

# Elementary Policy Manual Supplement

## For Columbus Elementary School 2024 - 2025

*This manual supplements the “AASD Elementary School Policy Manual for Families”  
–offered during online registration, on AASD webpage, or in school office.*

BELL SCHEDULE:

8:22am – 3:20pm



**Columbus Elementary School Office**  
**913 N Oneida Street**  
**Appleton WI 54911**

**Phone: 920-852-5450**

**Fax: 920-852-5451**

**Principal: Joel Cannon** [cannonjoel@asds.k12.wi.us](mailto:cannonjoel@asds.k12.wi.us)

**Secretary: Lori Kluball** [kluballlori@asds.k12.wi.us](mailto:kluballlori@asds.k12.wi.us)

*Visit us online at:* <http://columbus.aasd.k12.wi.us/>

For calendars, newsletters, announcements, email address for staff, and more!



Like our Columbus Facebook page at [COLUMBUS ELEMENTARY FACEBOOK PAGE](#) We will be posting exciting news about upcoming events and things happening in our classrooms!



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

TO REGISTER FOR BG CLUB @ COLUMBUS – GO TO:

<https://www.bgclubfoxvalley.org/columbus/>

**Unit Director: Nate Fietzer**  
[NFIETZER@BGCLUBFOXVALLEY.ORG](mailto:NFIETZER@BGCLUBFOXVALLEY.ORG)

**BGC @ Columbus Cell # 920-470-1581**



**Having trouble logging on to your Infinite  
Campus Parent Portal account?**

AASD Helpdesk  
920-852-5555 Ext. 63159  
[helpdesk@asds.k12.wi.us](mailto:helpdesk@asds.k12.wi.us)

*Please take the time to review this material and take note of the important attachments located in the back of this packet. Thank you!!!*

**NOTE: The most recent and up-to-date handbook can always be found on our school website.**

# Columbus Elementary School 2024 - 2025

June 2024						
S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	SS	SS	SS	SS	SS	15
16	SS	SS	NS	SS	SS	22
23	SS	SS	SS	SS	SS	29
30						

July 2024						
S	M	T	W	R	F	S
	SS	SS	SS	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	Open House	29	30	31

September 2024						
S	M	T	W	R	F	S
1	NS	1st Day	4	5	NS	7
8	9	10	11	12	FWF	14
15	PTO	17	18	19	FWF	21
22	23	24	25	26	FWF	28
29	PD					

October 2024						
S	M	T	W	R	F	S
		1	2	3	NS	5
6	7	Pic Day	9	10	11	12
13	14	15	16	17	18	19
20	PTO	22	23	24	PD	26
27	28	Trunk Treat	30	31		

November 2024						
S	M	T	W	R	F	S
						2
3	4	Pic Retake	6	7	8	9
10	11	12	13	14	15	16
17	PTO	19	20	21	22	23
24	25	26	C	NS	NS	30

December 2024						
S	M	T	W	R	F	S
1	2	3	4	5	NS	7
8	9	10	11	12	13	14
15	PTO	17	18	19	20	21
22	NS	NS	NS	NS	NS	28
29	NS	NS				

August 2024	
21,22	New Teacher Orientation Days
26-30	Staff Orientation/Professional Development Days
28	Open House/ Meet & Greet (4:30-5:30pm classrooms open)

September 2024	
2	No School - Labor Day
3	First Day of School / First Day Boys & Girls Club
6	No Boys & Girls Club (BGC In-Service Day)
6	Back To School Event 3:30-4:30pm (Family Engagement)
13, 20, 27	PTO Fruit with Families COL Gym 7:45-8:15am
16	PTO Meeting 4-5pm LMC
30	No Class All Day - Professional Development

October 2024	
4	PTO Fruit with Families COL Gym 7:45-8:15am
4	No Boys & Girls Club (BGC In-Service Day)
8	Picture Day (AM)
21	PTO Meeting 4-5pm LMC
25	No Class All Day - Professional Development Day
29	Trunk or Treat 3:30-5:00pm (Family Engagement)

November 2024	
1	No Boys & Girls Club (BGC In-Service Day)
5	Picture Re-Take Day
14	Parent Teacher Conferences 3:30-7:00pm
18	PTO Meeting 4-5pm LMC
19	Parent Teacher Conferences 3:30-6:45pm
27,28,29	No School - Thanksgiving Break

December 2024	
6	No Boys & Girls Club (BGC In-Service Day)
16	PTO Meeting 4-5pm LMC
18	All School Holiday Sing-a-Long 2:15-3:15pm
23-31	No School - Winter Break

January 2025	
1	No School - New Year's Day
2	Classes Resume
3	No Boys & Girls Club (BGC In-Service Day)
15	Winter Concert Grades 1-3
17	No Class All Day - Professional Development Day
20	No School - Dr. Martin Luther King Jr. Day
21	PTO Meeting 4-5pm LMC

February 2025	
7	No Boys & Girls Club (BGC In-Service Day)
7	Math Night 3:30-4:30pm (Family Engagement)
17	No Class All Day - Professional Development Day
18	PTO Meeting 4-5pm LMC

March 2025	
7	No Boys & Girls Club (BGC In-Service Day)
7	Literacy Night 3:30-4:30pm (Family Engagement)
13	Parent Teacher Conferences 3:30-7:00pm (Scholastic Book Fair)
14	Spring Dance 6:00-7:30pm
17	PTO Meeting 4-5pm LMC
18	Parent Teacher Conferences 3:30-6:45pm (Scholastic Book Fair)
21	No Class All Day - Conference Compensation Day
24 to 28	No School - Spring Break

April 2025	
4	No Boys & Girls Club (BGC In-Service Day)
16	Kindergarten Concert
18	No Class All Day - Professional Development Day
21	PTO Meeting 4-5pm LMC

May 2025	
2	No Boys & Girls Club (BGC In-Service Day)
2	Multicultural Event 3:30-4:30pm (Family Engagement)
5-9	Staff Appreciation Week
13	COL/ABS Fine Arts Night - Gr 4/5 - Concert 6pm at Zion (incl band, orch, choir)
19	PTO Meeting 4-5pm LMC
23	No Class All Day - Professional Development Day
26	No School - Memorial Day

June 2025	
4	Field Day/ Picnic
5	5th Grade Graduation 2pm
5	End of Year Carnival 3:30-5:00pm (Family Engagement)
6	No Boys & Girls Club (BGC In-Service Day)
6	Last Day of School, Dismissal 11:27AM

