Jefferson Elementary

2026 - 2027 Parent Handbook

1000 S. Mason St.
Appleton, WI 54914
Phone: 920-852-5500
Fax: 920-852-5501

Email: Jefferson-Elementary@aasd.k12.wi.us
Website: jefferson.aasd.k12.wi.us

School Hours

8:22 - 3:20 PM
First Bell: 8:17 AM / Start of Day: 8:22 AM
Playground Supervision 8:00 - 8:17 AM

Chartwells Food Service
Phone: 920-852-5314
Email: foodservice@aasd.k12.wi.us

Lamers Bus Lines
Phone: 920-832-8800 ext. 2

Dear Jefferson Families,

Welcome to a new school year at Jefferson Elementary! Whether you are returning to us or joining our school community for the first time, we are so glad you're here. At Jefferson, we take great pride in being more than just a school—we are a community that works together to support the success and well-being of every child.

Our mission is simple yet powerful: ***making connections that count***. We work diligently to meet the diverse needs of all our students in a safe, welcoming, and inclusive environment. We understand that each child learns differently, and we are committed to providing meaningful opportunities for academic, social, and emotional growth.

We also believe that strong partnerships between home and school are essential to student success. Whether it's attending school events, making sure that your child attends school on time, volunteering, or simply staying in communication with teachers, your engagement strengthens our entire school community.

Students take great pride in being Jefferson Jets! As Jets, we soar every day by:

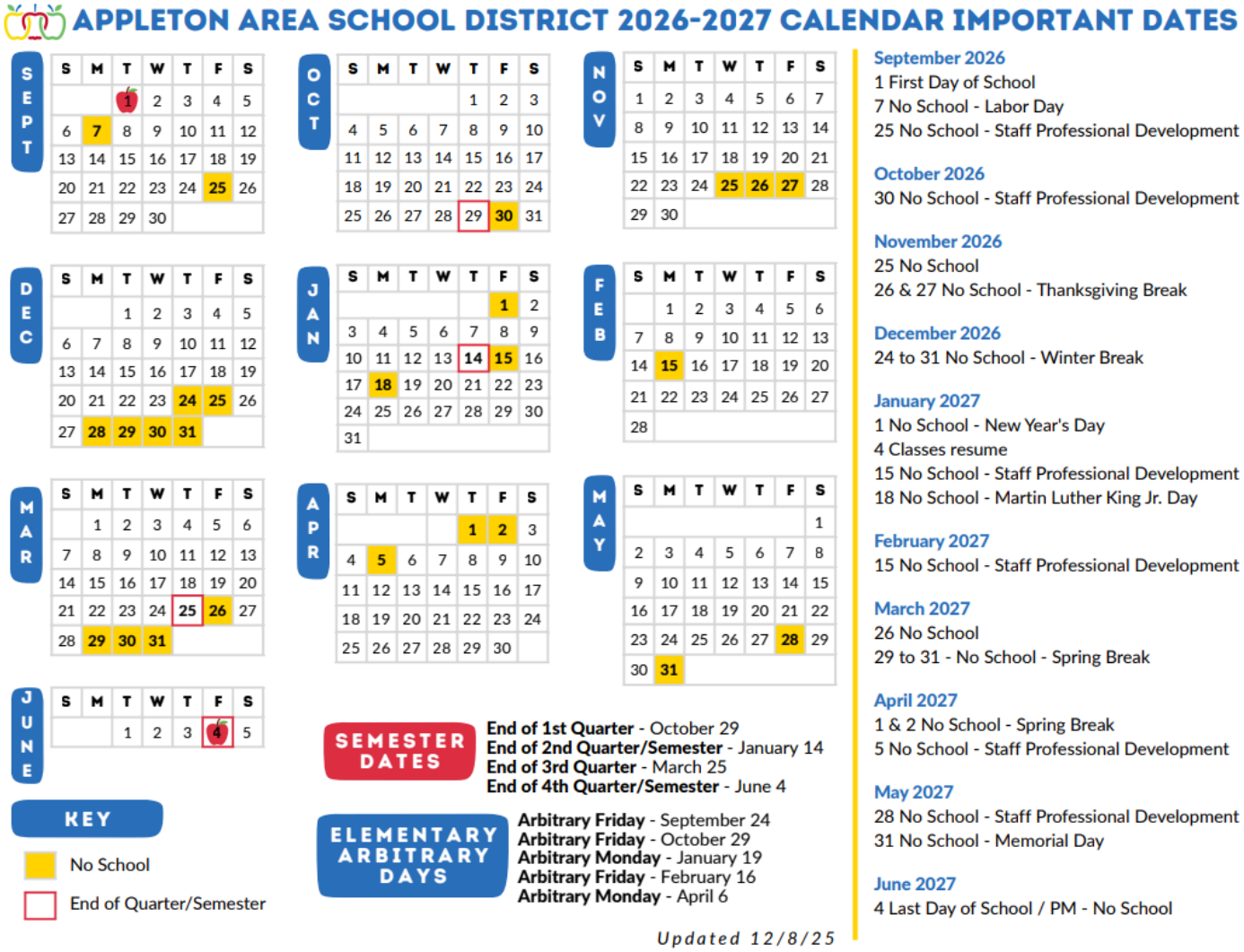
- Being safe
- Showing respect
- Practicing kindness
- Listening to the adults

I am so excited for the wonderful year ahead, filled with growth, learning, and community. Thank you for your continued partnership and support!

