2026-2027 Family Handbook

"Where Every Student Shines"

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

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

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

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

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

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

EDISON ELEMENTARY SCHOOL
2026-2027 FAMILY CALENDAR

AUGUST
- 27 Kindergarten Parent Meeting, 3:30-4:00pm
- 27 Back to School Bash, 4:00-6:00 pm

SEPTEMBER
- 1 First Day of School 8:22 am-3:20 pm
- 7 No School – Labor Day
- 9 PTO Meeting - LMC, 6:00-7:30 pm
- 10 Coffee + Connect, 8:00-9:00 am
- 12 Edison Eats - Chipotle Darboy, 4:00-8:00 pm
- 16 PTO Ice Cream Social & Game Night - Playground & MPR, 4:30-6:30 pm
- 18 Kids Fun Run - Fox Cities Stadium, 4:00-7:30 pm
- 25 No School - Professional Development
- 30 Edison Picture Day

OCTOBER
- 3 Fox Valley Tough Kid Challenge, Highlands Elementary, 9:00 am - 1:00 pm
- 6 Edison Eats - Tom's Central, 4:00-8:00 pm
- 14 PTO Meeting - LMC, 6:00-7:30 pm
- 20 Coffee + Connect, 8:00-9:00 am
- 22 Grades 2-3 Vocal Concert & Literacy Night - Gym & MPR
- 24 Trunk or Treat - playground, 10:00 am-12:00 pm
- 27 Parent/Teacher Conferences, 3:30-7:00 pm
- 29 Picture Retake Day
- 29 Parent/Teacher Conferences, 3:30-6:45 pm
- 30 No School - Professional Development

NOVEMBER
- 11 Veterans Day assembly
- 11 PTO Meeting - LMC, 6:00-7:30 pm
- 17 Coffee + Connect, 8:00-9:00 am
- 17 Edison Eats - Glass Nickel Pizza
- 20 Fall Family Engagement Event
- 24 Simple Simon fundraiser pick up
- 25-27 No School – Thanksgiving Break

DECEMBER
- 8 Family Bingo Night - MPR, 5:00-6:30 pm
- 9 PTO Meeting - LMC, 6:00-7:30 pm
- 17 Grades K-1 Vocal Concert - Gym, 6:00 pm
- 18 Coffee + Connect, 8:00-9:00 am
- 24-Jan 1 No School – Winter Break

JANUARY
- 4 Classes Resume
- 13 PTO Meeting - LMC, 6:00-7:30 pm
- 15 No School - Professional Development
- 18 No School – Martin Luther King Day
- 21 Coffee + Connect, 8:00-9:00 am

FEBRUARY
- 4 World Exploration Night - Gym & MPR
- 10 PTO Meeting - LMC, 6:00-7:30 pm
- 15 No School - Professional Development
- 16 Parent/Teacher Conferences 3:30-7:00 pm
- 18 Parent/Teacher Conferences 3:30-6:45 pm
- 24 Coffee + Connect, 8:00-9:00 am

MARCH

4 School Play - MPR, 6:00 pm
5 School Play - MPR, 6:30 pm
10 PTO Meeting - LMC, 6:00-7:30 pm
11 Grades 4-5 Vocal Concert - Gym, 6:00 pm
17 Goodies with Grownups - Gym, 7:00-8:10 am
22 Coffee + Connect, 8:00-9:00 am
23 Camp Carnival - Gym & MPR, 5:30-7:00 pm
26-Apr 5 No School – Spring Break

APRIL

5 No School - Professional Development
6 Classes Resume
14 PTO Meeting - LMC, 6:00-7:30 pm
16 Glow Dance - Gym & MPR, 6:00-8:00 pm
23 Coffee + Connect, 8:00-9:00 am
23 Spring Family Engagement Event
24 Bike Donation Day - parking lot

MAY

1 Bike Donation Day - parking lot
5 Walk & Roll to School Day
11 Band/Strings Concert - Gym, 6:00 pm
12 Grade 5 Middle School Transition Day
12 PTO Meeting - LMC, 6:00-7:30 pm
13 Talent Show/Art Show
14 Bike Swap - playground, 3:30-5:00 pm
22 Fun Run, 10:00 am-1:00 pm
28 No School - Professional Development
31 No School – Memorial Day

JUNE

1 5th Grade Farewell 6:30-8:00 pm
2 Field Day
4 Last Day of School – Dismissal at 11:27 am

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

Our Mission: We empower students to **SHINE** by providing a strong academic foundation for **S**uccess, fostering a joyful culture for **H**appiness, teaching **I**ntegrity through responsible choices, **N**urturing their unique potential, and building **E**mpathy through kindness.