January 2025						
S	M	T	W	R	F	S
			NS	2	NS	4
5	6	7	8	9	10	11
12	13	14	J	End Sem 1	PD	18
19	NS	PTO	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	NS	8
9	10	11	12	13	14	15
16	PD	PTO	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	NS	8
9	10	11	12	13	Spring device	15
16	PTO	18	19	20	C	22
23	NS	NS	NS	NS	NS	29
30	31					

April 2025						
S	M	T	W	R	F	S
			1	2	3	NS
6	7	8	9	10	11	12
13	14	15	J	17	18	19
20	PTO	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	R	F	S
						3
4	Staff Apprec. Week	7	8	9		10
11	12	J	14	15	16	17
18	PTO	20	21	22	PD	24
25	NS	27	28	29	30	31

June 2025						
S	M	T	W	R	F	S
1	2	3	Picnic	Carnival	LD	7
8	9	10	11	12	13	

Semester Dates	
End of 1st Grtr	Nov. 1
End of 2nd Grtr/Semester	Jan. 18
End of 3rd Grtr	March 21
End of 4th Grtr/Semester	June 8

NS	= No School
SS	= Summer School
NO SS	= No Summer School
J	= Event
NS BGC	= No Boys & Girls Club
NS	= No School
C	= Conference Comp Day-No Sch
PD	= Prof Develop Day-No School
PTO	= PTO Meeting 4-5pm in LMC
J	= Parent Teacher Conference
J	= Concert/Fine Arts Event
LD	= Last Day (11:27 Dismissal)

## TABLE OF CONTENTS

Daily Schedule.....	1
School Fees.....	1
Breakfast/Lunch.....	1
Boys & Girls Club Before & After School Care.....	1
Arrival at School.....	2
Departure from School.....	2
Appropriate Outdoor Clothing.....	2
Attendance.....	3
Bikes, Skateboards, Rollerblades, Ripsticks, and Scooters.....	3
Birthday Celebrations.....	4
Bullying.....	4
Cellular Phones.....	4
Communication Folders.....	4
Epipen (Stock).....	4
Field Trips.....	4
Fire/Tornado/Intruder Drills.....	5
Holiday Celebrations.....	5
Inclement Weather/School Closure.....	5
Insurance/Optional Student Insurance Offering.....	5
Money Sent to School.....	5
Newsletter – Koala Connections.....	5
Parent Portal/Infinite Campus.....	6
Recess/Illness Requests.....	6
School Telephone for Emergency Use Only.....	6
Visitors.....	6
Volunteers.....	6

### APPENDIX

ALICE/AASD Safety Procedures  
Bullying/Speak Up Speak Out app for reporting bullying  
Co-curricular Activities  
Elementary Dress Code Guidelines  
Healthy Snack List  
Homework Guidelines  
Parent Involvement Policy

### FORMS TO BE SUBMITTED AS NEEDED

Medication Administration Consent Form  
Pre-Arranged Absence Notification  
  
How to Report an Absence using Infinite Campus Portal

## **Bell Schedule Grades K-5**

Morning Bell	<b>8:22am</b>
Lunch Bells	<b>11:40-12:30</b>
Afternoon Dismissal Bell	<b>3:20pm</b>

At the 8:22am bell, all K-5 students from Columbus will line up with their class on the blacktop behind Columbus and teachers will bring students inside.

## **Morning/Afternoon Early Childhood / Title 1 Preschool Bell Schedule**

<b>Early Childhood</b>	<b>AM</b> 8:27 AM - 11:04 AM (M-TH)	<b>PM</b> 12:39 PM – 3:16 PM
<b>Title 1 Classes</b>	<b>AM</b> 8:27 AM – 11:04 AM (M-TH)	<b>PM</b> 12:39 PM – 3:16 PM

## **School Fees**

Kindergarten-5<sup>th</sup> Grade \$30.00

Fees may be paid online using your Infinite Campus Parent Portal account. Families who have financial hardship may apply to have the school fees waived by completing the “Free and Reduced Price School Meals Application.” One new application covering entire family must be filled out each year. We encourage families to complete the application as much of our school funding is based on our percentage of students who qualify for free/reduced meals/fees.

## **Chartwells Food Service: Breakfast / Lunch**

Daily Breakfast in the Classroom and Lunch Service will be made available from our contracted food service provider, Chartwells. Menus are available on the AASD webpage and in the monthly newsletter.

**Columbus:** Columbus qualified for the Community Eligibility Program which allows all Columbus students to receive free breakfast and lunch regardless of Fee Waiver Application Status.

Columbus Kitchen Phone 920-852-5450 ext. 22045

## **Boys & Girls Club Before & After School Care**

Columbus is proud to partner with the Boys and Girls Club of the Fox Valley to provide supervised activities for students both before and after the normal school day. Parents must fill out an application and pay the fees to Boys & Girls Club prior to attending. Applications are available online.

- Boys and Girls Club opens daily at 7am and closes at 6pm.
- When it is a no school day, there is no Boys & Girls Club at Columbus. This includes snow days. Boys & Girls Club may offer special hours at the downtown club on no school days.
- The first Friday of each month there will not be Boys & Girls Club at Columbus due to Boys & Girls Club In-service days. Please find alternative childcare arrangements for these dates.

**Contact Information:** Mr. Nate Fietzer / 920-470-1581 / email: [nfietzer@bgclubfoxvalley.org](mailto:nfietzer@bgclubfoxvalley.org)

## **Arrival to School (Grades K-5)**

Playground supervision begins at 8:15am daily. Students should not arrive before 8:15am (except for Boys & Girls Club members). Students should arrive at Columbus no later than the 8:22am line up bell.

**If you are dropping your child(ren) off:** All Columbus students should be dropped off **in back by the Columbus playground. Please do not park or drop off in front on Oneida Street or in the Bus Loading Zones.** If your child is late, please be sure to enter the front doors on Oneida and check him/her in at the school office.

The safety of our students is of utmost importance! Before and after school we will have student safety patrols on the corners of Appleton Street/Winnebago Street and Appleton Street/Commercial Street. There is also an adult crossing guard on the corner of Oneida and Winnebago. Students walking to school are expected to cross the street at the corner with a crossing guard. **If you are dropping your child off, please do not pull up on the opposite side of the school and allow your child to get out and cross in the middle of the road by him/herself.**

If there is inclement weather before school, check the doors for the **Green/Entry Circle Symbol** indicating students should enter the building upon arrival.

## **Departure from School (Grades K-5)**

**Grades K-5:** After school, Kindergarten-5<sup>TH</sup> grade students not attending Boys & Girls Club will leave through the back playground doors. **Parents who wish to come and meet their student after school should wait outside.** We ask that parents do not come inside and wait at the classroom doors as it is a distraction during the final minutes of instruction time and the halls become too crowded once the bell rings. We appreciate your cooperation. If you need to speak to your child's teacher, please wait until after the bell to sign in at the office and go to the classroom, or feel free to send an email to set up a time (staff email addresses are on our webpage).

