosswalk or is present even if no crosswalk exists on the roadway.

Crosswalk only applies to the roadway; it does not include the sidewalk or curb. Therefore, if the crossing guard is just standing on the sidewalk with no children present, then a vehicle is not restricted to 15 mph (unless some other law applies).

There has been some confusion as to what “another location” includes. Although most, if not all crossing guards in Appleton, are stationed at intersections within a school zone, “another location” was added to cover areas where you have a school crossing that is not located at an intersection or an area that is not within a school zone but is used as a school crossing.

PEDESTRIANS

1. Help your child choose the safest route to and from school using the safe walking route map (available in the school office). Instruct your child to follow this route. Even though it may not be the SHORTEST ROUTE, it is considered to be the SAFEST. Where there is no sidewalk and it is necessary to walk in the roadway, instruct your child to always walk on the side facing traffic (left side of the street).
2. Cross streets ONLY at corners.
3. WALK, not run, when crossing the street.
4. Obey police officers, adult crossing guards, and school safety patrol.
5. Watch for turning vehicles.
6. Do not cross between parked cars.

BICYCLES/SCOOTERS/SKATEBOARDS (Need to be locked up while at school)

1. Walk bikes, scooters, skateboards on the playground. Students may ride on the sidewalk (with the exception of school grounds). Pedestrians have the right of way.
2. Obey all stop signs and signals.
3. Signal all turns and stops using proper signals.
4. Ride bikes on the right side, close to the edge of the pavement and in the same direction as the flow of traffic. Ride single file and pass parked or moving cars with care.
5. Walk bicycles at busy intersections and corners. Use the pedestrian crosswalk.

***We encourage students to wear bicycle helmets for their safety and to lock their bike/scooter/skateboard in the bike rack**.

OUTSIDE/INSIDE RECESS

The Appleton Area School District follows the Federal Meteorological Service's wind chill chart in determining whether recess will be held outside or inside during the winter months. When wind chills fall into the darkly shaded area, we will have inside recess.

Edison does have a weather station on the roof to measure temperature and wind speed and other local weather stations are monitored to help determine safe temperatures for our students to go out for recess.

Wind	Temperature																	
Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

- Safe
- Cold Weather Advisory
- Extreme Cold Watch or Warning

WINTER CLOTHING

As the weather gets colder, students should come to school dressed appropriately. For recess, students are expected to wear a winter coat, hat, and mittens or gloves. To play in the snow,

students must wear boots and snow pants. Please label all winter clothing clearly with your child's name.

FIRE, TORNADO, AND INTRUDER DRILLS

Safety drills, including fire, tornado, and emergency response drills are regularly conducted and practiced as required by law and school policy. Teachers discuss safety drill procedures with the students in each classroom.

EDISON COMMUNICATION PROCEDURES

GOLDENROD POLICY

The Edison School staff recognizes how difficult it is to keep track of all the papers that come home from school, church, scouts, sport teams, and numerous other activities in which children participate. We have an aid that we hope will be helpful to families. **All papers coming home with an Edison child that needs to be returned to school will be printed on goldenrod-colored paper.** It is bright, gold so it is hard to miss.

While it is impossible to list all examples of what will be printed on goldenrod, a few of the most common are field trip permission slips, requests for volunteer assistance, and other similar situations. The goldenrod color is an **ALERT** to you, that a response is expected or needed. So be on the lookout for these goldenrod sheets.

MAILGRAM THURSDAY

The Mailgram will contain notices, permission forms, and other information on school activities. While each family should be checking their children's backpacks every evening, it is especially essential that they be checked on Thursdays. While Mailgram Thursday is the rule of thumb, it may be necessary, due to deadlines and timeliness, to send some items home on another day. We will, however, make every attempt to stick to the Thursday "take home".

EDISON FAMILY NEWSLETTER

The Edison Family Newsletter is one means of communication between the school and home. The newsletter will typically be published every other week. The newsletter will be emailed to all families and available on the Edison website (https://edison.aasd.k12.wi.us/). If you request a paper copy with the office, it will be sent home with the youngest child in the family. The deadline for submitting items is the Friday prior to publication. Look for PTO news inside.

