

Houdini School Family Handbook 2023-2024



2305 W. Capitol Drive
Appleton WI 54914
Phone: 920-832-4608
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Principal - Mrs. Kathryn Hardesty
Dean of Students- Mr. Jeff Sheptoski

Office Hours: 7:00 a.m - 4:00 p.m.
Student Attendance Hours - 8:27 - 3:20 p.m.

Houdini Elementary School Website: www.aasd.k12.wi.us/houdini

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. This handbook is a reference guide for our Houdini families.

The most recent and up-to-date handbook for Houdini and AASD can always be found on our school website; here is the quick link [Houdini Handbook](#).

We also encourage you to utilize the Houdini Facebook page and the Houdini School website for up-to-date information throughout the school year

If you have any questions or concerns, please feel free to contact the school office at 920-832-4608. 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.

Arrival at School

The Houdini staff will begin playground supervision at 8:10 a.m. **Please arrange to have your child arrive no earlier than 8:10 a.m. and before 8:27 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.

If you are dropping your child off in the morning, we encourage you to drop your child off on the south side (playground) of the school. Please be reminded that the driveway in the front of the building is closed from 8:00-8:30am to allow for buses and cabs to safely unload. The drop off lane on Capitol Drive for those students who are able to independently get out of the vehicle on the passenger side onto the city sidewalk; drivers must remain in the vehicle. All students should report to their grade level doors immediately upon arrival using the school sidewalks.

Bell Schedule

8:10 a.m.	Outdoor supervision begins
8:15 a.m.	Doors open
8:27 a.m.	Instruction begins
3:20 p.m.	Classes dismissed
3:26 p.m.	Buses depart

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.**

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. Your child will return the signed form to their bus driver.

Crossing Guards/Safety Patrol

The crossing guards and Safety Patrol 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

from 7:55 to 8:25 a.m. and again from 3:15 to 4:00 p.m. Our student Safety Patrol are out from 8:10 to 8:27 a.m. and 3:20 to 3:30 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.

Departure/End of Day Pickup

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.

Please arrange a designated meeting spot outside at the end of the day. Students will exit out their grade level door and will meet you in your predetermined location.

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 buses and late openings.

When school is canceled for students, the office will not be open so it will not be possible for you to contact the school. If school is canceled, the YMCA Care Program is also canceled. 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 their 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

Extended Day Learning 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 canceled, the Y program is also canceled). 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 to the double doors. We will call your child out of class upon your arrival and sign your child out at that time.

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 leave with you.

Parent Portal

The AASD utilizes a student information system called Infinite Campus. If you have not set up your parent portal yet, please contact the Houdini School Office for your one-time 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.

Breakfast and Lunch Programs

Breakfast (free for all) and lunch (available at a cost) is available for all students. Breakfast will be served and eaten in the classroom while lunch will be served and eaten in the gymnasiums. Menus can be viewed on-line at <https://foodservice.aasd.k12.wi.us/menus>.

If your student is bringing lunch from home, they can purchase milk for 40 cents per carton.

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 second Monday 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 ([Click Here](#)). 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.** The office will do their best to get the message to your child but sometimes there is a failure in the message line which results in extra stress for all involved. Discussing changes in routine with your child before they leave for school also 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.

Remember that your child's teacher is the one to contact first about a classroom concern. The best way to contact your child's teacher is via email. 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.

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. Please talk to your student's teacher about what your role will be if you are volunteering.

If it is determined, you will need to complete the online background application, the teacher will give the office your information and we will contact you and give you access to a link to the web-based application. The background check process can take up to 3 weeks; therefore, it is important to plan ahead for your volunteer time, especially if it is for an upcoming field trip.

Cell Phones/Two-Way Devices/Electronics

Students are not permitted to use any two-way communication devices (cell phones, watches, Gizmos) or electronic devices in the classroom or 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 2-way communication or electronic device at school. Two-way communication devices and electronics 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 barcode 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.

Snack Policy

Students have the opportunity to have a 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. Teachers will keep students and parents informed of the classroom guidelines (ie: Nut Allergies) for snacks during the school day.

Snack Suggestions:

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

Students may have a water bottle at school (please label it with name and room number). Please ensure your child's water bottle has a secure closure. Teachers will establish expectations for access to the water bottle during the school day.

Special Occasion Treats (Including Birthday)

Per AASD guidelines, Birthday and Special Occasion treats **are not allowed**. It is possible, but not necessary, to send a non-edible treat to celebrate occasions: pencil, eraser, book for the classroom, etc. Please make arrangements with teachers prior to dropping off items.

Lost & Found

Items found on the playground, or in the hallway will be located in the "Lost But Not Found" rack. An incredible number of items are lost each school year and never claimed. Please label your child's outdoor clothing, boots, and books to help with their return when they are misplaced.

Students can check the lost and found during their recess time when they have lost something. We encourage parents to look through the lost and found at any time as well and to check it during parent/teacher conferences. Unclaimed items are sent to charity.

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 physical education 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.