



Fox River Academy

2025 - 2026 Parent Handbook

1000 S. Mason St.
Appleton, WI 54911
Phone: 920-852-5500
Fax: 920-852-5501

Website: <https://fox.aasd.k12.wi.us/>
Email: FOX-RIVER-ACADEMY@asd.k12.wi.us

School Hours

8:05 - 3:10 PM

First Bell: 8:00 AM / Start of Day: 8:05

Playground Supervision 7:55 - 8:00 AM

Chartwells Food Service

Phone: 920-852-5314

Email: foodservice@asd.k12.wi.us

Lamers Bus Lines

Phone: 920-832-8800 ext. 2

Dear Fox River Academy Families,

Welcome to a new school year! It is with great excitement and gratitude that I welcome both returning and new families to Fox River Academy—a place where learning extends far beyond the classroom walls.

At Fox, we believe that education is most meaningful when it is connected to the world around us. As an environmental charter school, we are proud to offer a unique learning experience grounded in real-world exploration and environmental stewardship. Through our integrated curriculum, multi-age classrooms, and weekly field experiences, students engage deeply with the Fox River watershed and grow into critical thinkers, problem solvers, and compassionate leaders.

Each week, our students step outside the traditional classroom to engage with nature—collecting data, asking questions, and building knowledge through hands-on discovery. Our students work to make powerful connections between what they learn and how they live.

This year, we are eager to continue fostering a strong school community where students feel empowered, supported, and inspired. We invite you to partner with us throughout the year—attend events, chaperone field experiences, and share in the journey of outdoor learning and discovery.

Thank you for being a part of what makes Fox River Academy such a special place to learn and grow. Here's to a year filled with curiosity, connection, and care for our world.

Warmly,

Melissa Chrisman

Principal, Fox River Academy

WELCOME!

¡Bienvenidos! Zoo siab txais tog nej!

This *Fox River Academy Family Handbook* has been designed as a yearlong reference guide for the Fox River Academy families. If you have any questions or concerns, please feel free to contact the school office at **920-852-5500**. We welcome and encourage your feedback and suggestions.

Fox River Academy offers exciting educational programs that provide our children with a nurturing environment that ties learning with real life opportunities. Programs for students with unique learning needs are provided in addition to a variety of special programs such as band, orchestra, and musical programs. The community is always welcome in our school!

Please visit our Fox River Academy's web site at <https://fox.aasd.k12.wi.us/> or our Facebook page at <https://www.facebook.com/share/hhwu3qsNDLLt39Hv/>



“Where Learning Extends Beyond Classroom Walls”



MISSION

The Fox River Academy will foster in its students the passion necessary for lifelong learning, and will, through an integrated multi age curriculum, increase students' proficiencies in the use of strategic learning processes and a higher order of thinking skills needed to be stewards of the environment and the community.

PURPOSE

The purpose of the Fox River Academy is to provide relevant instruction through hands-on, real world experiences relating to the students' place in the community and environment, for the betterment and understanding of their home, the Fox River Valley and their world beyond.

CORE BELIEFS:

We believe that connected learning occurs when:

- Topics of study are important and have value beyond school, and are taught where they fit most logically, rather than at specific grade levels.
- Tasks are authentic and relate to students' own environment, utilizing the talents of expert learners in the community.
- Time is spent in integrated, multiage learning experiences, offering opportunities for cognitive and social connections necessary for high student achievement.

SEEDS OF ADVENTURE:

Integrated in the work we do, our students work on having:

- Empathy and Teamwork
- Stewardship
- Motivation and Leadership
- Creativity
- Curiosity
- Grit
- Peace
- Direction and Planning

FOX RIVER ACADEMY STAFF AND FACULTY

Principal:

Melissa Chrisman

chrismanmeliss@asd.k12.wi.us

Dean of Students:

Aaron Shoemaker

shoemakeraaron@asd.k12.wi.us

Kindergarten Teacher:

Sara Leintz

leintzsara@asd.k12.wi.us

Grades 1/2 Teacher:

Amanda Voss

vossamanda@asd.k12.wi.us

Grades 1/2 Teacher:

