

Wausau School District

# Wausau Area Montessori Charter School



FAMILY HANDBOOK 2018-2019

1301 N. 13th Street

Wausau, WI 54403

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[www.montessori.wausauschools.org](http://www.montessori.wausauschools.org)

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Dear Montessori Families,

Welcome to the 2018-2019 year at Wausau Area Montessori Charter School!

We are a public charter school within the Wausau School District. This unique opportunity allows us the privilege of instructing students using our Montessori philosophy and curriculum, while upholding and being bound to all Wisconsin Department of Instruction standards and district assessments.

Our charter agreement with the district allows us to have a fully functioning Governance Council to help oversee and guide the school's operation. They ensure financial, operational, and educational accountability of our school.

We also have a strong Parent Connect organization dedicated to supporting the needs of our students and school.

I highly encourage you to continue to be an active participant in your child's education. There are several opportunities in which families can work together to advance the learning experiences for our students.

This handbook will provide important information about our school and should answer most of your questions. However; if any questions arise, please contact me. We want to work together to encourage the growth of all learners in our school - which includes students, parents, families, and our community.

Best wishes to you and your children for a successful and productive school year!

Warm Regards,

Mrs. Elizabeth Channel, NBCT  
Head of School  
[echannel@wausauschools.org](mailto:echannel@wausauschools.org)  
715.261.0795

**Our Vision**

Guiding children to be lifelong learners and global citizens of moral character.

**Our Mission**

Through the use of Montessori principles, including experiential learning and individualized instruction, we help students to achieve academic success, advance their awareness of self, encourage their responsibility to and for each other, and guide them to work together towards improving their community and the larger world.

**Wausau School District - Mission Statement**

To advance student learning, achievement, and success.

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**About Dr. Maria Montessori**

In the early twentieth century, Dr. Maria Montessori was a pioneer in the medical and educational fields. Based on her observations of children, she developed educational materials and methods that supported her views of children. She believed that children learned best by doing and not through passive acceptance of other people’s ideas and pre-existing knowledge. The idea of learning promotes the active personal pursuit of many different experiences: physical, social, emotional, and cognitive. The materials Montessori devised foster an environment in which such learning takes place.

Dr. Montessori believed learning should occur in multi-age classrooms where children at various stages of development learn from and with each other. Her developmentally appropriate approach was designed to meet the needs of each child as an independent learner.

Montessori teachers, known as Guides, have an understanding that children learn more through a variety of experiences. Montessori training programs prepare Guides to create dynamic, interactive learning environments that encourage each child to think critically, create new ideas, collaborate with others and communicate in our society. Their goal is to encourage the development of individuals that are competent in all areas of life with the ability to positively influence our world.

### Montessori Key Concepts

A Montessori education fosters competent, responsible, adaptive citizens who are lifelong learners and critical thinkers.

Learning occurs in an inquiring, cooperative, nurturing atmosphere. Students increase their knowledge through both self-initiated and Guide-directed experiences.

Learning takes place through the senses. Students learn by manipulating materials and interacting with others. These meaningful experiences are precursors to the abstract understanding of ideas.

The development of the whole child is the center for all decisions. Physical, emotional, social, spiritual, and cognitive needs and interests are inseparable and equally important.

Each student is treated with respect, and individual skills and interests are acknowledged.

Students are self-motivated to learn and interact with their world through various learning opportunities.

Respect for self, others, the environment, and life is necessary to develop a caring attitude toward people and our world.

The learning community includes students, school staff, and families. The family is considered an integral part of the students' total development.

The daily schedule provides students with large blocks of uninterrupted time to experience the interdisciplinary connections of knowledge.

The classroom atmosphere encourages social interaction for cooperative learning, peer teaching, and emotional development.

### History of Our School

The Wausau Area Montessori Charter School was established in the fall of 2005 to offer area families an alternative to conventional classroom learning. WAMCS was created when parents at Montessori Children's Village, then a private elementary program, worked with the Wausau School District to create a new charter school within the district.

There is no tuition charge, as we are a public charter school. Like other public schools, funding comes from the Wausau School district, with additional state funding. A startup grant awarded by the US Department of Education and administered by the Wisconsin Department of Public Instruction was used to purchase classroom materials and initiate teacher training. We are a "school within a school" and are currently housed in the Horace Mann Middle School building.

We are an authentic Montessori school. We use real Montessori materials as well as teacher-made materials. Our Guides are Montessori trained and classes are multi-age.

