
HIGHLANDS/ODYSSEY ELEMENTARY



Parent Handbook 2023 – 2024

2037 N. Elinor Street
Appleton, WI 54914

Phone: 920.852.5480
FAX: 920.852.5481

Email: Highlands-Elementary@aasd.k12.wi.us
Website: Highlands.aasd.k12.wi.us/
Parent Portal: Appletonwi.infinitecampus.org

Principal: Kari Krueger
Kruegerkari@aasd.k12.wi.us
Associate Principal: Dave Nitka
Nitkadavid@aasd.k12.wi.us

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

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

Boys & Girls Club
Director: Madelynn Nelson
Phone: 920.852.5300 ext. 29146
Hours: 7:00 AM - 8:10 AM
3:20 PM - 6:00 PM
Lamers Bus Lines
Phone: 920.832.8800 ext. 2

HIGHLANDS ELEMENTARY/ODYSSEY MAGNET SCHOOL

2023-24 CALENDAR

AUGUST

- 30 Kindergarten Sneak-a-Peek 4:00-5:00 pm
- 30 Odyssey Meet & Greet 5:30-6:30 pm
(5:15pm - new families)
- 31 Highlands Gr 1-6 Meet & Greet 4:00-5:30pm

SEPTEMBER

- 5 First Day of School 8:22 am – 3:20 pm
- 11 Spirit Wear Orders Begin
- 18 PTO Meeting – LMC 6:00-7:00 pm
- 21 Badger Sports Park 4:00-8:00 pm
- 25 No School - Staff Development
- 26 Elementary Arbitrary Monday
- 27 Admin Connection Meeting - Office 8:30 am

OCTOBER

- 6 Spirit Wear Orders Due
- 7 Tough Kid Challenge-Field 9:00 am-1:00 pm
- 9 PTO Meeting – LMC 3:45-4:45 pm
- 16 Simple Simon Cookie Dough Fundraiser Begins
- 17 Picture Day/Vision Screening
- 17&19 Scholastic Book Fair (during conferences)
- 17 Parent/Teacher Conferences 4:00-7:30 pm
- 19 Parent/Teacher Conferences 4:00-7:15 pm
- 26 Elementary Arbitrary Monday
- 27 No School - Staff Development

NOVEMBER

- 6 Simple Simon Cookie Dough Fundraiser Ends
- 6 PTO Meeting – LMC 6:00-7:00 pm
- 16 Picture Retake Day
- 20 Admin Connection Meeting - Office 8:30 am
- 20 Cookie Dough Pickup (MPR) 3:30-5:30 pm
- 22 No School - Conference Compensation
- 23-24 No School – Thanksgiving Break
- 27 No School - Staff Development

DECEMBER

- 11 Odyssey Open House 6:00-6:45 pm
- 14 Gr. 5-6 Band Concert w/Wilson (Wilson) 6:30 pm
- 22-29 No School – Winter Break

JANUARY

- 1 No School – New Year's Day
- 2 Classes Resume
- 2 Elementary Arbitrary Monday
- 8 PTO Meeting – LMC 3:45-4:45 pm
- 10 Admin Connection Meeting - Office 8:30 am
- 15 No School – Martin Luther King Day
- 16 Elementary Arbitrary Monday
- 22 Second Semester Begins
- 22 No School - Staff Development
- 26 Family Movie Night 6:00 doors open, 6:30 movie

FEBRUARY

- 5 PTO Meeting – LMC 6:00-7:00 pm
- 8 Gr. 5-6 HIG/Gr. 4-5 ODY Concert 2:45-3:15 pm
- 13&15 Used Book Fair (during conferences)
- 13 Parent/Teacher Conferences 4:00-7:30 pm
- 15 Parent/Teacher Conferences 4:00-7:15 pm
- 19 No School - Staff Development
- 20 Elementary Arbitrary Monday
- 29 Gr. 3-4 HIG/Gr. 2-3 ODY Concert 2:45-3:15 pm

MARCH

- 11 PTO Meeting – LMC 3:45-4:45 pm
- 14 Volunteer Appreciation – Rdg Cir 2:15-2:45 pm
- 14 Gr. K-2 HIG Concert 2:45-3:15 pm
- 20 Strings/Band Concert Time-TBD
- 22 No School - Conference Compensation
- 25-29 No School - Spring Break

