

EDISON MIDDLE SCHOOL

www.gbaps.org/MS/Edison
August 2026



Principal—Brenden Whitfield
Associate Principals—
Taylor Werchek (Activities Director and 6th Grade)
Elizabeth Kunstman (7th Grade)
Justine Skog (8th Grade)

Hello Edison Families,

We hope you're having a wonderful summer. It's hard to believe we've already turned the calendar to August and the new school year is quickly approaching. We hope you enjoy these last few weeks of summer and are getting ready for a fantastic year ahead at Edison Middle School.

Our Facilities Department has been hard at work preparing the building, and we want to share a few important updates as we get closer to the first day of school.

Open House

Tuesday, August 25 • 2:00–6:00 PM

During Open House, students and families can:

- Pick up schedules
- Take school pictures and receive school IDs
- Meet teachers
- Pay school fees (cash or check)
- Purchase locks and goggles (cash or check)
- Complete lunch, medication, and other forms
- Sign up for Parent Portal

We look forward to seeing you there.

First Day of School

- August 31:
 - ◇ 6th grade reports in person.
 - ◇ 7th and 8th grade students will have an asynchronous learning day and will complete a learning task at home
 - ◇ Students may pick up this assignment during Open House.
 - ◇ It will also be shared electronically the week of August 25.
- ◆ September 1:
 - ◇ All students report in person to Edison Middle School.

Transportation

Transportation information will be available on the Parent Portal beginning the week of August 24. Families can review bus details at that time. Additional information is also available on the District's Transportation webpage:

<https://www.gbaps.org/aboutgbaps/departments/transportation>

We hope you enjoy the remaining weeks of summer and look forward to welcoming everyone back to the home of the Edison Eagles soon. Remember to live the Edison Edge by being safe, responsible, respectful, and friendly—wherever you may be. We can't wait to see you soon.

School Fees and Purchases

There are a limited number of costs that students must cover. Fees vary for each student because of the difference in their schedules.

- A. General School Fees - \$70.00
This fee covers the entire school year.
- B. Gym/Tech Ed Lock – \$7.00
Most students need to purchase at least two locks (one for Phy Ed and one for related arts lockers). The Board of Education locks must be used for security and student assistance reasons.
- C. Safety Goggles - \$2.50
These must be safety coded (Z). To reduce the possibility of eye injuries in our classrooms, our School Board has a policy that requires students to wear protective eye devices where potentially hazardous conditions exist. They are required for science, technology education, art, and family consumer science classes.
- D. Assignment Notebook – No Cost
Every student will receive an assignment notebook.
- E. School Pictures (which will also be used for their ID)
Pictures will be taken at Open House on August 25th and will be given a student ID. Any student that does not attend Open House will have the opportunity to have their picture taken on Friday, September 4th (this is **NOT** a picture retake day). Picture retake day is on Thursday, October 1st.
- F. Phy Ed Dress
An acceptable pair of gym shoes, shirt and shorts, and a sweatshirt are required for Phy Ed class, and must be kept at school and locked in the student's assigned gym locker.
- G. Additional Fees
Some additional fees may be charged for approved resale materials. These include projects in art, family consumer science. Also, additional fees may be charged associated with field trips.

First Day of School—Classes begin at 7:30 am.

Monday, August 31, 2026

The Edison staff will be ready to welcome students the first day of class with the building opening at 7:10 am. **(6th graders will be the only ones attending on Monday, August 31st—7th and 8th graders first day will be Tuesday, September 1st.)**

All students will need to pick up a new schedule EVEN IF YOU PICKED UP ONE AT OPEN HOUSE.

6th graders – Report to the cafeteria on Monday, August 31st to pick up a new schedule.

7th/8th graders—Report to the upper commons on 3rd floor, Tuesday, September 1st pick up a new schedule.

Watch for more information about this in the coming weeks!

Bus Schedule—If your child is assigned a bus....

The transportation tab on the parent portal will be activated to view student transportation details beginning the week of **August 24th**. (If you don't have a parent portal account, please call or email the Help Desk at (920) 448-2148 or servicedesk@gbaps.org) Parents should continue to monitor the times as routes are subject to change in the beginning of the school year. Plan to be at your bus stop at least 10 minutes before the listed time. Buses may be early or delayed on the first few days of school so plan accordingly. Students riding the METRO bus will need their student ID to ride the bus (we understand they may not have their ID the first day of school, they can still ride the bus. **Make sure your child knows their route number so they know which bus to ride home from school. ***More information can be found on the district web site regarding transportation: www.gbaps.org, Parents, Transportation Services.*****

How to Handle a Problem

We hope that things will go smoothly this school year. However, should a problem arise be assured that we are anxious to positively assist you. Try to resolve a problem at the level closest to it. If it concerns something that happened in the classroom, contact your child's teacher. If the teacher can't help with the concern, call the principal or associate principal. If your problem cannot be resolved at school, contact Cindy Olson, Director of Secondary Education at csolson@gbaps.org. If she can't help, contact the superintendent of schools. Your final option is the Board of Education.

