

Edna Ferber Elementary School
Parent Handbook
And
Student Behavior Guide

2017 - 2018



School Phone: 832-5755

School Fax: 993-7069

<http://ferber.aasd.k12.wi.us/>

NONDISCRIMINATION STATEMENT

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religion, lugar de origin, ascendencia, credo, gravidez, estado civil o de paternidad, orientacion sexual, o incapacidad fisica, mental, emocional, o de aprendizaje o minusvalia en los programas educacionales o actividades. La ley federal prohíbe la discriminacion en el empleo por motivo de edad, raza, color, origin nacional, sexo, religion, o minusvalia.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiab ua tsis ncaj nces rau ib tug tibneeg twg vim nws yog pojniam lossis txivneej, nws cev nqaij daim tawv, los yog xim qaij daim tawv ntawm nws haiv neeg, nws txoj kev ntseeg lossis kev dab qhuas, nws haiv neeg, nws caj ces mus rau poj koob yawm txwv, kev lis kev coj, muaj/tsis juaj menyum, muaj/tsis muaj pojniam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaij daim tawv, kev nyuaj siab ntxov plawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyoog, nws haiv neeg, nws cev nqaij daim tawv, nws caj ces, los yog xim qaij daim tawv ntawm nws haiv neeg, yog pojniam lossis txivneej, nws kev ntseeg los yog kev dab qhuas thiab puas/xaim ib qho dabtsi ntawm cev nqaij daim tawv lossis hauv hlwb (handicap).

WE-TIP ANONYMOUS CRIME REPORTING

The Appleton Police Department in partnership with the Appleton Area School District provides a 24-hour a day anonymous crime reporting service to the residents of Appleton which includes the students of the Appleton Area School District. This will give all citizens and students the opportunity to report crimes without being identified. Reporting a crime can be done by texting a message to CRIMES (274637) with the keyword “APDTIPS” from any mobile phone.

Any questions regarding this service can be directed to Lt. Greg Goodavish of the Appleton Police Department at 920-832-5542.

WELCOME

The information included in this handbook is being provided to the families of Ferber 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 832-5755. We welcome and encourage your involvement as we work together to provide the Ferber students with a quality education and a safe learning environment.

**EDNA FERBER ELEMENTARY SCHOOL
515 E. CAPITOL DRIVE
APPLETON, WI 54911
920-832-5755**



“Every day our students will learn, grow and help others”

Bell Schedule

8:10 a.m.	Supervision begins on playground
8:22 a.m.	First Bell
8:27 a.m.	Classes begin
11:30 a.m. – 12:15 p.m.	Lunch/Noon Recess
3:16 p.m.	School Dismissal
3:30 p.m.	Students should be picked up/walk home

The school office is open every day students are in attendance between the hours of 7:30 a.m. and 4:00 p.m. Summer Office hours are 8:00 a.m. – 2:00 p.m. daily in June and August. School office is closed in July.

PLAYGROUND SUPERVISION

- Ferber Elementary provides playground supervision beginning at **8:10 a.m.**
- For safety reasons please **DO NOT** send your children to school any earlier than this.
- 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 apple on the windows of the doorways.
 - A green apple will indicate that the children are to come in and sit in the hallway outside their classroom until the bell rings.
 - A red apple indicates students are to stay outside until the bell rings.

Students are expected to go home and not remain on the playground unless under the supervision of a parent or guardian.

PARKING

Parking is at a premium at Ferber. We ask that parents **DO NOT** use the parking lot located in the front of the building because we have many district employees who work at Ferber on a part-time basis, and it is helpful to their schedules if they don't have to find places to park.

- Please observe the **No Parking** signs around the block. The City of Appleton has issued the following reminders to schools regarding signs posted on the streets:
 - **No Parking on School Days** – May be used to drop off or pick up students **if the driver does not LEAVE the vehicle**. Vehicles parked without a driver are subject to a \$20.00 parking fine.
 - **No Stopping, Standing, or Parking** – These areas must not be used as a drop-off zone. They are created for the safety of the students and violators are subject to a \$40.00 fine.