APRIL

- 1 No School - Staff Development
- 4 Odyssey Interim Showcase 6:00-7:00 pm
- 8 PTO Meeting – LMC 6:00-7:00 pm
- 18 Goodies with Grownups – Gym 7:30-8:15 am
- 24 Admin Connection Meeting - Office 8:30 am

MAY

- 6 PTO Meeting – LMC 3:45-4:45 pm
- 7 Odyssey Skate Party – Skate City 5:30-7:30 pm
- 16 Fun Run 4:30-6:00 pm
- 23 Elementary Arbitrary Monday
- 24 No School - Staff Development
- 27 No School – Memorial Day

JUNE

- 5 5th/6th Grade Farewell–Kiwanis Park 1:30-3 pm
- 5 Odyssey 5th Grade Farewell - Kiwanis Park 5-6:30 pm
- 6 Field Day/School Picnic/Kona Ice
- 7 Last Day of School – Dismissal at 11:27 am

*Please know all events are tentative

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This handbook is a reference guide for our Highlands and Odyssey 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 Highlands and Odyssey School websites, www.aasd.k12.wi.us (click on “Our Schools”) and our Facebook page.

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 wrap around care. Encourage your child to get involved. Our PTO also sponsors many family activities throughout the school year, and we invite you to participate.



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

GENERAL INFORMATION

Please go to the [Parent Portal](#) or notify the school office (920-852-5480) immediately with change of phone numbers, emergency contact information and change in address for your child's safety.

Daily Schedule

Highlands/Odyssey

*Subject to change

Morning Session

8:22 a.m. - 11:15 a.m.

Lunch/Recess Period

*11:15 a.m. - 12:55 p.m.

Afternoon Session

12:55 p.m. - 3:20 p.m.

Breakfast is in the classroom following 8:27 a.m. Students may not be dropped off earlier than 8:10 a.m., unless in Boys & Girls Club.

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

ABSENCES



Highlands/Odyssey Communication

PHONE number is 920.852.5480

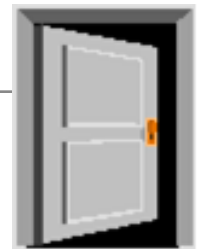
FAX number is 920.852.5481

EMAIL is Highlands-Elementary@aasd.k12.wi.us

If your child will be absent, please enter their absence online via the [Parent Portal](#) or remember to call the school (920-852-5480) before **9:00 a.m.** **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 is 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 "[Elementary Policy Manual for Families](#)."

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 3:20 p.m.



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.** If coming in before 8:22, please sign in at the office.

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, and their emergency contacts will be notified that they are in need of pick up.

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

On **inclement weather** days (temperature or wind chill below 0°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.**

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°F or higher, or students who have vomited or have diarrhea, will be sent home and should not return for 24 hours. It is very important that we have current

phone numbers and/or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home.

STUDENTS LEAVING SCHOOL DURING THE DAY

If your student must leave during the day, you may pick them up in the school office or call once you arrive, and we will have the student(s) sent out to your vehicle. If your child returns to school the same day, please bring them back into the office or drop them off in the drive up lane. *Students will be called down when the parent/guardian arrives so please plan accordingly.* Students may not walk home for lunch or when ill.

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 pick up by parents or siblings by 3:20 p.m. on the day requested. Students are expected to complete any work missed in a reasonable amount of time, and teachers will consider each student's circumstances when determining assignment due dates.

ANTICIPATED ABSENCE

If you know your child will be absent for more than two days, please stop in the office at least one week prior to the absence and pick up a [Notification of Student Absence](#) form. This form needs to be filled out and turned into the homeroom teacher who will sign it and return it to the office. The homeroom teacher will provide the assignments to be completed over the vacation. Makeup work may also be assigned when the children return to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence. Only one form needs to be submitted for all children in the family.

ADDRESS/PHONE CHANGES IMPORTANT!

If at any time during the school year a student moves to a different address, this change must either be made on the [Parent Portal](#) by a parent or reported to the school office as soon as the move has occurred. Likewise, a change in telephone numbers (home, work, and cell) or the installation of a telephone should be changed on the [Parent Portal](#) or reported to the office. ***Contact with the parent during an emergency is imperative!*** We also need up-to-date emergency contact information on file at all times. Thanks for keeping us informed!

