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WELCOME!

This handbook is a reference guide for our Highlands and Odyssey families. We also encourage you to be a regular visitor to the Highlands/Odyssey School websites, www.aasd.k12.wi.us click on school.

Highlands/Odyssey School offers a wide variety of engaging academic and co-curricular opportunities. Staff members sponsor academic, service oriented, social, musical and physical activities throughout the school year. The Boys and Girls Club before and after school program offers homework help and a special interest club. Encourage your child to get involved. Our PTO also sponsors many family activities throughout the school year, and we invite you to participate with our families.



“Touching the future one child at a time by providing the best possible education to all Highlands and Odyssey students.”

GENERAL INFORMATION

Please notify the school office (832-6250) immediately with change of phone numbers, emergency contact information and change in address for your child’s safety.

DAILY SCHEDULE

Morning Session

School Begins @ 8:27 a.m. – 11:30 a.m.

Afternoon Session

Dismissal @ 3:16 p.m.

OFFICE HOURS

School year: **7:30 AM - 4:00 PM**

June & August: **8:00 AM – 2:00 PM**

July: **Closed**



ABSENCES



The Highlands/Odyssey PHONE number is 832-6250.

The Highlands/Odyssey FAX number is 832-4389.

If your child will be absent, please remember to call the school (832-6250) or leave a message before **9:00 a.m.** **Please state your child's name, 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. 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"*.

BEFORE/AFTER SCHOOL DOOR POLICY

Please arrange a designated meeting spot outside. The building is secure at all times. Parents are not allowed upstairs or outside of the classroom until the bell rings at 3:16 PM. Please allow a majority of the students to exit prior to entry.



Supervision is provided for all students in the building and on the playground **beginning at 8:10 AM.** The first bell rings at **8:22 AM** and children are encouraged to arrive a few minutes prior to that time. **Students are allowed in the building prior to 8:22 with a pass from a teacher or accompanied by a parent.**

Dismissal: Is at 3:16 PM. All students must leave and follow the predetermined plans for going home. Supervision ends at 3:25 PM.

Please note: Students participating in the Boys and Girls Club before school program may enter the building through Entrance L by the parking lot beginning at 7:00 AM.

On inclement weather days (temperature or wind chill below 0 degrees F, rain, sleet, etc.), signs directing students to enter the building will be posted on the doors. **At 8:10 AM students may come in and be seated on the floor by their classrooms until the bell rings. Kindergarten students may wait in the reading circle.**

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 day care provider at the end of the day.

STUDENTS LEAVING SCHOOL DURING THE DAY

For the safety of your child, **parents must pick up students in the school office and sign the "Student Sign In/Out" form located on the front counter.** If your child returns to school the same day, parents please report to the office to sign your child back in. Students may not walk home for lunch or when ill. Students will be called when the parent/guardian arrives in the office.

MAILGRAM ENVELOPE

The Thursday Mailgram Envelope is used to send information between school and home. Look for this envelope weekly. ***Please remove the contents, sign and have your child return the envelope to school the following day.***

NEWSLETTERS/MONTHLY SCHOOL CALENDAR

The Highlands/Odyssey Family Newsletter and school calendar with special school/family events is published at the end of each month during the school year. A paper copy is sent home upon request to families in the mailgrams, emailed to your personnel account and is also available on our school website: <http://highlands.aasd.k12.wi.us/>

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 parent's response.

REQUESTS FOR NON-PARTICIPATION IN OUTDOOR RECESS FOR ILLNESS/INJURY-AND 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. No more than a ten-day supply may be kept at school.

- **Self 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 832-6250. 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.

Note: First Agency, Inc. will still be offering parents the opportunity to purchase Student Accident Insurance for the 2016-2017 school year. Their brochure/enrollment form is available online at www.1statAgency.com.

EMERGENCY SCHOOL CANCELLATIONS

Highlands/Odyssey School will send an **EMERGENCY SCHOOL CLOSING** instruction form home for each child. Please indicate the transportation plan that you would like your child and school to follow in the event school is closed earlier than the usual dismissal time.

In cases of bad weather, dangerous road conditions or other school emergencies, school closings, delays in starting the school day or early school dismissals will be announced on local radio and television stations. The Appleton Area School District uses the following radio and television stations to inform families of such schedule changes as quickly as possible.

Radio	Television
101.1 FM – WIXX or 1360 AM – WGEE	WBAY-TV-2
105.7 FM – WAPL or 1150 AM – WHBY	WFRV-TV-5
103.9 FM – WVBO or 1490 AM- WOSH	WLUK-FOX 11
94.3 FM – WROE or 1280 AM – WNAM	26 WGBA-TV

Please avoid calling district or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital outgoing calls.