All parking restrictions around schools are created for the safety of the students. **Do not drop your child(ren) off in the parking lot or the circular driveway from 8:00 to 8:30 AM. Please do not use the parking lot or circular driveway to pick up children from 3:00 to 3:30 PM.**

- Barriers will be in place at the entrance and exits to the school driveways between 8:00 and 8:30 AM and from 3:00 – 3:30 PM. When these barriers are in place, please do not enter the driveway or parking lot for the safety of everyone.
- If you have a child on crutches, or otherwise in need of handicapped parking, please check with the office and we can issue you a special parking lot pass so that you may enter without a problem. We must leave these areas free of congestion for safety of all students and for the school buses arriving for students.
- Drive slowly at all times around school.

Please take special note to always use caution when you are dropping off or picking up your child, especially on inclement weather days. We encourage you to drop your child(ren) off on Capitol in a safe area and have them walk up the sidewalks to the school building. We also ask that all parents and students use the sidewalks to get to and from the building

The circular driveway may be used for picking up and dropping off your children between the hours of 8:30 a.m. and 3:00 p.m. You may also park your vehicle for short periods of time in that area between 8:30 AM and 3:00 PM. We do ask you leave room for buses and other vehicle traffic to get through.

CROSSING GUARDS/SAFETY PATROLS

- Please make your child(ren) aware that the crossing guard and safety patrols are there for their safety. 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. The crossing guards cross students at the intersection of Meade and Capitol and at Capitol and Windward. There are no city crossing guards on duty during the Ferber lunchtime.
- Our student safety patrols are on duty from 8:15 to 8:27 and 3:16 to 3:25. The safety patrols cross students at the intersection of Capitol and Durkee and at Capitol and Lawe. 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.

CHECK IN/OUT POLICY

- For security reasons, **all parents, visitors, and guests** are required to check in at the office upon entering the building during the regular school day hours.
- Passes will be given to indicate if you are a visitor or a volunteer. All parents, visitors, and guests will be required to wear passes so that they are visible to staff and students.
- **If you will be picking up your child (before the end of the school day), you will need to come to the office to sign your child out of school.** Your child will then be called to the office to meet you.
- Please let the teacher/office know ahead of time whenever your child will be missing class time. Either send a note to your child's teacher (include your child's first and last name) or call the office and leave a message. This will alert the school to the absence and allow the teacher the opportunity to send schoolwork home with your child ahead of time.
- If your child will be returning to school, s/he needs to come to the office to be checked back in prior to returning to the classroom.
- If you are taking your child out to lunch, please have them back in time for their afternoon classes which begin at 12:15 p.m.



CHANGE OF ADDRESS/TELEPHONE

It is very important that the office has current work and home phone numbers for all our parents. If your address or telephone number should change during the school year, please log on to your account in Infinite Campus and made the necessary changes. If you need assistance, please notify the school office. **Please be assured that unlisted telephone numbers are kept confidential.**

STUDENT ILLNESS

It is 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.

Parents are expected to phone school (832-5755) before 9:00 a.m. to inform the secretary whenever their children are not going to be in school. You must call EVERY morning before 9:00 a.m. for each absence.

If a student becomes ill while at school, parents will be contacted. District guidelines indicate that students with fevers of 100° or higher, or students who have vomited, should be sent home. Students may return to school when they are symptom free.

If your child has experienced a fever during the night of 100° or higher or has vomited that evening or prior to coming to school, you should not send your child to school for the day. You can call prior to 7:00 a.m. and leave a message on the school's answering machine.

If you would like to request homework for your child, please send a note with a sibling or contact the school. All requests for homework need to be made before 9:00 a.m. Please understand that homework will not be available to be picked up prior to 3:00 p.m. You can also provide us with names of students who can pick up the homework and bring it to your home.