GENERAL INFORMATION

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

Daily Schedule	**Morning Session**	**Lunch/Recess Periods**	**Afternoon Session**
Edison Elementary	8:22 a.m.-11:00 a.m.	11:00 a.m.-11:50 a.m. (Grades 2-5) 11:50 a.m.-12:40 p.m. (Grades K-1)	12:40 p.m.-3:20 p.m.

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

Office Hours

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

STUDENT ABSENCES

The District, in accordance with State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the student is enrolled is in session, unless they have a reasonable excuse. Although not required

by state law, students enrolled in 4-year-old kindergarten are expected to attend on a regular basis.

EXCUSED ABSENCES

A parent/guardian may excuse a student for up to 10 days during the school year. These 10 days include absences due to intermittent illness. After a student has been absent 10 or more days, the school may require a medical note for future absences to be considered excused. Parents/guardians will be notified by letter if medical documentation is required for further absences. When students are absent from class due to school-related activities, this does not count towards the 10 days.

Parents/guardians are expected to notify the school of an absence each day that the student is not in attendance in order for the absence to be excused, including all preplanned absences (i.e. vacations and appointments). Notification can be submitted through the parent portal, by phone, or by email. If the school does not receive notice within 48 hours, the absence will be marked unexcused.

In accordance with State Law, a student will be considered absent for a full day if they are gone more than two-thirds of a school day. In alignment with District Attendance Policies, individual period absences over multiple days cumulating to more than one day will also be counted as a full day absence.

CHRONIC MEDICAL ABSENCES

If a student has a chronic medical condition that impacts school attendance, the parent/guardian may request that a Chronic Medical Condition Absence form be completed by the student's medical provider or Christian Science Practitioner residing in the state and registered in the Christian Science Journal. This form is required to be updated every 30 calendar days and should be submitted to the School Nurse. Chronic Medical Condition Absence Form

TRUANCY

Wisconsin State Statute 118.16 defines truancy as a student missing part of or all of a school day, without an excuse from a parent or guardian. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

HABITUAL TRUANCY

Wisconsin State Statute 118.16 defines habitual truancy as a student missing part or all of five or more school days in a semester without an acceptable excuse.

TRUANCY PLAN

The following procedures are to be followed for notifying and meeting with parents or guardians regarding the unexcused absences of habitually truant students under Wisconsin State Statute 118.16(2)(cr):

If a student has five or more unexcused absences, all or part of a school day, in a semester, making them habitually truant, the school attendance officer may send a letter home by mail. The letter will include:

- A reminder that parents/guardians are responsible for making sure their child attends school regularly (as required by Wisconsin State Statute 118.15)
- Information about possible program or schedule changes that may better support the student
- Information about programs for students who may be at risk of falling behind
- A request for a meeting with the school staff to talk about the attendance concerns
- The name of the staff member to meet with
- A date, time, and location for the meeting
- Contact information if the meeting needs to be rescheduled
- Information about your rights and responsibilities under state law

CONTRIBUTING TO TRUANCY

Wisconsin State Statute 948.45 indicates that any person 17 years of age or older who knowingly encourages or contributes to the truancy of a person 17 years of age or under, as defined under s.118.16 (1) (c), could be issued a citation for contributing to the truancy of a minor.

TARDINESS

In grades K-5, a student will be marked tardy, not absent, if they are not present at school at the start of the school day and are in their assigned classroom by 8:45 am. A student not present in school after 8:45 am will be marked absent for the morning period until they arrive at school.

MEDICAL EXCUSE FROM ATTENDING CLASSES

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities. It is suggested that the parent/guardian use the District document titled Physical Education/Recess Activity Excuse Form or provide documentation from the student's medical provider.

Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

For more information, the complete Student Attendance Policy 430 can be found here.

ARRIVAL & DISMISSAL

Morning Arrival: Playground supervision begins at 8:10 a.m. Students should not arrive before this time unless they are enrolled in the Boys & Girls Club (which opens at 7:00 a.m. via Entrance B).

Building Entry: Students may enter the building at 8:22 a.m. Early entry requires a pass or an adult escort; visitors arriving early with a student must sign in at the office.

Inclement Weather: In bad weather (below 0°F, rain, sleet), look for the IN or OUT sign on the window to know whether students should enter the building or wait outside.

Afternoon Dismissal: School ends at 3:20 p.m., and playground supervision ends at 3:30 p.m. Students must immediately follow their predetermined after-school plan (going directly home or to daycare). Uncollected students will be brought to the office at 3:30 p.m.

