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# HIGHLANDS/ODYSSEY ELEMENTARY

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## Parent Handbook 2019 – 2020

2037 N. Elinor Street  
Appleton, WI 54914

Phone: 920.832.6250  
FAX: 920.832.4389

Email: [Highlands-Elementary@asds.k12.wi.us](mailto:Highlands-Elementary@asds.k12.wi.us)  
Website: [Highlands.asds.k12.wi.us/](http://Highlands.asds.k12.wi.us/)  
Parent Portal: [Appletonwi.infinitecampus.org](http://Appletonwi.infinitecampus.org)

Principal: Kristin Comerford  
[Comerfordkrist@asds.k12.wi.us](mailto:Comerfordkrist@asds.k12.wi.us)  
Associate Principal: Kari Krueger  
[Kruegerkari@asds.k12.wi.us](mailto:Kruegerkari@asds.k12.wi.us)  
Dean: Marti Frega  
[Fregamartha@asds.k12.wi.us](mailto:Fregamartha@asds.k12.wi.us)

School Hours  
8:27 AM – 3:16 PM Daily  
First Bell 8:22 am  
Supervision 8:10 AM – 3:25 PM

Chartwells – Food Service  
Phone: 920.997.1460  
[foodservice@asds.k12.wi.us](mailto:foodservice@asds.k12.wi.us)

Boys & Girls Club  
Director: Brittany Drews  
Phone: 920.997.1382  
Hours: 7:00 AM – 8:10 AM  
3:16 PM – 6:00 PM

Lamers Bus Lines  
Phone: 920.832.8800

# HIGHLANDS/ODYSSEY SCHOOL

## 2019 – 2020 CALENDAR

### AUGUST

- 6 Registration – LMC 7:30 am-1:30 pm
- 27 Odyssey New Orientation – LMC 5:00 pm
- 27 Odyssey Meet & Greet/Picnic - LMC 5:30-7:00 pm
- 28 Highlands Meet & Greet/PTO Social Treat 4-5:30pm

### SEPTEMBER

- 2 **No School – Labor Day**
- 3 **First Day of School 8:22 am – 3:16 pm**
- 5 5<sup>th</sup> Grade Band Parent Meeting (Wilson) 6:00 pm
- 11 Late Start – School begins at 10:22 am
- 12 Spirit Wear orders begin
- 12 Beginning Strings Parent Mtg. (Jefferson) 6:30pm
- 23 PTO Meeting – LMC 6:00-7:00 pm
- 26 Badger Sports Park 4:00-9:00 pm

### OCTOBER

- 3 **Picture Day**
- 4 Spirit Wear orders due
- 5 Tough Kid Challenge-Field 8:00 am-4:00 pm
- 9 Late Start – School begins at 10:22 am
- 10 Simple Simon Cookie Dough Fundraiser begins
- 17 & 22 Book Fair (Scholastic during conferences)
- 17 Parent/Teacher Conferences 4:00-7:15 pm
- 22 Parent/Teacher Conferences 4:00-7:30 pm
- 24-25 **No School**
- 28 PTO Meeting – LMC 3:30-4:30 pm

### NOVEMBER

- 1 Simple Simon Cookie Dough Fundraiser ends
- 7 Picture Retake Day
- 13 Late Start – School begins 10:22 am
- 18 PTO Meeting – LMC 6:00-7:00 pm
- 25 Cookie Dough Pickup (MPR) 5:00-7:00 pm
- 28-29 **No School – Thanksgiving Break**

### DECEMBER

- 11 Late Start – School begins 10:22 am
- 23-1/1 **No School – Winter Break**

### JANUARY

- 2 Classes Resume
- 8 Late Start – School begins at 10:22 am
- 9-24 Dairy Queen Fundraiser
- 10 Family Movie Night (Gym & MPR)
- 20 **No School – Martin Luther King Day**
- 22 Late Start – School begins 10:22 am
- 27 PTO Meeting – LMC 6:00-7:00 pm

