



Communication is Key

At Appleton City Elementary, we are committed to communicating with district parents in a timely and effective manner. Here are some of the methods we use:

The school website: <https://www.appletoncity.k12.mo.us/> The school website contains a variety of documents and information, including: school calendar, school menus, school newsletters, special announcements, a complete school handbook, school contact information, etc...

Appleton City Elementary on Facebook: <https://www.facebook.com/appletoncityelementary/> Look to our Facebook page for special announcements, school menus, reminders, parenting tips, safety tips, student activities, etc...

School Messenger: This is an automated phone / e-mail system used to provide emergency communications, (such as no school / early out for weather) and reminders (such as depleted lunch money accounts). In order to ensure you receive these important messages, **please be sure your current phone number and e-mail address are on file in the office.**

Student Planners: The first day of each school year, all elementary students receive a student planner. The planners are used for keeping track of homework assignments, notes to and from parents regarding daily activities, transportation notes, etc... The planner also includes a complete copy of the student handbook.

Parent / Teacher Conferences: Conferences are scheduled for all elementary students at the end of the 1st Quarter. Additional conferences are scheduled on an as needed basis.

Visits and Phone Calls: Of course, parents are always welcome and encouraged to visit with school staff over the phone or in person. If you would like to visit in person, it is usually best to call ahead for an appointment time. This will allow school personnel to schedule an appropriate time of day and amount of time to fully listen and address any concerns you may have.

On occasions when your child needs to be absent from school,
a **parent or guardian** must send a note or call the elementary office at
660-476-2108 before 11:00 am on the day of the absence to explain the absence.