After-School Safety: Last-minute playdates cannot be arranged at school. Students wishing to return to the school playground must go home and check in first, as the playground is unsupervised after 3:30 p.m.

ILLNESS & EARLY PICK-UP

Illness Policy: Students with a fever of 100.4°F or higher, vomiting, or diarrhea will be sent home and cannot return to school until they are symptom-free for 24 hours. Please keep your contact information updated with the office.

Early Pick-Up: All daytime pick-ups must go through the main office to ensure proper sign-out. Staff will call your student down when you arrive. Students are never permitted to walk home during the school day.

VISITOR PARKING & DROP-OFF

School Parking Lot: Visitors may park in any open spot in the North lot. Do not park in the designated "Glow Parking" spot (reserved for staff), driveways, handicapped stalls, or the center aisle.

On-Street Parking: Street parking around the school is regulated by the City of Appleton. Please check posted signage for restrictions.

Neighborhood Courtesy: Do not block or park in front of residential driveways. Always ensure neighbors have clear access to their property.

Student Drop-Off Safety: For student safety, do not use the parking lot for student drop-off or pick-up.

VISITORS TO EDISON

Main Entrance: All visitors must enter through the Meade Street entrance. The North Street parking lot and playground doors remain locked during the school day.

Sign-In Requirement: To ensure the safety of our students and staff, all visitors must report to the main office to sign in, obtain a pass, and wear a Visitor's Badge at all times while in the building.

Community Welcome: We welcome and encourage parents, guardians, and community members to participate in school events; these security measures are strictly to maintain a safe environment for everyone.

HOMEWORK FOR ABSENCES

Requesting Work: Homework may be requested after two consecutive days of absence. Please make this request when notifying the office of the absence so teachers have adequate time to prepare materials without interrupting class.

Pickup Time: Requested homework will be ready for pickup in the office by 3:20 p.m.

Completion: Students are expected to complete missed assignments within a reasonable timeframe. Teachers will offer flexibility with due dates depending on the circumstances.

CONTACT INFORMATION CHANGES *IMPORTANT!*

- **Reporting Updates:** If your address, phone number (home, work, or cell), or emergency contacts change during the school year, update the information immediately via the Parent Portal or notify the school office.

Accurate, up-to-date contact information is critical to ensure staff can reach you quickly in an emergency.

BIRTHDAY PARTY INFORMATION

Invitations: Party invitations may not be distributed at school, including via class mailboxes, backpacks, classrooms, hallways, or the playground. Upon request, teachers can provide a list of student names, but the school cannot release addresses or phone numbers.

Treats: In alignment with School Wellness Policy #458, edible birthday treats are not allowed. Teachers will recognize students' birthdays in non-food ways.

EDISON COMMUNICATION PROCEDURES

- **Edison Mailgram (Thursday Take-Home):** Sent home every Thursday during the school year, the Mailgram contains important notices, permission forms, and activity updates. While you should check your child's backpack daily, it is especially essential to check it on Thursdays.
- **The Goldenrod Policy (Action Required):** To help families identify time-sensitive documents, **any school paper that requires a response or signature and must be returned to school will be printed on bright goldenrod-colored paper** (e.g., field trip permission slips, volunteer sign-ups). When you see goldenrod paper, an action or response is needed.
- **Automated Alert System (Phone, Text, & Email):** The school utilizes an automated broadcast system to quickly reach families with urgent updates, time-sensitive reminders, or special announcements via recorded voice message, text, or email.
- **Edison Family Newsletter:** Emailed to parents twice a month and posted on the Edison Website, this newsletter includes school updates and PTO news. If you prefer a printed copy, notify the office and it will be sent home with your youngest child. Submissions for the newsletter are due by the Friday before publication.
- **School Calendar:** The school calendar is frequently updated with special school and family events on the Edison website.

EMERGENCY SCHOOL CLOSINGS & CANCELLATIONS

- How to Stay Informed: In the event of severe weather, dangerous road conditions, or other school emergencies, delays or closures will be broadcast on local radio and TV stations, the district website, and district social media. The district will also send alerts via Infinite Campus (robocalls, texts, and emails). Please ensure your Infinite Campus notification settings and contact information are up to date.
- Emergency Transportation Plan: Log into the Parent Portal to specify your child's transportation plan in the event of an unscheduled early dismissal so staff know exactly how your child should get home.
- Keep Phone Lines Clear: Please do not call the school or district office during emergencies. Keeping these lines open is critical for emergency coordination and vital outgoing calls.