ATTENDANCE

Please see Board policy 430 and 430 Rule

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

BIRTHDAY PARTY INFORMATION

INVITATIONS

If you are planning to have a birthday party for your child during the school year, **you may NOT distribute invitations at school.** This includes putting invites into class mailboxes, individual backpacks, distributing them in class, the hallway or on the playground. Teachers may provide

parents with a listing of student names to assist in the process of identifying your child's classmates. Release of students' addresses is prohibited.

TREATS

Health Wellness is important to our district. For all those who celebrate birthdays please refer to [School Wellness Policy #458](#) or page 7 of this handbook. **We do not allow treats** to be brought in and shared with the class. Please know we will still recognize our special birthday student in a non-food manner.

COMMUNICATION

The Highlands/Odyssey Mailgram and school calendar with special school/family events is published on our website (<http://highlands.aasd.k12.wi.us>) the first Thursday of every month during the school year. The link will be emailed to you every month as a reminder.

EMERGENCY SCHOOL CANCELLATIONS

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 on the [Parent Portal](#).

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 will inform families of such schedule changes as quickly as possible with a robocall.

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 2023-2024 school year are as follows:

Early Childhood: \$15.00
Kindergarten - Grade 6: \$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 will also find the application on the [Parent Portal](#). To avoid 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 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 or [online](#).
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 920-852-5480. 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.

STUDENT NUTRITION STANDARDS

The Appleton Area School District requires foods for **all school functions and activities** (sale or distribution during the school day be nutrient dense and approved by the Smart Snack Calculator <https://foodplanner.healthiergeneration.org/calculator/> (exceptions listed below). Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the District has adopted the following AASD Student Nutrition Standards governing the sale and distribution of food and beverages on school grounds. Sites are expected to follow AASD Student Nutrition Standards as minimal guidelines located on the next page.

For All Students at All Times of the Day	Examples
<p>Fruits, vegetables, whole grains, combination products, fat-free and low-fat milk products, lactose-free and soy beverages, per portion as packed</p> <ul style="list-style-type: none"> • ≤200 calories • ≤35% of total calories from fat • <10% of calories from saturated fats • Zero trans-fat (≤0.5 g per serving) • ≤35 % of calories from total sugars • ≤200 mg sodium 	<ul style="list-style-type: none"> • Individual fruits-apples, pears, oranges • Fruit cups packed in juice or water • Vegetables-baby carrots, broccoli, edamame • Dried or dehydrated fruits-raisins, apricots, cherries • 100% fruit juice or low-sodium 100% vegetable juice • Low-fat, low-salt, whole-grains crackers or chips • 100% whole-grain mini bagel • 8 oz. servings of nonfat chocolate milk with ≤18 g of total sugars • Low-sodium, whole-grains bar containing sunflower seeds, almonds, or walnuts • Low-salt baked potato chip (≤200 mg of sodium) crackers, and pretzels • Low-sodium, raw/dry roasted nuts and seeds are exempt from ≤30% total calories from fat
Examples of items that DO NOT Meet the Recommended Standards	
<ul style="list-style-type: none"> • Potato Chips or pretzels that contain too much sugar or salt (i.e., exceeding the values listed above) • Cheese crackers that contain too much fat/sodium • Breakfast or granola bars that contain too much fat or sugar • Ice cream products that contain too much fat/sugar 	<ul style="list-style-type: none"> • Cakes, cupcakes, or cookies with too much sugar/salt • Fortified sport drinks or fortified water • Licorice or candy • Fruit smoothies with added sugar • Beverages or sodas with sugar, caffeine, or artificial sweeteners

USE OF BUILDING



Any group that wishes to use Highlands School for a meeting place must contact the Use of Buildings Coordinator, Tori Murphy, at 920-852-5410 ext. 55035 or the Highlands School office for a Use of Buildings request form.

LUNCH & BREAKFAST INFORMATION

BREAKFAST

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. **This year all Highlands and Odyssey students will be offered a breakfast at no charge.** This is not a mandatory program.

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 for these applications or submit the application through the [Parent Portal](#). All applications are treated confidentially. Students may wish to bring bag lunches from home.