Meghan McCallum

mccallummeghan@asd.k12.wi.us

Grades 3/4 Teacher:

Deanna Widman

widmandeanna@asd.k12.wi.us

Grades 3/4 Teacher:

Amie Thiel

thielamie@asd.k12.wi.us

Grades 5/6 Teacher:

Brody Kupsy

kupskybroderic@asd.k12.wi.us

Grades 6/7/8 Teacher:

Joann Kasper

kasperjoann@asd.k12.wi.us

Secretary:

Katie Dudley

dudleykatie@asd.k12.wi.us

Secretary:

Maggie Alfrey

alfreymargaret@asd.k12.wi.us

School Counselor:

Kimberly Williams

williamskimber@asd.k12.wi.us

STEM:

Katie Stanley

stanleykathryn@asd.k12.wi.us

LMC / Technology:

Leanna Miller

millerleanna@asd.k12.wi.us

Physical Education:

Kaiser Behnke

behnkekaiser@asd.k12.wi.us

Art:

Kate Baumgart

baumgartkather@asd.k12.wi.us

Band:

Sasha Pynenberg

pynenbergsasha@asd.k12.wi.us

Music:

Brittany Sperberg

sperbergbritta@asd.k12.wi.us

Strings:

Emily Walters

waltersemily@asd.k12.wi.us



FOX RIVER ACADEMY 2025-2026 CALENDAR



**S
E
P
T**

S	M	T	W	T	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
28	29	30				

1 No School
Labor Day

2 First Day of School

29 No School*

**O
C
T**

S	M	T	W	T	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	28	29	30	31	

31 No School*

**N
O
V**

S	M	T	W	T	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	28	29
30						

3 End of 1st Quarter

26 No School

27 No School
Thanksgiving Break

28 No School
Thanksgiving Break

**D
E
C**

S	M	T	W	T	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
28	29	30	31			

22 No School*

23 No School
Winter Break

24 No School
Winter Break

25 No School
Winter Break

26 No School
Winter Break

29 No School
Winter Break

30 No School
Winter Break

31 No School
Winter Break

**J
A
N**

S	M	T	W	T	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	28	29	30	31

1 No School
Winter Break

2 No School
Winter Break

15 End of 2nd Quarter/Semester

16 No School*

19 No School
Martin Luther King Jr. Day

**F
E
B**

S	M	T	W	T	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	28

16 No School*

**M
A
R**

S	M	T	W	T	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	28
29	30	31				

19 End of 3rd Quarter

27 No School

30 No School
Spring Break

31 No School
Spring Break

**A
P
R**

S	M	T	W	T	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	28	29	30		

1 No School
Spring Break

2 No School
Spring Break

3 No School
Spring Break

6 No School*

**M
A
Y**

S	M	T	W	T	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	28	29	30
31						

21 Capstone 3:30-5:30

22 No School*

25 No School
Memorial Day

29 **LAST DAY OF SCHOOL**
NO PM CLASSES / 11:18 DISMISSAL
End of 4th Quarter

**J
U
N
E**

S	M	T	W	T	F	S
	1	2	3	4	5	6

1 to 5 No School*

SEMESTER DATES

End of 1st Quarter - November 3
 End of 2nd Quarter/Semester - January 15
 End of 3rd Quarter - March 19
 End of 4th Quarter/Semester - May 29th

*FOX Staff have full-day professional development on these days.

Classroom Donation Suggestions:

- Dry Erase Markers
- Sharpie Markers (all sizes and colors)
- Storage Containers (all shapes & sizes)
- Card Stock (all sizes & colors)
- Printer Paper (8 ½ by 11 – all colors)
- Mailing Envelopes
- Calculators
- Postage Stamps
- Non-latex Surgical Gloves
- Band-Aids
- Healthy Whole Food Snacks
- Dish Soaps
- Pencils
- Aluminum Foil
- Wax Paper
- Paper Towels