We operate on a 5-day rotating schedule for Encore classes which is similar to other elementary schools in our district. Students benefit from classes in Art, Library, Music, and Physical Education. In addition, they also receive Guidance lessons every other week.

As a part of the middle school building, we also have access to the hot lunch program and our 6th grade students are able to join band or orchestra in their final year with us.

### Montessori Staff

| Staff   | Position                         | Room                       |
|---|----------------------------------|----------------------------|
| Elizabeth Channel, NBCT<br><a href="mailto:echannel@wausauschools.org">echannel@wausauschools.org</a> | <i>Head of School</i>            | 157                        |
| Kris Busch<br><a href="mailto:kbusch@wausauschools.org">kbusch@wausauschools.org</a>                  | <i>Secretary</i>                 | Horace Mann<br>main office |
| Molle Bartletti<br><a href="mailto:mbartletti@wausauschools.org">mbartletti@wausauschools.org</a>     | <i>K/1 Guide</i>                 | 148                        |
| Robin Scherr<br><a href="mailto:rscherr@wausauschools.org">rscherr@wausauschools.org</a>              | <i>K/1 Guide</i>                 | 146                        |
| Jamie Boodle<br><a href="mailto:jboodle@wausauschools.org">jboodle@wausauschools.org</a>              | <i>2/3 Guide</i>                 | 134                        |
| Melissa Hoffman<br><a href="mailto:mricehoffman@wausauschools.org">mricehoffman@wausauschools.org</a> | <i>2/3 Guide</i>                 | 136                        |
| Lori Baumgart<br><a href="mailto:lbaumgart@wausauschools.org">lbaumgart@wausauschools.org</a>         | <i>4-6 Guide<br/>(half-time)</i> | 234                        |
| Elizabeth Channel<br><a href="mailto:echannel@wausauschools.org">echannel@wausauschools.org</a>       | <i>4-6 Guide<br/>(half-time)</i> | 234                        |
| Sarah Miller-Nehring<br><a href="mailto:snehring@wausauschools.org">snehring@wausauschools.org</a>    | <i>4-6 Guide</i>                 | 236                        |
| Stacey Paradowski<br><a href="mailto:sparadow@wausauschools.org">sparadow@wausauschools.org</a>       | <i>Paraprofessional</i>          | ---                        |
| Sue Kramer  | <i>Paraprofessional</i>          | ---                        |

|  |   |     |
|--|---|-----|
| <a href="mailto:skramer@wausauschools.org">skramer@wausauschools.org</a>                             |   |     |
| Cheri Combs<br><a href="mailto:ccombs@wausauschools.org">ccombs@wausauschools.org</a>                | <i>Paraprofessional</i>                       | --- |
| Karla Howell-Kremsreiter<br><a href="mailto:khowell@wausauschools.org">khowell@wausauschools.org</a> | <i>Special Education<br/>(AM)</i>             | 240 |
| Michaela Wait<br><a href="mailto:mwait@wausauschools.org">mwait@wausauschools.org</a>                | <i>Special Education<br/>(PM)</i>             | 240 |
| Lauren Steidl<br><a href="mailto:lbloomer@wausauschools.org">lbloomer@wausauschools.org</a>          | <i>Special Education<br/>Paraprofessional</i> | --- |

**Montessori Staff (continued)**

| Staff   | Position                      | Room                  |
|---|-------------------------------|-----------------------|
| Jena Treu<br><a href="mailto:jtreu@wausauschools.org">jtreu@wausauschools.org</a>                           | <i>Guidance<br/>Counselor</i> | 141                   |
| Mary Lucarelli<br><a href="mailto:mlucarel@wausauschools.org">mlucarel@wausauschools.org</a>                | <i>Art</i>                    | 108                   |
| Karen Zuidema (long-term sub)<br><a href="mailto:kzuidema@wausauschools.org">kzuidema@wausauschools.org</a> | <i>Music</i>                  | Large Group Room<br>A |
| Josh Zielinski<br><a href="mailto:jzielnis@wausauschools.org">jzielnis@wausauschools.org</a>                | <i>Physical Education</i>     | Horace Mann gym       |
| Bridget Miller<br><a href="mailto:sbmiller@wausauschools.org">sbmiller@wausauschools.org</a>                | <i>Librarian</i>              | 141                   |

**Accidents**

If a student is injured at school, s/he is responsible to tell a staff member immediately. The Health Office will notify the child's parent(s) in the event an injury demands a doctor's attention. It is extremely important that you review and return the Census Verification Report (emergency contact information), which was provided during Open House.