SCHOOL FEES

Fee Structure: School fees are assessed at the start of the year and prorated for students who enroll later. The fee for Kindergarten through Grade 5 is $30.00. Please make checks payable to **AASD**.

Fee Waivers: Families meeting income guidelines may qualify for a fee waiver. The waiver application is combined with the Free and Reduced Lunch Application, available in the main office or on the Parent Portal To apply, you must check the box authorizing the district to share your status with the school business secretary. All applications are completely confidential.

STUDENT HEALTH & RECESS GUIDELINES

- **General Expectation:** If a child is well enough to attend school, they are expected to participate in all regular activities, including outdoor recess.
- **Medical Exemptions:** Students with a chronic or acute illness/injury that prevents them from going outside must provide a physician's note. This note must include the diagnosis, duration of the exemption, and a treatment plan.
- **Illness at School:** If a student exhibits symptoms that warrant being sent home, staff will contact parents for pickup. The student will remain indoors while awaiting their parent's arrival.

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

MEDICATIONS AT SCHOOL

In compliance with Wisconsin state law, the Appleton Area School District administers medication at school only when it cannot be scheduled outside of school hours.

To request medication administration during the school day, the following guidelines apply:

PRESCRIPTION MEDICATION

- **Required Forms:** A completed Physician's Statement and Parent/Guardian Consent form must be on file in the school office. Forms are available at the front office.
- **Packaging:** Medication must be in its original pharmacy-labeled bottle with the correct dosage and instructions matching the consent forms. Only send the exact amount needed for school.

OVER-THE-COUNTER MEDICATION

- **Required Form:** Parents/guardians must complete an Administration of Medication Consent form.
- **Packaging:** Medication must be in its original container with the student's name written on it.

SELF-ADMINISTERED MEDICATION

- **General Policy:** Elementary students should not carry or self-administer medication. To request an exception, contact the school nurse at 920-852-5460.
- **Inhalers & Controlled Substances:** By state law, asthma inhalers and controlled substances (e.g., ADHD medications) require both parent and physician authorization to be self-administered. Forms are available in the office.
- **Cough Drops/Throat Lozenges:** Do not send cough drops to school; they pose a choking hazard. They may not be kept by students or in the office. Please send a water bottle instead to soothe a cough or sore throat.

STUDENT NUTRITION STANDARDS

All foods sold or distributed during the school day must be nutrient-dense and approved by the Smart Snack Calculator. Nutrient-dense foods provide high nutritional value per calorie to support student health.

USE OF BUILDING

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

LUNCH & BREAKFAST INFORMATION

BREAKFAST, LUNCH & SNACK INFORMATION

Free Breakfast & Lunch: Thanks to the Community Eligibility Provision (CEP), all enrolled Edison students receive breakfast and lunch at no charge. Free meals do not extend to visiting family members or siblings.

Breakfast Format: Breakfast is delivered directly to classrooms, allowing students to eat at their desks with their teacher and classmates.

Free and Reduced Applications: While lunch is free for everyone, parents must still complete the income application via the Parent Portal or school office. This information is confidential and critical for determining student school fee waivers and securing the school's Title I funding. Students may also choose to bring a bag lunch from home.

Daily Snacks: Individual classroom teachers determine the option and timing for daily snacks. Allowed snacks must comply with the district's Student Nutrition Standards. Unhealthy items (e.g., fruit snacks, fruit roll-ups, candy bars, high-sodium chips) are not permitted.

SAFETY RULES

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

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

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

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

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

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

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

PEDESTRIANS

1. Help your child choose the safest route to and from school using the safe walking route map (available in the school office). Instruct your child to follow this route. Even though it may not be the SHORTEST ROUTE, it is considered to be the SAFEST. Where there is no sidewalk

and it is necessary to walk in the roadway, instruct your child to always walk on the side facing traffic (left side of the street).
2. Cross streets ONLY at corners.
3. WALK, not run, when crossing the street.
4. Obey police officers, adult crossing guards, and school safety patrol.
5. Watch for turning vehicles.
6. Do not cross between parked cars.

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

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

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

OUTSIDE/INSIDE RECESS

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

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

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

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

WINTER CLOTHING

As the weather gets colder, students should come to school dressed appropriately. For recess, students are expected to wear a winter coat, hat, and mittens or gloves. To play in the snow, students must wear boots and snow pants. Please label all winter clothing clearly with your child's name.

FIRE, TORNADO, AND INTRUDER DRILLS

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

EDISON PBIS (Positive Behavioral Intervention and Support)

Edison is recognized as a PBIS School of Distinction. PBIS is a proactive system designed to teach, model, and reinforce positive school expectations.