LUNCH

All enrolled students at Highlands are eligible to receive a healthy lunch at school at **no charge** to your household thanks to the Community Eligibility Provision (CEP) for the School Year 2023-2024. However, a completed [application](#) is still needed to determine whether or not your child is eligible for a waiver of other school fees. In addition, this information is also used to secure our Title 1 status. It does not cover families and siblings when they attend school lunch or classroom outings.

CHARTWELLS Food Service sells hot lunch to Odyssey students for \$2.70 per meal and \$.40 per meal for those students who qualify for reduced lunch. Lunch money must be paid for in advance and can be prepaid by sending cash or check, payable to AASD, in an envelope with the child's and teacher's name 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 or you can pay online through your Parent Portal account.

SNACK

The option and timing of snacks is determined by the classroom teacher. If the classroom teacher allows snacks at a designated time, we request that all students follow the district guidelines found on page 7. Students will not be allowed to consume unhealthy snacks (ie: candy bars, chips, soda etc.).

SAFETY RULES

***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 and 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.**

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. are not permitted on the playground or field.
4. Roller-blading, scooters, skateboards, and riding bikes must be walked on school grounds.
5. Students are required to wear boots & snow pants to play in the snow on the field. Snow pants and boots are required to play in the snow on the hills (sliding down the hills).
6. Rough, physical play is not allowed. No football or soccer is allowed on the blacktop.
7. Students may not use electronic devices on the playground, and must follow district policy of electronic devices.

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

The parking lot and drive-up lane are not designated drop off areas.

1. Watch for students and staff in crosswalks
2. Drive slowly
3. Drop off in designated areas only (canopy doors are for disabilities only, a parking pass is needed)
4. Do not leave car unattended
5. 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 the following streets: Glendale, Marquette,

Nicholas (back of field) and Elinor. Be sure to follow all posted signs in the drop off areas.



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")

This is a 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**





TOPS School Wide Expectations

BE SAFE	All Settings		Arrival/ Dismissal	Playground/ Indoor Recess	Lunchroom	Bathroom	Hallway/ Stairway	Assembly, Buses, Field Trips
	Follow adult directions	Obey safety patrols and supervisors	Take turns, follow rules, and play fair	Eat your own food	Maintain privacy of self and others	Use no talking voice (level 0)	Use no talking voice (level 0)	Respect those with whom you are sitting with/near
	Body Basics	Use classroom voice (level 2) indoors	Use equipment correctly	Use walking feet	Use walking feet	Use walking feet	Use walking feet	Say thank you and good-bye to the bus/cab driver
BE RESPONSIBLE	Line Basics	Use equipment correctly	Follow Recess Rodeo expectations	Follow Recess Rodeo expectations	Follow Recess Rodeo expectations	Follow Recess Rodeo expectations	Follow Recess Rodeo expectations	Follow Recess Rodeo expectations
	Use school-appropriate words and actions	Use crosswalks and sidewalks	Walk to your destination promptly	Walk to your destination promptly	Walk to your destination promptly	Walk to your destination promptly	Walk to your destination promptly	Walk to your destination promptly
	Be nice to others	Walk bikes, scooters, and skateboards on the playground	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
BE RESPONSIBLE	Take care of property	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Follow dress code	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Follow adult directions	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
BE RESPONSIBLE	Come prepared	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Greet others and use good manners	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Follow cell phone and electronic policy	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
BE SAFE	Leave gum at home	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Follow adult directions	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Keep hands, feet, and objects to self	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
BE SAFE	Demonstrate self control	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks
	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks	Use crosswalks and sidewalks

HIGHLANDS/ODYSSEY PTO

PTO OFFICERS	NAME	E-MAIL
President	Abbie Selig	ablerabigail@yahoo.com
Vice President	Niki Kuhn	nengel@new.rr.com
Secretary	OPEN POSITION	
Treasurer	Tracy Johnston	johnston.t13@gmail.com

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 Goodies with Grownups**. 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 Abbie Selig, 920.379.4161 or ablerabigail@yahoo.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.

FAMILY NIGHT

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

FUN RUN

The Highlands/Odyssey PTO co-sponsors the program with Highlands Staff and families. Ongoing information will be sent home throughout the school year to encourage your child to participate. The proceeds go to make the Highlands/Odyssey school playground a fun and safe place for the children to play. Volunteers are needed to help with various items.