You or a designated person must be accessible during the school day for the safety/health of the student. In case of even a minor head injury, the child's parents will be notified.

The Wausau School District does not provide any type of health or accident insurance for injuries incurred by your child at school.

### **Appropriate Dress**

Your child should dress in a way that is conducive to classroom learning and will withstand the wear of daily classroom activities. Parents are responsible for guiding their children in making appropriate choices when dressing for school and adjust this according to local weather conditions.

### **Albanesi Curriculum Resource**

Albanesi is a Montessori curriculum resource designed to support Guides and students in selecting the Montessori materials that best serve the academic needs of the curriculum and content being studied.

At the beginning of each school year, students will be assessed to determine which level of work plan. Over the course of the year, students will complete work plans that incorporate task cards and review tests in the grade level in which they are working. Student will then take the test and those who achieve 90% success on all assessment areas will move on to the next set of work plans.

### **Attendance**

Each child is an important member of our community. Frequent absences are detrimental to individual students, as well to our class as a whole.

Regular school attendance contributes to a successful school experience. Attendance patterns established in the early school years tend to transfer to the student's middle and high school years. Parental support of regular attendance is important.

Per WSD School Board policy and Wisconsin State Law (statute 118.15), a student is considered habitually truant when absent from school all or part of 5 days in a school semester. The maximum number of days absent allowed under this rule is 10 days. Parents will receive notice of attendance concerns when a child has been absent or tardy for 5 days in a quarter or 10 days in a semester.

After 10 absences in the year, parents will be required to provide documentation from a physician for all following absences.

All educational experiences must be pre-approved 30 days in advance. This is completed by submitting a formal application, meeting with the Head of School, and collecting possible work from the classroom Guide.

If your child arrives at school after 8:15am, s/he will receive a tardy slip.

Excused Absences:

- Personal Illness (this falls under the 10 days allowed for parental excuse unless a physician note is provided)
- Funerals and/or Religious Services as requested by parents/guardians
- Serious Personal or Family Crisis
- Medical/Dental Appointments (must be accompanied by a physician's note)

### **Assessments & Testing**

In the Montessori environment, formative assessments are ongoing. Many of the Montessori materials have a built-in control of error, which gives the student immediate feedback on his/her progress. The control of error allows the student to self-correct mistakes and continue practicing without adult intervention. This form of low-stakes assessment gently guides the child to mastery. The child has control of his own learning, building self-esteem and self-worth along the way. He knows from the materials when he is ready move on.

Montessori Guides use formative assessments as part of their daily routine, following each and every student. Each student's interests and progress are individually observed, assessed, and recorded. The Guide makes notations about lessons regarding presentations, practice, and mastery. Close monitoring of which materials students are using and any errors being made. Based on the observations, the Montessori Guide knows when to present new material and when to modify previously presented material for additional understanding.

The Montessori curriculum naturally meets students at their ability. This means that students who are succeeding and are ready to move on are allowed to move forward even if it is above their grade or age level expectations.

In addition, as a public school, Wausau Area Montessori Charter School must meet state standards and assessment requirements. State required assessments include PALS, AIMSweb, and the Forward Exam.

The State of Wisconsin also requires us to implement a Response to Intervention (RtI) process, which allows us to identify students who are struggling in reading and/or math. With this information we implement interventions to further support the student. For this reason, WAMCS has implemented screeners, quick tests, that give us information on a student's' ability, in order to gauge the type of intervention to provide.

### **Behavior Expectations**

The goals of our school is to provide a safe, orderly, and enjoyable environment for all individuals. All students, staff, parents, and families share the ultimate responsibility of maintaining a school climate that encourages learning, fosters respect for one another, and promotes positive self-esteem. Cooperation between home and school is vital to the success of this goal.

We believe...

All students are responsible for their own actions.

All students can chose peaceful means of resolving conflict.

All students deserve respect and are to be treated equally regardless of 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.

All students have the right to attend school without the fear of intimidation or bullying.

Parents and Guardians are a great influence on children in how they view and act at school.

Dr. Maria Montessori believed that moral development is of utmost importance during the elementary years. It is during this time that the concept of justice is developed and children begin to see the world in shades of gray. Montessori believed that the moral teachings of life come from social experiences in which others help guide children to be positive influences on the world.

