



Established 1961

Family Handbook

Educating children to become an informed, committed, and difference-making generation.

This handbook remains the property of Milwaukee Montessori School (MMS or “School”). This handbook may not be duplicated in whole or in part by anyone other than the Administration of Milwaukee Montessori School. This handbook is not to be distributed to anyone other than the family for which it is intended.

This handbook is intended to provide an overview of the policies and procedures of Milwaukee Montessori School and does not necessarily represent a complete recitation of the School’s policies and procedures. This handbook does not create an expressed or implied contract or covenant of any type between the School and any person affiliated with the School.

The School reserves the right to supplement, amend, rescind, or modify any of its policies and practices at any time, with or without prior notice.

Letter from Head of School

Dear Milwaukee Montessori Parents:

On behalf of the faculty and Board of Trustees, I am delighted to introduce the latest revision of our Milwaukee Montessori School Family Handbook. We hope that you find within these pages helpful information in understanding our school's policies, principles, and procedures of our daily life at Milwaukee Montessori School.

A school of this size is certainly a complex organization, and we never underestimate the importance of our parents' cooperation and partnership with us as we work together to create a harmonious and effective learning community. Being informed is one way that parents can help us to maintain the traditions and practices that make our school so special.

I urge you to read this book carefully, as it should answer most of the questions you might have. If you do have further questions or concerns, please stop by my office, call me (414-259-0370 ext.104), or send me an e-mail at mvanaken@milwaukee-montessori.org to make an appointment. I welcome your interest and encourage your participation.

We look forward to working with your child and to delighting in the many joys of new discoveries.

Sincerely,

A handwritten signature in black ink that reads "Monica Van Aken". The signature is written in a cursive style and is positioned above the typed name and title.

Monica Van Aken, Ed. D.
Head of School

SECTION I - THE MISSION OF MILWAUKEE MONTESSORI SCHOOL

Milwaukee Montessori School Mission Statement

Adopted by the Board of Trustees and faculty:

Educating children to become an informed, committed, and difference-making generation.

Milwaukee Montessori School's Purposes and Objectives

- To prepare supportive learning environments in which students from 18 months to 14 years of age can pursue academic, aesthetic, and physical development.
- To foster love, personal responsibility, and mutual respect through service within the School and community.
- To strengthen families by offering support and educational programs.
- To affirmatively seek and support a racially, socially, and economically diverse student body.

Non-Discrimination Policy

Milwaukee Montessori School does not discriminate on the basis of race, religion, creed, color, sexual identity, age, physical challenge, nation of origin, gender, disability or any other characteristic in the administration of its educational programs, admission policies, financial aid policies, scholarship and loan policies, and athletic and other school-related administered programs. MMS is an equal opportunity employer and complies with all federal and state laws regarding non-discrimination in its employment practices.

Disability Nondiscrimination Policy

Milwaukee Montessori School ("School") does not discriminate against any individual including applicants or members of their families, students or members of their families and employees or members of their families on the basis of disability. Applicants and students with disabilities have an equal opportunity to participate in or benefit from the goods, services, facilities, privileges, advantages and accommodations provided by the School. A child will not be denied admission to or be dis-enrolled from the School on the basis of a child's diagnosis or because the child has a disability.

The School will make reasonable modifications to its policies, practices, and procedures when the modifications are necessary to afford goods, services, facilities, privileges, advantages or accommodations to individuals with disabilities. Requests for reasonable modifications to the School's policies, practices and procedures may be directed to any of the School's employees or members of the School's Board of Trustees either formally in writing or informally by verbal request. Any such request will be timely referred within one business day to the appropriate members of the School's administration to ensure that no individual with a disability is denied the goods, services, facilities, privileges, advantages or accommodations to which he or she is entitled under the Americans with Disabilities Act.

The Montessori Method

The method of education developed by Dr. Maria Montessori in 1908 is unique. Through her hands-on work with children, Dr. Montessori pioneered the concept that each person is born with the intuitive ability to learn. Specially designed academic materials developed by Dr. Montessori are a predominant feature of the Montessori classroom. Children freely choose materials they have been taught to use and continue their work independently or with classmates. This process allows children to take ownership of their learning and to progress at their own pace (which is often faster than allowed for in other teaching methods). Through this process, Dr. Montessori discovered that the natural tendency is to love learning and to love school.

The Montessori Method promotes interaction across age groups. Grade level placements are not used; rather, students are placed in classrooms with children in a compatible age range. Therefore, the Children's House classrooms teach students from 3-6 years, the Lower Elementary classrooms teach children from 6-9 years, the Upper Elementary from 9-12 years and Junior High classrooms teach students from 12-14 years.

A Letter to Independent School Parents

(The following is an excerpt from Lawrence Boggess, *Administrativa*, November, 1994)

Independent schools are blessed with parents who are invested in the success of their children. Quite literally, independent schools could not offer the quality of education, service, and sense of community they do if not for parental involvement as volunteers, committee members, and supporters. Parents are essential resources in a school, providing the home that will integrate with the school in order to educate the whole child.

Many parents now enrolling in independent schools do so as newcomers to private education, and as such, may be unsure about their roles in the school community. They may wonder, “What do I get for my tuition dollars?” or “How can I best work with the teachers and administration, so my child gets the most out of school?”

The following guidelines are straight-talk offered as support for the parent as well as administrators and teachers.

Parents can best work for the benefit of their children if they:

1. Understand that enrollment means more than service for a fee. Membership in a school community means forming a long-term relationship with the school. In essence, schools say to you, “Yes, we will educate your child through thick and thin. We will serve him or her over the coming years.” That’s quite a commitment, which schools do not take lightly. While enrollment is renewed yearly on a businesslike basis, schools see membership in the community as an idealistic blend of contract and covenant, a delicate web of trust that holds parents, child, teachers and administration together. The home/school relationship exists with only one proviso: that the school’s educational service and the child’s educational needs remain a good fit.
2. Recognize that enrollment means entrusting your child to the professional expertise and devoted care of the school’s personnel. Independent school administrators and teachers know what they are doing. They are not perfect and don’t claim to be. But they are experienced and well intentioned; they genuinely care about your child. They do their jobs not for the money but because they love kids and believe in the ideals of education. While teachers and administrators should be expected to explain methods, discuss philosophy, include constituencies in decision-making, and be open to honest discussion, they do not have to justify their existence or defend every action, decision, or policy.
3. Understand and accept values upon which a school operates. You should explore a school’s values with admissions personnel and other administrators and teachers, asking questions such as:
 - How does the school balance individuality with group harmony?
 - What values are central to your discipline policy?
 - How will the school’s core values remain unchanged as my child develops and passes through the divisions of the school?
 - What values are behind the grading system and practice of testing?
 - What does the school believe about competition in the classroom and on the playing field?
 - What kinds of events does the school sponsor for fund-raising, and what are the values inherent in those activities?
 - How are curricular, disciplinary, policy and financial decisions made, and what values do those processes reflect?