Building Hours

Before school—The building does not open for students until 7:10 am. If a student arrives before that, they will need to wait in an outside area.

After school—the school building closes at 3:00 for students waiting for rides. Students may not wait at school after 3:00 unless they are in an extra-curricular club, activity or sports team. If a student is at school after 3:00, they will be required to wait in an outside area.

Early Release—Students must get picked up within 30 minutes of the release time because the building will close.

Morning Parking Lot Drop Off Areas

All buses will be dropping off students in the morning in the lower level parking lot by the cafeteria. Please avoid this area for dropping off students. Students can be dropped off on the Newberry entrance side or in the circle in front of school.

No Parking – Front Circle Drive 2:15 – 3:00 pm

1. Do not use the circle drive in front of school between 2:15 – 3:00 pm.
2. In the morning feel free to drop them off on the west side of Alpine Drive in front of the building, in the circle, or the Newberry Street entrance.
3. In the evening, due to buses being parked on the west side of Alpine and in the circle, please pick your children on the east side of Alpine (across the street) or by the cafeteria.
4. Parking is allowed in the circle after 3:00 pm but only on the right side. Emergency vehicles cannot get through when cars are parked on both sides.

School Medication Guidelines:

We are requesting that all medications that need to be taken at the beginning of the school day be taken at home prior to the student coming to school. Special considerations will be given to student/family situations where this is not feasible. The same applies to any medication that needs to be taken at the end of the school day. We ask that this is taken once the student returns home.

If a student is coming to school with a physician's direction to take medication mid-day (noon hour for example), the following steps need to be taken in order for the school to administer this medication.

1. Written authorization from the physician for school personnel to supervise the child taking the prescribed medication. A parent consent/physician authorization form must be signed and received prior to dispensing medication.
2. Documentation of the type of medication, the dose, the time schedule, and possible side effects.
3. A labeled (i.e. original pharmacy) medication bottle or container which includes the child's name, prescribed medication, dosage and time, pharmacy, and physician. It is understood that if school personnel would require additional information regarding medication, the physician will be contacted by phone.

Medication will be kept in a locked cabinet in Student Services and supervised by guidance personnel.

Immunizations

Wisconsin law requires that parents complete and return to school within 30 days after admission, an updated student immunization record. Forms may be obtained from the Guidance Office. Immunization requirements can be found at <http://www.dhs.wisconsin.gov/publications/p4/P44021.pdf>.

Elevator Keys

Elevator keys are available in Student Services for those students who need to use the elevator on a short-term basis and are to be returned to the Student Services secretary when no longer needed. There will be a \$10.00 charge for keys that are lost and/or not returned to Student Services. An elevator contract signed by student and parent is required. If the elevator needs to be used for an extended period of time, a doctor's note is needed.

Lunch

There are three lunch periods. First lunch is 6th grade, second lunch is 7th grade, and 3rd lunch is 8th grade. Times for the lunch periods are:

Lunch 1 – 10:46 – 11:14

Lunch 2 – 11:40 – 12:08

Lunch 3 – 12:34 – 1:02

Breakfast and hot lunch will be served on the first day of school. Students will have their picture taken and ID issued at Open House on August 25th. If they do not have a new ID on the first day of school, they can use their ID from the previous year OR they can use their ID number which is located on their schedule. Starting the first day of school, students will be given free or reduced lunches if they received them last year. Students may bring bag lunches and other items may be purchased from ala-carte. Before September 1 you may return a prepayment lunch envelope to the Edison Office (please make sure to write your child's ID number on the top of the envelope). However, during the school year, students are to return the prepayment envelopes directly to Food Service in the cafeteria before the start of the school day. Payments may also be made on-line. Go to the district web site at www.gbaps.org and click on "Parents", "Lunch Account Payments". Follow the directions from there. It's safe, secure, and easy to use. If you have any questions, please call the Food Service Office (920) 391-2565 or the cafeteria at Edison Middle School.

2026-2027 School Lunch Policies

Lunch prices for the 2026-2027 school year will be posted on the GBAPS web site beginning in August. Applications for free and reduced lunches will be available in the school office or cafeteria.