IMPORTANT FIELD TRIP/OUTDOOR LEARNING GUIDELINES

1. Mark field trips on your calendar or post them on your refrigerator as soon as you get the field trip notice trip. This will help you and your child remember when a waste-free lunch is required. Pay special attention to times as we often leave early or return late.
2. Expect your child to be outside every day. Recesses can be up to 25 minutes long. Please help your child to dress appropriately since recesses, field trips and outdoor learning are rarely canceled due to weather. Your child MUST have hats, mittens, boots, snow pants, etc. EVERY DAY!
3. Please return field trip permission slips as soon as possible or by the day prior to the field trip. If your child has not returned the field trip permission slip by the day prior to the field trip, they may need to stay back and will do work at school.
4. Your child's effort, attitude, participation and behavior on field trips and during outdoor learning will be graded.
5. Please be flexible. Sometimes really amazing field opportunities pop up at the last minute and since we are a charter school we pride ourselves on being able to take advantage of these situations to the learning benefit of your child.
6. If you would like to be a chaperone, and we very much encourage you to do so, please fill out the on-line Criminal Background Check Form provided by the district and must be renewed every 5 years). The website will be available by email request to the Fox-River-Academy@aasd.k12.wi.us email address.

7. Due to severe space limitations, chaperones are unable to ride the bus on field trips and must drive separately (although we encourage you to carpool with other chaperones). In the event that 2 buses are ordered for the trip, the chaperones then may ride on the bus.
8. Unless your child is ill and must say home, field trips are required. If for some reason other than illness and your child cannot attend a field trip, they must still report to school and work on teacher-prepared independent work. Students are responsible for all materials covered during field experiences.
9. All students are encouraged to ride on the bus to and from field trips. Exceptions include medical emergencies and severe extenuating circumstances that are pre-approved by both your child's teacher and the principal.
10. If a parent would like to transport their child/ren a [Student Travel Form](#) needs to be on file with the office prior to the field trip.

FIELD TRIP/OUTDOOR EXPERIENCE CLOTHING REQUIREMENTS

FALL/SPRING

- Jeans
- Athletic shoes/hiking boots
- Sweatshirt or light jacket
- Light hat such as a baseball cap or hiking hat

RAIN

- Rain coat with hood (no ponchos or umbrellas, please)
- Rain boots

WINTER

- Winter hat that covers ears
- Neck covers such as Gator
- Snow pants (all grades, even the teachers wear them)
- Heavy winter jacket that can be zipped up completely and reaches to hips or lower

- Thick warm mittens/gloves that have a water resistant coating such as used for skiing or snowboarding (no dollar store stretchy gloves or knit mittens).
- Warm, water resistant, properly fitting winter boots that reach to mid-calf or higher (no dress or fashion boots).

Other items that may be needed include:

- Sunscreen
- Water bottle labeled with name
- Rain pants
- Keep an extra set of clothes including a pair of socks in your backpack or at school.

If not properly clothed, students will not be allowed to attend the field trip and/or outdoor experience and will instead work on an alternative activity at school

If for financial reasons you are unable to provide any of these items for your child, please contact your child's teacher.

Please label all clothing with your child's name.

CONDUCT/GRADE POLICY

Fox River Academy staff reserve the right to retain a student from a field trip/outdoor experience due to behavior and/or missing a major or multiple assignments. If the student is retained from a field trip/outdoor experience they must report to school as normal and will be given an alternative activity/assignment while being supervised by a staff member. Parents will be given at least one day's notice.

Fox River Academy staff reserve the right to choose the students that will attend "invite-only" field trips (where the organization/site has invited the school as opposed to the school asking to visit) and to represent our school at community events.

OFFICE INFORMATION

**PLEASE CHECK IN AT THE OFFICE WHEN ENTERING THE BUILDING!
EVERYONE IS REQUIRED TO WEAR A VISITOR BADGE.**

For the safety and concern of all, please enter the building using Entrance A facing Mason Street. You will need to push the intercom button and identify yourself to enter the building. **All parents, visitors, and guests** are **required** to check in at the office upon entering the building. Staff members have been asked to direct any non-staff members to the office should they not have a visitor pass on, so please visit the office first! When your visit is done, please sign out in the office and have a great day!