Our Core Principles: Edison's behavioral expectations are anchored in being **Safe, Respectful, and Responsible**, summarized by our school motto: *"Shine and Be Kind."* Detailed rules matrices are posted in every classroom and throughout the building.

Positive Recognitions: Students demonstrating expected behaviors receive positive recognition from staff, which includes entry into weekly drawings for tangible prizes or special experiences (e.g., eating lunch with a staff member or a fifth-grade mentor). Periodic school-wide PBIS celebrations are also held throughout the year.

Behavior Support: When students struggle to follow school expectations, staff will provide re-teaching opportunities alongside logical consequences related to the behavior.

Charger Expectations for Excellence

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

TOYS & VALUABLES

To prevent loss, theft, and classroom distractions, students must leave toys, valuables, cell phones, nice jewelry, tablets, electronic games, and trading cards at home.

LOST & FOUND

The Lost and Found racks are located on the first floor near the main office. The racks are cleaned out periodically, and any unclaimed items remaining for an extended period will be donated to charity.

REPORT CARDS

Student progress reports are distributed twice a year (late January and early June) and are available via the Infinite Campus Parent Portal, as well as sent home with your child. Specific release dates will be published in the Edison Family Newsletter.

PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES

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

Fall conferences are scheduled at Edison for Tuesday, October 27, from 3:30-7:00 p.m. & Thursday, October 29, from 3:30-6:45 p.m. The spring conferences are scheduled at Edison for Tuesday, February 16, from 3:30-7:00 p.m. and Thursday, February 18, from 3:30-6:45 p.m.

EDISON PTO

Get Involved with the Edison Chargers PTO

If you are an adult with a child who attends Edison Elementary, you are automatically a member of the Parent Teacher Organization (PTO)! The PTO is a volunteer-run nonprofit whose goal is to support the students, teachers and staff of our amazing Edison community school.

The PTO is made up of parents, guardians and families, just like yours. Our goal is for every family to be involved, in whatever way works for you!

We focus on three categories

- **Fun and Social Connections** like the Ice Cream Social, Glow Dance, and Winter Fun BINGO Night.
- **Fundraisers** like the Simple Simon cookie dough and pie sale, Edison Eats restaurant nights, and the Fun Run, to support teacher needs, field trips, and special offerings like the 4th-5th grade musical or bringing an author to the school for Literacy Week.
- **General Support** like stocking and staffing the Glow Cart to provide incentives to students for positive behavior, helping out at Picture Day, providing dinner for educators on Conference nights, and celebrating our teachers and staff during Teacher Appreciation Week.

Get involved!

Many hands make light work and every bit of support matters. Here's how to help:

- Attend PTO meetings to stay connected, shape the programs and offerings, and meet other Edison families!
- We meet on the 2nd Wednesday every-other-month at 6pm, online only via Google Meet.
- Volunteer to coordinate or support an activity. Watch for sign up sheets throughout the year. If we don't have enough signups by 30 days prior to a given event, it might not be able to run.
- Donate food or other items when the PTO asks for donations.

Stay Connected with the new PTO App!

Visit https://edisonchargerspto.createcommunity.com/app/20166 or download the Edison Chargers PTO app in the App Store or Google Play Store.
You'll need to make a username and password, and then you can join the directory to share contact info, connect with others in the discussion rooms, and keep track of meetings, events, and volunteer opportunities. Turn on notifications to allow the app to send you reminders!

You can also join our Facebook page: Edison Elementary PTO, or contact us at edisonchargerspto@gmail.com to join our email list.

Your 2026-27 PTO volunteer leaders are:

Anna Troge (Rowan & Malcolm's mom)
Hannah Sullivan (Clara & Mac's mom)
Christina Leone-Tracy (Nevan & Ellis' mom)
Emilie Conklin (Avery's mom)

DISTRICT POLICIES

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

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

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

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

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

STUDENT USE OF TWO-WAY COMMUNICATION AND/OR ELECTRONIC DEVICES 443.5
Edison students may not use their cell phones during school hours (8:10 AM-3:20 PM). Calls may be made outside of the building but not during school hours. Cell phones must be kept in backpacks and not in desks and are not allowed at recess. Phones must be kept on silent mode at school at all times and during school

field trips. Parents may be required to pick up cell phones in the office if students violate this policy. Students cannot take pictures or videotape with their phones at any time.

HOMEWORK POLICY

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework assignments will be developmentally appropriate at the different grade levels and may include daily assignments and/or long-term projects. Parents/guardians are encouraged to monitor what their child is learning and provide time for reading and school work at home.

ANIMALS IN SCHOOL POLICY

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

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

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