Students are expected to leave campus after school unless they are part of an organized after school activity or program such as the Boys & Girls Club.

## **Appropriate Outdoor Clothing**

Students should wear and/or bring clothing that is suitable for being in the outdoor weather as they are outside for recess each day. Dressing appropriately for the weather is important all year, but especially in the winter. In the winter, students should come to school with hats, coats, mittens and boots. Snowpants are required if they wish to play in the snow. Occasionally, students may be kept inside for recess if the temperature combined with the wind chill necessitates it. Please make sure that your child is dressed appropriately for the weather each day.

So that outerwear and boots are not lost or confused with another student's, parents are strongly encouraged to label all items with the child's name. Unclaimed lost and found items are eventually donated to local charitable organizations.

## **Attendance – Importance of School Attendance**

Regular school attendance is essential to school success. Frequent absences from school are the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absences can never fully be made up, and students cannot be expected to achieve to their full potential if they frequently miss class. It is the legal and moral responsibility of parents/guardians to ensure regular school attendance. This pattern is established early in the child's life by the attitude and support toward the school shown by the parent/guardian.

Prompt arrival by the 8:22 line-up bell ensures students are in their classrooms and ready to learn by the start of the instructional school day (8:27am). Attendance is monitored closely, and parents may be asked to meet with the principal and the School Attendance Team to address any attendance concerns that may arise.

### **AASD Student Attendance Policy**

**Please see Board Policy 430 and 430 Rule.**

[https://www.aasd.k12.wi.us/district/board\\_of\\_education/school\\_policies/400s](https://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s)

#### **ATTENDANCE PROCEDURES:**

**Calling in an Absence: If your child will be absent or tardy, please call the school office prior to 9:00am (920-852-5450).** If we are unable to take the call, our voicemail is available at all times for your convenience. If you have not called our office by 9:00am, we will contact you at your home or place of employment. It is for the safety of your child that we have accurate attendance information as early as possible. **Please note, parents can now report student absences using Infinite Campus Parent Portal account.**

**Absence Due to Appointments:** If you are picking the student up early to leave for an appointment, please come to the office and sign the student out and notify the office staff. Once you arrive, your child will then be called down to the office for you. If possible, please let the teacher know ahead of time whenever your child will be missing class time so that any homework can be ready to go home with your child. If your child is returning to school after an appointment, he/she needs to come into the office to sign in and get a pass before heading to class.

**Absence Due to Family Trip:** Please remember to schedule family trips on dates that we do not have school in session. It is important that your child attend school regularly. If your child will be absent from school for a family trip for more than two days, you will need to fill out a "Request for Pre-Arranged Absence" form. The form should be submitted at least one week in advance of the absence so that the teacher has time to provide schoolwork in advance.

**Late/Tardy: Students arriving late must check in at the school office and get a pass before heading to class.** Students who need to leave the building during the school day due to illness or appointment will need to be signed out in the school office by a parent, guardian, or designee. Once you arrive at the office, we will call your student out of class. Students returning to school should be checked back in at the office by a parent, guardian, or designee. If someone other than the parent will be picking up your child, please inform the office that this adult has permission to sign your child out from school.

### **Bicycles, Skateboards, Rollerblades, Ripsticks, Scooters**

Bicycles **MUST** be walked while on school grounds and across streets. We encourage students to lock up their bicycles and wear helmets. Skateboards, rollerblades, ripsticks and scooters should **NOT** be brought to school as they are not to be used on school grounds during the school day and we do not have a place to store them securely.

## **Birthday Celebrations**

AASD Board Policy reads:

### ***“D. Recognition for special occasion without treats***

*Recognitions for special occasions (birthdays, holidays, etc.) during the school day (starting at midnight the day before through a half hour after students are dismissed for the day) will **not** include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices.”*

**If you wish to bring a birthday treat, please consider providing fun pencils, party favors, or book for the class.**

## **Bullying**

Appleton Area School District is committed to providing students with a safe, secure, and healthy school environment that allows all students to maximize their learning potential. **Speak Up Speak Out** is an app our district has adopted in order to deter, mitigate, and manage bullying, cyberbullying, and other harmful or inappropriate behavior. Speak Up Speak Out empowers individuals with a simple, completely anonymous mobile app to report incidents, including attaching photo or video evidence. The app is available for Apple and Google.

## **Cell Phones/Personal Electronic Communication Devices**

Cell phones and other personal electronic communication devices are not allowed to be powered on during the school day at Columbus. Cell phones and other personal electronic devices can be kept in the student’s bag or backpack; however, **it is at students’/families’ own risk of possible theft, damage, misappropriation of data or equipment or other losses.**

## **Communication Folders**

We ask that parents/guardians check their child’s folder daily for any forms that may need to be signed and returned to school as well as for items that can stay home.

## **Epipen (Stock)**

AASD now has stock epinephrine available in each school building. The epinephrine is in the school office and in the AED box. School personnel have been provided education and training on the appropriate use of medication administration. The stock epinephrine will not be taken on field trips.

For students that have a diagnosis that requires emergency treatment with epinephrine, parent(s)/guardian(s) remain responsible to supply the school with a child specific epi-pen. Please see AASD Board Policy 453.4 Administration of Drug Products/Medications to Students.

## **Field Trips**

Students will have the opportunity to go on field trips off campus that support, supplement, and enhance understanding of curricular content.

Most times a fee will be charged for your child’s participation in the field trip. If family circumstances make it difficult to afford the fee, we have a program called “Project Starfish” which can assist with the costs. In return for the financial assistance, the parent or intermediate-age student is expected to “pay it forward” by volunteering at the school. The volunteer opportunities vary. Please stop in the office for an application if you have a need. Permission slips must be completed and signed. We cannot take verbal permission due to liability.



## **Fire/Tornado/Intruder Drills**

For the safety of our students and staff, we conduct the following required drills:

Fire – Monthly (one of the visits will be conducted with Appleton Fire Department supervising)

Tornado – Two drills per year

Intruder – Two drills per year

Everyone is expected to quietly and quickly follow all instructions during these drills. Staff members will do their best to prepare students so that these drills are not overly worrisome for younger students.