If you are coming to pick up your child before the end of the school day, you will need to come to the office to sign your child out of school. Students are not called down prior to your arrival to the office. Please plan your pick-up time for appointments with this in mind. Your child will then be called down to the office to meet you. If possible, please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send school work home with your child ahead of time. If your child is returning to school, he/she needs to be accompanied by an adult and come into the office to be checked back in prior to returning to the classroom. We truly appreciate everyone's cooperation with the procedure to help us account for all of our students.

Office Hours

Office hours are **7:30 a.m. to 3:45 p.m.** during the school year.

Fox River Guardians

This group is a communication tool for all Fox River Academy families. Please share your joys, concerns, ideas, photos, and anything else that could help the Fox River Academy Community.

Find Fox River Guardians on Facebook

Link: <https://www.facebook.com/share/hhwu3asNDLLt39Hv/>

GENERAL INFORMATION

ABSENCES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. It is also the responsibility of the parent/guardian to notify the office of a child's absence before **9:00 a.m.** on the morning of 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. Notification by way of a FAX is also accepted.

If a child becomes ill while at school, parents will be contacted. District guidelines indicate that students with fevers of 100 degrees or higher, or students who have vomited or have diarrhea, will be sent home and should not return for 24 hours. It is very important that we have current phone numbers and or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

Fox River PHONE number is 852-5500. Our FAX number is 852-5501.

In the case of a *communicable disease*, in addition to calling Jefferson, please call the **Health Department at 832-6429** as soon as the illness is diagnosed.

- ***Homework for Absences***

After an absence of two consecutive days, a request to pick up homework assignments should be made at the time a parent reports the student's absence to the office. This will allow time for teachers to get homework to the office by the end of the school day and does not cause unnecessary interruptions during instructional time. Staff will not be able to get homework to parents on short notice. Homework will be available for pickup by parents or siblings by 3:10 p.m. on the day requested. Students are expected to complete any work missed in a reasonable amount of time, and teachers will consider each student's circumstances when determining assignment due dates.

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!

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 an Anticipated Absence Form. This form needs to be filled out and turned into 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.

ATTENDANCE AND TRUANCY

Please see Board policy 430 and 430 Rule.

https://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s

BIRTHDAY AND HOLIDAY GUIDELINES

Appleton Area School District is continuing their focus on promoting Whole Child Wellness. As part of these efforts the District has made some changes to the School Wellness Policy 458. The policy states that students **should not** bring in snacks and treats for their class. If you would like to recognize special occasions, such as birthdays, holidays, etc., please consider donating a class gift such as a new game, puzzle, or book.

CANCELLATION OF SCHOOL

Should cancellation of school be necessary, every effort will be made to notify the radio and television stations listed below with a pertinent message by **6:00 a.m.** You may listen to any of the following stations for the Appleton Area School District announcement:

<u>AM Radio</u>	<u>FM Radio</u>	<u>TV</u>	<u>CH</u>	<u>Cable</u>
WHBY 1150	WAPL 105.7	WBAY	2	6
WNAM 1280	WUSW 96.9	WLUK	11	12
WSGC 1050	WOZZ 93.5	WFRV	5	10
WOSH 1490	WVBO 103.9			
WGEE 1360	WEMI 91.9			
	WIXX 101.1			
	WFIZ 107.1			

- Fox River will send an **EMERGENCY SCHOOL CLOSING** instruction form home for each child. This will allow you to indicate what you would like the school to do in the event that school is closed during the day earlier than the usual dismissal time.

COMMUNICATION – SCHOOL AND HOME

Please remember to check your child's backpack on a consistent basis. Teachers may send home a newsletter at least once a month to tell you of upcoming events in their classrooms. Additional copies of all communications and progress reports will gladly be made for non-custodial parents or shared custodial parents. Please contact your classroom teacher to make those arrangements.

The Monthly Messenger is our monthly school newsletter sent electronically via email each month and is also available on our school website. The school calendar with special school/family events is published on our website also.

<https://fox.aasd.k12.wi.us/>

Fox River will be using Infinite Campus to send texts or emails regarding important information.