Sincerely,

Mrs. Melissa Chrisman,
Principal
Jefferson Elementary School

JEFFERSON 2026-2027 SCHOOL CALENDAR



This handbook is a reference guide for our Jefferson 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 Jefferson School website: jefferson.aasd.k12.wi.us

GENERAL INFORMATION

Please go to the Parent Portal or notify the school office (920-852-5500) 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.

OFFICE HOURS

Office hours are 7:30 AM - 3:45 PM during the school year
June & August: 8:00 AM – 2:00 PM
July: Closed to the public

ABSENCES

If your child will be absent, please remember to call the school (920-852-5500) or leave a message before **9:00 AM Please state your child's name, grade, teacher name, and reason for the absence**. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day. A doctor's note is recommended if the illness lasts for more than 3 days. Notification by way of a fax or email is also acceptable. Please be aware of the AASD Attendance Guidelines as stated in the *Family Elementary School Policy Manual*.
Elementary and Middle School Family Policy Manual

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.

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 3:20 PM 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.

ARRIVAL

Supervision begins on the playground at 8:00 AM. Students should not be at school before 8:00 AM unless the student is coming for YMCA before school care.

Students participating in the YMCA before school program may enter the building through Door G behind the school beginning at 6:30 am.

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**

DISMISSAL

Dismissal is at 3:20 PM. All students must leave and follow the predetermined plans for going home. Supervision ends at 3:30 PM. All students on the playground at 3:30 will be asked to come to the office and wait for their ride. Please note that if your child returns to school after 3:30 pm there will not be supervision on the playground.

On inclement weather days (temperature or wind chill below 0℉, rain, sleet, etc.), students should watch for a green **INDOOR sign** on the windows indicating that students may enter the building and be seated on the floor outside their classroom.

Please make sure that your child understands his/her after-school pick-up or walking home arrangements. Students need to go directly home or to their daycare provider at the end of the day. Students may not call at the end of the day to make plans to go to a friend's house, these plans must be made prior to the start of the school day with all parents knowing the plan.

If a child becomes ill while at school, parents will be contacted. District guidelines indicate that students with fevers of 100.4 ℉ or higher, or students who have vomited or diarrhea, will be sent home and should not return for 24 hours. We must have current phone numbers and the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

STUDENTS LEAVING SCHOOL DURING THE DAY - Sign in and sign out procedures

For the safety of your child, parents must pick up students in the school office. Please make sure the office staff knows you are taking your child so attendance gets recorded. If your child returns to school the same day, please report to the office and check in with office staff so your child can get a pass and attendance gets recorded.

VISITOR PARKING

Visitors may park in any open angled spot in front of the building. On-street parking is available around Jefferson but is regulated by the City of Appleton. Please check the signage for legal parking areas.

When dropping off or picking up children please be courteous of our neighbors. Do not park or stand in front of any driveways and always allow homeowners access to their driveways.

VISITORS TO JEFFERSON SCHOOL

For the safety of the children and staff at Jefferson, all visitors entering our building must come through the office, sign in at our computer kiosk and receive a Visitor's Badge from the school secretary. This badge must be worn at all times when a visitor is in the building. We ask that all visitors enter the building at the Mason Street entrance through Door A. We welcome parents/guardians and community members to visit and participate in the events at Jefferson, so please do not let this formality hinder your visits. Our interest is in protecting the safety of all our students and staff by knowing who is in the building at all times.

All other doors and entrances will be locked during the day. Visitors must access the building by going through Door A to the office and getting a pass.

ADDRESS/PHONE CHANGES

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!

BIRTHDAYS / TREATS

Health Wellness is important to our district. For all those who celebrate birthdays please refer to the **School Wellness Policy #458** or page 7. Please refer to your child's classroom teacher regarding any birthday recognitions.

COMMUNICATION

The Jefferson Monthly Messenger is our monthly newsletter that is 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. (http://jefferson.aasd.k12.wi.us).

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

SCHOOL FEES

School fees are assessed at the beginning of each school year. Students who enter school later in the year are assessed prorated fees. Fees for the 2025-2026 school year are: **Kindergarten - Grade 5: $30.00**

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

STUDENT HEALTH

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

● If a child is well enough to be in school, they are expected to participate in all regular school activities, including recess.

● Children with chronic or acute illness or injury whose health and well-being would be compromised by going outdoors for recess will be required to have a physician's statement, including diagnosis, duration of exclusion from recess, and treatment plan.