### FEBRUARY

- 6 Parent/Teacher Conferences 4:00-7:15 pm
- 11 Parent/Teacher Conferences 4:00-7:30 pm
- 12 Late Start – School begins 10:22 am
- 13 K-2 Gr. HIG ONLY – Vocal Concert-Gym 2:30-3:10
- 17 PTO Meeting – LMC 3:30-4:30 pm
- 21 **No School**
- 24 **No School**

### MARCH

- 11 Late Start – School begins 10:22 am
- 19 5/6 Gr. HIG/ODY Vocal Concert-Gym 9:15-10:00
- 23 PTO Meeting – LMC 6:00-7:00 pm

### APRIL

- 1 Late Start – School begins 10:22 am
- 6-10 **No School – Spring Break**
- 13 Classes Resume
- 23 Volunteer Appreciation – Rdg. Circle 2:00-2:30
- 23 2-4 Gr. ODY/ 3-4 Gr. HIG Vocal Concert-Gym 2:30-3:10
- 27 PTO Meeting – LMC 3:30-4:30 pm

### MAY

- 1 Goodies with Grownups – Gym 7:30-8:15 am
- 13 Late Start – School begins 10:22 am
- 14 Strings / Band Concert 1:00-1:45 & 2:15-3:00
- 14 Fun Run 4:30-6:00 pm
- 18 Kindergarten Sneak-A-Peek 5:00-6:00 pm
- 18 PTO Meeting – LMC 6:00-7:00 pm
- 25 **No School – Memorial Day**
- 27 Late Start – School begins 10:22 am

### JUNE

- 2 6<sup>th</sup> Grade Farewell – Gym 6:00-7:30 pm
- 4 Olympic Day/School Picnic/Kona Ice
- 5 **Last Day of School – dismissal at 11:27 am**

\*\* A few more items, including concert dates, will be added to this calendar & distributed at Meet & Greet

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**District Elementary Calendar..... Attached Paper Copy**

# WELCOME!

¡Bienvenidos!

Zoo siab txais tog nej!

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/Odyssey School websites, [www.aasd.k12.wi.us](http://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 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.”**

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## GENERAL INFORMATION

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Please go to the parent portal or 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

*Highlands/Odyssey*

\*Subject to change

### Morning Session

8:22 a.m. - 11:30 a.m.

### Lunch/Recess Period

\*11:30 a.m. - 12:15 p.m.

### Afternoon Session

12:15 p.m. - 3:16 p.m.

**Breakfast is in the classroom following 8:27 a.m. Students may not be dropped off earlier, unless in B&G 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 920.832.6250.**

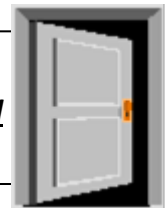
**FAX number is 920.832.4389.**

**EMAIL is [Highlands-Elementary@aasd.k12.wi.us](mailto:Highlands-Elementary@aasd.k12.wi.us)**

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

## **DISMISSAL**

Dismissal is at **3:16 PM.** All students must leave and follow the predetermined plans for going home. Supervision ends at **3:25 PM.** All students on the playground at 3:25 will be asked to come to the office and wait.

**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 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**

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 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 degrees or higher, or students who have vomited or has 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***

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 so please plan accordingly.*

## ***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 3:16 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 an Anticipated 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 returns 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](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. **We will no longer allow treats** to be brought in and shared with the class. Please refer to your classroom teacher and know we will still recognize our special birthday student in a non-food manner.

## **COMMUNICATION**

### **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. The link will be emailed to your personal account and is also available on our school website: <http://highlands.aasd.k12.wi.us/>

## **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 robo call.

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 2019-2020 school year are as follows:

Early Childhood: \$15.00  
Kindergarten - Grade 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. The school fee waiver application is now combined with the Free and Reduced Lunch Application. All applications are treated confidentially. Please contact the school office for this application or you will also find the application on the Parent Portal. 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/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*.