Parents cannot pressure schools to change their values nor do schools govern by public opinion. If you and the school honestly seek together what's best for your child, then you and your child's teachers and administrators shall not stray far from the school's core values. The harmony of values prevents a clash of beliefs that often spells tragedy for the child, the family, and the school. When disappointments or disagreements place you and the school on opposite sides of an issue, your child is always left in the middle.

4. Use channels of communication appropriately. It is the job of administrators to make those channels understood, clear and open. It is also their job to help you in a school; otherwise, the school would suffer from an implosion of individual opinion. When you have a question or a problem, be it logistical (Can Sara leave school five minutes early on Tuesdays for her piano lesson?) or philosophical (Why can't the third grade play interscholastic football?), you ought to know where to go for a response. An angry or fearful parent, who breaks the channels by going directly to the Head or a board member, tends to tear apart the web of relationship and ultimately disserves their child who inevitably absorbs their frustration and attitudes. While you may get a rumor or second-hand information about school issues from the pickup line or in the parking lot, you will get the best information if you seek it through the proper channels.
5. Accept the timing of the school's bureaucratic clock. Schools often take a long time to make a decision, fix a problem, find a solution or reach a compromise. This is because independent schools tend to be conservative institutions. Also, school time can seem slow to impatient parents because many school personnel are involved in the decision-making process, and those people spend most of their day educating children. Sometimes you may feel worried or frustrated or entitled to faster service; adults are often not used to waiting, particularly when the welfare of their child is at stake. But, schools need time and your patience if they are to truly honor your child and do what is in her or his best interest.
6. Understand a teacher's job and its appropriate scope of responsibility. Teachers are not surrogate parents, drill sergeants or licensed therapists. The modern teacher is a guide and coach with expertise in an area of subject matter and a deep devotion to children. Independent schools take great care to hire the very best faculty they can; they look for qualifications such as rapport with children, knowledge of subject area, appropriate training, communication skills, and positive energy. Teachers are usually given a lot of say about what and how they teach within guidelines set by the division and/or department. The autonomy, combined with supportive parents and stimulating colleagues, is the independent school's recipe for excellent and inspired classroom instruction.
7. Understand the duties and scope of authority of an administrator's job. The Head carries ultimate responsibility for the educational quality, tone, and personnel of the school. The Head delegates responsibility for particular areas of the school to other administrators such as division heads. Administrators help govern the daily operation of the school. They attend many meetings throughout the day and week and confer with students, teachers, and parents. They articulate the school's mission and values both on campus and in the community, and they help write and enforce the policy. Administrators oversee personnel, policy, mission and finance. Administrators also handle emergencies, resolve problems, manage the flow of information, and answer questions. The Board, another part of the leadership of the school, oversees administration and is ultimately responsible for the present and future well-being of the school. The Board usually hires a head and entrusts to her or him the daily operations of the school.

8. Understand the role of the parent. You are indispensable to the school. You provide money in the form of tuition and gifts, you provide energy and time on fund-raising projects and teacher support, and you make your expertise available. You are responsible for supporting your child's education at home by complementing the methods, values, and philosophy the school espouses. You are given a voice in many decision-making processes through a parent council or school committee. Depending on your school the Board may engage you as a member.
9. Know and believe the mission of the school and its promises to children. Most schools promise the following:
 - To educate your child
 - To provide a safe environment in which he or she can develop appropriate social and academic skills
 - To emphasize values like scholastic excellence, civic involvement, personal responsibility, respect for self and others, emotional well-being, and creative expression.

Upon this common ground, every school builds a unique mission; and it is the school's job to articulate the mission clearly. Parents who misunderstand the mission or seek to change it or who challenge its values almost always create unhappiness and interfere with the learning of their child. When choosing a school, you should do so for reasons of philosophical and academic fit. The wrong reasons for enrolling a child in a school all center on parents and include:

- To improve your family's reputation
- To guarantee your child's acceptance in the next school of choice
- To mold your child in your own image
- To live vicariously through your child
- To increase your self-esteem
- To buy your child good grades and success

Schools promise none of these outcomes. The consequences of enrolling for the wrong reasons usually surface sooner rather than later: unhappiness with the school, poor student performance, a clash of values, rumor-spreading that leads to taking sides, and nameless accusations that lead to war.

10. Honestly, examine your expectations for the school. Independent schools create wonderful educational communities. They encourage a sense of belonging and even a feeling of family, but schools are not families. They are too big, their resources are too limited, and their purpose is too narrow to be a true family. The last 20 years have already seen schools stretch the definition of what comprises an education. While schools may provide breakfast and lunch, Child Care, counseling and friendship to students, in addition to their education program, they cannot make learning disabilities disappear or heal broken or dysfunctional families, or teach children to be moral. Enrollment in an independent school is an *educational* decision. Independent schools can't and shouldn't pretend to do it all; but what they do, they do well. You play a vital role in your child's development by maintaining reasonable expectations for what your school can do, and by providing a home in which your child can learn the crucial life lessons not found in the school's curriculum.

(Lawrence Boggess, *Administrativia*, November, 1994)

SECTION II - THE HISTORY OF MILWAUKEE MONTESSORI SCHOOL

Milwaukee Montessori School was founded in 1961 with one classroom of children ages 3-6 in space rented from Our Lady of Lourdes Church in Milwaukee. Within two years of its founding, Milwaukee Montessori School moved to an empty public school building at 4610 West State Street along with the 65 children enrolled in its programs. As interest and satisfaction grew, in 1966 the School added two classrooms for children ages 6-9, which brought enrollment to 110 students. In 1969, nearly 140 children were enrolled in the School.

Through the 1970's the School continued to grow so that by 1980, the School expanded again. The School's continued success and enrollment growth created the need for yet more space. The elementary levels, grades 1 through 7, moved to a separate location, renting the top floor of St. Rose School at 31st and Clybourn streets in Milwaukee. This arrangement of separate campuses, while meeting classroom space needs, was not a desirable long-term solution for accommodating the growth of the School. In 1985, with a combined enrollment of 225 children at the State Street and St. Rose School locations, Board members began the quest to find a building that could reunite the early childhood and elementary programs on a single campus.

In 1997, the quest ended with the purchase of a former church school building at 95th Street and Bluemound Road in Milwaukee. Renovation of the building began soon after the purchase, and the School opened its new campus to children in the fall of 1998. The architects involved in this project won awards for their innovative work. The School's redesign was featured for a second time in the June 2000 issue of *Architecture* magazine and in November was selected to receive the Mayor's Design Award for 2000.

Today, MMS is one of the oldest and largest independent Montessori schools in the United States serving more than 400 children. Seen as a premier Montessori school, MMS is accredited by the most esteemed and rigorous bodies. We are 1 of 11 independent schools accredited by Independent Schools Association of the Central States (ISACS) and 1 of 8 schools through National Association of Independent Schools (NAIS) in Wisconsin. MMS is frequented by student teachers from Montessori training institutes throughout the world and by aspiring teachers from surrounding colleges and universities.