GIVING MEDICATION TO STUDENTS

If at all possible, medications should be given at home. However, when sending medication (prescription or over-the-counter) to school, parents must have filled out the district permission forms that authorize school staff to give the medication before it can be given to your child. Please refer to the Family School Policy Manual for more information.

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.

TRUANCY/ATTENDANCE INFORMATION

- Regular attendance is one of the most important pieces to ensuring students have academic success. While students need to stay home when they are feeling ill, sometimes students will complain of headaches or tummy aches and not really be ill. It is important for parents to encourage regular attendance.
- Truancy laws in the State of Wisconsin and the City of Appleton now consider students truant when they miss part or all of five or more school days, per semester, without an acceptable excuse.
- Parents will be notified when this occurs and are required to attend a Truancy Conference in the attempt to improve attendance or avoid legal or monetary action.
- Families will also be notified when their children have missed ten days of school. This information is intended to bring the amount of school days missed to the attention of parents, again, to keep parents informed of the absences and encourage good attendance by all of our students.

FAMILY TRIPS OR VACATIONS

If you are planning a family trip or vacation during the school year, you are **required** to notify the school office as well as your child's teacher in writing prior to the trip/vacation. We have a simple form for you to complete at least one week prior to a trip/vacation that is greater than 2 days in length. For absences of two days or less, we appreciate a minimum of 48 hours' notice. The advance notification helps the classroom teacher in lesson planning and provides time for homework to be gathered if that is requested. Documentation is required for any/all absences after 10 days.

LABELING ALL POSSESSIONS

- Parents are encouraged to label all of their child's school supplies and clothing.
- It's especially important to label your child's outerwear and tennis shoes for physical education classes, as these items are often left on either the playground or hallways after school.
- Labeling will ensure these items are returned to your child.
- Please do not allow your child to bring toys, CD players, electronic games or valuable jewelry and/or other possessions to school. We cannot ensure the safety of these items and maintain this guideline to limit the risk of theft and to maintain a learning environment free of distraction. The only exception to this guideline is when a teacher requests that students bring specific items to school for a class.

LOST AND FOUND

- Items found on the playground, or in the hallway will be located in the foyer area across from the office.
- **Students** and **parents** are encouraged to check the area to see if any of the items might belong to them.
- Because of the volume of items that go unclaimed and the fact we don't have a large area to keep things, the unclaimed items are donated to Goodwill or other charitable organizations. This is done monthly.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. A doctor's written excuse will be required if a student is unable to participate for an extended time. 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.

INCLEMENT WEATHER

When the weather is bad the Appleton Area School District follows a process for deciding if schools will be open or closed. The district must make a decision that is the best for all students. We encourage and strongly support you in making the decision that is best for your child(ren). You are always the best judge of your child's health and safety. If you do decide to keep your child(ren) home on a day when school is in session, please be sure to contact your child's school to report the absence.

What is the process for deciding when schools are open or closed due to snow and/or ice?

District staff members review the weather conditions beginning early in the morning. Road conditions are discussed with the Appleton Department of Public Works and Outagamie County Highway Department. School district staff checks to see if all buildings are accessible for students and staff. We also consult with Lamers Bus Lines and Valley Transit to see if buses will be able to travel safely to and from school. Every effort will be made to make the decision whether to close schools by 6:00 a.m. or earlier, and then communicated to all local news outlets and posted on the district's website and [social media](#).

How can I find out if schools are closed?

On days when the weather is bad, listen to any local radio or television station for information about school closings. You can also check the district's [web site](#) and the district's [social media pages](#).

When are schools closed because of extreme cold?

When the [National Weather Service](#) has a wind chill WARNING (wind chills 35 below or colder for more than one hour) for the Appleton area in effect for the time just before the school day begins, we will make a decision if our schools should close. It is likely we will make this type of closing decision on the morning of the day in question.

When the cold weather in the morning keeps the kids inside (**5° F or colder**), we offer parents the opportunity to drop off their child in the school parking lot from **8:10 a.m. – 8:22 a.m.** When using this drop off method, we ask that you follow the following procedure...