#### ***SELF-ADMINISTRATED 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.

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

**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.

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# LUNCH & BREAKFAST INFORMATION

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***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. All enrolled at Highlands are offered a breakfast at no charge. Participating Odyssey students will be charged \$1.15. 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 parent portal or the school office for these applications. All applications are treated confidentially. Students may wish to bring bag lunches from home

***LUNCH***

All enrolled at Highlands only are now 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 2019-2020. 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 at Odyssey for **\$2.70 per meal**. Lunch monies 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 snack 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: fruit snacks, fruit roll-ups, candy bars, chips, etc.)

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## **SAFETY RULES**

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**\*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. 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 the 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 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**

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 St. (follow signs posted)**



### **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

All Settings	Arrival/ Dismissal	Playground/ Indoor Recess	Lunchroom	Bathroom	Hallway/ Stairway	Assembly, Buses, Field Trips
<p><b>BE RESPECTFUL</b></p> <p>Follow adult directions Body Basics Line Basics Use school-appropriate words and actions Be nice to others Take care of property Follow dress code</p>	<p>Obey safety patrols and supervisors</p>	<p>Take turns, follow rules, and play fair Use classroom voice (level 2) indoors</p>	<p>Eat your own food Use classroom voice (level 2)</p>	<p>Maintain privacy of self and others Use no talking voice (level 0)</p>	<p>Use no talking voice (level 0)</p>	<p>Respect those with whom you are sitting with/near Say thank you and good-bye to the bus/cab driver</p>
<p><b>BE RESPONSIBLE</b></p> <p>Come prepared Greet others and use good manners Follow cell phone and electronic policy Leave gum at home</p>	<p>Wait in designated areas Playground supervision begins at 8:10 a.m. - students may arrive anytime between 8:10 and 8:22 a.m. Dress for the weather Keep hook area clean Carry in belongings</p>	<p>Dress for the weather Return equipment Keep hook area clean Carry in belongings</p>	<p>Clean up your own space Raise your hand when you need something Wait to be dismissed</p>	<p>Think 2's Keep bathroom clean</p>	<p>Keep hallway clean Keep hook area clean Walk directly to your destination</p>	<p>Represent school and self with honor Keep food and drink items in backpack Take belongings with you Report problems to adults</p>
<p><b>BE SAFE</b></p> <p>Follow adult directions Keep hands, feet, and objects to self Demonstrate self control</p>	<p>Walk in designated areas Walk bikes, scooters, and skateboards on the playground Use crosswalks and sidewalks Walk to your destination promptly</p>	<p>Stay in designated areas Use equipment correctly Follow Recess Rodeo expectations</p>	<p>Carry lunch tray securely Use walking feet</p>	<p>Wash hands with soap and water Use walking feet</p>	<p>Stay to the right One step at a time when using the stairs Use handrail</p>	<p>Stay in your designated spot Enter and exit quietly and orderly</p>

6-26-17

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# HIGHLANDS/ODYSSEY PTO

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<b>PTO OFFICERS</b>	<b>NAME</b>	<b>E-MAIL</b>
<b>President</b>	Abbie Selig	Highlandspto18@gmail.com
<b>Vice President</b>	Nicki Kuhn	Highlandspto18@gmail.com
<b>Secretary</b>	Dana Coenen	
<b>Treasurer</b>	Open	

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 [highlandspto18@gmail.com](mailto:highlandspto18@gmail.com). If you are interested in volunteering for any of the PTO activities or events.

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## VOLUNTEER ACTIVITIES

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### ***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.

### ***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 Janel Bedor Griffiths in the Highlands/Odyssey LMC for more information.

### ***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 Veronica Woodward, 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.

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

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# **SCHOOL CLUBS/ACTIVITIES**

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## ***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.

## ***STUDENT LEADERS***

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 (SCI-Pi)***

Intermediate students explore science and math activities after school.

