



Parent Handbook 2017-2018

Principal - Mr. Ryan Verrier
Associate Principal - Mrs. Katie Hardesty

2305 W. Capitol Drive
Appleton WI 54914
Phone: 920-832-4608
Fax: 920-993-7078

Office Hours: 7:30 a.m - 4:00 p.m.

Houdini Elementary School Website: www.aasd.k12.wi.us/houdini
AASD Elementary School Policy Manual - http://houdini.aasd.k12.wi.us/our_school/handbook

This handbook is a reference guide for our Houdini families. We also encourage you to utilize the Houdini Facebook page and the Houdini School Website for up-to-date information throughout the school year

WELCOME

The information included in this handbook is being provided to the families of Houdini Elementary to help familiarize everyone with the various aspects of school expectations and requirements. If you have any questions or concerns, please feel free to contact the school office at 832-4608. We welcome and encourage your involvement as we work together to provide the Houdini students with a quality education and a safe learning environment.

Mission Statement:
At Houdini Elementary in partnership with families and the community we learn, we care and we inspire.



Houdini Elementary School
2305 W. Capitol Drive
Appleton WI 54914

Bell Schedule

8:10 a.m.	Playground supervision begins
8:22 a.m.	Bell rings
8:27 a.m.	Instruction begins
11:30-12:15	Lunch and noon recess
3:16 p.m.	Classes dismissed
3:22 p.m.	Buses depart

Arrival at School

The Houdini staff will begin playground supervision at 8:10 a.m. (10:10 a.m. on 2-hour late start days). **Please arrange to have your child arrive no earlier than 8:10 a.m. and before 8:22 a.m.** A playground without supervision can be very dangerous. If your child is arriving at school before 8:10 a.m., you need to consider the YMCA School-Age Care Before School Program.

Parents are encouraged to drop students off on the east side of the school and then walk to the playground. All students dropped in other areas should report to the back playground by walking around the school on either side. Students should not walk through the main lobby in the morning unless they are part of safety patrol or need to drop off a musical instrument. If you have a special circumstance, please contact the building principal to discuss your options.

If you are dropping your child off in the morning, please be reminded that the driveway in the front of the building is for buses, cabs, and vans only.

On days of inclement weather, students should watch for a green circle on the windows of the doorways.

 A green circle will indicate that the children are to come in and sit in the hallway outside their classroom until the bell rings.

 A red circle indicates students are to stay outside until the bell rings.

Crossing Guards/Safety Patrol

The crossing guard and safety patrols are there for the safety of our students. It is very important that our students and parents respect and follow the rules these individuals enforce. The city crossing guard is on duty at the following times: 7:55 to 8:25 and 3:15 to 4:00 p.m. Our student safety patrols are on duty from 8:15 to 8:27 a.m. and 3:16 to 3:25 p.m. As these are highly trafficked areas, please review safe-walking routes with your children and remind them to only cross where there are crossing guards or safety patrols.

Bicycles/Skateboards/Scooters

Bicycles must be walked while on school grounds, which includes Capitol Drive and when crossing intersections. We encourage all students to lock up their bicycles when arriving at school. This is a good safety practice. Students will be expected to position their bicycles correctly in the bike racks. Scooters, skateboards, and rollerblades are not allowed on school grounds during school hours for safety reasons, and there is no place for them to be stored safely.

Bus Information

Contact Lamers Bus Lines if you have any questions regarding your child's pick up/drop off times, designated bus stop or any problems that occur while on the bus. **They can be reached at 920-832-8800, Ext. 2.**

You child should be instructed to wait for the bus at the stop nearest to your home. **Do not permit your child to arrive at the bus stop more than 5 minutes before the time the bus is due to arrive.** (When problems occur, they are usually the result of children getting to the bus stop too early and being unsupervised while at the stop.)

A handbook for rules and policies in regard to bus transportation has been developed by Lamers Bus Company and the AASD. These will be distributed to bus riders during the first week of riding the bus and parents will be expected to return a signed sheet indicating they have read the information and discussed it with their child.



Picking Up Students/Departure

If you are dropping your child off in the morning, please be reminded that the driveway in the front of the school is for buses, cabs, and transportation vans only.

For the safety of all our students, use of the parking lot to pick up children at dismissal time is not permitted. With the many buses, cabs and vans picking up students it is not safe to have students walking through the parking lot at that time.

If you are picking your child up after school, please park only in the designated areas on Capitol Drive, Spring Hollow Drive and side streets, or at Lion's Park. Children must always walk on sidewalks (not cutting through the parking lot) and cross streets where there are crossing guards. Our cab drivers who transport students have been instructed to park in the three "volunteer, permit only" spots, so those spots must be left open and available for them at the end of the day. Thank you for your cooperation.