*****WHAT'S COOKING IN FOOD SERVICE*****

Food Service will have resources and information available on prepayment envelopes, free and reduced applications, website information, menu options, and allergies at the August Open House. We also look forward to helping answer any questions you and your student may have for the start of the 2026-2027 school year, so come see what's cooking!

Free/Reduced Lunch and Waiver of School Fees

The free/reduced meal application and the waiver of school fees form are combined. You only need to complete one application. The pink form need to be returned to the school office if they wish to have school fees waived.

An application for free/reduced lunches will be mailed directly to the homes of every registered student in the district who was not directly certified for FREE meals by the Department of Children and Families.

All students who were on the free/reduced list at the end of the last school year may be given free/reduced lunches until early October or until they are recertified for the current school year.

If you are certified by the state, a letter saying your child has been approved for automatic free lunches for this school year will be mailed to you and you may not need to fill out a new application. Read the letter carefully for instructions if all students in your household are not listed and if you'd like to waive fees. If you do not receive a letter, your child has not been certified, you will receive an application instead and you must return a completed application to the school. ***Because of privacy laws the accounting department is not notified if your child qualifies for free lunch and should have their school fees waived. Please read the approval form and follow the directions for notifying the bookkeeper to waive your child's fees. At that point the school fees will be waived.***

If your child is certified for REDUCED lunches, you will need to pay the school fees of \$70.00.

Completed applications may be returned to any Green Bay Public Schools building. We encourage completed applications to be returned before the start of school for quicker processing.

Student ID cards are also lunch cards. Replacement cost for a lost ID card is \$5.00. Student ID cards are used for many school activities including checking out books from the school library. Cash is always accepted to purchase lunch.

Every student in the district has an active lunch account. **IMPORTANT:** Money deposited in a student's school lunch account may be used to purchase both school lunch and ala carte items. Please check appropriate areas on prepayment envelopes to limit daily spending and ala carte spending.

CHECKS ARE PREFERRED: Payments turned in at school will only be accepted in a prepayment envelope, which are available in the Main Office or the cafeteria. Any money remaining in the student account at the end of the year will be credited to the next school year or transferred to another school in the District if the student leaves Edison. Requests for refunds must be made to the head cook who submits a completed form to the Food Service Specialist. If you have any questions, please call the school cafeteria or the Food Service office at (920) 391-2565.



EDISON STUDENT SERVICES DEPARTMENT

Maria Hernandez, Student Services Secretary, (920) 391-2452

Dispensing Medication at School:

If your child needs to have medication taken at school, the following steps must be taken:

A parent/consent form will need to be fill out for **EACH over the counter medication (OTC) and prescription medication. A new form needs to be completed each year; all forms are in the Student Services Department or on the GBAPS.org website.**

All OTC medication, including Tums or cough drops, must be kept in the Student Services Department and a parent/consent form will need to be filled out.

A physician authorization form is needed for all **prescription medication or for over-the-counter medication that is over the recommended dose for age/weight.**

All medication brought into Student Services needs to be labeled and in its original container (**NO ZIPLOC BAGS!!**). Medication needs to be brought in **by the parent/legal guardian.**

Please keep track of the refills needed and bring them to school so that there is no interruption.

Please contact Maria Hernandez, the Student Services secretary, at 391-2452 if the prescription changed.

Missing Homework Due to Illness/Vacation:

If your child is absent from school due to illness/vacation, please have them check their Google classroom for any missing work.

State of Wisconsin Immunization Requirements for 2026-2027 School Year:

All students at Edison Middle School need to be compliant with the State of Wisconsin immunization requirements.

There are additional immunization requirements for 7th grade students for the 2026-2027 school year. These requirements include:

- **One dose of Tdap vaccine.** (This requirement is met if the student has had a Tdap, DTaP, DT, or Td vaccine within the past **FIVE** years).
- **One dose of Meningococcal vaccine**

Parents must provide written vaccine documentation to Maria Hernandez in Student Services at Edison no later than **September 18th**. These documents must show dates when vaccines were given.

****Vaccines are available through your private physician or through the Brown County Health Department at (920) 448-6400. ****

If you are unsure or have questions about your child's status, please refer to the Wisconsin Immunization Record website at <https://www.dhfs.wisconsin.gov/PR/portalInfoManager.do> and click on the blue hyperlink that says "Public Immunization Record Access" in the middle of the page or call your child's physician.