1. Forming a single line, pull forward in the lot as far as you can near the center crossing area. (Do not use the circle drive until the last bus has pulled out.)
2. Students should be ready to open the door and exit the vehicle. Staff will be there to assist.
3. For safety reasons, students must exit on the passenger side.
4. Parents should stay in their vehicles.
5. Once your child is walking toward the school, please exit the lot with caution.

Our goal is to make this a quick and easy process for everyone involved. If you need to assist your child or come inside the school, you are asked to park your vehicle and **not** use this drop off procedure.

EDUCATION FOR HEALTHY KIDS, SNACKS, AND BIRTHDAY TREATS

- The AASD and Ferber School are committed to the principles of the 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, **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 direction 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 make arrangements with teachers prior to dropping off treats if possible.
- 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. **Thanks for your cooperation in keeping all Ferber students healthy.**
- Invitations to birthday parties outside of school should not be handed out at school.

EXTRACURRICULAR ACTIVITIES

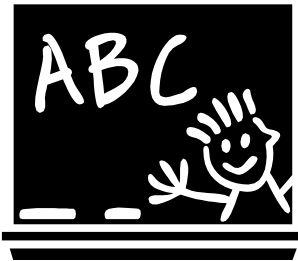
Safety Patrol	(Grades 5 and 6)
Art Club	(Grades TBD)
Strings	(Grades 4, 5 and 6)
Band	(Grade 6)
Ferber Firebird Choir	(Grades 4, 5 and 6)
Intramurals	(Grades 5 and 6)
Peer Mediators	(Grades 4, 5, and 6)
Peer Helpers	(Grades 5 and 6)
Lego Club	(Grades 2, 3, 4, 5 and 6)
Breakfast Club	(Grades 3, 4, 5 and 6)
Walk/Jog Club	(Grades 3, 4, 5 and 6)

LUNCH HOUR/SCHEDULE

School Lunch times are from 11:30 – 12:15 daily. Kindergarten – 3rd grade students eat first and then go outside for recess. 4th – 6th grade students go out to recess first and then come in to eat around 11:50 a.m.

- If you are planning on picking your child up for lunch, indicate that in a note or e-mail to the teacher and then have your child meet you in the office where you can sign him/her out. Please be aware that the children need to be signed back in five minutes before the start of their afternoon session.
- Students staying at school for lunch may bring a sack lunch or choose to eat hot lunch. Hot lunch meals may be purchased in advance. It is important to keep track of how many meals your child has used. When paying for meals throughout the school year, please send cash or a **check payable to AASD** in an envelope with each student's first and last name, teacher's name, and the amount of payment for each child clearly marked on the front of a sealed envelope. **Lunches cost \$2.70 per day.** Charging meals is discouraged, however, no student will be denied lunch if s/he has no money to pay for a meal. **Applying for free/reduced lunch needs to be done annually and can be done on-line.**
- Soda should not be sent as a lunch drink (for nutritional value) when lunches are brought from home.
- White or chocolate milk is available to be purchased in the lunchroom (the cost is \$.35 per carton) or your child can bring juice from home.
- Parents are invited to eat lunch with their child. The price for an adult hot lunch is \$3.00. Please send the money with your child in the morning so that an accurate hot lunch count can be taken. Also, remember that you will need to sign in at the office prior to joining your child for lunch.

Student Behavior Guide



FERBER ELEMENTARY SCHOOL EXPECTATIONS

The goal of Ferber Elementary is to provide a safe and comfortable environment for all individuals. All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning. Parental involvement, in reinforcing behavior expectations, is a vital aspect toward successfully meeting these expectations. Everyone is expected to follow the rules.