Please arrange a designated meeting spot outside at the end of the day. The building is secure at all times and parents are not allowed upstairs or outside of the classroom until the bell rings at 3:16 p.m.

Inclement Weather/School Closing

- Parents and students can assume school will always be open unless they are notified by the TV, radio, robo call or email. If the weather is stormy in the morning and you are uncertain, do not call the school office, simply listen to your local radio stations or Green Bay television networks (local stations). They will announce all the school closings, late busses and late openings.
- When school is cancelled for students, the office will not be open so it will not be possible for you to contact the school. If school is cancelled, the YMCA Care Program is also cancelled. School cancellation may occur due to the weather, mechanical failures within the building or other unforeseeable events. The determination of whether or not school will be closed is the responsibility of the Superintendent or his delegated representative.
- Parents will be notified if students will be dismissed early due to inclement weather. You will be asked to fill out an emergency school closing form when you register your child (then we have the necessary information if we need to contact you in case of early release due to inclement weather).

Before and After School Care Program - Appleton YMCA

The Appleton YMCA provides care before and after school in the Houdini School gym. This program is available to students regardless of their grade level. Drop off can be as early as 6:30 a.m. and pick up as late as 6:00 p.m. to accommodate most parent schedules. Service is provided on all weekdays when school is in session (if school is cancelled, the Y program is also cancelled). Please call the YMCA (954-7614) for availability and details for the *YMCA School Age Program*.

After School Care Program - Boys & Girls Club

The Boys & Girls Clubs of the Fox Valley provides care after school from 3 to 7 pm, Monday through Friday, with special hours on non-school days. This care is provided at the Badger Road site (a staff person meets the students in the foyer and they are transported to the site). Please call the Boys & Girls Club at 731-0555 for information.

School Telephone

We have one telephone located on the office counter that is available to students and parents at any time in an emergency. Parents who have **emergency messages** for their child should call the school office to have the message relayed. Students will not be permitted to use school phones to arrange after-school activities or to make other non-emergency calls. These activities must be planned in advance along with parents. Parents must write a note for their child if they are expected to go home with another child or if there is a change in their normal routine.

Mid-Day Appointments

- If you need to pick up your child for an appointment during the day, you must come into the school office to pick up your child.
- We will call your child to the office while you're signing him/her out. All students must be signed in and out on the register when coming or going during the school day. This is required so that we know that students are safely in the care of their parent or guardian.
- It would be most helpful to send a note to your child's teacher before an appointment to help have your child better prepared to leave when we call them to the office to leave with you..

Parent Portal

- The AASD utilizes a student information system called Infinite Campus.
- If you are new to the district or have not set up your parent portal yet, please contact the Houdini School Office for your activation key.
- Once you have set up your personal information, Infinite Campus can be accessed from your IOS or Android device. You will be able to download the free app from the App Store, Google play or Amazon. The AASD ID# is XHLPNX.

You will be able to update personal contact information, access your student's lunch account, school grades, and view notes from the school and your child's teacher from your portal inbox.

Late Start Dates (2nd Wednesday of every month)

The Appleton School District will have a 2 hour late start on the 2nd Wednesday of each month throughout the school year. These days are used for staff development and collaboration.

In order to ease the burden on parents during late starts, all parents can register their children for before school care with our YMCA at no charge. Registering your child by filling out the one time registration form will ensure staff will be available to supervise your student from 8:00 a.m. until 10:10 a.m. Students are then dismissed to the playground for the normal start of the school day.

Please review the following guidelines for Late Start mornings:

- **Registration:** Parents must register for Late Start Supervision, only one form is required per school year. The form must be turned in to the office.
- **Drop off location:** Please drop off in the front of school or at the regular drop locations and have your child walk in through the main entrance.
- **Drop off time:** 8:00-8:30 a.m. No drop offs after 8:30 a.m. Please consider other arrangements if you can't drop off during this window.
- **Procedures:** Once students come in the main entrance, they will be checked in the small gym and then proceed to the assigned location for their grade level.
- **Buses:** Buses will always run two hours later than usual on Late Start Wednesdays.
- **Breakfast Snack Bags:** Breakfast snack bags are available to all students who purchase them or receive them free. Those who normally get the snack bag can pick that up when they arrive for late start supervision.
- **Change in Plans:** It is extremely important that we have accurate numbers for the Late Start Before School program. **If your plans change and your child will NOT be participating but you signed up for it, please call the school office.**
- **School start time:** The official school day begins at 10:27 a.m. - Adult supervision begins at 10:10 and an announcement will be made to have students line up at 10:22 a.m. Students from the Late Start Supervision will be released to the playground at 10:10 a.m. School supervision will then begin.
- **Playground Notice:** *The playground and school are closed until 10:10 a.m. for students not signed up for the late start supervision.*
- **Expectations:** Students will be expected to display appropriate behavior at all times. If they do not, they will not be able to participate in the late start service.