Save the Date! Edison Open House

Tuesday, August 25th, 2025
2:00—6:00 pm

Pick up class schedules
Get your picture taken and school ID
Meet your child's teachers
Pay school fees (cash or check)
Purchase locks and goggles (cash or check)
Fill out forms for lunch, medications, etc.



From your School Nurse

If your child has an emergency Health Plan in place for a health concern such as Seizures, Diabetes, Asthma, or Severe Allergic Reactions, you have received a letter home and/or email requesting updated information and inquiring if the Health Plan is still needed or if it can be discontinued. Please return this information to school as soon as possible so we are able to provide the best care for your child in the 2026-27 school year.

Thank you, *Pamela Waise, RN*

Contact Information

www.gbaps.org/MS/Edison
Like us on Facebook!

Main Office: (920) 391-2450 Ext. 3
Attendance Office: (920) 391-2453
Student Services: (920) 391-2452
Activities Director: (920) 391-2450 Ext. 4
Spanish Line: (920) 391-6638

Principal: Brenden Whitfield bdwhitfield@gbaps.org

Associate Principals:

Taylor Werchek (6th grade) tmwerchek1@gbaps.org
Elizabeth Kunstman (7th Grade) eakunstman@gbaps.org
Justine Skog (8th grade) jaskog@gbaps.org
Activities Director: Ms. Taylor Werchek

Counselors:

6th Grade: Lindsey Cianflone, lmcianflone@gbaps.org
7th Grade: Megan Maxwell, mhmaxwell@gbaps.org
8th Grade: Shaw Vue-Kong, svye-kong@gbaps.org
ELL Counselor: Jacqueline Rubio, jrubio2@gbaps.org

School Psychologist: Zou Xiong, zxiong4@gbaps.org
Social Worker: Dana Gulseth, dmgulseth@gbaps.org
Social Worker: Katy Johnson, kejohnson3@gbaps.org
Bilingual Social Worker: Megan Gerrits, mjgerrits@gbaps.org
Student Services Secretary: Maria Hernandez, mihernandez@gbaps.org





A Note from your School Nurse...

As the school year begins, I would like to remind you of some important issues that will help us, help keep your student healthy and in school for the school year. There is much information in this letter that will provide guidance to support your student.

Please contact me if you have further questions.

IMMUNIZATIONS REQUIREMENTS

All students must have completed the required immunizations in order to attend school. Also, immunization requirements often change year-to-year so please be sure to check with your student's physician or the Brown County Health Department. Please share copies of all immunization records with the school nurse before the first day of school.

If you choose to sign a waiver letter for immunizations, it must be signed before the start of the school year.

STUDENT HEALTH HISTORY and LIFE-THREATENING CONDITIONS

We need to identify students who may have a life-threatening condition, such as a severe allergy to bee stings or peanuts, severe asthma, seizures, diabetes, etc. If your child has a life-threatening condition (defined as "a health condition that will put a child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place") please contact your school nurse and provide written documentation from your medical provider.

MEDICATION AT SCHOOL

When a student requires medication, in most cases this can be given at home, outside the regular school hours. However, if your student **must** receive prescription medication to be in school, you will need to bring to the school a "Medication Authorization" form. The form must be completed by a physician, and signed and dated by both parent/guardian and physician.

The nurse is only present in each school limited days so medication will be administered by a non-medical staff member trained to do so. Please limit medications at school for emergencies only.

Please attempt to get the proper forms completed over the summer.

- All prescription medications require a Medication Authorization Form signed by both a physician and parent/guardian.
- All over the counter (OTC) medications require a Medication Authorization Form signed by a parent/guardian.
- ALL MEDICATIONS (prescription and OTC) – SHOULD BE BROUGHT IN BY THE PARENT/GUARDIAN – NOT THE STUDENT – in the original container (pharmacy labeled).
- Any unauthorized medications found on your student (pockets; backpacks; lockers) will be taken and secured. You will then be contacted to pick up the medications.

If a student is permitted by you and the LHP to self-carry or self-administer medication (applies only to inhalers or EpiPens), this should be indicated by both you and the physician on the Medication Authorization Form. Please ensure your child knows how to correctly use the medication.

NEW IN 2026-2027 School Year

Any over the counter (OTC) school supplied medications will ONLY be administered with electronic or written consent. There is an electronic consent on the Parent Portal that is accessible during annual enrollment. If you are unable to access the electronic consent, a paper copy will be sent to you upon request. You will need to complete and submit, prior to any administration of. There is a limit of five (5) administrations at which point parents/guardians will be requested to bring in their own supply for their student. Please contact your school nurse with any questions.