- Treat all people with **respect**.
- Treat all property with care. Keep hands, feet, and objects to yourself.
- Personal items are discouraged. The school will not be responsible for lost items.
- Use words to build people up. Fighting, name calling, profanity/inappropriate slang is not allowed.
- Gum chewing is not permitted.
- Students will follow directions.
- Students will walk and use “inside voices” in the building.
- Students are required to remain on school grounds unless given permission to leave.
- Students will clean up after themselves.
- Headgear (hats, scarves, bandannas) may not be worn in the school (with the exception of when first entering the building and when leaving at the end of the day.)
- Students may not enter the school building before the morning bell rings at 8:22 a.m. Exceptions to this rule include inclement weather, safety patrols, teacher helpers, breakfast, scheduled meetings, or being accompanied by a parent or guardian.
- Students are not to participate in bullying behaviors.

RESPECT IS #1 AT FERBER

EXPECTED STUDENT BEHAVIOR

- All students are capable of being responsible for their own behavior.
- Students will choose the appropriate behavior when faced with decision-making.
- Students will **respect** everyone’s race, color, religion disability, national origin, ancestry, and gender.
- All students have the right to learn without being distracted by others.
- All students have the right to be an individual without experiencing ridicule from others.

BEHAVIORS EXPECTED TO AND FROM SCHOOL

- All bikes must be walked on school grounds, sidewalks around the school, and across the streets.
- All students are expected to stay out of the school parking lot.
- Students must cross the street where crossing guards and/or safety patrols are present.
- Students will respect crossing guards and safety patrols.
- All students are expected to know that student behaviors and expectations do not end when they leave school grounds.

LUNCHROOM EXPECTATIONS

- Students are expected to show respect to lunchroom supervisors, student lunch helpers, and other students.
- Students are expected to use **quiet voices** in the lunchroom.
- Students will go through the lunch line in a quiet and orderly manner.
- Students will observe good table manners.
- Food is **NOT TO BE SHARED!** This is a state health issue.
- All food and beverages are to be consumed in the lunchroom.
- Students are expected to clean up their eating area before leaving the lunchroom.

PLAYGROUND EXPECTATIONS

- Equipment that is taken outside must be brought back in after recess. Use equipment properly.
- Play away from bike racks and the building.
- Dress appropriately for the weather. Children without appropriate apparel will remain on the blacktop areas. Snow pants and boots may be required for snow areas.
- Good sportsmanship is expected. Rough play is not allowed.
- Respect the playground supervisor.
- Any equipment that goes over the playground fence must be reported to the supervisor.

ASSEMBLY EXPECTATIONS

- Students will be attentive, respectful, and courteous at all times.
- Students should sit on the floor (do not kneel with the exception of those students in the last row.)

BUS EXPECTATIONS

Students will follow the rules and regulations set forth by the Lamers Bus Company and Ferber Elementary whether they are riding to and from school or on field trips. Parents and students will be provided with a bus expectation booklet by Lamers Bus Company. Riding the bus is a privilege. Violations of the bus expectations may result in loss of those privileges. Please refer to Pupil Transportation Handbook.



USE OF CELL PHONES IN SCHOOL

- The Board of Education of the Appleton Area School District adopted a policy regarding the use of cellular phones and other two-way communication devices in schools. (Policy 443.5)
- Students are to have cell phones properly stored during the school day and are prohibited from using such devices during the school day.
- All phones must be on a silent mode while stored so as not to disrupt the educational environment.
- Students who violate the rules for cell phone usage will have their cell phone taken away and properly stored in the office until a parent/guardian arranges to have it picked up. Repeated infractions of the policy may result in other disciplinary actions.
- Students may use them during indoor recess, but not share with others. No texting or instant messaging.

PHONE USAGE

Please call prior to 3:00 p.m., whenever possible, to let the office know if you have a change in plans regarding how your child is to go home. We also appreciate that you make certain your child knows prior to the start of the school day how s/he is to get home. That will eliminate students stopping in the office to call home. Students are not allowed to use the school phone to make arrangements for going to a friend's house after school.

FERBER SCHOOL HOMEWORK GUIDELINES

Professional research indicates that effective homework practices at the elementary school level will yield:

- Improved student speed and accuracy of skills
- Improved student maintenance of skills
- Improved student responsibility and time management
- Improved long-term student achievement
- Improved communication between child and parent regarding school

Parents, teachers, and students need to work together to ensure a successful homework experience.