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 2013-2014 school year are as follows:



Half-Day Kindergarten:	\$15.00
Full-Day Kindergarten:	\$30.00
Grades 1-6:	\$30.00

Please make checks payable to Highlands Elementary School. Families with incomes

below established guidelines may qualify for a waiver of school fees. Please contact the school office for this application. All applications are treated confidentially.

Use Of Building



Any group that wishes to use Highlands School for a meeting place must contact the Use of Buildings Coordinator, Connie Newling, at 832-4117 or the Highlands School office for a Use of Buildings request form.

Items From Home

Please check your child's backpack and discuss what he/she is bringing to school. Please note that students **are not** allowed to bring the following items to school (see weapons policy).

- **any type of weapon**, including look-a-like guns, knives, swords, etc. **of any size**
- knives of any kind
- fireworks
- inappropriate books, magazines

In addition, students **should not** bring items of value or excessive amounts of money to school. If you have any questions about what is permitted, please check with your child's teacher or the principal 832-6250.

LUNCH & BREAKFAST INFORMATION

Breakfast

Breakfast will be served daily in the cafeteria beginning at 7:50 through 8:15am. Students must arrive prior to 8:15am to take advantage of the breakfast program. Those students in the Boys and Girls Club before-school program will be offered breakfast at 7:50 am. **COST:** The cost of the program is \$1.05 per day. For those qualifying for reduced lunch, the cost for breakfast is 30 cents. Those qualifying for free lunch receive a free breakfast as well. Breakfast is provided daily by ARAMARK Food Service. Breakfast may be purchased on a daily basis.

Lunch

ARAMARK Food Service sells hot lunch at Highlands for \$2.60 per meal. Lunch monies must be paid for in advance and can be prepaid in any multiple. Please send cash or check, payable to AASD, in an envelope with the **child's name, teacher's name, homeroom number and the amount of payment clearly marked on the front of the envelope**. If payment is for more than one student, please indicate the names and amounts for each.

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below these established guidelines are also entitled to apply for free milk and waiver of school fees (please see "School Fees"). Contact the school office or ARAMARK (832-1718) for these applications. All applications are treated confidentially.

Students may wish to bring bag lunches from home. Milk is available for purchase for \$.35. Parents are welcome to join their children for lunch (hot lunch cost for adults is \$3.75 and should be pre-ordered and pre-paid). Please check in with the office and notify Aramark if you would like the hot lunch entrée.

SAFETY RULES & TOPS

***Safe walking maps are available in the school office.**

***Students riding to school on a bus will receive a student policy book from Lamers.**

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.
Ride bikes on the right side, close to the edge of the pavement and in the same direction as the flow of traffic. Students may ride on the sidewalk (with the exception of the Highlands/Odyssey School block). **Pedestrians have the right of way.**
2. Obey all stop signs and signals.
3. Signal all turns and stops using proper signals.
4. 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.**

Playground Expectations

1. Play kicking or throwing games with balls and large group tag games on the grass field.
2. Use playground equipment in a safe manner.
3. Gum, candy, food, beverage, etc. is not permitted on the playground or field.
4. Roller-blading, scooters, skateboards, heeled shoes and riding bikes must be walked on the school grounds.
5. Students are required to wear boots & snow pants to play in the snow on the field. Snowpants and boots are required to play in the snow on the hills (sliding down the hills).
6. Students **may not use electronic devices on the playground, and must follow district policy of electronic devices.**

- *Rough, physical play is not allowed.
- *No football or soccer on the blacktop.

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.

Highlands/Odyssey Drop off Zone Expectations

Drop off area starts at the canopy and extends to Elinor Street.

The parking lot is not a designated drop off area.



1. Watch for students and staff in crosswalks
2. Drop off in designated area only (starting at the canopy doors to Elinor Street.)
 3. Drive slowly
 4. Do not drop off on the hill
 5. Do not leave car unattended
6. Do not drop off in the parking lot unless you park the car and walk your child into school.

To ensure the safety of all, the expectations **must** be followed. Other drop off areas are still available on Glendale, Marquette and Elinor (follow signs posted)



What is TOPS?