Breakfast and Lunch Programs

- A daily hot breakfast and/or lunch program is available for students in full-day kindergarten through Grade 6. Students may bring a lunch from home instead of buying hot lunch.

Hot Breakfast (includes milk) - \$1.05/meal

Hot Lunch (includes Milk) - \$2.70 per meal

Milk Only - .35 (to go along with a sack lunch from home)

Adult Breakfast (includes milk) - \$2.00

Adult Lunch (includes milk) -43.75/meal

- If you would like to pay by check, it should be made payable to AASD (Appleton Area School District). We encourage you to purchase meals by the week or by the month. Meals for all children in one family may be paid with one check. It is important to note on the envelope each child's name, room number and the number of lunches per child.
- Payments can also be made online using the Infinite Campus Parent Portal (a transaction fee of \$1.75 will be charged for each transaction). For instructions on how to pay for lunch on line through the Infinite Campus Portal, please visit <http://www.aasd.k12.wi.us/Aramark>.
- All students will eat with their grade level. Adult supervision and assistance is provided during the lunch period and lunch recess to ensure safety at all times. Children go outside for lunch recess. During inclement weather children are offered indoor activity choices.
- Should you feel that your student(s) might qualify for **free or reduced price meals**, please complete an application online through the Parent Portal in IC. (forms are available if you do not have access to the internet). Those who qualified for free/reduced meals last year **must complete a new application each year**. All applications are kept strictly confidential.

Parent Teacher Organization (PTO)

- Please consider joining Houdini's Parent Teacher Organization (PTO). PTO is an organization whose sole purpose is the betterment of all children. Our Houdini PTO is an award-winning organization and their main goal is to enrich the education, health and safety of all students at Houdini.
- The Houdini PTO is open to any parent, school staff member or other interested individual who has an interest in Houdini Elementary School. Meetings are generally held the first Thursday of the month, please check the Houdini website to confirm dates and time. View all the PTO activities by visiting the PTO link on the Houdini Website, check out the Houdini PTO FaceBook page or contact the PTO officers for more information. The Houdini PTO also sends out a monthly newsletter.

Medications at School

- Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their doctor to determine if medications can be scheduled outside school hours. In the event that this is not possible, the school will administer medication within Board approved, state guidelines.
- **Forms are available** in the school office or on our website. Completed forms must be in the school office signed by the parent and doctor if it is a prescription medication. All medications must come to school in their original container with your student's name on it. **This procedure is very important and must be followed or we cannot give your child medication.**
- **Prescribed medication** provided in the original pharmacy-labeled bottle must be supplied. The label will provide the student's name, medication name, dosage and administration instructions (which will match the consent form signed by parent and doctor).
- The **Over-the-Counter** (OTC) medication must be provided in the original bottle or box with the student's name written on it in permanent marker or pen. The school cannot and does not provide any prescribed or over-the-counter medication for student use; it must be provided by the parent/doctor.
- The AASD now has stock epinephrine available in each school building. The epinephrine is located in the school health room and in the AED box. School personnel have been provided education and training on the appropriate use of medication administration.
- The stock epinephrine will not be taken on field trips. For students that have a diagnosis that requires emergency treatment with epinephrine, parent(s)/guardians remain responsible to supply the school with a child specific epi-pen. Please see the AASD Board Policy 453.4 Administration of Drug Products/Medications to Students

Student and Staff Messages

We discourage calling the school to have staff relay end of the day messages to your child. **Last minute messages do run the risk of your student not getting the message by the time they leave the classroom that day.**

Discussing changes in routine with your child before they leave for school causes them less worry during the day as it is reassuring for them to have these things settled and planned ahead.

Parent Visits and Conferences

All visitors, **including parents**, must register in the office and obtain a nametag while in the school. This is for the safety of our students and is an Appleton Area School District mandate.

- Parents are welcome to visit their child's classroom through appointment. Please set up a time with the teacher before the visit. The best way to contact your child's teacher for a conference is to send a note to the teacher.
- Please note that just before school begins in the morning and after class at the end of the day are very busy times for the teacher (prep time, meetings, collaboration all take place before and after school). Stopping by without an appointment at those times or during instructional times to talk about your child does not give the teacher the ability give the attention to your concerns that you will need.
- If you need to talk with your child's teacher, the best way to communicate with them is to send a note or email to the teacher and asking them to call you when they can take the time to talk to you or to set up an appointment. Please include your contact information and indicate the best time for them to reach you. If you call during the day to talk with the teacher, your call will be directed to their voicemail as we cannot interrupt their time working with the students for a phone conversation.
- Remember that your child's teacher is the one to contact first about a classroom concern.

Thank you for helping your child's teacher to do his/her best for all the children in the class.