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

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# **DISTRICT POLICIES**

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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 hee-lies 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 (8:10 AM-3:25 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 tape 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 2019-2020

June 2019						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	<b>SS</b>	<b>SS</b>	15
16	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	22
23	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	29
30						

July 2019						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>
13	14	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>	<b>SS</b>
20	21	<b>SS</b>	<b>SS</b>	24	25	26
27	28	29	30	31		

August 2019						
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	<b>NTO</b>	<b>NTO</b>	<b>NTO</b>	23	24
25	26	<b>SO</b>	<b>SO</b>	<b>SO</b>	<b>NC</b>	31

September 2019						
S	M	T	W	R	F	S
1	<b>NS</b>	3	4	5	6	7
8	9	10	<b>LS</b>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	<b>LS</b>	10	11	12
13	14	15	16	17	18	19
20	21	22	23	<b>SD</b>	<b>C</b>	26
27	28	29	30	31		

November 2019						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	<b>LS</b>	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<b>NS</b>	<b>NS</b>	30

- E = Elementary School
- M = Middle School
- S = Senior High School
- P = Preschool/Early Childhood
- C = Conference Compensation
- NC = Non-Contract
- NS = No School (Non-Contract)
- NTO = New Teacher Orientation
- R = Records
- SD = Staff Development
- SO = Staff Orientation
- SS = Summer School
- LS = Late Start (classes for students start 2 hours later than usual)

### Notes Regarding Bolded Calendar Days

- June 2019**  
 13 to 28 Summer School (S)  
 17 to 28 Summer School (E/M)
- July 2019**  
 8 to 19 Summer School (E/M)  
 8 to 23 Summer School (S)
- August 2019**  
 20 21, 22 New Teacher Orientation  
 27 to 29 Staff Orientation - Meetings - Prep  
 30 Staff Non-Contract Day
- September 2019**  
 2 No School - Labor Day  
 3 First Day of Classes
- October 2019**  
 24 No Class All Day - Staff Development  
 25 No Class All Day - Conference Compensation
- November 2019**  
 28 to 29 - No School - Thanksgiving Break
- December 2019**  
 23 to 31 No School - Winter Break
- January 2020**  
 1 No School - Winter Break  
 2 Classes resume  
 20 No School - Martin Luther King Day
- February 2020**  
 21 No Class All Day - Conference Compensation  
 24 No Class All Day - Staff Development
- April 2020**  
 6 to 10 No School - Spring Break
- May 2020**  
 25 No School - Memorial Day
- June 2020**  
 5 Last Day of School - PM No Class - Records

December 2019						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	<b>LS</b>	12	13	14
15	16	17	18	19	20	21
22	<b>NS</b>	<b>NS</b>	<b>NS</b>	<b>NS</b>	<b>NS</b>	28
29	<b>NS</b>	<b>NS</b>				

January 2020						
S	M	T	W	R	F	S
				<b>NS</b>	2	3
4	5	6	7	<b>LS</b>	9	10
11	12	13	14	15	16	<b>17</b>
18	19	<b>NS</b>	21	<b>LS</b>	23	24
25	26	27	28	29	30	31

Elem Arbitrary Monday = January 21

February 2020						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	<b>LS</b>	13	14	15
16	17	18	19	20	<b>C</b>	22
23	<b>SD</b>	25	26	27	28	29

Elem Arbitrary Monday = February 25

March 2020						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	<b>LS</b>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	<b>27</b>	28
29	30	31				

April 2020						
S	M	T	W	R	F	S
				<b>LS</b>	2	3
4	5	<b>NS</b>	<b>NS</b>	<b>NS</b>	<b>NS</b>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	<b>LS</b>	14	15	16
17	18	19	20	21	22	23
24	<b>NS</b>	26	<b>LS</b>	28	29	30
31						

June 2020						
S	M	T	W	R	F	S
					5	6
7	8	9	10	11	12	13

### Semester Dates

End of 1st Qtr	November	1
End of 2nd Qtr/Semester	January	17
End of 3rd Qtr	March	27
End of 4th Qtr/Semester	June	5

**Board Approved: November 26, 2018**