● When children come to school with symptoms of illness or injury which would be cause for exclusion from school, parents will be contacted by school staff and asked to take the child home. During this time, children will not be expected to go outdoors for recess while they await their parent's response.

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

MEDICATIONS AT SCHOOL

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

PRESCRIPTION MEDICATION

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

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

1. The parent/guardian must complete an Administration of Medication Consent form.
2. Medication must be supplied in the original container with the student's name written on the container.

SELF-ADMINISTERED MEDICATION – ELEMENTARY SCHOOLS

It is not recommended for elementary-age students to carry and administer their own medication. If a parent would like their child to possess medication for self-administration, contact the school nurse at 832-5500 ext 33108. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, & Codeine) require parent and

physician authorization in order to be self-administered. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

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

USE OF BUILDING

Interested in using an Appleton Area School District building for an event or meeting? To schedule a meeting, activity, or event at an AASD school building, please refer to the East, North, and West clusters and contact the Facilities Administrative Assistant at the corresponding high school.

(Badger Elementary, Dunlap Elementary (formerly Lincoln), Highlands Elementary, Houdini Elementary, Jefferson Elementary, and Wilson Middle)
Contact West High School: (920) 852-5410 ext. 55035

If you have any questions, please contact our Facilities & Operations office at (920) 852-5326.

Information for Scouts? Click HERE or visit our website under "contact us"

BREAKFAST AND LUNCH INFORMATION

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

All enrolled students at Jefferson are eligible to receive a healthy lunch at school at no charge to your household thanks to the Community Eligibility Provision (CEP) for the 2026-2027 School Year. Students may wish to bring bag lunches from home. Milk is offered with ALL meals. Additional milk is available for purchase for $.50.

The option and timing of snacks are determined by the classroom teacher. If the classroom teacher allows snacks at a designated time, we request that all students follow the district guidelines regarding snack choices.

FREE AND REDUCED INFORMATION

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below this established guideline are also entitled to apply for a waiver of school fees (please see "School Fees"). Contact the school office or access your Parent Portal for these applications. All applications are treated confidentially. This information is also used to secure our Title I status.

For the 26-27 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

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

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 chill falls into the darkly shaded area, we will have inside 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.

SCHOOL CLOSINGS

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

JEFFERSON PBIS (Positive Behavior Intervention and Support)

A PBIS School follows a prescribed system to assist students in learning and following school expectations. The PBIS Way includes the development of a Rules Matrix, teaching and re-teaching school expectations and positive recognitions for students. PBIS Celebrations are held periodically during the school year. Students who violate school expectations will have re-teaching opportunities and may also have a different consequence that relates to the behavior.

Jefferson's PBIS is anchored in the three foundations of "Be Safe, Be Respectful, Be Kind, and Listen to Adults". You will see our more detailed school rules matrix posted throughout the school and in classrooms. We also focus on a specific character trait each month. Students demonstrating this character trait, may receive recognition in the form of a "Jet Ticket". We will award weekly and monthly prizes to students whose Jet Ticket is drawn.

TOYS AND VALUABLES

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

LOST AND FOUND

If your child is missing an item, please check the lost and found bins located on the first floor near the Kindergarten classroom doors (Door I). We will clean out the lost and found periodically and following Parent/Teacher conferences. Items that remain in the lost and found for an extended time are laundered and donated to the school or local charitable organizations.

REPORT CARDS

Progress Reports will be available on the Parent Portal in Infinite Campus late January and May. Dates will be published in the Family Newsletter when they are available for viewing. Paper copies will also be sent home.

PARENT/GUARDIAN/TEACHER 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. Jefferson uses an online scheduling system called PTC Fast. Information will be provided via email communication as the conference dates approach. PTC Fast notifies families of conference dates and times.

Fall conferences for the 26-27 school year are scheduled for:

- October 20 from 3:30 to 7:00 PM
- October 22 from 3:30 - 6:45 PM

Spring conferences are scheduled for:

- February 23 from 3:30-7:00 PM
- February 25 from 3:30 to 6:45 PM

VOLUNTEER INFORMATION

If you are interested in volunteering for any activities or events at Jefferson, please contact the school office.

BACKGROUND CHECKS

Any parent or guardian interested in volunteering for school activities or chaperoning field trips are required to complete a Background Check. We have contracted with the Background Investigative Bureau (BIB) to conduct high quality background checks on our potential volunteers using their Secure Volunteer technology, an online system to help schools manage volunteer screening.

Individuals interested in volunteering in the AASD can reach out to their child's classroom teacher. The teacher will notify the office, and the office will send you a secure background check link via email.

DISTRICT POLICIES

Find all of the Appleton Area School District Policies in our Elementary School Policy Manual for Families - Elementary and Middle School Family Policy Manual

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

Jefferson students may not use their cell phones on school property. Cell phones must be turned off and kept in lockers during school hours. 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.