## **Holiday Celebrations**

**AASD Board Policy (#458 School Wellness) reads:**

*“D. Recognition for special occasion without treats*

*Recognitions for special occasions (birthdays, holidays, etc.) during the school day (starting at midnight the day before through a half hour after students are dismissed for the day) will **not** include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices”*

## **Inclement Weather/School Closure**

If school is cancelled due to inclement weather, there will be announcements on local radio and television stations. Cancellations will also be listed on the Appleton Area School District web page. When school is cancelled for the students, the office will not be open, so it will not be possible for the parents to reach the school for clarification.

Early dismissals during the school day will also be made known by radio or television announcements. During the annual registration process online, parents can indicate an emergency plan for the school to follow in the event of an emergency early dismissal.

## **Insurance – Optional Student Insurance Offered**

AASD will continue to work with First Agency, Inc to provide parents/guardians with an opportunity to purchase optional Student Accident Insurance for a nominal cost. Parents/Guardians can enroll or view the brochure and enrollment forms online at [www.1stAgency.com](http://www.1stAgency.com) .

## **Money Sent to School**

If your child brings money to school for field trip expenses, school store, etc., please place it in a sealed envelope with the child’s name, the teacher’s name, and the purpose for the money marked on the front of the envelope. This is of great help to the teachers and office in keeping accurate records.

## **Newsletter**

In an effort to save paper (and ultimately trees) we now publish our newsletter electronically. In addition to it being sent through email and to your parent portal account, it will also be available on our website

<http://www.aasd.k12.wi.us/columbus>



## **Parent Portal – Infinite Campus**

Parents/Guardians have access to Infinite Campus through the Parent Portal. Parents with more than one child attending AASD will have access to all their children through their parent portal account. Parent Portal allows parents/guardians to update phone numbers, addresses, and emergency contacts online as well as view and pay for school fees and meals. Report cards and attendance records can be viewed through the portal as well. Absences can be reported through the Parent Portal. If you need assistance logging in to your account, please contact [helpdesk@asds.k12.wi.us](mailto:helpdesk@asds.k12.wi.us). Please be sure to update your parent portal account when you have a change of phone number, address, or emergency contacts. Each summer parents will be asked to complete online registration for fall using the parent portal.

## **Recess/Illness Requests**

Please do not send notes requesting that your child stay indoors for recess. It is our expectation when you send your child to school he/she is well enough to go outside and participate in outside activities. A doctor's written excuse including requested date(s) is required if there is a medical reason why your child should not be going outside for recess.

## **School Telephone for Emergency Use Only**

The office phones are for school business and cannot be tied up with outgoing calls by students. **Students will be allowed to use office phones for emergency situations only.** Students are not permitted to call home for assignments, projects, gym shoes, or music instruments unless the teacher considers it necessary. Students will not be permitted to call home after school to ask permission to go home with another student.

If your student has an after-school schedule that varies (example – sometimes attends Boys & Girls Club, sometimes takes bus home, sometimes gets picked up) please be sure your child knows what the plan for after school is each morning. Writing a note to the teacher or noting it in the assignment notebook each day is also helpful and encouraged.

## **Visitors**

For security reasons, all parents, visitors, and guests entering our school are required to first check in at the office to log their name in the visitor book and obtain a visitor/volunteer name tag. Our entry/exit doors are all locked during regular school hours. Visitors will have to ring the doorbell/buzzer in order to be allowed into the office.

## **Volunteers**

AASD recognizes the important role volunteers play as they give their time and talents to support the educational process in our schools. The safety and well-being of the students, staff, and volunteers in the district is paramount. When due to the nature of their responsibilities it is necessary for volunteers to work outside the direct supervision of a staff member, the district reserves the right to complete criminal background checks.

## **APPENDIX**

- ALICE Safety Procedures
- Bullying Reporting – Speak Up Speak Out app
- Co-curricular Activities
- Elementary Dress Code Guidelines
- Healthy Snack List
- Homework Guidelines
- Parent Involvement Policy

## **FORMS TO BE SUBMITTED AS NEEDED**

- Medication Administration Consent Form
- Pre-Arranged Absence Notification
- (Online) How to Report an Absence using Infinite Campus Parent Portal



## ALICE/Safety Procedures

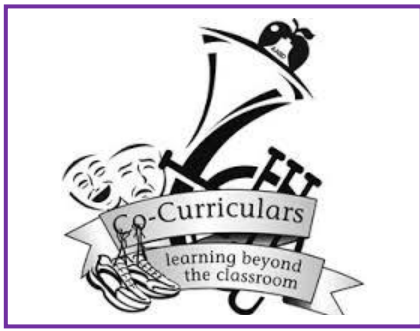
1. The safety of our school children has been and will continue to be our top priority.
2. The District is continually studying and updating safety and security protocols, procedures and training based on what are considered best practices.
3. Each school has a site-based safety committee that meets on a regular basis.
4. Each school completes an annual safety audit and conducts regular safety walk-thru's of their building.
5. Working with our Appleton Police Department, other safety experts and our District Safety Committee, we have recently enhanced our understanding, training and preparation for the worst-case scenario of an active shooter using a process called **ALICE**. **ALICE provides additional options to our existing lockdown procedures that only allowed for staff (in the case of a Code Red – Imminent Danger) to lock their door, turn the lights out, move to a corner of the room, and wait for police to arrive.**
  - a. **A: Alert** – Teaching and expecting all staff to constantly be alert to their surroundings, know who belongs, understand what is normal in their schools; empowering all staff to “sound the alert” in the event of any emergency. Using plain language to provide information to staff and students.
  - b. **L: Lockdown** – Sharing appropriate information so that fear and anxiety are lessened. The vast majority of the times we’ve had to secure school buildings were for matters that posed no danger to students and staff. Should there be a situation where a teacher would need to perform a lockdown of their classroom, they are being taught how to do an “enhanced” lockdown, which would involve barricading the entryways to the classroom.
  - c. **I: Inform** – Providing accurate, real-time information to staff, parents and students as soon as possible during any emergency or crisis so that people can exercise the best options available for the physical and emotional safety of the students.
  - d. **C: Counter** – Worst case scenario. This includes talking about possible options that can be exercised if a dangerous intruder were to gain entry into a classroom or office and it became a life or death situation. **It is not about teaching kids to fight.**
  - e. **E: Evacuation** – This is our first option whenever possible. Getting away from danger. Planned, ordered and organized evacuation. Rally points and reunification points will be established and will be shared with parents, staff and students alike.



If you think there's a threat to you, a friend, your school, or the community, don't wait. **SPEAK UP, SPEAK OUT** with an anonymous tip that can bring much-needed help. Students, parents, school staff, or any community members can submit a school safety concern or threat via a website, mobile phone application, or toll-free number.