FEES

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

Grades KGN - 5: \$30.00

Grades 6 - 8: \$40.00

Checks should be made payable to AASD. 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. All applications are treated confidentially. There is no reduced-school fee; therefore, students who qualify for *reduced* lunch fees are required to pay school fees as listed above.

FIELD TRIP FUND

If a family ever needs financial assistance to cover the costs of a school activity they can make the classroom teacher aware of the need. All requests should be approved by the principal and are kept completely confidential.

MEDICATIONS AT SCHOOL

In compliance with Wisconsin State law, the Appleton Area School District has adopted a policy on the administration of medications. In order for school

personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the following requirements.

Medications should be administered at home whenever possible.

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***

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. 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.
3. As of June 2012, we have been advised by our nurse that cough drops will no longer be allowed in school.

- ***Self-Administered Medication at School***

Although it is permitted, and sometimes necessary, for students to carry and administer their own medication, it is not recommended for elementary age students. If a parent wants their child to possess medication for self-administration, the parent should contact the school nurse to discuss this. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, and Codeine) need 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.

PROGRESS REPORTS

Elementary progress reports are issued twice a year. The reports are a formal evaluation of each student and are only one form of communication of a student's progress and level of development. Parents should be continually aware of their child's progress through completed assignments and other communication

with teachers. It is important to remember that your child is an individual and the information should not be compared with any other child's progress report.

RECESS

Recesses are scheduled to provide our students with the opportunity to socialize and do some physical activity. It is our expectation when you send your child to school that he/she is well enough to go outside and participate in outside activities.

- ***Non-Participation Requests Due to Illness/Injury***

Please do not send notes requesting that your child stay indoors for recess. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess.

SNACK GUIDELINES

Each day, students have the opportunity to have a **healthy** snack while they complete schoolwork. Please remember this is a short snack time, so plan accordingly. ☺

SUPERVISION BEFORE SCHOOL

Before-school supervision on the playground begins at 7:55 a.m. The first bell rings at **8:00 a.m.** for Fox River Academy. Children should arrive a few minutes prior to that time and when the bell rings, line up with their classrooms in the designated area for their class. Instruction begins at **8:05 a.m.**

On mornings when it is raining or when the temperature is 5°F or below with or without the wind chill, students will be allowed in the building at **7:55 a.m.** Our paraprofessionals will provide supervision in designated areas of the building until the bell rings. Students **will not** be allowed to go to their classrooms since teachers are not required to be present in their rooms prior to the bell.



TOYS AND ELECTRONIC DEVICES

During the school day, students are prohibited from using cellular phones, electronic paging, two-way communication, or gaming devices while in school buildings or attending school activities. Students who are in possession of electronic paging, two-way communication, or personal electronic devices must store the equipment in their locker during the school day, or with their personal belongings during school activities. Stored electronic paging or two-way communication

devices must be programmed to a silent mode so as not to disrupt the educational environment.

To limit the risk of theft and to maintain a learning environment free of distraction we recommend leaving all toys, electronic devices, and valuables at home. The only exception to this policy is when a teacher requests that students bring these items to school for a class. Please ask the teacher for the Technology Device Release and Waiver of Liability form. Please see the *Appleton Area School District's Family Elementary School Policy Manual* for specific information regarding electronic communication devices.

USE OF BUILDING

Any group that wishes to use the Jefferson School for a meeting place must contact the Use of Buildings Coordinator at the Morgan Building at 997-1399, ext. 6151. *Use of Building* forms for Boy & Girl Scout use only are available at the school office.