Milwaukee Montessori School provides students with courses which lead them to excel in high school. A grading system that allows for a variety of assessments through the use of individual rubrics, oral reports, written quizzes, debates, team projects with students throughout the country and the world are a few ways in which students receive academic feedback, engage in regular homework assignments, and participate in standardized testing every October.

MMS graduates excel in both private and public high schools both nationally and internationally. Seventy-five percent of our graduates reach a high level of scholastic achievement as evidenced by high school honor rolls and placement in honors and advanced high school coursework. Upon completion of high school, many of our alumni attend some of the finest colleges and universities in the United States and abroad.

SECTION III – GENERAL INFORMATION, POLICIES, AND PROCEDURES

After-School Programs

MMS makes after-school activities such as team sports, music lessons, robotics, and math lab available to students for an additional fee. Information about these activities and registration forms are sent home periodically via email, through the Weekly Broadcast, and can be accessed on the school's website. The after-school activities that are limited in size are filled on a first come, first served basis. The School also offers a variety of clubs such as Robotics, Chess Club, Soccer, and Flag Football; any associated fees for clubs are outlined in registration information.

Arrival and Dismissal of Children

Our Montessori Academic programs officially begin at 8:00 am; Half Day Academic Programs end at 11:30 am and Full-Day Academic Programs end at 3:45 pm.

Parents and students may use the stairwell entrance at the south end of the building on regular academic days from 7:45 am-8:05 am when staff is present and supervising our hallways. At all other times, parents and students must use the west ramp entrance.

Dismissal times vary by student age and after-school activities. Specific rules regarding pickup and drop-off are outlined in the following section. Parents are required by law to ensure that their children attend the full school day until dismissal time. Dismissal times are as follows:

Toddler I:	Pick up before 6:00 pm
Toddler II & III:	Pick up before 6:00 pm
Children's House Half Day:	11:15-11:30 am from parking lot
Children's House Extended Day:	3:30-3:45 pm from parking lot
Lower Elementary:	3:30-3:45 pm from parking lot
Upper Elementary:	3:30-3:45 pm from parking lot
Junior High:	3:30-3:45 pm from cannon park
Playgroup II Child Care:	3:30-3:45 pm from parking lot
Playgroup I Child Care:	Pick up before 6:00 pm from Child Care
LE/UE/JH Child Care:	Pick up before 6:00 pm from Child Care
Team athletic practices:	Pick up by 5:30 pm or when specified

Parents will be assessed a \$25 late fee in addition to the occasional care fee starting one minute after the scheduled pick-up times.

When picking up a child from the Toddler, Children's House Playgroup, LE/UE/JH Child Care programs, parents must sign in at the front desk upon arrival, sign the child out of their program, and escort the child out of the building and off school grounds. The child must be with the parent at all times.

Promptly at 6:00 pm each night, our staff run regular safety checks in the building. In order to clear the building promptly for these checks, all children remaining in Child Care by 5:55 pm will be taken to the front desk with their belongings, ready to meet his or her parents to be signed out from the building.

Morning Drop-Off Procedure

- The Toddler Program opens at 6:45 am and toddlers may join us anytime after 6:45 am. When dropping off a toddler before 7:45 a.m. or after 8:05 a.m., parents must park, sign in at the front desk, escort their toddler to the classroom, sign the child in, and then sign themselves out at the front desk as they exit the building.
- For an additional fee, early morning Child Care is available starting at 6:45 am for academic students. When dropping off an academic student before 7:45 a.m. or after 8:05 a.m., parents using this service must park, sign in at the front desk, escort their children to the early morning classroom, sign their children in, and then sign themselves out at the front desk as they exit the building.
- Drop off for Children's House through Junior High begins at 7:45 am and ends promptly at 8:05 am. Except when parents have an appointment inside the school, students must be dropped off in the car line where they will be fully supervised from car to classroom. K3-3rd graders must be dropped off directly to staff at the front of the porch. 4th-8th graders may get out of their car anywhere along the sidewalk on the east side of the school building where staff can still see them. Younger siblings may not exit with older siblings.
 - Please note that students are never permitted to go to their classrooms or wait in the hallways before 7:45 am. If students are seen in the hallways, faculty members must stop what they are doing to escort them to the child care room, which reduces their preparation time.
 - Students must be on the back passenger side of the vehicle and exit directly onto the porch; parents must remain in their car for everyone's safety.
- Junior High students may go directly to their classroom beginning at 7:00 am if parents first escort them to the office to confirm that a faculty member is in the JH room to receive them. If there is no faculty member present in the JH room, students must proceed to the early morning Child Care room.
- After 8:05 am there is no adult supervision in our hallways, and *at no time may a child be left unattended in the school*. Any student arriving after 8:05am must be escorted by the parent into the school where the parent must sign in at the front desk, walk the child to his or her cubby to change shoes, and then accompany the child to the door of his or her classroom where the child will enter and make contact with an adult immediately. Parents do not enter classrooms during the school day.

Afternoon Pick-Up Procedures. To ensure our students' safety during dismissal, parents are not allowed to enter the school or stand on the patio between 3:10-3:40 pm.

- Pick-up takes place between 11:15-11:30 am for Children's House Half Day students and 3:30-3:45 pm for full-day students. Children's House Playgroup children being picked up at 3:45 pm will be in the pickup line with their teacher. We ask parents not to arrive at the pick-up line prior to 3:30 pm.
- During half-day pickup from 11:15-11:30 am, parents should form a single lane. Afternoon pickup from 3:30-3:45 pm starts as a single lane and then forms two lanes. Parents who arrive before 3:15 pm must maintain a single lane to allow full access to our parking lot. At 3:15, parents should begin to form two lanes in an effort to avoid congestion on Bluemound Road.
- To pick up a child without having to show identification, parents must display a MMS-issued car sign on the back of their passenger-side visor. If additional signs are needed for alternates, please contact the front office.
- Without a pick-up sign, the pick-up person must exit the line, park legally, and wait until after 3:45 pm to show identification and pick up the child directly from a staff member on the porch.
- When picking up a child after the pick-up time, parents must park legally and sign in at the front desk. Upon retrieving the child, parents must sign the child out.

Changes In Plans:

- If a change must be made to the regular dismissal plan, parents must write or email a note to the Front Desk by 9:00 am outlining the changes. *Parents* must notify the school as we are not able to process a

change in plans from students. Telephone calls will not be accepted except in the case of an emergency.

- Each parent must maintain a list of alternate pick-up people on My BackPack. If parents are unable to pick up their children, they must provide a note to the Front Desk *prior* to the pickup time and send one of the listed alternates. Before releasing the child, the faculty members will verify the alternate's driver's license. Parents are responsible for updating My BackPack with any changes to the approved pick-up list.
- In the rare case that a child must be picked up early, the parent should notify the front desk by 9:00 am and pick up the student by 3:00pm. Upon arrival, the student will be called down to the office. Please be aware that students are in lessons and it may take a few minutes. We expect all students to be in full-time attendance unless excused. The School reserves the right to request a doctor's note for any student who is absent all or part of three or more days.