GOODIES WITH GROWNUPS

One morning when students can bring a grownup(s) of their choice (mom, dad, other) to school for a "goodie" before class. Volunteers are needed to organize food and beverages, set up and clean up.

LIBRARY VOLUNTEERS

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

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

SCHOOL CLUBS/ACTIVITIES

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 such as basketball, volleyball and running/walking club.

GIRLS ON THE RUN

Intermediate girls meet as a small team with trained volunteer coaches who inspire girls to build confidence and other important life skills through dynamic, interactive lessons and physical activity.

SAFETY PATROL

The Highlands Safety Patrol is composed of upper elementary students who assist students in crossing the street safely. A rotating schedule is developed between classrooms. Specific information will be provided during the school year.

STUDENT LEADERS

The Highlands/Odyssey Student Leaders program 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.

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

DISTRICT POLICIES

You will find all of The Appleton Area School District Policies in their handbook titled:
[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 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 (8:10 AM-3:30 PM). Calls may be made outside of the building but not during school hours. 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 video record with their phone 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.

Appleton Area School District Calendar 2023-2024

June 2023						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	SS	SS	SS	SS	SS	17
18	19	SS	SS	SS	SS	24
25	SS	SS	SS	SS		

July 2023						
S	M	T	W	R	F	S
						SS 1
2	SS	4	SS	SS	SS	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

August 2023						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	NTO	NTO	25	26
27	PD	PD	SO	SO		

September 2023						
S	M	T	W	R	F	S
						SO 2
3	NS	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	PD	26	27	28	29	30

Elem Arbitrary Monday = September 26

October 2023						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	PD	28
29	30	31				

Elem Arbitrary Friday = October 26

November 2023						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	C	NS	NS	25
26	PD	28	29	30		

E = Elementary School
M = Middle School
S = Senior High School
C = Conference Compensation
NS = No School (Non-Contract)
NTO = New Teacher Orientation
PD = Professional Development
R = Records
SO = Staff Orientation
SS = Summer School

Notes Regarding Bolded Calendar Days

June 2023

- 12 to 30 Summer School (E/M)
- 12 to 30 Summer School (S)

July 2023

- 3 to 7 Summer School (E/M)

August 2023

- 23 & 24 New Teacher Orientation
- 28 & 29 Educator Professional Development
- 30 & 31 Staff Orientation - Meetings - Prep

September 2023

- 1 Staff Orientation - Meetings - Prep
- 4 No School - Labor Day
- 5 First Day of School
- 25 No Class All Day - Professional Development

October 2023

- 27 No Class All Day - Professional Development

November 2023

- 22 No Class All Day - Conference Compensation
- 23 & 24 - No School - Thanksgiving Break
- 27 No Class All Day - Professional Development

December 2023

- 22 to 29 No School - Winter Break

January 2024

- 1 No School ~ New Year's Day
- 2 Classes resume
- 15 No School - Martin Luther King Day
- 22 No Class All Day - Professional Development

February 2024

- 19 No Class All Day - Professional Development

March 2024

- 22 No Class All Day - Conference Compensation
- 25 to 29 - No School - Spring Break

April 2024

- 1 No Class All Day - Professional Development

May 2024

- 24 No Class All Day - Professional Development
- 27 No School - Memorial Day

June 2024

- 7 Last Day of School (E,M,S)
- 7 PM - No Class - Records (E,M,S)

December 2023						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	NS	23
24/31	NS	NS	NS	NS	NS	30

January 2024						
S	M	T	W	R	F	S
	NS	2	3	4	5	6
7	8	9	10	11	12	13
14	NS	16	17	18	19	20
21	PD	23	24	25	26	27
28	29	30	31			

Elem Arbitrary Mondays = January 2 & 16

February 2024						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	PD	20	21	22	23	24
25	26	27	28	29		

Elem Arbitrary Monday = February 20

March 2024						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	C	23
24/31	NS	NS	NS	NS	NS	30

April 2024						
S	M	T	W	R	F	S
	PD	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	PD	25
26	NS	28	29	30	31	

Elem Arbitrary Friday = May 23

June 2024						
S	M	T	W	R	F	S
						1
2	3	4	5	6	EMS/R	8

Semester Dates

End of 1st Qtr	November	3
End of 2nd Qtr/Semester	January	19
End of 3rd Qtr	March	21
End of 4th Qtr/Semester	June	7