- [Submit a tip now](#)
- You may also make a report using your smartphone by downloading the SPEAK UP, SPEAK OUT app from the [Apple Store](#) and [Google Play](#)
- or by calling 1-800-MY-SUSO-1 to speak to a resource center analyst.

**Call 911 if this is an emergency or a crime in progress.**



# ELEMENTARY

## CO-CURRICULARS

### LEARN BEYOND

#### *Always in Season*

Appleton Area School District encourages our students to participate in co-curriculars at every grade level. Not only are these activities a great way to connect with classmates and get involved in the community, but they also help develop lifelong skills such as teamwork and time management, which are essential for future success.

#### *A Real Plus for Students*

It used to be that co-curriculars were a nice extra. While participation is still optional, co-curriculars are becoming more important than ever. That's because admissions criteria for post-secondary schools keeps evolving—it's not just GPA and ACT/SAT test scores that matter anymore. It's also about *learning beyond the classroom*. Colleges are placing emphasis on how involved students are outside class and in the community. Employers are also considering the value co-curriculars have in providing real-world experience and the leadership potential they give graduates who are entering the workforce.

#### *A World of Opportunity*

Co-curriculars are more than just after-school sports. The range of activities offered allows students at various levels to pursue outside interests.

#### *Why Now?*

It's never too early to introduce students to co-curriculars and that's why AASD has implemented a series of great options at the elementary level. This is the time when kids start developing their individuality. It's also the start to building their cognitive and academic skill. Co-curriculars can help!

#### *What's the Value?*

Getting involved in co-curriculars at a young age has a positive effect on academic performance, gets students more engaged, and also arms youngsters with confidence. Other reasons to encourage your elementary school student to participate in co-curriculars include making new friends, be part of a team, explore different interest, develop talents, and acquire time management skills.

#### *What Is Offered at my School?*

Talent Show (All Grades)  
Service Club (Grades 4/5)

Safety Patrol (Grades 4/5)  
Others to be Determined

# Elementary Dress Code Guidelines

We take pride in the appearance of our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn.

Students dress or attire must adhere to the following minimum standards. The standards maintained align with the Board of Education approved policy 443.1, June 1999 found in the Elementary School Policy Manual for Families.

- 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.
- Jackets, coats, and gloves must be removed at the student's hallway hook/locker area. Any such items may not be worn around the building during school hours.
- Head gear is not allowed in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include but are not limited to hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- Garments that advertise alcohol, alcohol establishments, tobacco products, or drugs are prohibited.
- Attire with messages or symbols that include profanity, violence, sexual language/actions, or inappropriate subject matter is prohibited.
- 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.
- Attire with any gang related symbolism or purpose is prohibited.

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 building administration. This list is not meant to be exhaustive; rather it is intended to provide guidelines of acceptable dress.

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

## **Authority of Principals and Consequences for Violations:**

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions.

## Recommended Healthy School Snacks

We want to help our students make healthy food choices, so please work with us to provide daily healthy snacks for your child. Columbus receives free healthy snacks thanks to a grant, however, if you wish to send a different snack for your student, please adhere to the following guidelines:

### Recommended Healthy Snacks

- Fresh or dried fruit
- Pretzels
- Cheese
- Crackers (whole grain is better)
- Sandwich half
- Whole grain bagel
- Raw vegetables
- Muffins (low-fat)
- Juice boxes (100% juice – example: Juicy Juice)
- Yogurt
- Popcorn (no butter)
- Unsweetened cereal
- Bottled water

### Regarding Birthday and other Special Occasion Treats:

AASD continues to update practices that provide our students with a safe and welcoming environment through culturally and linguistically responsive practices. It is our responsibility to ensure that we are focusing on the whole child when making connections among academics, behaviors, and overall student wellness. As part of these efforts, the AASD School Wellness Policy Committee updated School Wellness Policy 458 in order to align our school wellness procedures with best practices. Following Board approval in May 2018, one of the changes being made throughout the district is to focus on honoring students through more inclusive practices that are not only more aligned to the updated policy, but are practices identified as being best for overall student health and wellness.

**Birthday and other recognitions during the school day will not include students bringing in snacks from outside of the district for other students and will instead take place through non-food practices.**

Recognizing students in more inclusive ways that support overall student wellness also has a variety of positive benefits:

- Reduced social and economic pressures on families for providing celebration snacks
- Increased cultural awareness for families with respect to birthday celebrations
- Avoidance of unintended consequences related to food allergies
- Decreased complications of monitoring glucose intake for students with diabetes

### Revision of AASD Board Policy (#458 School Wellness):

#### ***“D. Recognition for special occasion without treats***

*Recognitions for special occasions (birthdays, holidays, etc.) during the school day (starting at midnight the day before through a half hour after students are dismissed for the day) will not include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices.”*

If you wish to bring a birthday treat, please consider providing fun pencils, party favors, or book for the class.



# **Homework Guidelines**

## **Columbus Elementary School**

Student achievement is increased when teachers regularly assign homework and students conscientiously complete the work. Homework assignments at Columbus Elementary School will:

- Communicate that learning can take place at both home and school.
- Foster responsibility and time management.
- Provide a positive connection between parent and child
- Provide a communication link between school and home.
- Nurture positive attitudes toward school and learning.

Families, teachers and students all have roles to insure a successful homework experience. It is understood by all involved that the primary responsibility of homework rests with the student.

Teachers will:

- ✧ Assign meaningful and purposeful homework connected to classroom experiences.
- ✧ Clearly communicate homework expectations to students and families; including quality of work and due dates.
- ✧ Provide a variety of homework assignments; including preparation, practice, lesson extensions and enrichment.
- ✧ Provide feedback for all homework.

Students will:

- ✧ Complete the assignments and return completed work to school.
- ✧ Communicate any confusion about the assignment to the teacher.
- ✧ Use the homework folder or daily assignment notebook to communicate homework assignments to parents.
- ✧ Understand that homework comes before television or video games.

Families will:

- ✧ Offer positive support for the child when asked. Never allow the child to work past his/her or your frustration level.
- ✧ Check the homework folder or assignment notebook on a daily basis.
- ✧ Communicate concerns about student needs/frustrations with homework to the teacher.
- ✧ Provide a quiet study area for the student.

Homework expectations will differ at each grade level and between individual students at a particular grade level. The level of accountability will increase with each grade level. The following are representative of homework assignments made at the different grade levels:

### Kindergarten:

- ❑ All students should be read to or read independently for a minimum of 10 minutes a day.
- ❑ When a weakness in a skill is observed, specific reinforcement activities will be suggested for you and your child to work on at home.
- ❑ Please check student's backpack and daily take-home folder and discuss materials sent home with your child.
- ❑ Math work, student made books, special projects, and/or an activity to reinforce the curriculum will be sent home at various times. Please check your child's daily take home folder for these activities and work with your child on completing them and return them to school.