#### After School Events:

As we travel through our hallways peacefully throughout the school day, the same expectation is in place for any and all events that happen after school hours. Our students are the models for younger children and what we hope to see in our world.

### **Behavior Expectations (continued)**

#### Classroom:

Within the classroom, students must demonstrate respect and responsibility towards themselves, others, and the whole environment. When behavior concerns arise, classroom Guides will discuss choices with students who will have the opportunity to follow through with behavior changes. If the behavior continues, the following steps will be followed:

1. Student will be given three verbal warnings with redirections aligned with our Virtues Matrix.
2. A conference will be arranged with the student to create a plan.
3. A conference will be arranged with the student and parent/guardian to further discuss possible solutions to behavior issues.
4. A student who has not successfully corrected the behavior with the prior steps will be referred to the Head of School for further disciplinary action.

In the case of a major discipline incident, the staff is directed to involve the Head of School immediately.

Field Trip/Going Outs:

During our learning opportunities off campus, students are a representation of our school and have the chance to exemplify our virtues.

Students will respect bus drivers, chaperones, and all adults in charge at the destination.

Students will wear seat belts, if available.

Students will remain seated and facing forward at all times.

Students will be courteous to other passengers.

Students will only eat and/or drink in field trip vehicles when given special permission.

Guest Speaker Presentations:

When given the opportunity to participate in guest speaker presentations, all students will be attentive, quiet, respectful, and courteous.

**Behavior Expectations (continued)**

Playground:

On the playground:

Students must stay in designated areas of the playground.

Students will report all injuries immediately to an adult.

Students will use good sportsmanship.

Students will respect playground supervisors and follow all directions.

Students will use all equipment appropriately.

Students will return all outside equipment to the appropriate bins.

Students will report any playground equipment that goes out of the

designated area. Only adults are permitted to retrieve this playground equipment.

Students will refrain from throwing snow, woodchips, gravel, and/or any other objects not intended to be thrown.

Students are not permitted on the snow hills located on school grounds.

#### Restrooms:

Students will be guided in the understanding that restrooms are to be utilized for their intended purpose and not as play areas. Students will use indoor voices, flush toilets after use, wash hands and dispose of paper towels, appropriately.

#### Birthday & Celebration Treats

In alignment with our Snack Policy, any treats brought in for celebration must follow the same expectations. You are highly encouraged to bring non-edible treats for students.

Regarding invitations to parties, these should be discretely handed out to the students being asked to participate. This should happen before or after school hours.

#### Chromebooks

All students will be assigned to use Chromebooks to enhance their Montessori education. Chromebook contracts will be discussed and students are required to abide by WAMCS and Wausau School District rules of use. Chromebooks will not go home with students. Voluntary insurance is available for this school year and is non-transferrable.

#### Communication Plan

It is important for parents and families to be active participants in your child's learning. We understand that at times, conflicts arise. It is our sincere desire to work towards conflict prevention and consistently encourage open and direct communication between individuals.

Families are reminded that our classroom Guides are professionally trained educators, carrying out the mission of Wausau Area Montessori Charter School with the support of Wausau School District.

If an issue arises that cannot be handled in a brief conversation with your child's Guide, please set up an appointment through a written note, phone call or email. You should receive a response within 48 hours to set up a mini-conference.

After speaking to the classroom Guide, if you still have questions or concerns, you may contact our Head of School - Elizabeth Channel. She is actively working with students, staff, families, and our community to build a positive and solid foundation for our school in preparation for our bright future.

When faced with lingering issues that you do not feel have been adequately addressed, you can contact our Governance Council Co-Presidents. Jenny Peaslee and Bill Conway are supportive of parent involvement and are proponents of open communication. You may also contact our Wausau School District representative - Andrea Sheridan. She is the Director of Teaching, Learning, and Leadership Integration with a focus on collaborating with all the building leaders within our district.

As you interact with our WAMCS staff, it is usually best to discuss situations in person to ensure that all parties have a clear line of communication established. As a reminder, please keep email correspondence directed to the audience for whom it is intended.

Our entire staff is dedicated and committed to the children we serve and are open to hearing your feedback. We are excited to work with you to make your child's educational experience a positive journey.