Body Basics

- Sit/stand in and maintain your personal space
- Look at the speaker
- Voice off
- Listening ears
- Hands and feet quiet

Line Basics

- Face forward in single file
- Voice off
- Hands by your sides
- Quiet walking feet
- Stay to the right
- Line up promptly

Think 2's

- 2 Minutes in the bathroom
- 2 Seconds to Flush
- 2 Paper towels
- 2 Points for throwing the paper towel in the garbage

TOPS SCHOOL WIDE EXPECTATIONS

Highlands/Odyssey has implemented our TOPS

("Tigers and Owls Positively Successful")

Program to teach our school expectations to our students. This matrix is used to reinforce our "3 BE's" as the structure for these expectations:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Highlands/Odyssey PTO

PTO OFFICERS		PHONE	E-MAIL
Co- President	Lisa Hoffman	738-0024	ort-hoffman@juno.com
Vice President	Michelle Miller	809-9096	mamelah@gmail.com
Secretary	Alyssa Dalton	(419) 320-0398	DaltonAlyssa@hotmail.com
Treasurer	Jessica Nesemann	562-4313	mrsnese@hotmail.com

PTO

Here at Highlands/Odyssey, we encourage our students to challenge themselves and build interactions with family, school and Community. One great way parents can support these goals and contribute themselves is to participate in the PTO and other volunteer opportunities such as **Picture Day, Book Fair, Conference Meals, Family Night and Pastries with Parents**. So many of our activities rely on parent participation to be successful. Attending PTO meetings is a great way to not only participate in guiding and developing these activities, but also to connect with other parents. We look forward to your involvement and support this year.

Stay connected with the PTO by joining our Facebook page:
Highlands/Odyssey Elementary PTO

Contact Lisa Hoffman (738-0024 or ort-hoffman@juno.com) if you are interested in volunteering for any of the PTO activities or events.

VOLUNTEER ACTIVITIES

Book Fair

Books are displayed and sold to students and parents. A book publishing company provides the books. Parent volunteers are needed to help students select books and collect money.

Conference Dinners

Refreshments are provided for staff during conference nights. Volunteers are needed to provide food and beverages, set up and clean up.

Library Volunteers

Volunteers assist children in the library by checking out and shelving books. Please contact Sara Wayland in the Highlands/Odyssey LMC for more information.

Pastries With Parents

One morning when students can bring mom or dad (or special guest) to school for a sweet treat before class. Volunteers are needed to organize food and beverages, set up/and clean up.

ROAR (Reach Out and Read) Reading Incentive Program

Highlands School's Reading Incentive Program is a voluntary, individualized reading incentive program for all students. The Highlands PTO co-sponsors the program with Sara Wayland, our LMC specialist, for the purpose of encouraging independent reading for enjoyment. Ongoing information will be sent home throughout the school year to encourage your child to participate.

Family Fun Night

Families are invited to come and enjoy food, games and other family activities at school. Volunteers are needed to organize food, and games, set up/and clean up.

United for Reading Success Tutors (1st grade) and Math Achievement Partnership Tutors

Consider volunteering to tutor students in math or reading for an hour/week. This is a wonderful opportunity to make a difference with the students you work with and get the rewards of contributing to their school progress. Contact Mary Greiner at (920) 832-6319 for more information on training and the times volunteers are needed.

*Information on additional activities and opportunities to volunteer will be announced throughout the year and can also be found on the school website under PTO.

SCHOOL CLUBS/ACTIVITIES

*Additional Clubs/activities may be offered throughout the school year.

Peer Mediators

This organization is comprised of 6th grade peer mediators. These mediators are trained to provide students the opportunity to resolve their conflicts through a specific process.

Safety Patrol

The Highlands Safety Patrol is comprised of fifth and sixth graders to assist students in crossing the street safely. A rotating schedule is developed between classrooms. Specific information will be provided during the school year.

Service Club

The Highlands/Odyssey Service Club provides an opportunity for students to be involved in service projects for their school and community. The focus is on planning and promoting activities that foster school spirit as well as providing school and community services.

Intramurals

Organized after school physical activities are available twice a week after school for 4th, 5th and 6th grade students. Various activities are offered throughout the school year.

Science & Math Club

Intermediate students explore science and math activities after school.

DISTRICT POLICIES

You will find all of The Appleton Area School District Policies in their handbook titled Elementary School Policy Manual for FAMILIES. This manual is included in your Back to School Packet.

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 heeies 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 head gear in the school building. Examples of head gear 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 building administration.

STUDENT USE OF TWO-WAY COMMUNICATION AND/OR ELECTRONIC DEVICES 443.5

***Highlands/Odyssey students may not use their cell phones during school hours.(8:27 AM-3:16 PM) Calls may be made outside of the building. 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 can not take pictures or video tape with their phone.**

Note: See the full policy in the Elementary School Policy Manual for FAMILIES

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.

See Appleton Area School District

Elementary School Policy Manual for Families

For All Additional District Policies

http://www.aasd.k12.wi.us/parents/parent-student_policy_manuals___handbooks