SCHOOL Health CLINIC

The nurse is not at each school every day. When the nurse is not there, the secretary takes on the responsibility of the nurse in addition to their other responsibilities. Therefore, we ask that you keep your sick student(s) at home until they are well. If your student becomes ill while at school, we will call you to come pick him/her up. Please always be sure the school has current telephone numbers for you and other emergency contact person(s).

Guidelines for Keeping Students Home from School

Students are in close contact with one another at school. If parents keep their student home at the first signs of illness, it will help us prevent the spread of that illness to other students in the classroom. The following are some guidelines to help you decide when to keep your ill student home from school. These are the guidelines and symptoms we look for at school to determine when to send children home from school:

- Vomiting
- Diarrhea (2 episodes within 24 hours)
- Fever of 100.4 or greater
- Confirmation of any communicable disease and/or as instructed by a physician

INJURIES

If your student has an injury while they are at school you will be notified either by an injury report that will be sent home with your student, a telephone call, email or text. Again, we ask that you ensure your contact information is accurate and up to date so that we may reach you in the event of an emergency. If your student is injured outside of school and needs accommodation for their injury, please contact your school nurse or the school office to discuss. A letter from your physician is recommended.

We look forward to a great school year. If you have any questions, please reach out any time throughout the school year.

Nurse Pam

Student Accident Insurance

As a service to students and their families, GBAPS is making available an optional student accident insurance plan for your child at a very nominal cost. The district offers this program because of trends in rising family health and dental insurance costs, increased deductibles, co-payments, or lack of health or dental insurance coverage. Coverage and enrollment information is available at gbaps.org/

Stay In Touch

How is my child doing in class?
What time does practice end?
What's happening at Edison Middle School?
Do we have your current email address?

Announcements

Announcements are made each day at 7:30 a.m.
Information such as activities/clubs/meetings/times/dates, etc. are announced.
They are posted in the main hallway by the Main Office and posted on our web site daily.

Infinite Campus Parent Portal

Keep in touch with how your child is doing in class
(assignments, grades, attendance plus other important information).
If you'd like access, email Hilda Barrera at hbarreravalencia@gbaps.org

Email Address

Do we have your current email address?
Newsletters, Friday Family Update, and other upcoming news that
needs to be communicated to our families is sent via email.
If we don't have your current email address, please email Hilda Barrera hbarreravalencia@gbaps.org.

Instruments Needed!



Do you have an old instrument taking up space in your house? Edison tries to provide instruments to students who need them and we are running short. You can drop them off in the Edison office at any time. Even write them off on your taxes if you take it to a music store and have it assessed. Please help us if you can!

Don't let those instruments just collect dust!

Supply Lists 2026-2027

For a complete list of supplies for
6th grade,
7th grade,
8th grade,
and AVID
please go to Edison's website
edison.gbaps.org



Edison Parent Network

August 2026

What is the parent network?

Edison's Parent Network (EPN) is a way for you to be involved in your child's middle school experience.

Meetings will inform you and give you an opportunity to ask questions, make suggestions, and develop ways to support the staff and students at Edison.

EPN sponsored activities are designed to build a community and to enrich the learning environment. Parents are asked to plan activities and volunteer in many different ways.

EPN is open to all and depends on the input and support of many.

Watch for info on our first meeting! We meet every other month during the school year.

Like our Facebook page – 'Edison Middle School Parent Network'

The Edison Parent Network functions on the support of school parents and a few fundraisers like restaurant nights throughout the year. The funds we get are used to show our appreciation and support towards our Edison staff and students! Follow our Facebook page, Edison Middle School Parent Network, and watch for information in Mr. Whitfield's weekly emails. Contact Kari Mathys with any questions: KVR2249@hotmail.com

We will hold a couple fundraisers in September and we'd love your support. There will be a Bigby Coffee fundraiser on September 19 and the Edison Flyby fundraiser in late September. Anyone is welcome to attend the EPN meetings held at Edison throughout the year. Watch for meeting dates in your email updates.

IMPORTANT DATES



August



- 25** Open House—2:00—6:00 pm
- 31** First Day of School - In-person instruction for 4K, K-5, 6th, & 9th grade as well as K-8 at Aldo, da Vinci and Red Smith; Asynchronous instruction for 7th, 8th, 10th, 11th, and 12th grade

September

- 1** First Day of School for 7th & 8th Graders
- 7** No School—Labor Day



October

- 9** No School—Professional Development
- 30** No School—Conference Convention Day



November

- 5** Parent/Teacher Conferences—Evening
- 10** Parent/Teacher Conferences—Evening
- 25** No School—Teacher Work Day
- 26 & 27** No School—Fall Recess