Dismissal to Older Siblings

Parents may request that an Elementary student be dismissed to a sibling enrolled in the Junior High rather than the parent by completing the appropriate form. The request must state where the students will be going upon being dismissed from school. The students may not remain on school grounds. Any parent(s) requesting dismissal to an older sibling will be required to sign a waiver of liability agreeing that the parent and not the School is responsible for their children after they leave school grounds.

A parent may request that a student in the Junior High be dismissed from school absent the presence of a parent or older sibling by completing the appropriate form. The School reserves the right, in its sole discretion, to deny any such request and there is no appeal of that decision. At 4:00 p.m., if the student is still waiting off School grounds to be picked up, the student must return to School, check in at the front office, call their parent, and then report to the School's Childcare Program. Applicable occasional care fees will be due upon pickup. If a student returns to School because they have not been picked up on more than three (3) occasions the privilege of allowing the student to leave School grounds may be rescinded for up to the remainder of the school year within the sole discretion of the School.

Late Pick Up

In order to maintain the integrity of our program, and the well-being of our students, parents must pick up their children at the contracted dismissal or closing times. Parents who do not comply with this requirement will be subject to the following penalties:

- Each occurrence of a late pick-up, defined as a pick up anytime after the scheduled dismissal or closing time, *including one minute after that time*, will result in a \$25.00 late pick-up fee for the parents in addition to the Occasional Care charge.
- Parents who do not comply with the pick-up policy may lose their child's placement and enrollment in any and all school programs, including enrollment in the School during the academic year or, may not be offered the opportunity to enroll for the following school year, at the sole discretion of the School.

Parking

MMS Parking Lot

Cars may never be parked in the handicapped spots without proper authorization, in front of the School doorway or dumpster. In addition, there are reserved family parking spots that are to be used **exclusively** by members of those families. Individuals who do not follow the above procedure will be asked to move their car immediately and will be subject to a \$100 fine. For special instructions regarding individual parking spaces, please refer to the signs posted throughout the parking lot concerning parking restrictions and reservations. Please remember to drive slowly at all times while on School grounds, do not talk on your cell phones, do not leave children in the car, and never leave your car unattended with the engine running. Please note that certain marked parking spots cannot be used during drop-off and pick-up times.

St. Therese Church Parking Lot

Parents may never park in the St. Therese parking lot for any reason for any amount of time unless

MMS has rented the lot for a special event. Parents may not drop-off students in the St. Therese parking lot. The St. Therese parking lot is for the exclusive use of individuals utilizing the services of the church and therefore cannot be used by MMS visitors for any reason. There are times when MMS rents the parking lot from St. Therese during special events, in which case MMS visitors are permitted to park in the lot. In this case, parents will be notified that they may park in the church lot in the designated areas. Adhering to this policy ensures that we maintain a healthy and viable relationship with our church neighbors.

If you should park in the St. Therese lot without permission, the church will take down license plate numbers, photograph cars that are parked improperly, and fine the offender \$100 per car. The School hopes parents will take the necessary steps to avoid these penalties.

Attendance

The school day for extended day students is from 8:00 am - 3:45 pm. Attendance is taken in all classrooms. Please call the Front Office (414-259-0370 EXT 300) before 9:00 am each day your child will be absent. Milwaukee Montessori School adheres to State standards for attendance, and the Head of School will speak to families whose children have absences of any kind in excess of 20 days. Permanent student records will reflect attendance.

If a child is absent and no call is received by 9:00 am, the School will contact parents to notify of the unexcused absence. We will call the home phone number and leave a message if necessary and will send an email to the parent's primary email address.

Brightwheel is the software that MMS uses for attendance for early morning child care, after school child care, and club/teams. In order to check out your child(ren), parents are to provide their 4-digit code, individually assigned through Brightwheel. This process helps us to safely ensure each student is leaving our school with an approved adult. The 4-digit code is randomly assigned when you create your account, but you can log into your Brightwheel profile anytime to create your own. We strongly recommend this as it gives parents one less PIN to remember. Alternate pick-up people are required to see the appropriate teacher upon arrival to the school and show a photo ID. While Brightwheel does have fields to enter emergency/alternate pick-up contacts, health information, and give photo permission, this personal information is only to be collected through MyBackPack, since it is MMS' official data system.

Please note: MMS uses Brightwheel for the primary purpose of attendance and we may delete or refresh accounts each year. Though we sometimes use Brightwheel's photo functionality to update parents, we do not archive photos and we strongly encourage parents to download and save any photos they'd like to keep from within the Brightwheel app or web portal.

Tardy

Students are marked as tardy promptly at 8:05 am. Parents and/or guardians will receive a note on their child's report card listing the number of times a child was marked tardy. An excessive number or regular pattern of tardiness will be addressed by the classroom teacher to the parents in writing and/or in person.

Excused Absences

Under s. 118.15 (3), Wis. Stats. students are excused when a child is temporarily not in proper physical or mental condition to attend a school program but can be expected to return to a school program upon termination or abatement of the illness or condition. Children will be considered excused with the expressed permission of parents/guardians.

Building Usage

School-related meetings during or after school hours are arranged by and approved by school administrators. Only meetings that are previously cleared through the administrative staff are allowed. Meetings may be held after hours as long as an administrative or faculty staff member is present, and if the meeting does not conflict with the school schedule.

Business Office

The business office handles all matters regarding the financial affairs of the School including enrollment contracts and tuition and fee payments. For questions or concerns regarding these items, parents should contact the Business Office directly.

Tuition and Billing

Questions concerning billing should be directed to the business office. If a required payment will not be made on time, it is the responsibility of parents to speak directly with the business office. Payment schedules are outlined

fully in the student enrollment contracts. If tuition and fees are not paid, then a loss of enrollment may ensue.

Receipts for Services

By request, Milwaukee Montessori School provides monthly receipts for eligible services provided. Eligible childcare services include all: before and after school childcare, School Prep Week, Winter

Break, February Break, Spring Break, the Summer Program and other childcare only days. K3 and K4 Children's House will be included as Pre-K childcare. Eligible tuition for tax purposes includes K5 through 8th grade.

Flex Spending

Most flex spending accounts accept either your monthly invoice or a copy of your contract along with a proof of payment. If you have a plan that requires a signature from the School, please turn in the required form with your payment. The signed Flex Spending form will be returned to the front desk for you to pick up within 2 days. If neither of these methods works for you, you may [request monthly receipts](#).

Childcare Tax

Annual tax receipts are available for you to print from your online TADS Tuition account.

- Log on to www.tads.com, sign in using the login and password used when setting up your student's contract. Under the billing tab, the *Household Paid Tuition Tax Report* is on the right.
-

Alternately, monthly receipts are available by request from MMS.

- Complete and submit a [Monthly Services Receipts](#) Form at the start of the school year or calendar year. These receipts can be submitted to your flex spending provider, if you have one, or must be saved and submitted with your annual taxes. If you have any questions or concerns, contact [Pat Mehling](#).