### Grade One:

- ❑ All students should be read to or read independently for a minimum of 10 minutes a day. Parents sign their reading folder when it is sent home.
- ❑ Students will be given a homework folder one or more times a week with an enrichment activity, or an activity to reinforce the curriculum to be completed at home and sent back to school.
- ❑ Students will have occasional special projects, or family involvement activities to be completed and returned.
- ❑ Math work will be sent home a few times a week.

### Grade Two:

- ❑ All students should **read independently** or be read to for a **minimum of 15 minutes a day**.
- ❑ Students should **study phonics lessons words** or complete word activities assigned.
- ❑ **The math curriculum includes math homework several times per week.**
- ❑ Suggestions will be made for home activities that support math concepts, such as math fact practice or games.
- ❑ Students will have **occasional special projects, enrichment activities, or family involvement activities.**
- ❑ Completion of **unfinished class work.**

### Grade Three:

- ❑ All students should be read to or read independently for a minimum of 15 - 20 minutes a day.
- ❑ Math work or activities that support math concepts.
- ❑ Study spelling words or complete word work activities.
- ❑ Completion of unfinished class work.
- ❑ Occasional long term, special projects related to topics being studied.
- ❑ Promotion of writing activities, such as; journals, letter writing, thank you notes.

### Grades Four and Five:

- ❑ All students should read independently for a minimum of 20 minutes a day.
  - ❑ Math work or activities to support math concepts
  - ❑ Encourage knowledge, practice and use of spelling and vocabulary words.
  - ❑ Completion of unfinished class work.
  - ❑ Special projects that are extensions of classroom learning.
  - ❑ Promotion of writing activities including journals, letters writing, creative stories, etc.
  - ❑ Study for chapter and/or unit tests.
- This policy does not address student absence due to illness or family vacations. Arrangements should be made between student, family, and teachers to complete missed work.

## Parent Involvement Policy

Columbus Elementary School will involve parents in regular, two-way and meaningful communication addressing student achievement and ensuring:

- That parents play an integral role in assisting their child's learning
- That parents are encouraged to be actively involved in their child's education
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

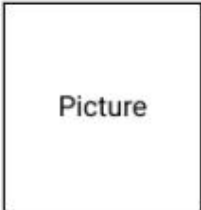
In compliance with Section 1118(a) (2), of the Elementary and Secondary Education Act (ESEA), Columbus agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the schools' Title I plan through a bi-annual meeting.
- Involve parents in an annual local review of the Title I program and use the results of the annual review to address any identified barriers to parental participation
- Involve parents in the development, implementation, and review of Parent-School Compacts
- Involve parents in the planning and development of effective parent involvement activities.
- Build the school's and parents' capacity for parent involvement by:
  - Providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators
  - Providing materials, resources and training to help parents work with their children to improve academic achievement (math night, reading night, classroom parent involvement activities, etc.)
  - Implementing a two-way communication system with parents that provide information in clear and understandable terms through a variety of tools such as: newsletters, planners, home-communication folder, curriculum letters, websites, etc.)
  - Coordinating parent involvement activities with other initiatives including Birth-Five and Boys and Girls Club.
- Parent teacher conferences and/or meetings will be held in fall and spring per school calendar and as needed/requested.
- Title I funds will be used to pay reasonable and necessary expenses associated with parent involvement activities.
- Academic content standards and local assessment will be communicated through district based report cards and/or teacher conferences

This policy was adopted May 2013.

*Last updated 8/2021*

PLEASE FAX COMPLETED FORM TO COLUMBUS OFFICE 920-852-5451



### Medication Consent Form

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
Date of Birth \_\_\_\_\_ School \_\_\_\_\_ Teacher \_\_\_\_\_  
Address \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

**Emergency Contacts**

Name \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_

**All medications administered by AASD staff are only available to students during school hours (7:30 a.m. - 4:00 p.m.)**

#### Section 1: Over-The-Counter (OTC) Medications

Medication	Dose	Route*	Time	Reason/Diagnosis	Expiration Date

\*Route = oral, inhaled, topical, injectable, etc. \*\*All over the counter medications must be in the original container.

#### Section 2: Prescription Medications

Medication	Dose	Route*	Time	Reason/Diagnosis

\*Route = oral, inhaled, topical, injectable, etc. \*\*All prescription medications must be in a properly labeled pharmacy box/bottle.

**Should medication be given on Late Start School Days (school starts two hours late)?**

Yes If yes, what time? \_\_\_\_\_  No

**Is the child authorized to carry and self-administer medication?**

Yes  No

PLEASE FAX COMPLETED FORM TO COLUMBUS OFFICE 920-852-5451



**Parent Consent for Medication Administration**

I hereby give my permission to the person(s) designated by the building administrator or designee, to give the above medication(s) to my child according to the directions stated above and further authorize them to contact and share medical information about my child with the physician indicated below. I agree to hold the Appleton Area School District and its employees who are acting within the scope of their duties harmless from any and all claims arising from the administration of this medication. I agree to pick up any remaining medication by the last day of school or will give the school authorization to dispose of all remaining medication(s). I understand that a completed and signed Medication Administration Consent Form is required before a prescription drug can be administered. This information will be shared with AASD staff on a need to know basis for the health and safety of my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Physician Information/Consent section must be completed whenever the following conditions exist:**

- Any OTC medication product that contains aspirin;
- An OTC medication is to be given daily for greater than 10 days;
- An OTC medication is to be given in a dosage other than the recommended therapeutic dose; or
- Any prescription medication

***Any medication/substance that is not FDA approved may not be given by AASD staff.  
Expired medications may not be given by AASD staff.***

**Physician Information/Consent**

Name of Provider \_\_\_\_\_ Clinic Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Address \_\_\_\_\_

Signature of Provider \_\_\_\_\_ Date \_\_\_\_\_

I agree to allow my child to transport the medication package (filled or empty) to and from school for the purpose of maintaining medication needed at school for administration and bringing home medication at the end of the school year. Controlled substances may not be transported by students.

- Yes
- No



## **Medication Administration in the School Setting PARENT/GUARDIAN INFORMATION**

In compliance with Wisconsin State Law, the Appleton Area School District has adopted a policy for the administration of medications. For school staff to administer medication safely and efficiently, parent/ guardians and/or adult students must comply with district policy.