YMCA LEARNING CENTER BEFORE / AFTER-SCHOOL PROGRAM

The YMCA provides childcare at Jefferson before and after school. The YMCA offers a sliding fee scale for families who cannot afford the full cost of care. The mission of the YMCA is to create a safe, drug free environment during non-school hours that supports student achievement, healthy lifestyles, and developmental assets through an integrated network of community-wide partners that is responsive to the diverse needs of the school community. Registration forms are available in the office, or for more information, please contact the **YMCA Jefferson-FRA Extended Day Learning Program Coordinator, Tammy Zellmer, at 920-209-0159 or by email at tzellmer@ymcafoxciteis.org**

SAFETY

Information provided by the Appleton Police Department & Department of Public Works

FIRE, TORNADO AND SAFETY DRILLS

We constantly strive to make our schools a safe place for all students and staff. As in the past, fire and tornado drills (which are required by law) will be held to familiarize our students with the procedures. In addition to those drills, we will be practicing safety drills. While we hope we will never have a real fire or experience a tornado, we also hope we never have an intruder in our building. Just like we need to be prepared in case of a fire or tornado, we need to be prepared should

we have an intruder. Teachers will discuss safety-drill procedures with the students in each classroom. This will be done in such a manner that it will not frighten the younger students and yet will allow us to be prepared should the necessity to employ the AASD Building Intruder Policy ever arise.

TRAFFIC SAFETY

The safety of our students is of utmost importance, and we are providing the following information on pedestrian and bicyclist safety to use as a basis of discussion between parents and children.

*** Bicycles**

- ☐ Ride on the right side of the road and close to the edge of the pavement, in the same direction of flow as the traffic. They may ride on the sidewalk (with the exception of Mason Street in front of the school or on Prospect), but **pedestrians have the right of way**. They should be courteous to pedestrians.
- ☐ Obey all stop signs, yield signs and traffic signals.
- ☐ Signal all turns and stops using the proper hand signals.
- ☐ Ride single file and pass parked or moving cars with care.
- ☐ Walk your bicycle at busy intersections and corners; if you are turning left, use the pedestrian crosswalk.
- ☐ Let pedestrians go first at crossings and on sidewalks.
- ☐ Bicycles should be placed appropriately and locked in the bike racks, and bikes should be walked on the playground.



*** Drivers**

- **Staff Parking Lot: PLEASE DO NOT ENTER** – For the safety of our students please do not enter the area behind the school – This area is for **Staff Only** and is posted as such.
- ☐ **No Stopping, Standing or Parking Except for School Buses:** These areas may not be used as a drop-off zone. Vehicles cannot stop in this area – even momentarily – to drop off or pick up passengers. These areas are off limits to vehicles during the posted times. This is the most frequently violated sign; please obey this sign. Violators are subject to a parking citation.
- ☐ **Statutory Parking Restrictions:** Vehicles parked within four feet of a driveway, ten feet of a fire hydrant or fifteen feet of a marked or unmarked crosswalk are subject to a fine. Since these types of restrictions are statutory and considered “Rules of the road,” all licensed drivers are obligated to abide by them, whether marked or unmarked by signage or curb markings.



- ☐ To avoid traffic congestion, park further away from school and let your child cross the street at a crossing guard, safety patrol, marked or unmarked crosswalk. **Never** let your child cross between parked cars or mid-block!
- ☐ At the time you are picking up or dropping off your child, many other people are doing the same thing and creating a lot of congestion. Because of this, if the child has to cross the street without the aid of a crossing guard or safety patrol, you as a parent should help your child cross the street.
- ☐ Stopping in an intersection is not legal (this includes the top of "T" intersections). This area is off limits to stopped vehicles. Please do not drop off your child in the street. This violation can result in a traffic citation.
- ☐ Double-parking (or stopping) of vehicles is not legal. You may not stop your vehicle on the roadway side of any parked vehicle. This violation can also result in a traffic citation.
- ☐ Handicap parking spots are for vehicles who have a permit only.

★ **Pedestrians**

- ☐ Choose the safest route to and from school using the school's *Safe Walking Route Map*, and instruct your children how to use it. Even if it is not the shortest route, it is considered to be the SAFEST. Where there is no sidewalk and it is necessary to walk in the roadway, state law requires that pedestrians always walk on the side of the street facing traffic. Some other points to consider are:
 - ☐ Cross streets **ONLY** at marked or unmarked crosswalks. Do not cross mid-block.
 - ☐ **DO NOT** cross the street between parked cars.
 - ☐ Watch for turning vehicles.
 - ☐ WALK, don't run, when crossing the street.
 - ☐ Obey traffic signals and wait for the walk signal.
 - ☐ ALWAYS obey all police officers, adult crossing guards and school-safety patrols.