### **Conferences**

Dates for the 2018-2019 school year:

Thursday, November 8th                      4:00pm-7:00pm

Wednesday, November 14th                4:00pm-7:00pm

Thursday, April 4th                              4:00pm-7:00pm

Thursday, April 11th                            4:00pm-7:00pm

### **Daily Folders**

Effective communication between home and school is essential to the success of your child's education. Each student has designated a Take Home Folder.

Important information such as permission slips, homework, and other relevant communication is sent home daily. Please ensure that this folder comes to school with your child each morning and you check it each night to ensure timely communication.

### **Extra-Curricular Activities**

Throughout the school year, opportunities for other activities will become available for students. This communication will be sent home in your child's Take Home Folder.

### **Field Trips / Going Outs**

All field trips related to our curriculum and instructional practices will be organized by your child's Guide. These trips will enhance the learning experiences for our students. Our wonderful city has many exciting opportunities for expanding the knowledge of performing arts, museums, community service and other areas.

Transportation will be offered via a school bus or city bus. Frequently there are costs associated with these learning opportunities to cover transportation, admission, meals, and various items. Notification of planned trips and costs will be sent home in students' Take Home Folders.

Please make sure to always return the permission form for each trip. If you are in need of financial assistance, please contact Ms. Kris Busch, WAMCS Secretary for more information.

### **Governance Council**

Our WAMCS Governance Council meets on the third Tuesday of each month in room 240 from 5:30pm-7:00pm. Meetings are open, in accordance with the Wisconsin Open Meeting Laws. Agendas and meeting minutes are posted on the school website.

| <b>Position</b>                       | <b>Member</b>        | <b>Term</b> | <b>Contact Information</b> |
|---------------------------------------|----------------------|-------------|----------------------------|
| President                             | Jenny Peaslee        | 2 years     | wamcsgov@gmail.com         |
| Vice President                        | Bill Conway          | 2 years     | wamcsgov@gmail.com         |
| Secretary                             | Kathy Sponder        | 2 years     | momsponder@gmail.com       |
| Guide Representative                  | Sarah Miller-Nehring | 2 years     | snehring@wausauschools.org |
| Parent Connect Liaison                | vacant               | 2 years     | ---                        |
| Member                                | Libby Heidmann       | 2 years     | llheidmann@gmail.com       |
| Member                                | Jen Faust            | 2 years     | jfaust@wausauschools.org   |
| Member                                | Chris Dietsche       | 2 years     | bassbuff@hotmail.com       |
| Member                                | Joel Lewis           | 2 years     | lewisj22282@gmail.com      |
| Member                                | Stacey Paradowski    | 2 years     | sparadow@wausauschools.org |
| Head of School                        | Elizabeth Channel    | ex-officio  | echannel@wausauschools.org |
| Wausau School District Representative | Andrea Sheridan      | ex-officio  | asherida@wausauschools.org |

### **Health Office**

Any medications that need to be taken at school, even “over the counter” medications, must have a parent consent form filed in the health office. Without this form, students are not permitted to take medication at school. The Horace Mann Health Office is located near the front entrance, near the main lobby area. The Health Office personnel can be reached at 715.261.0749.

### **Homework**

From the Montessori perspective, “homework” is all of the work that a child does at home. This means that we place value on everything a child does to contribute to the wellness of his/her home and community.

Activities such as daily chores, volunteering, helping with grocery shopping, reading to a sibling and much more are all considered important aspects of a child’s overall development. These types of activities further a child’s more formal classroom education by developing language, math, communication skills, and cultural awareness. By having these experiences and responsibilities your child develops a sense of being an integral part of the community. We highly encourage parents and guardians to involve their children in these types of activities.

In the upper elementary classrooms (grades 4-6), homework will also include assignments that further their depth of knowledge in preparation for transitioning to a conventional middle school at the end of their Montessori educational experience.

### **Inclement Weather & School Closing**

Should weather or another emergency close Horace Mann Middle School, our Montessori Charter school will also close. Our local news and radio stations will be notified. The Wausau School District handbook has more information on Emergency School Closings.

### **Lost & Found**

We will have various locations within our school that will store lost and found items. As we encourage students to check this area for misplaced belongings, we ask that families also have children take all personal items home each day.

### Montessori Model United Nations (MMUN)

Each year, our students have the opportunity to participate in the Montessori Model United Nations conference. The dates and location are dependent upon our school calendar. All students committed to this experiences will participate in all learning activities in preparation for this and will sign a contract of commitment.