### **MEDICATIONS AT SCHOOL**

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing practitioner to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated district staff will administer medication according to district policy.

All medications administered by AASD staff are only available to students during school hours (7:30 a.m. - 4:00 p.m.). ***\*\*\*Per the AASD medication policy, non-FDA-approved medications cannot be administered.***

### **PRESCRIPTION MEDICATION**

1. The current Medication Consent form, signed by parents/guardians and the prescribing practitioner must be on file at the school.
2. The prescription medication must be supplied in the original pharmacy-labeled package indicating the correct dosage and frequency of administration. This information must be the same as provided on the above-noted form. Only the amount of medication needed at school shall be contained in the package.
3. If changes in the dosage take place, an updated Administration of Medication Consent form, and an updated pharmacy-labeled package will be required.

### **NON-PRESCRIPTION MEDICATION (over-the-counter)**

1. The parent/guardian must complete a Medication Consent form.
2. Medication must be supplied in the original manufacturer's package with the student's name affixed on the package. Other packages, such as a baggie filled with pills, will not be accepted.

### **SELF-MEDICATION**

Although it is permitted and sometimes necessary for students to carry and administer their own medications, it is not recommended for elementary-age students. If a parent/guardian wishes their child to possess and self-administer medication, please notify the school office to discuss this and to complete the required form.

### **ADDITIONAL INFORMATION**

1. Your pharmacist can provide a second empty labeled container so that you will have containers for home and school. Medication will not be given if in an unmarked container (i.e., baggie, envelope).
2. All controlled substances must be delivered to the school by a parent/guardian or another adult. Parents /guardians are encouraged to deliver the package of medication to the school office to prevent tampering by the child and other students.
3. For controlled substances, school staff will verify the amount of the medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school staff.
4. Unused portions of medication after the completion of the school year or when discontinued will be disposed of after 7 days if not picked up by the parent/guardian.

Medication forms may be obtained from the school office or from the AASD website:

[https://www.aasd.k12.wi.us/families/student\\_health/medication\\_forms](https://www.aasd.k12.wi.us/families/student_health/medication_forms)





## Request for Student Absence Form

This year, we are striving to have all students become **HEROES**. We want our students to be **HERE, EVERY day, READY** to learn, and **ON time**. Student attendance at school is directly connected to their academic and social success in school. Attendance is an important life skill that will help your child to be college, career and community ready. By completing this form, parents are accepting the responsibility that goes along with a student's absence from school. Although family vacations can be valuable experiences, all families are encouraged to try to schedule these adventures in alignment with the school calendar breaks whenever possible. When missing daily instruction and classroom experiences, it is challenging to replicate the learning that happened during the period of time your child has missed. In addition, this requires planning between the teacher, parent/guardian, and student to make up missing assignments and assessments which can cause additional stress for your child. We care deeply about our student's overall success and appreciate your willingness to partner with us on this goal.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Date(s) of Absence:** from \_\_\_\_\_ to \_\_\_\_\_

**# of Days Student will be Absent:** \_\_\_\_\_

**Reason for Absence (circle one):**

Vacation    Personal Illness    Death in Family    Emergency    Illness in the Family

Observance of Religious Holidays or for Religious or Cultural Purposes

Other – Please explain: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----  
Reviewed and Completed by Administrator (Parent/Guardian(s) will receive an electronic copy through e-mail)

***State law permits students to be excused from school for a maximum of 10 days per school year. Please reference AASD Board Attendance Policy Rule-430 on the District website.***

Current Number of Days Absent/Tardy to date this school year: \_\_\_\_\_(absent)    \_\_\_\_\_(tardy)

**Classroom Teacher Contacted:**

**Request:**     **Approved**                       **Not Recommended**

**Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- This form needs to be submitted to the office **at least one week in advance** of the absence.
- This form needs to be submitted if the student will be absent more than 3 days or has met their 10 day maximum (includes: illness, tardy and others) of absences for the school year.
- One form must be submitted for each child in the family that is requesting an absence.

Cc: Student's Cum File



## Absence Request (Campus Parent)

Last Modified on 04/26/2022 2:59 pm CDT

Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school.

**Portal:** Campus Parent > More > Absence Request

The screenshot displays the Infinite Campus Parent Portal interface. On the left is a dark sidebar with a menu including: Message Center, Today, Calendar, Attendance, Schedule, Food Service, Fees, School Store, Activity Registration, Documents, and More. The 'More' section is expanded, showing a list of options: Address Information, Assessments, Demographics, Family Information, Health, Important Dates, Lockers, Meal Benefits, Transportation, OLR Forms, OLR WCA, Online Registration, and Absence Requests. The 'Absence Requests' option is highlighted. A modal window titled '< More | Absence Requests' is open in the foreground. It contains the following fields and options:

- Select the students you wish to submit an absence request for:**
  - Wein C Zelee (Grade: 06)
  - Brenda A Zelee (Grade: 02)
- Excuse \***: A dropdown menu with 'ILL: Illness' selected.
- Absence Type \***: Radio buttons for 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'.
- First Day \***: A date field with '04/18/2022' and a calendar icon.
- Last Day \***: A date field with '04/18/2022' and a calendar icon.
- Comments \***: A large text area for entering details.

At the bottom of the modal are three buttons: 'Submit' (in blue), 'View Requests', and 'Cancel'.

## Submit a New Absence Request

1. Mark the student for whom you are submitting the absence request.
2. Select the reason the student will be absent from the **Excuse** dropdown list.
3. Select the **Absence Type**.

Absence Type	Description
<p><b>Full Day Absence</b></p>	<p>This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the <b>First Day</b> and <b>Last Day</b> fields.</p> <div data-bbox="410 669 1063 905" style="border: 1px solid black; padding: 5px;"> <p>Absence Type *</p> <p><input checked="" type="radio"/> Full Day Absence</p> <p><input type="radio"/> Arrive Late</p> <p><input type="radio"/> Leave Early</p> <hr/> <p>First Day *                      Last Day *</p> <p>04/26/2022                      04/26/2022</p> </div>

- 4. Enter a start and end date for the absence in the **First Day** and **Last Day** fields.
- 5. Enter **Comments** about the absence reason.

Comments are limited to 50 characters.

- 6. Click **Submit** when finished.

## View Requests

To view all previously submitted absence requests for the student, click the **View Requests**

**View Requests** button. The **Current Requests** list screen displays details of existing requests can be viewed by selecting the record.

Last Name	First Name	Start Date	End Date	Status
Anderson	Shiloh	06/04/2019	06/07/2019	Pending
Anderson	Shiloh	06/10/2019	06/10/2019	Approved
Anderson	Shiloh	06/12/2019	06/12/2019	Approved

## Delete a Request

To delete an unprocessed absence request, click the request on the Current Requests screen then click the **Delete Request** button.