BREAKFAST AND LUNCH INFORMATION

BREAKFAST

Breakfast is free for Fox River Academy students for the 25-26 school year. Breakfast is served in the classroom from 8:05 a.m. - 8:15 a.m.

FREE AND REDUCED INFORMATION

Some students may qualify for free or reduced meals based on guidelines for family income. The reduced cost for breakfast is \$0.30 and \$0.40 for lunch. Families whose income is below this established guideline are also entitled to apply for free milk and waiver of school fees (please see "School Fees"). Contact the school office or Chartwells at 920-852-5314 for these applications. All applications are treated confidentially. Students may wish to bring bag lunches from home.

For the 25/26 school year, if you feel that your child(ren) would qualify for Free/Reduced priced meals, please complete a Meal Benefit application. Applications can be completed online through the Parent Portal. When logged into the Parent Portal, please click on "More" and then "Meal Benefits" to complete the application. Meal benefit applications can also be printed by following this link:

<https://www.aasd.k12.wi.us/district/district-information/food-service/forms/free-reduced>

LUNCH

Chartwells Food Service sells hot lunch at Fox River Academy for \$2.95 for elementary students and \$3.20 for middle school students. Lunch money must be paid for in advance and can be prepaid in any multiple. Send cash or check, payable to AASD, in an envelope with the child's name, teacher's name, homeroom number and the amount of payment clearly marked on the front of the envelope. If payment is for more than one student, please indicate the names and amounts for each. If a student brings a lunch from home and wishes to purchase milk, the cost is 35¢ for either white or chocolate milk. Parents are welcome to join their children for lunch at a cost of \$5.00 per adult.

LUNCH PROCEDURES

In order to help reinforce the manners that students are taught at home, we must enforce certain rules and procedures. Any student not following the acceptable procedures as outlined below may be assigned consequences.

1. Students must adhere to the directions of the supervisors.
2. Students must stay on the school grounds during the lunch hour unless they have their parent's **written** permission to leave. Students are to give this written permission to their homeroom teachers.
3. Students must use good manners and voice control.
4. Students must clean up the area where they are sitting before going outside.

5. All school rules are in effect during the lunch hour.

POLICIES

DRESS CODE

EC – Grade 5 Student Dress Expectations Policy:

<https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Appleton Area School District students are prohibited from wearing clothing or possessing accessories which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere. In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Headgear (including hoods) may not be worn in the school building
- Jackets, coats, and gloves may not be worn in the building during school hours
- Students must always wear appropriate footwear in and around school
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts, clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include chains, leather straps, pet collars, and spikes
- No gang-related attire is allowed
- Body markings or tattoos that do not meet the above standards must be fully covered. Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

Grades 6-12:

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of

identities. The school district is responsible for ensuring that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

Students must always wear the following items of clothing:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

Students cannot wear:

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

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 appropriate.

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 specified in school handbooks.

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 vary at different grade levels. It teaches students responsibility and time management skills. It provides communication between the parent, child and school regarding the students' educational experiences. It has a positive impact

on learning. Parents, students, and teachers all have a role to ensure a successful homework experience.

In kindergarten: There will be no formal homework. Students are encouraged to be read to or read daily. Optional math and phonics work might be sent home but is not required to be returned. Students are encouraged to play games, practicing various concepts such as turn taking, counting, following directions, etc. Students are also encouraged to go outside.

In first/second grade: throughout the year there are projects students complete at home (Ex: curriculum themed valentine boxes, show and tell presentations, star of the week posters, etc). Students are expected to read daily and optional phonics and math work that is not required to be returned will be sent home.

Teachers in 3rd-8th Grade will:

1. Provide the necessary instructions and directions, with expectations for quality.
2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice and enrichments.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework.
6. Require the use of assignment notebooks in grades 3 – 8. Students in 5-8 will need to have a parent/guardian sign their assignment notebook each day.
7. Provide parents with guidelines for homework expectations for each grade level.