The preliminary meeting occurs in May/June of each year and commitment will happen in September along with the first payment.

Parents are permitted to attend this trip at an additional charge. All students, parents, and school representatives will travel to and from the conference together.

### Newsletter

Our bi-weekly newsletter is consistently sent home via school messenger. Please take the time to read about the great learning experiences happening at our school and to receive updates.

### Nutrition Services

Breakfast is served at 7:45am. Your child must be at school on time to receive it.

#### 2018-2019 Meal Prices:

Breakfast    \$1.35 Elementary Students  
                  \$1.95 Adult/Staff/Visitor

Lunch            \$2.25 Elementary Students  
                  \$0.40 Reduced Price  
                  \$3.50 Adult/Staff/Visitor

Milk             \$0.45 per carton (lunch only)  
                  \$9.00 milk card (lunch only) - must be purchased separately

Students may bring a home lunch or purchase a hot lunch from the Horace Mann cafeteria. We encourage students to eat a well-balanced meal to please limit the amount of "snack foods". Candy and soda are not permitted at school.

A microwave is available for home lunches that need to be warmed up. Cold packs should accompany your child's lunch for anything that needs to stay cool. All lunch boxes are stored in student lockers until our lunch time.

### **Nutrition Services (continued)**

We welcome family members who would like to eat lunch with us. Remember to sign in at the front office and obtain a visitor's badge. Upon entering the cafetorium, please select one of the round tables and have your child invite a few friends to join you!

It is the expectation that parents and/or guardians plan for their child to have sufficient access to food each school day. In addition, parents and/or guardians are expected to monitor and manage their child's school nutrition account, including making payments when necessary.

Pay on your child's account:

<https://paypams.com/>

If you need assistance in paying for daily meals, please complete the following form:

<https://paypams.com/OnlineApp.aspx>

As a reminder, students who are eligible for free or reduced price lunch are eligible for a FREE breakfast each day.

### **Observations**

Parents, guardians, and community members are encouraged to take part in classroom observation, an important part of the Montessori experience. Observation will provide you with a better understanding of the Montessori classroom and how the children and adults work within it.

Observations are only available between November 1st and April 30th. They are up to one-hour in length. Contact our school secretary, Kris Busch, with your request.

Prior to your visit, please inform your child that you will be observing and not attending to participate in classroom work. On the day of your visit, sign in with the front office and pick up a visitor's badge.

Throughout your observation, take notes of questions to discuss with our Head of School. Remember to return your visitor's badge and sign out in the main office.

### Parent Connect

Our Parent Connect is the organization responsible for coordinating the after school parent, student, and staff events. They are an integral part of our community and play a vital role in enhancing our culture of being one large family. If you are interested in volunteering your time, please complete the volunteer form and email Parent Connect at:

[wamcsparentconnect@gmail.com](mailto:wamcsparentconnect@gmail.com)

Volunteer information is available at:

<http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=4569767>

### Progress Reports

While family and Guide communication is ongoing, formal progress reports will only be sent home twice per year. Your child's progress report will address Montessori curriculum and our Common Core State Standards. In addition, conferences will be held to discuss your child's progress.

### Schedule

7:45am-8:05am      Recess  
 8:05am-8:15am      Morning Routines  
 8:15am-8:30am      Morning Meeting  
 8:30am-11:40am      Work Time  
 11:40am-12:10pm      Lunch (all students)  
 12:10pm-3:10pm

| Kindergarten &<br>1st Grade  | 2nd Grade &<br>3rd Grade     | 4th Grade,<br>5th Grade &<br>6th Grade |
|------------------------------|------------------------------|--|
| 12:10pm-12:40pm<br>Work Time | 12:10pm-12:40pm<br>Work Time | 12:10pm-1:10pm<br>Encore               |
| 12:40pm-1:10pm<br>Recess     | 12:40pm-1:10pm<br>Recess     | 1:10pm-1:40pm<br>Recess                |

|                            |                            |                            |
|----------------------------|----------------------------|----------------------------|
| 1:10pm-2:10pm<br>Encore    | 1:10pm-2:10pm<br>Work Time | 1:40pm-3:10pm<br>Work Time |
| 2:10pm-3:10pm<br>Work Time | 2:10pm-3:10pm<br>Encore    |                            |
| 3:15pm                     | Dismissal                  |                            |

### School Safety

Safety and security are high priorities at WAMCS. Please help our drop-off/pick-up area run smoothly and quickly. For the benefit of every student and staff member on our shared campus, please adhere to the policies and procedures that are in place to keep everyone safe.