Student Name	Request Status	Start Date	End Date
Colton Abegg	Pending	Wednesday, Apr 27, 2022 - All Day	Wednesday, Apr 27, 2022 - All Day
Excuse ILL: illness	Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	

# Columbus Elementary School 2024 - 2025

June 2024						
S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	SS	SS	SS	SS	SS	15
16	SS	SS	NSS	SS	SS	22
23	SS	SS	SS	SS	SS	29
30						

July 2024						
S	M	T	W	R	F	S
	SS	SS	SS	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	Open House	29	30	31

September 2024						
S	M	T	W	R	F	S
1	NS	1st DAY	4	5	ARCADE	7
8	9	10	11	12	FWF	14
15	PTO	17	18	19	FWF	21
22	23	24	25	26	FWF	28
29	PD					

October 2024						
S	M	T	W	R	F	S
		1	2	3	NO BUS	5
6	7	Pic Day	9	10	11	12
13	14	15	16	17	18	19
20	PTO	22	23	24	PD	26
27	28	Trunk Treat	30	31		

November 2024						
S	M	T	W	R	F	S
					NO BUS	2
3	4	Pic Breaks	6	7	8	9
10	11	12	13	14	15	16
17	PTO	19	20	21	22	23
24	25	26	C	NS	NS	30

December 2024						
S	M	T	W	R	F	S
1	2	3	4	5	NO BUS	7
8	9	10	11	12	13	14
15	PTO	17	18	19	20	21
22	NS	NS	NS	NS	NS	28
29	NS	NS				

August 2024	
21,22	New Teacher Orientation Days
26-30	Staff Orientation/Professional Development Days
28	Open House/ Meet & Greet (4:30-5:30pm classrooms open)

September 2024	
2	No School - Labor Day
3	First Day of School / First Day Boys & Girls Club
6	No Boys & Girls Club (BGC In-Service Day)
6	Back To School Event 3:30-4:30pm (Family Engagement)
13, 20, 27	PTO Fruit with Families COL Gym 7:45-8:15am
16	PTO Meeting 4-5pm LMC
30	No Class All Day - Professional Development

October 2024	
4	PTO Fruit with Families COL Gym 7:45-8:15am
4	No Boys & Girls Club (BGC In-Service Day)
8	Picture Day (AM)
21	PTO Meeting 4-5pm LMC
25	No Class All Day - Professional Development Day
29	Trunk or Treat 3:30-5:00pm (Family Engagement)

November 2024	
1	No Boys & Girls Club (BGC In-Service Day)
5	Picture Re-Take Day
14	Parent Teacher Conferences 3:30-7:00pm
18	PTO Meeting 4-5pm LMC
19	Parent Teacher Conferences 3:30-6:45pm
27,28,29	No School - Thanksgiving Break

December 2024	
6	No Boys & Girls Club (BGC In-Service Day)
16	PTO Meeting 4-5pm LMC
18	All School Holiday Sing-a-Long 2:15-3:15pm
23-31	No School - Winter Break

January 2025	
1	No School - New Year's Day
2	Classes Resume
3	No Boys & Girls Club (BGC In-Service Day)
15	Winter Concert Grades 1-3
20	No School - Dr. Martin Luther King Jr. Day
21	PTO Meeting 4-5pm LMC

February 2025	
7	No Boys & Girls Club (BGC In-Service Day)
7	Math Night 3:30-4:30pm (Family Engagement)
17	No Class All Day - Professional Development Day
18	PTO Meeting 4-5pm LMC

March 2025	
7	No Boys & Girls Club (BGC In-Service Day)
7	Literacy Night 3:30-4:30pm (Family Engagement)
13	Parent Teacher Conferences 3:30-7:00pm (Scholastic Book Fair)
14	Spring Dance 6:00-7:30pm
17	PTO Meeting 4-5pm LMC
18	Parent Teacher Conferences 3:30-6:45pm (Scholastic Book Fair)
21	No Class All Day - Conference Compensation Day
24 to 28	No School - Spring Break

April 2025	
4	No Boys & Girls Club (BGC In-Service Day)
16	Kindergarten Concert
18	No Class All Day - Professional Development Day
21	PTO Meeting 4-5pm LMC

May 2025	
2	No Boys & Girls Club (BGC In-Service Day)
2	Multicultural Event 3:30-4:30pm (Family Engagement)
5-9	Staff Appreciation Week
13	COL/ABS Fine Arts Night - Gr 4/5 - Concert 6pm at Zion (incl band, orch, choir)
19	PTO Meeting 4-5pm LMC
23	No Class All Day - Professional Development Day
26	No School - Memorial Day

June 2025	
4	Field Day/ Picnic
5	5th Grade Graduation 2pm
5	End of Year Carnival 3:30-5:00pm (Family Engagement)
6	No Boys & Girls Club (BGC In-Service Day)
6	Last Day of School, Dismissal 11:27AM

January 2025						
S	M	T	W	R	F	S
			NS	2	NO BUS	4
5	6	7	8	9	10	11
12	13	14	J	End Sem	PD	18
19	NS	PTO	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	NO BUS	8
9	10	11	12	13	14	15
16	PD	PTO	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	NO BUS	8
9	10	11	12	13	Spring Dance	15
16	PTO	18	19	20	C	22
23	NS	NS	NS	NS	NS	29
30	31					

April 2025						
S	M	T	W	R	F	S
		1	2	3	NO BUS	5
6	7	8	9	10	11	12
13	14	15	J	17	PD	19
20	PTO	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	R	F	S
						1
4	Staff Apprec. Week	7	8	9		10
11	12	13	14	15	16	17
18	PTO	20	21	22	PD	24
25	NS	27	28	29	30	31

June 2025						
S	M	T	W	R	F	S
1	2	3	Picnic	Carnival	LD	7
8	9	10	11	12	13	

Semester Dates	
End of 1st Gr	Nov. 1
End of 2nd Gr/Semester	Jan. 18
End of 3rd Gr	March 21
End of 4th Gr/Semester	June 8

	= *Arbitrary Mon Jan 21 / Fri Mar 20
SS	= Summer School
NO SS	= No Summer School
	= Event
NO BUS	= No Boys & Girls Club
NS	= No School
C	= Conference Comp Day-No Sch
PD	= Prof Develop Day-No School
PTO	= PTO Meeting 4-5pm in LMC
J	= Parent Teacher Conference
	= Concert/Fine Arts Event
LD	= Last Day (11:27 Dismissal)