Students will:

1. Ask questions when confused about homework assignments.
2. Write homework in their assignment notebooks and communicate the assignment to their parents.
3. Complete work that reflects their best efforts.
4. Complete and return homework on time.
5. Read or be read to for at least 15 minutes each night.

Parents will:

1. Provide a quiet, comfortable place for work.
2. Help children establish a homework routine.
3. Review the assignment notebook: parents/guardians in 5th-8th grade are expected to sign each day
4. Provide support when asked by the child.
5. Ensure that their child will be reading on his/her own or being read to for at least 15 minutes a night.

6. Communicate concerns regarding student needs / frustrations to the teacher.
Student success is accomplished when the students, parents and teachers work together!

Parents will:

1. Provide a quiet, comfortable place for work.
2. Help the child establish a homework routine.
3. Review the assignment notebook.
4. Provide support when asked by the child.
5. Ensure that their child will be reading on his/her own or being read to for at least 15 minutes a night.
6. Communicate concerns regarding student needs / frustrations to the teacher.

Student success is accomplished when the students, parents and teachers work together!

AASD Complaint Procedure

Appleton Area School District staff are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem that needs attention?

LEADERSHIP TEAM

Superintendent

Asst. Superintendents School Services

Asst. Superintendent Pupil/Student Services

Asst. Superintendent Assessment, Curriculum & Instruction

Chief Financial Officer

Chief Human Resources Officer

1 First, contact the **classroom teacher or staff member**. If there is a serious issue, you may wish to schedule a face-to-face meeting rather than phone.



2 If no resolution has been reached, or if your concern is school wide, please contact the school's **Principal/Administrative Supporter**.



3 If resolution is still not reached, please contact the **Assistant Superintendent** assigned to your school at.



4 Unresolved issues may be appealed to Judy Baseman, the **Superintendent of Schools**.



5 The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to the **President of the Board of Education**, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019.

SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS).



At Fox River Academy we are working to help students develop skills that will not only help them be successful at school but in their community as well. In looking at our Seeds for Adventure, Habits of Character (from our ELA program-EL Education), and our former PBIS behavioral expectations (we are safe, respectful, & resourceful so we all can learn), we have defined what it means to be a student at Fox River Academy as: **we are working to become effective learners and ethical people to help contribute to a better world.**

Staff at Fox River Academy will work to support this mindset through a variety of ways. These include:

- A monthly focus on a specific trait that supports our work: motivation & leadership, grit, empathy & teamwork, creativity, curiosity, peace, direction & planning, and stewardship
- Involving families in what is being taught at school through newsletters and the sharing of materials
- In class lessons that explain expectations and the why behind them, allowing students time to practice in specific settings (hallway, small group work, large group, field days, lunch room, play ground, etc.)
- Daily reminders of expectations by incorporating them into directions to allow students' success (as you go off to work with your partner remember to take turns and use a quiet voice)
- Acknowledging students and classes not only for their demonstration of the skills but also for their effort in working towards meeting the skills/expectations
- Quarterly whole school awards to celebrate students who demonstrate certain traits or skills in their classroom
- Reteaching for those students who may need additional support in meeting the expectations. This may include small group support from our School Counselor, Dean, or Social Worker.

- Office Discipline Referrals (ODRs) will be used to help track student behaviors to help staff working with these students to see where needs/gaps might be and how best to support them

Another big piece of being a student at Fox River Academy is a sense of community and belonging. At Fox River Academy we believe that students who have a positive connection with their school, classmates, and teachers/staff will be more engaged and willing to learn. We strive to build this sense of connection and belonging in the following ways:

- Starting the school year with Camp FOX. Camp FOX includes get to know you activities, chances for students to work together to complete challenges, and an introduction to what it means to be a student at FOX.
- School Houses that split the school into K-8 groups each led by a different teacher. These houses meet monthly to allow students chances to work with students not in their class and build skills based on the monthly topic.
- An all school recess
- In class lessons and activities that celebrate students' differences and the unique skills each student brings to the classroom
- Multi-classroom activities that allow students of all ages to work together (reading buddies, sharing presentations, etc.)
- Whole school celebrations
-