Teachers will:

- Review and provide feedback for homework
- Provide variety in homework assignments: review, practice, and enrichment
- Provide expectations for work quality and due dates
- Individualize homework assignments when necessary
- Post assignments on classroom assignment boards

Students will:

- Have the responsibility to complete the assignment and return the completed assignment to school
- Have the responsibility of communicating any confusion regarding the assignment to teachers
- Clearly communicate homework assignments to parents

Parents will:

- Understand the responsibility of homework rests with the child
- Provide support when asked by the child
- Communicate concerns regarding student needs/frustrations to the teacher
- Provide a quiet study area for the child

PARENT/TEACHER CONFERENCES AND REPORT CARDS

- At the end of each quarter, student progress is reported to parents either through conferences or report cards.
- Individual Parent/Teacher conferences are held at the end of the first and third quarters. However, teachers are very willing to meet with you when questions or concerns come up.
- If you feel a need to have a conference with a teacher prior to, or after, the scheduled Parent/Teacher Conferences held in October and March, please feel free to call or write a note to the teacher to request a conference.
- You may also call the school office at 832-5755 and leave a message with the secretary requesting that the teacher contact you. Your child will be bringing home his/her report cards twice a year: once in February and again at the end of the school year.

ASSIGNMENT NOTEBOOKS

- Homework assignment notebooks are used for all students beginning in second grade.
- These notebooks are an effective way for communication to occur between school and home.
- It is our expectation that these assignment notebooks will be signed on a daily basis by parents. The notebooks provide space for parents to make comments regarding academic concerns.
- The cost to replace a notebook is \$5.00

FREQUENTLY ASKED QUESTIONS

1. What are some of the PTO committees/activities that I can get involved in?

You can sign up for any of the following committees during the August registration. Families who register during the school year are encouraged to call any of the PTO officers to indicate if they would like to help out on any established committees.

- **Babysitting:** Assist sixth graders with babysitting at school during Parent/Teacher Conferences. Donations from this will go towards the Sixth Grade Farewell activities.
- **Baking:** Assist with refreshments/meals during various school events throughout the school year.
- **Book Fair:** Assist with the spring book sale for Ferber families. This book fair coincides with the three evening conference nights that are scheduled in March.
- **Box Tops:** Pick up box tops from school and cut them out and bag them twice a year.
- **Buy a Book:** This program allows Ferber friends and families to donate books to our library.
- **Campbell Soup Labels:** Parents are needed to pick up the labels that are collected at school and mail them into the redemption center for cash back incentive program.
- **Conference Dinners:** Help provide meal items for the Ferber staff during parent/teacher conferences in October and March.
- **Ferber School Directory:** A Directory of all students, parents, addresses, phone numbers (with permission) will be made available. Includes staff email addresses.
- **Ferber Field Day (May):** A fun-filled day for students, staff and parents. Many volunteers are needed to make it successful. You may be contacted to help out once we get closer to the event.

- **Ferber Spirit Items:** Help plan and organize the ordering of Ferber clothing and merchandise.
- **Library/Media Center (LMC):** Assist in the library by checking out and re-shelving books.
- **Lunchroom Volunteers:** Assist in the lunchroom from 11:30 a.m. to 12:15 p.m. by washing tables and assisting students with opening items and encouraging them to eat.
- **Membership:** Help enroll Ferber parents and staff into the PTO.
- **Memory Book:** Assist with the preparation of the Ferber yearbook.
- **Mentor Program:** Mentor new families or old to answer any questions about Ferber School.
- **Movie Night (January):** Enjoy a movie at school with family.
- **Room Coordinator:** Organize the names of each room coordinator as submitted by classroom teachers to assist with PTO- related activities.
- **Sixth Grade Farewell (June):** Assist in organizing a farewell for the sixth graders to include a ceremony and field trip.
- **Sneak-a-Peek (May):** Help organize this program which allows incoming kindergarten students a peek at school, new classmates, and teachers.
- **Dance Party (February):** Help plan a Ferber family dance.
- **Staff Appreciation (May):** Assist with planning activities that show appreciation to the Ferber staff.
- **Timber Rattler Reading Program:** Assist with this short-term reading program that allows students to earn Timber Rattler prizes and a game ticket. An outing to the ball game for Ferber families is also organized for some time in April or May.