WI Tuition Tax Credit

Annual tax receipts are available for you to print from your online TADS Tuition account.

- Log on to www.tads.com, sign in using the login and password used when setting up your student's contract. Under the billing tab, the *Household Paid Tuition Tax Report* is on the right.
- Milwaukee Montessori School provides receipts for K5 through 8th grade Montessori Programs along with the [Monthly Service Receipts](#).
- To begin receiving monthly receipts, please complete and submit a Monthly Service Receipts Form. These receipts can be submitted to your flex spending provider, if you have one, or must be saved and submitted with your yearly taxes. If you have any questions or concerns, contact [Pat Mehling](#).

Celebrations

The Montessori approach to celebrations, including birthdays, is educational, calm, and low-key. Some years, Children's House classes, with the help of many parents, host a Thanksgiving Feast before the holiday. The entire School may also gather for a concert before winter vacation and again in the spring. Observances of other holidays vary from classroom to classroom, and children are encouraged to share their religious and cultural traditions with their classmates.

Birthdays

To celebrate birthdays in the Children's House, we invite parents to join us for a very simple, brief ceremony where we sing about the earth going around the sun, once for each year of life. The children enjoy seeing pictures, *one for each year*, and hearing stories of their classmates as they grow.

This will be scheduled on your child's birthday or on the school day closest to the actual birthday. The celebration will begin at 8:15 a.m. and end no later than 8:30 a.m. The reasoning behind the brevity of our celebration is twofold. By keeping it short and simple, we are able to hold the attention of small children and avoid disruption to the work cycle of the classroom.

Guests are limited to parents only. Photos, if you choose to bring them, may only be hard copies. Please do not bring photo albums, framed photos or digital media of any kind. Signs, flyers, advertisements, birthday party invitations, and/or information about non-school sponsored events or parties may not be posted anywhere on School grounds.

Don't forget to teach your children their birthday, it is such an important day for them, and then plan to join us for this special celebration of life.

Cell Phone Policy

For safety reasons, cell phones may not be used on school grounds, especially in the parking lot.

Please be advised that students may have cell phones kept in their book bags but use on school grounds is prohibited. If a student needs to call a parent, they are permitted to use school phones. Parents or guardians who need to contact a student during the school day should contact the office to relay a message.

Child Care Program for Academic Students

Programs and Schedules

We know that all of our families must juggle family, work, and community commitments, and now more than ever, safe, enjoyable, age-appropriate activities are vital for students before and after the school day. The MMS Child Care Program offers a variety of choices to fit your family's needs. The tables below outline the options:

Program	Ages	Time	Dates	Registration
Early Morning Child Care	CH & Up	6:45 - 8:00 am	school year	Must be a chosen contract item.
Children's House Playgroup	CH students	11:30 am - 3:45 pm or 11:30 am - 6:00 pm	school year	Must be a chosen contract item.
LE Child Care	LE students	3:45 - 6:00 pm	school year	Must be a chosen contract item.
UE/JH Child Care	UE students	3:45 - 6:00 pm	school year	Must be a chosen contract item.
Occasional Care	CH & Up		school year	Must have a Child Care contract item and must complete an Occasional Care form with the front desk.

Vacation Child Care Program Schedule

Program	Ages	Time	Dates	Registration
School Preparation Week	CH & Up	6:45 am-6:00 pm	Week before school starts	Must be a chosen contract item. Late sign-ups may be requested in the office.
Fall Parent/Teacher Conferences	CH & Up	6:45 am-6:00 pm	Conference Week in October	Free for current students during your child's 30-minute conference. Conference days are included for children contracted for care on these particular weekdays.
Winter Break	CH & Up	6:45 am-6:00 pm	Christmas Week excepting Christmas Eve and Christmas Day	Sign-ups may be requested in the office.
Winter Recess	CH & Up	6:45 am-6 pm	Middle of February	Must be a chosen contract item. Late sign-ups may be requested in the office.
Spring Break	CH & Up	6:45 am-6:00 pm	The week following Easter	Must be a chosen contract item. Late sign-ups may be requested in the office.

Spring Parent/Teacher Conferences	CH & Up	6:45 am-6:00 pm	Conference Week in April	Free for current students during your child's 30-minute conference. Conference days are included for children contracted for care on these particular weekdays.
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*Vacation Child Care Program payment is due the day of service unless contracted.

Occasional Care

If an academic child is not enrolled in a child care program, he/she is able to utilize occasional Child Care that can be used for last-minute changes or emergencies no more than one time per week. **Children must be pre-registered for Occasional Care.** To arrange for Occasional Care, parents have 3 options: 1.) fill out the form from the website and send it in; 2.) call the front desk and our receptionist will fill in the form for you; or 3.) send an email to the front desk (mmsadmin@milwaukee-montessori.org) and our receptionist will fill out the form. After school Occasional Care is offered at \$20.00 per hour per child, and is billed to the next half hour; Early Morning Child Care (EMCC) is \$20.00 *per use* and is *not* billed to the nearest half hour. Payment is due at time of service. Please see the Receptionist at the front desk to make your payment either before or after you pick up your child from Occasional Care. Services used and not paid at the time of service will incur a \$3.00 late payment fee.

Though Occasional Care is available, parents must sign up for contracted Early Morning or After School Child Care if you will be using it on a regular basis. **If Occasional Care is needed more than once a week it must be contracted;** please see the Business Manager to add contracted Child Care to your child's enrollment contract.

Child Care During School Vacations

The daily rate, including School Preparation, Winter Recess, and Spring Break, is \$75 per day. Payment for Occasional Child Care is due at time of service and is payable at the front office. Services used and not paid for at the time of service will result in a \$3.00 late payment fee.

Child Care Communication

Our Director of Extra-Curricular Programs is available through the main office number, 414-259-0370, and non-emergency messages may be left on the general voicemail box #300. Regular office hours are Monday through Friday from 7:15 am-6:00 pm. If you have questions regarding Child Care or Toddler Programs, please call 414-259-0370 x150 or email cbrys@milwaukee-montessori.org.

Class Placement

The decision as to class placement is within the sole discretion of MMS faculty. Class placement is taken very seriously and a great deal of time and effort is dedicated to making this decision. Parents may not request specific placements for their children. If you have a question regarding your student's placement, please contact the Director of Admission at 414-259-0370 X106 or admissions@milwaukee-montessori.org.

Uniforms

At MMS, everyone is expected to dress simply and appropriately for school in clothes that are neat, clean, and in good condition. All students are expected to dress in a manner that will maximize their ability to enjoy all aspects of school and to make sure they are safe. No one in our community may wear torn or ripped clothing, or clothes with slogans that promote illegal or inappropriate behavior (i.e., drugs, sex, or racism). Underwear may never be showing. The skin may not be visible on the body between the area 3.5-inches below the collarbone and 4-inches above the knee for skirts and dresses, or for shorts, above the hemline. This includes not showing underwear or skin in this area of the body during the course of normal movement; i.e., when bending over, stretching tall or crouching down. Parents are responsible for ensuring that their children are dressed in an appropriate manner for school.