PHONE & TEXT – ALERT SYSTEM

Edison will be using an automated phone call system that allows us to call all Edison families with messages and announcements. From time to time, a recorded message and/or a Text message, and/or an e-mail will be sent informing you of upcoming important events or special announcements**.** Our primary communication tool will continue to be our website **(**https://edison.aasd.k12.wi.us/**)** and mailgrams but the phone information system is a timely tool to quickly contact all Edison families with the same message.

SCHOOL CLOSINGS

In cases of bad weather, dangerous road conditions, or other school emergencies, school closings, delays, or early dismissals will be announced.

HOW CAN I FIND OUT IF SCHOOLS ARE CLOSED?

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's website and the district's social media. The district will also utilize Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. Please ensure that your Infinite Campus notifications settings are up to date.

EDISON PBIS (Positive Behavioral Intervention and Support)

Edison is again a PBIS School of Distinction. A PBIS School follows a prescribed system to assist students in learning and following school expectations. The PBIS Way includes the development of a Rules Matrix, teaching and re-teaching school expectations and positive recognitions for students. PBIS Celebrations are held periodically during the school year. Students who do not follow school expectations will have re-teaching opportunities and may also have a different consequence that relates to the behavior.

Edison's PBIS is anchored in the three foundations of "Being Safe, Being Respectful, & Being Responsible". At Edison we use the phrase, "Shine and Be Kind." When you shine, you are safe and responsible and when you are kind, you are respectful. You will see our more detailed school rules matrix posted throughout the school and in classrooms. Students demonstrating positive behaviors may receive recognition in different ways from staff throughout the building. We will award weekly prizes that range from tangible items to special experiences with a staff member like getting to eat lunch with an adult, have lunch with a 5th grader, or other fun activities. Please look for more information on our PBIS system during the school year.

Charger Expectations for Excellence

	Recess	Bathrooms	Hallways	Lunchroom	Before (8:10 AM) and After School (3:30 PM)
SHINE (safe and responsible)	Safe use of equipment Clean up playground Line up at the bell Safe Body	Use bathroom pass 4 person limit Flush Toilet Wash hands Keep area clean	Walking feet Move directly to destination Keep area clean and organized Safe body	Eat your own food Keep area clean and organized Stay seated	Head directly to destination Walk your wheels (bikes and scooters) Phones turned off and put away
BE KIND (respectful)	Voice Level 2 and 3 Listen to adults and peers Problem Solve Include Others	Voice Level 0 or 1 Respect others privacy	Voice level 0 or 1 Respect others property Listen to adults and peers	Voice level 1 or 2 Listen to adults and peers	Voice level 2 Listen to adults and peers

TOYS AND VALUABLES

In order to limit the risk of theft and to maintain a learning environment free of distraction, please keep toys, valuables, cell phones, and nice jewelry at home. This includes trading cards, stuffed animals, tablets, electronic games, etc. Your help with this is appreciated.

LOST AND FOUND

If your child is missing something, please check the lost and found racks located on the first floor near the office. We will clean out the lost and found periodically. Items that remain in the lost and found for an extended time are donated to local charitable organizations.

REPORT CARDS

Progress Reports will be sent home with your child as well as available on the Parent Portal in Infinite Campus late January and early June. Dates will be published in the Edison Family Newsletter when they are available for viewing.

PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES

These conferences, held twice a year, are designed so that specific suggestions and questions about the individual student can be explored. Your child's teacher will share academic, social, and any other classroom struggles and successes. Appointment sheets, starting times, and dates are sent home before each conference.

Fall conferences are scheduled at Edison for Tuesday, November 4 from 3:30-7:00 & Thursday, November 6 from 3:30.m. to 6:45 p.m. The spring conferences are scheduled at Edison for Tuesday, February 17 from 3:30-7:00 p.m. and Thursday, February 19 from 3:30 p.m. to 6:45

EDISON PTO

Here at Edison, we encourage our students to challenge themselves and engage and build relationships with family, school and community. One great way parents can support these goals and contribute themselves, is to participate in the PTO and other volunteer opportunities such as **Ice Cream Social, Picture Day, Book Fair, Conference Meals and Fun Run**. So many of our activities rely on parent participation to be successful. Attending PTO meetings is a great way to not only participate in guiding and developing these activities, but also to connect with other parents. We look forward to your involvement and support this year. If you would like to provide childcare or know someone who would for PTO meetings please email Jennie at MickeJennifer@aasd.k12.wi.us. Parents/guardians are invited to become involved in the education of their children at Edison Elementary. There are many opportunities for parental involvement such as volunteering in the classroom, attending Parent-Teacher Conferences and other special programs, chaperoning field trips, and by becoming a member of the Edison PTO.