Volunteering at School - Background Checks

- Parents play a key role in supporting instruction and safety within the school setting or on field trips.
- A background check must be completed for everyone who will be alone with students on a field trip or in the school setting.
- If it is determined, you will need to complete the online background application, the teacher will give the office your information and we will give you a link to the web-based application.
- Do not wait until it is a week before a class trip or the date you are needed to volunteer as it takes up to three weeks to process a background check.

Cell Phones/Electronics

Students are not permitted to use a cell phone or electronic devices at any time during the school day. Students may use cell phones at the end of the school day to contact parents for pick up, etc. Any student who violates these expectations will not be allowed to have a cell phone/device at school. Cell phones/devices not approved will be collected in the school office and returned to parents at a meeting with the principal.

Library Media Center (LMC)

- The LMC has a wide array of books, magazines, computer programs, and other materials for students to use for their homework and their enjoyment. All circulating materials must be checked out from the LMC. An automated checkout system is used to track all materials. Student bar code IDs are used for this. Fines are assessed and collected for materials not returned on time or in good condition. Students are responsible for taking care of all materials checked out of the LMC. Students will be responsible for the cost of lost or damaged books.
- Please help your children remember to turn in books and help them distinguish the Houdini Elementary School library books from those of the public library or classroom. Public library books, which are mistakenly returned to the HOUDINI LMC, will be held there until claimed. Our media center is not affiliated with the public library, and our staff cannot return materials there for you.
- The Houdini LMC seeks parent volunteers to perform the necessary tasks to keep books and materials in order and to help students in any way they can. If you are interested, please contact the LMC specialist, through the school office.

Snack Policy

Each day students have the opportunity to have a **healthy** snack while they complete schoolwork. Please remember this is a short snack time, so plan accordingly. The decision on what to send as a snack rests with the parents, so your help in promoting the message of healthy eating is appreciated.

The AASD and Houdini School are committed to the principles of Healthy Kids initiatives and support the student nutrition policies set forth by the school board. Students are encouraged to eat healthy snacks at school and teachers will keep students and parents informed of the classroom guidelines for snacks during the school day.

- Birthday treats to celebrate a student birthday are not necessary, but if you should choose to provide a treat to celebrate your child's birthday, please make every effort to provide one that supports good health.
- Treats that do not follow district guidelines will be given out at the teacher's discretion or at the end of the school day.
- It is also possible to send a non-edible treat to celebrate the occasion: pencil, eraser, book for the classroom, etc.
- Please do not send items that need refrigeration unless you have made advance arrangements with the teacher. We do not have the capability of storing items that need to be frozen.
- Please make arrangements with teachers prior to dropping off treats if possible.

Healthy Snack Suggestions:

- Applesauce cups (unsweetened)
- Fresh fruit (precut)
- Unsweetened dried fruit
- Cheese
- Pretzels
- Plain Trail Mix, Gorp
- Crackers
- Rice Cakes
- Raw vegetables
- Granola Bars (low sugar)
- Yogurt
- Popcorn
- Nuts
- Beef Jerky
- Unsweetened cereal

Water bottles: Students may have a water bottle at school (please label it with name and room number). Teachers will establish expectations for access to the water bottle during the school day.

<h3>Dress Code</h3>

We take pride in the appearance in our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn. Student's' 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. For the older students, if bra straps are showing, it is inappropriate.
- 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. Removing a person's hat when entering a building is a well-established sign of respect in our country, and one that will be reinforced in our schools. Examples of headgear include, but are not limited to, hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times. Flip-flops are strongly discouraged for safety reasons. Please help to set this expectation at home with your children. Do not let them out of the house with inappropriate footwear.
- 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. 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 during school activities when deemed appropriate by building administration.

This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress. Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate, as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

- If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions as determined at the time of the incident or otherwise specified in school handbooks.

Lost & Found

Items found on the playground, or in the hallway will be located in the Houdini foyer in the “Lost But Not Found” rack. An incredible number of items are lost each school year and never claimed. Students should check the lost and found during their recess time when they have lost something.

Please label your child’s outdoor clothing, boots, and books so these items can be returned when they are misplaced. Lost and found items are placed in the cabinet and will be put on display during parent/teacher conferences. After conferences and at the end of each school year, unclaimed items will be sent to a local charity organization.

Physical Education and Recess

- Every child must go out at recess unless he/she has a written excuse from his/her physician which details the child’s condition and why being outside would be detrimental to them. In most cases if a child is dressed appropriately, being outside does not cause illness or make their current condition worse.
- Every child must participate in gym activities. To be excused, he/she must provide a written excuse from his/her physician.
- Tennis shoes are to be worn when playing in the gym during physical education classes and an extra pair of tennis shoes should be kept at school for this reason.