#### Important Reminders

- Drive slowly through the drop-off/pick-up zone and follow the staff members' directives.
- Follow the yellow traffic pattern shown on the map below. Refrain from using the lanes through the parked cars to advance more quickly in the line.
- Drive up as far as possible before dropping off your child. Be prepared for a quick drop-off. Please have all conversations finished before dropping off and have items ready. If more time is needed for drop-off/pick-up please park in the parking lot and carefully proceed to the sidewalk.
- All students should be exiting the vehicle onto the sidewalk, to avoid moving traffic.
- If you would like to walk your child to the playground or need to enter the building, you will need to park your car.
- There should be NO UNATTENDED VEHICLES in the drop-off/pick-up lane.

#### Drop-Off

Morning recess begins promptly at 7:45am. Students should not be released from family vehicles until a Montessori staff member has arrived on the playground. It is imperative that students are monitored during the morning drop-off time.

We will line up at 8:05am and will enter the building at 8:10am. There will be a staff member waiting at the Montessori entrance until 8:15am. If you arrive after this time, you need to enter the building through the front doors of Horace Mann to receive a tardy slip.

### Pick-Up

If you arrive early to pick up your child, we ask that you do not park in between the Horace Mann buses, as this becomes a safety issue for the middle school students. Please wait patiently until the buses have exited the parking lot before pulling forward to wait for your child.

If you would like to walk to the playground to pick up your child, you will need to park your car.

No students will be permitted to walk across the parking lot to meet their parents.

### School Safety (continued)



### School Safety (continued)

### Playground

- We have a “closed playground” during pick-up from 3:15pm-3:30pm. It allows the afternoon duty staff to safely monitor students during this time.
- After 3:30pm, our playground is available, but it is highly recommended that you monitor your child while s/he plays in this area.

### Visitors

- For the safety of all students and staff, please remember to stop by the main office when entering the building during the school day. You will need to sign in and pick up a visitor’s badge to be worn while you are in our building. Remember to sign out and return the badge at the end of your visit.

### Snack Policy

To maintain a safe school environment for all students with life-threatening food and other allergies, the Wausau School District Board of Education has approved a Food Allergy/Food Intolerance Policy. This document can be found online at

[http://www.wausauschools.org/UserFiles/Servers/Server\\_808843/Image/Pupil%20Services/Appendix%20A%20January%202017.pdf](http://www.wausauschools.org/UserFiles/Servers/Server_808843/Image/Pupil%20Services/Appendix%20A%20January%202017.pdf)

In a combined effort to keep our students safe, we have transitioned to an all fruit and/or vegetable option for snack. Not only will students have the opportunity to practice nutritional habits, but also develop their practical life skills.

Please check with your child’s Guide to find out how this will be implemented in their specific classroom.

### Transportation

We are proud to serve families across the Wausau School District and surrounding areas. At this time, transportation of students to and from WAMCS is a family responsibility. Carpooling is encouraged.

### Virtues Project

We will continue with our "Virtue of the Week" program this year. The Virtues Project is based on the simple wisdom of living by the best within us - courage, honor, justice, kindness and all of the other virtues.

The Five Strategies of the Virtues Project are provide simple tools to use every day to make character education a natural part of the child's experience. They include: Speak the Language of the Virtues; Recognize Teachable Moments; Set Clear Boundaries; Honor School Spirit; and Offer the Art of Spiritual Companionship.

We welcome families and community members to attend our monthly Virtues Assemblies. Dates and times are available on the calendar on our website.

### **Volunteer Opportunities**

Having family members come into the classroom is a benefit for all. If you would like to volunteer in your child's classroom, please complete the Volunteer Application on the district website. Once your background check has cleared, you will be connected with your child's Guide.

<http://www.wausauschools.org/cms/One.aspx?portalId=808927&pageId=456976>

### **Continuous Nondiscrimination Notice**

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

Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

Lub Wausau School District txwv tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawm txiv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkees li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebchaws no txwv tsis pub leejtwg yuav ua saib tsis taus nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj noob nyoog li cas, cev nqaij daim ntawv yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub khoog tsev kawm ntawv Wausau School District ua tsis raws li txojcai thiab/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv Neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. La Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, o por teléfono al 715-261-0596.