Stay connected with the PTO by joining our Facebook page: Edison Elementary PTO

Contact Anna Troge or **edisonchargerspto@gmail.com**. If you are interested in volunteering for any of the PTO activities or events.

- **Restaurant Nights:** Eat out with your family at local restaurants and Edison earns part of the proceeds. Restaurant nights will be advertised in the Edison Family Newsletter.
- **Picture Day:** *Edison students will have their pictures taken on Tuesday, September 30, (Retake - Make-up Day – Thursday, October 30). Information about how to order picture packages will be sent home in the Thursday mailgram.*
- **Conference Dinners:** Refreshments are provided for staff during conference nights. Volunteers are needed to provide food and beverages, set up and clean up.

*Information on additional activities and opportunities to volunteer will be announced throughout the year and can also be found on the PTO Facebook page.

DISTRICT POLICIES

Find all of the Appleton Area School District Policies in our Elementary School Policy Manual for Families.

STUDENT DRESS POLICY
Board Approved Policy 443.1
Students' dress or attire must adhere to the following minimum standards. The standards maintained align with the BOE approved policy 443.1, June 1999 found in the family district handbooks.

- Students may not wear scanty/revealing clothing. Examples of these items include **but are not limited to** tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.
- Shorts and skirts must reach mid-thigh (extend arms at the side, shorts or skirts must extend to fingertips).
- For our students' safety, **flip-flop shoes and heelys are not allowed**. Students must wear shoes/appropriate footwear in and around the school at all times. Students may wear sandals with a strap around the heel to keep shoes in place.
- Jackets, coats, and gloves must be removed at the student's locker/hallway hook area. Any such items may not be worn around the building during school hours.
- Students are not allowed to wear headgear in the school building. Examples of headgear include **but are not limited to** hats, caps, and bandanas.
- No garments that advertise alcohol, alcohol establishments, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions, or inappropriate subject matter is allowed to be worn in the school buildings.
- Any attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn. Examples of these items include **but are not limited to** chains, leather straps, pet collars, and spikes.
- No attire with any gang-related purpose is allowed.

Body markings or tattoos that do not meet the above standards must be fully covered at all times.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when deemed appropriate by the building administration.

STUDENT USE OF TWO-WAY COMMUNICATION AND/OR ELECTRONIC DEVICES 443.5

Edison students may not use their cell phones during school hours (8:10 AM-3:20 PM). Calls may be made outside of the building but not during school hours. Cell phones must be kept in backpacks and not in desks and are not allowed at recess. Phones must be kept on silent mode at school at all times and during school field trips. Parents may be required to pick up cell phones in the office if students violate this policy. Students cannot take pictures or videotape with their phones at any time.

HOMEWORK POLICY

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and

creative thinking. Homework assignments will be developmentally appropriate at the different grade levels and may include daily assignments and/or long-term projects. Parents/guardians are encouraged to monitor what their child is learning and provide time for reading and school work at home.

ANIMALS IN SCHOOL POLICY

Appleton Area School District recognizes that animals have educational value in the school setting, but only under conditions that ensure the safety and well-being of the students, staff, and the animal. Prior approval must be received from the principal before any animals are brought into the school. Animals in school shall be planned and approved in accordance with established procedures.

Resident animals will only be allowed in the building after an allergy information survey of staff and students who will be in contact with the resident animal is completed and indicates that there are no allergy concerns. From time to time, there is a request for an animal visitation to the school. The same guidelines as those considered when approving a resident animal will be taken into consideration when approving any animal visitation.

Animals that will not be allowed in the school building are as follows: poisonous animals, reptiles and amphibians, wild-dog hybrids, stray animals, baby chicks and ducks, and psittacine birds.