- Toddler Programs: Toddlers get messy when they have the freedom to explore and experiment. We use aprons or smocks for art activities; however, we do ask that you send your child

to school in clothing that affords artistic accidents, and which are loose enough to allow for full freedom of movement. Clothing should be clearly marked with your child's name. Please put all items in your child's cubby outside his or her classroom. If your child uses one set, then please replenish another immediately, so he or she always has an extra set of clothing available.

- Students in Children's House and Lower Elementary wear regular school clothing and sneakers for physical education. Please avoid dresses and other clothing inappropriate for physical activity on the child's gym days.
- Students in Upper Elementary and Junior High must have proper athletic attire to be allowed to participate in gym class. Please ensure that all students have clothing that is appropriate for physical activities.
- Any students participating in volleyball, basketball, and track are expected to wear the appropriate uniforms for games and meets. Uniforms are ordered prior to each season by coaches. Contact Julie Christensen at jchristensen@milwaukee-montessori.org for sizing and availability.

Shoe Policy

All MMS students go outside most days. Beginning with the first day of school, all children must have a pair of shoes for indoor use and another pair for outdoor use. Appropriate shoes for school include properly fitted plain sneakers or other soft casual shoes. Party shoes, Crocs, clogs, flip-flops or open-toed sandals are neither appropriate nor safe. All children need to be prepared to go outside every day. In the winter and spring, please supply outdoor boots and snow pants so that children can play outdoors in the snow or on wet fields.

ALL ITEMS MUST BE LABELED

Toddler	Children's House	Children's House Playgroup Child Care	Elementary 1st – 8th grades	LE/UE/JH Child Care
3 or more complete changes of seasonally appropriate clothing and shoes	4 pairs of underpants, 2 pairs of socks or tights, 1 shirt, 2 pairs of pants, 1 sweater or sweatshirt and shoes	2 or more complete changes of seasonally appropriate clothing and outdoor shoes	Sweater or sweatshirt, several pairs of extra socks and outdoor shoes	Sweater or sweatshirt, several pairs of extra socks and outdoor shoes

Communications

Contacting Parents

Every attempt is made to communicate with families in a timely and reliable fashion. Parents are expected to read all communications sent from the school because they contain important information regarding due dates, school events, and other related information. Please make sure to update My Backpack with contact phone number and primary e-mail address for the household.

- The Weekly Broadcast contains general announcements and calendar reminders. Weekly Broadcasts will be emailed to the primary e-mail address(es).
- The School also sends some announcements and invitations through the mail and email.
- The telephone is used in the event of a student illness, using the contact information provided in My Backpack.
- The School communicates via a broadcast messaging system, as well as through radio or television, in the event of snow days, other cancellations, or school-wide reminders.
- Email may be used by some faculty members for classroom announcements.

Contacting Students

If you need to contact your child while he or she is at school, please call the Front Office at (414) 259-0370 ext. 100. The appropriate action will be taken to either reach your child immediately or relay a message to him or her. Please do not call your child on a cell phone, as the use of cell phones is prohibited while on school grounds (see *Cell Phone Policy*).

Contacting Faculty

If parents have concerns about their child, they should first approach their child's teacher. Teachers not only work with your children in the classroom, but they also serve as your primary School contact. We ask that parents not attempt to have conversations with teachers during morning drop-off or afternoon pick-up. All faculty members are expected to be in their classrooms working on lessons with children by 7:45 am. Please let the teacher know by phone that you would like to speak with him or her and ask when you can call for a conversation. In most instances, the faculty member will speak to you on the same day. If you feel that your concerns are not addressed through contact with the teacher, you may bring your concern to the Head of School.

To Contact Toddler Program Faculty: To contact any specific members of the faculty in our Toddler Program rooms, it is best to call and leave a non-emergency message at extension 300. Toddler teachers check their messages throughout the day and return calls when they have a free moment to talk to parents. Should parents need to contact faculty before that time, it is best to call Catherine Brys at 414-259-0370 x 101 or cbrys@milwaukee-montessori.org.

To Contact Other Faculty Members: It is best to call the School and leave a message in the teachers' voice mail at extension 300. Please know however, that teachers have classes for the entire day and are not able to return calls until lunch breaks or at the end of the school day. In most cases, the faculty member will attempt to return your phone call on the same day.

Parents should never contact staff at home to discuss school issues. Faculty is expected to respond to parent concerns within 24 hours via previously outlined expectations discussed in this handbook.

Communication with Non-Contracted Parents

The non-contracted parent will be provided with information relative to his/her child's progress in school by way of progress reports and notices of teacher conferences. However, the School will not provide him/her with routine information that is not specifically related to his/her child's program such as newsletters, announcements of special events, etc.

Please be advised that the contracted parent is able to make restrictions on who is able to pick the child up from school. However, MMS cannot deny the non-contracted parent access to any school-wide event unless the contracted parent shows the School a court order saying the non-contracted parent has been denied physical access to the child.

Parent Comportment Policy

MMS believes that a positive and constructive working relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. Thus, MMS reserves the right to not continue the enrollment, or not re-enroll, a student if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Milwaukee Montessori School's accomplishment of its educational purposes. To avoid the spread of misinformation within the School community, parents are expected to address any concerns with School policies or practices directly to School administrators.

BULLYING

Milwaukee Montessori School strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school consistently and vigorously addresses bullying so that it is extinguished immediately and thereby prevents disruption to the learning environment and learning process.

Definition

“Bullying” is defined as deliberate verbal or nonverbal behavior which is intended to cause physical or emotional harm to another person, and which has a significant negative impact on the educational environment or other person’s physical, emotional, or psychological well-being.

Bullying is intentional, often involves an imbalance of power, and is typically behavior that is repeated over time. Bullying may be motivated by an actual or perceived characteristic, such as, but not limited to, age, national origin, race, ethnicity, religion, sex, sexual orientation, physical attributes, physical, mental, emotional or learning disability, or social or economic status.

Bullying behavior can be:

1. Physical (e.g. hitting, kicking, throwing objects at, or otherwise subjecting another person to unwanted physical contact);
2. Verbal (e.g. threatening or intimidating language, name-calling, or racist remarks); or
3. Indirect (e.g. spreading cruel rumors, social exclusion, or sending threatening or intimidating messages or pictures by mobile phone or using the Internet – also known as cyber bullying)

It is important to understand that bullying is a recurring and deliberate abuse of power. Accidental contact, arguments, differences of opinion, and isolated incidents likely do not rise to the level of bullying. Not all conflicts between students or groups of students may be categorized as bullying.

Prohibition

Bullying is prohibited on school property and/or school-sponsored events and activities. In addition, cyberbullying is prohibited regardless of whether it is done on school property or at a school-sponsored event or activity.

Complaint Procedures

School employees are required to report incidents of bullying that they witness. Third party witnesses (e.g., other students) are strongly encouraged to report such incidents.