2. What fundraisers do you have?

The PTO will be conducting a fundraiser at the beginning of the school year. Details to come. There are also a few fundraisers for specific projects, such as babysitting to help defray costs for the Sixth Grade Farewell activities

3. What additional educational resources are available at Ferber?

Ferber has several programs for students who have been identified with special education needs.

- Learning Disabilities (LD)
- Emotional Behavioral Disorders (EBD)/(SCEBD)
- Speech and Language (SPL)
- Autism (AUT)
- Integrated Kindergarten (IK)

Their Individualized Education Programs (IEPs) may include integration within the classroom, pull-out instruction, or a combination of both.

Additional educational resources include the Talented and Gifted Program (TAG) for students who have been identified with special needs and abilities. The following are areas where students can be identified: General Intellectual Ability, and Creative/Divergent Thinking.

Identification is an ongoing process, which includes gathering information about students from many sources (parents, teachers, standardized testing for achievement, ability and creativity) and performance evaluations.

4. What are some things we need to be aware of regarding recess?

Recesses are scheduled to provide our students with the opportunity to socialize and get some physical activity. It is our expectation when you send your child to school that s/he is well enough to go outside and participate in outside activities.

A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess.

- During the colder weather, students should remember:
 - Coats, boots, snow pants, gloves/mittens
 - Bringing extra gloves/mittens along is also a good idea in case one pair gets wet.
 - All winter clothing should be labeled so that items can always be returned to their rightful owners.

Students are sent outside when the temperature is zero or above and/or the wind chill is warmer than -5 degrees below zero.



5. How do I keep informed as to what is occurring at school?

- Ferber publishes a monthly school newsletter entitled *THE FERBER CONNECTION*. It is sent home with students on the last Friday of each month.
- You can access additional information by going to our district website address and following the links to Ferber Elementary School [www.aasd.k12.wi.us /our/schools/Ferber](http://www.aasd.k12.wi.us/our/schools/Ferber).
- This newsletter includes a calendar of upcoming events as well as information about PTO events, district meetings and Appleton Park and Recreation information.
- The majority of classroom teachers do classroom newsletters to keep parents informed of information specific to that classroom and/or grade level.
- During registration in August, parents receive a calendar of events for Ferber. As new or additional events are planned, this information will appear in the school newsletter.
- **Our Sharepoint Calendar on the website will have up-to-date activities.**

6. What sports/recreational opportunities are available for my child?

- The Appleton City Parks and Recreation Department, **832-5905**, has numerous opportunities throughout the year.
- The YMCA also offers programs throughout the school year. You can contact them at **739-6135**.

7. Is there before or after school childcare at Ferber?

- YMCA Before/After School Care
 - Provides childcare at Ferber Elementary.
 - The care is available before school from 6:30 a.m. until the start of the school day
 - After school from 3:16 p.m. until 6:00 p.m.
 - Information about the program is available in the school office or by calling **954-7641**.

8. Is there bussing for students to and from school?

- The Appleton Area School District contracts bussing services with Lamers Bus Lines.
- Parents can contact Lamers directly when there are questions about route changes, pick up and/or drop-off times. They can be contacted at **832-8800 press 2 for school bus services**.
- Students who live north of Highway 41 and those students who live in the residential area located west of Oneida and north of Capitol Drive are bussed to school.
- The PTO provides us with parent volunteers during the four or five days of school to assist with getting the students to their busses after school.

AASD COMPLAINT PROCEDURE

The Appleton Area School District and Ferber Elementary School are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