If a student or a student's parent/guardian believes the student is being bullied, the student and/or parent/guardian should report the incident(s) to the classroom teacher for informal investigation and resolution. Reports of bullying/intimidation may be made verbally or in writing. Reports will be investigated promptly and will be kept confidential to the extent possible. Anonymous complaints will be investigated, to the extent possible, with the understanding that investigations of anonymous complaints may be hampered by the lack of information regarding the source of the complaint.

If the issue is not resolved by the teacher the parent/guardian may request a formal investigation by submitting a written complaint to the Head of School. The written complaint must describe the alleged bullying behavior (with dates) and explain why the complainant is not satisfied with the response of the teacher.

Upon receiving a written complaint, the Head of School or designee will promptly investigate the complaint. While the scope of the investigation will depend on the nature of the particular complaint, the investigation will typically include, but is not limited to, the following steps:

- Interviewing the alleged victim;
- Interviewing the alleged student(s) who may have engaged in bullying behaviors listed above;
- Interviewing potential third party witnesses (e.g., other students in the class);
- Interviewing the teacher who received the initial report, as well as other staff members with knowledge of the facts surrounding the complaint.

If the investigation determines the reported behavior constitutes bullying as defined by this Policy, the offender will be subject to discipline. Cyberbullying, regardless of where it originated, will be subject to the same discipline if the investigation determines that it had a significant negative impact on the educational environment or endangered the health or safety of another at school or under school supervision.

Within 30 school days of receiving the written complaint, the Head of School or designee will send a written response to the complainant. The written response will include a description of the findings and conclusions of the investigation, and, if appropriate and permitted by law, any action taken.

Retaliation

Retaliation against any individual who reports bullying or participates in a bullying investigation is prohibited. Any student who engages in such retaliation will be subject to discipline.

Non-Solicitation Policy for Parents

The non-solicitation policy prohibits parents from soliciting or marketing non-School or non-School-mission related services or products to other parents or faculty members while at school or through the use of parent information in My BackPack. Signs, flyers, advertisements, birthday party invitations, and/or information about non-school sponsored events or parties may not be posted anywhere on School grounds. Parents may also not solicit School staff members for non-school related social invitations, i.e. dating.

Child Abuse Reporting to the State of Wisconsin

Teachers, principals, and other School professionals are required by law to make a report to the Department of Children and Families (DCF) if they suspect that a child in school may have been abused or neglected.

- Child abuse is defined as: a child who has had physical injury(ies) inflicted upon him/her other than by accidental means, has injuries which are at variance with history given of them or is in a condition which is the result of maltreatment, such as, but not limited to sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.
- Child neglect is defined as a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being.

Exceptions

The School is not required to report a child who is not strapped into a car seat as this is not seen as an incident that requires mandatory reporting by the School. Teachers however, will remind parents that in accordance with s. 347.48 (4), Wis. Stats. that children less than one-year-old or who weigh less than 20 pounds should be properly restrained in a rear-facing child safety restraint system, positioned at a designated seating position in the back passenger seat of the vehicle. If the child is at least one year old and weighs at least 20 pounds but is less than 4 years old or weighs less than 40 pounds, the child should be restrained in a forward-facing child safety restraint system, positioned at a designated seating position in a back passenger seat of the vehicle. If the child is at least 4 years old but less than 8 years old, weighs at least 40 pounds but not more than 80 pounds and is not more than 57 inches in height, the child must be restrained in a child booster seat. If parents fail to utilize safety seats in the future, the school will document the parent's failure to comply with Wisconsin statute.

Policies and Guidelines

School rules are established to ensure the safety of those in the environment and are based on respect, trust, consistency, and age-appropriate accountability. Teachers work with the students to determine natural or logical consequences for infractions of the rules.

Milwaukee Montessori School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and at school-sponsored activities including while being transported to and from such activities. The School has the responsibility and right to manage and control the operations of the School and may adopt policies and procedures that are reasonable and bear a rational relationship to the creation of such an environment including policies and procedures for investigating complaints or concerns about a student related to any school matter received by the School. School Faculty and the School Administration have the authority, delegated by the School Board, to interview a student concerning any school-related concern or complaint without prior parental/guardian knowledge, consent or presence. This includes not only the student who is the subject of the concern or complaint, but other students who may have been involved in the underlying event(s) and students who may have witnessed the event(s). Parent(s)/guardian(s) will be notified as soon as practicable after the interview of the student.

Rules

Milwaukee Montessori School has five school-wide rules that all children learn and are expected to follow throughout their time in our School. All students review the rules on the first day of school with faculty members and learn them completely within the first week of school. These five rules are as follows:

1. A student may never harm materials or any School property.
2. A student may never touch another person with the intent to hurt, annoy, or harass or in any inappropriate manner.
3. A student may never run away from a faculty member, depart from a group or classroom, or leave School grounds without adult knowledge and permission.
4. A student may never refuse work or act defiantly.
5. A student may never use charged language or vulgarity.

If students fail to comply with the rules outlined by MMS, they will be subject to appropriate disciplinary sanctions.

Procedures

Procedures are defined as a set of guidelines that should be followed in order to complete a task. All students are taught School procedures, safety drills on the first day of school, and they continue to review, practice, and learn all of the procedures throughout the year. Procedures vary from level to level, but within levels, such as the Lower Elementary, most procedures are the same. Some examples of procedures in the classroom include how to enter the classroom in the morning, turn in homework, attend to lessons, respond to the bell, tidy the classroom before lunch, clean up before dismissal, and tidy the cubbies. Procedures in the school include how to walk in the hallway, use the bathroom, walk to the lunchroom or to specials, walk in line, and enter the playground. Parents interested in knowing the school-wide procedures can ask their child's teacher.

Upper Elementary Work Reminder Procedure

Assignments and follow up work enables your child to internalize the novel concepts presented to them each day. It is imperative that they complete these assignments on time and to the standards set by assessment rubrics (scoring guides). If the student does not hand in the appropriate assignment on time, they will be issued a work reminder. The student will fill out the work reminder at the lesson table and have the teacher initial it. They must then bring the slip home, get it signed, and initiate a discussion about how to be successful for upcoming assignments. If the student does not return the assignment the following day with the signed work reminder, an e-mail will be sent to the parents, and the student will be assigned an independent seat where they will stay until they return both the completed assignment and signed work reminder.

Programming

Toddler Program

Children between the ages of 18 months and 3 years may be enrolled in our Toddler Program. Students are encouraged to become independent in an environment that is safe, secure, and welcoming. The Toddler Program provides excellent preparation for our Children's House program. These programs are open Monday through Friday from 6:45 am-6:00 pm, and half days Monday through Friday from 6:45 am-11:15 am. This unique year-round program for children 18 months-3 years is open 51 weeks per year (closed during the annual shutdown in August and holidays), providing a high degree of service and flexibility. The Toddler Program provides more than custodial care and programming is presented by an enthusiastic and skilled staff. The curriculum includes art, music/rhythm, oral language development, oral receptive development, sand and water play, manipulatives for matching, sorting, grading, and naming, outdoor play, and lap cuddling. The children receive morning and afternoon snack; lunch is brought from home or may be enrolled in the lunch program. Because of the high demand, parents are encouraged to pursue admission to this program 6 months in advance of their desired starting date. Children are admitted on a year-round basis as openings occur.

Diapering and Toileting

Diapering and toileting are carried out according to the individual needs of each child. Diaper checks are done soon upon arrival and then every one to two hours thereafter, or as needed. Parents are warmly invited to use the changing area upon drop-off or at pick-up time. When a child shows signs of being ready for the toilet learning process, we ask that parents provide an ample supply of underwear, pants, socks, and an extra pair of shoes, and check and replenish them as needed. This replenishment of clothing is very important to the toilet-training process. Whether in diapers or underwear, all natural body functions are treated in a calm, matter-of-fact manner by our staff.

Parents are responsible for laundering their children's soiled clothing. If a child changes his/her clothes during the school day, the soiled clothing will be given to parents to bring home to wash. Please make sure that as clothing is used, replacements are brought to school. MMS will launder school owned items such as washcloths, bibs, etc. on a daily basis.

Naps

Children who are enrolled for a full day will have a nap period in the afternoon and should bring a labeled crib-sized blanket or a fitted crib sheet to school. The blankets must be taken home for washing on Friday and returned on Monday.

Outside Play

Toddlers, weather permitting, play outside both in the morning and in the afternoon. Any child who is present in School will be considered fit to engage in outdoor play. If a child is not well enough to play outdoors, then he or she should not come to school. Parents must provide their children with seasonally appropriate clothing.

Possessions

Please label *everything* that comes to School with your toddler such as a lunch box, diaper bag, coat, mittens, blankets, clothing, soft toys, and shoes. Leave toys, games, and other personal items at home, as toddlers have a tremendous capacity to be possessive and frantic about having their personal objects in a group setting. We do allow a child to use their special soft toy or cuddly for nap time, as well as other times in the day if the child shows a desire or need to hold on to something familiar.

Transitions

Children's House

Children's House is the first academic MMS program and serves children during their preschool and kindergarten years. Children's House is for children between the ages of 3-5 years at the start of the academic year. Children begin on a half day basis. Once they have the requisite skill set to stay occupied with academic tasks for a full day and no longer require a nap, they are transitioned to the extended day program. The transition from half day to extended day is made solely on the professional judgment of the Children's House faculty.

MMS policy states that a child must be 6 before enrolling in Lower Elementary, 1st Grade. If a child does not turn 6 before the academic year begins he or she will not be permitted to begin the 1st Grade.

Phasing-In

"Phasing-in" is a process designed to help new Children's House students separate gradually from the parent or caregiver as they begin their first school experience. Our phase-in period ensures that each new student will receive special attention on the first day of school. The phase-in schedule is sent before the start of school. Patience with your child's adjustment is important to his/her long-term happiness at school. Children will be guided to leave their parents as soon as is appropriate. When that time comes, we ask that you leave quickly with something brief and reassuring, such as: "I know you'll have a great day." Parents who linger add to the child's stress, especially if they are seen in the halls. Be reassured that your child will be treated with sensitivity and warmth. The child will stay with the teacher until he/she is ready to join the group or work in the class.

Field Trips

As a part of the 2018/19 school contracts, parents will be required to give permission for their student(s) to participate in Milwaukee Montessori School activities including field trips, with exception to overnight or multi-day trips. This is for academic students only, toddlers don't go on field trips. Please refer to your enrollment contract for the full breadth of this policy.

Classroom teachers arrange field trips. Information and directions to submit additional paperwork will be emailed home before each outing. Parents must submit permission for larger field trips and payment no later than 12 pm (noon) on the day prior to the trip. Students need to bring any requested additional materials, such as a bag lunch or trip-appropriate attire to school on the trip day. Permission and payment must be submitted on time. Children will not be permitted to attend any overnight field trip without the receipt of the online permission form (or alternate printed form) and appropriate payment by the due date and time. We will not accept phone calls from parents in lieu of the online permission form (or alternate printed form). Students in the Toddler Programs are not taken off School grounds.

Even with expressed parental permission, MMS has the right not to take a child with his/her class on a class field trip. Any questions regarding a field trip or your child's ability to participate should be discussed with your child's teacher.

Food Policy

Food preparation, eating enjoyment, and clean-up are skills that every child should have positive experiences with daily. Every Montessori school views meals and snack time as learning opportunities. We strive for the healthiest and safest environment possible. Therefore we ask that you send:

- No artificial sweeteners (this includes NutraSweet®).
- No frozen food that must be prepared by teachers.
- Juices and fruit snacks that are made with 100% fruit juice.
- For Toddlers: No choking hazard foods like whole grapes, whole cherry tomatoes, whole cherries (even pitted) and hot dogs must be cut into safely chewable pieces.
- Below the first grade: **No peanuts, peanut products, or nuts of any kind for children.**
- Playgroup Child Care Program: No food that must be heated by teachers.
- Popcorn and whole-grain snack chips/crackers (such as "Sun Chips") are acceptable.

Low-Sugar, Low-Salt Policy

Obesity occurs when a child eats more calories than the body burns up. Although certain medical disorders can cause obesity, less than 1% of all obesity is caused by physical problems. Obesity in childhood and adolescence can be related to poor eating habits, overeating, and lack of exercise. With fully 1/3 of children under the age of 18 considered obese, the Academy of Pediatrics has proposed a number of approaches to help reduce the growing epidemic of obesity among American toddlers, children, and teens. It has also proposed that families should be educated to understand the important impact they have on their children's development of lifelong habits of nutritious eating and regular physical activity. Dietary practices should encourage moderate eating rather than over-consumption and rather than trying to control children's eating practices, parents should encourage healthful choices; for example, nutritious snacks can include vegetables and fruit, low-fat dairy foods, and whole grains, as mentioned in proposals put forward by the American Academy of Pediatrics. At MMS, we recognize that students are with us for the majority of their waking hours and that educating students to be successful well beyond academics is critical for an adult life characterized by good health and effective daily habits.

With that philosophy in mind, MMS has a low-sugar, low-salt policy, which includes food packed for lunches or brought from home to share for a snack. Dessert-like foods, sweets, and treats should be saved for home enjoyment. We have found that elimination of these foods at School creates a healthier and more pleasant learning environment. These are some of our reasons for this policy:

- By learning about healthy foods and modeling positive, healthy eating habits, we hope to promote a foundation that will become a lifetime of good eating practices.
- Avoiding foods high in sugar, high-fructose corn syrup and excessive salt preserves a healthy appetite for foods from the necessary food groups: protein, fruits, and vegetables, grains and milk.
- Healthy teeth and gums are promoted.

Children should bring fruits, vegetables, whole grain sandwiches, yogurt (without chocolate, candy, or sprinkle additives), hard-boiled, unpeeled eggs, cheese, etc. Items that are not acceptable for consumption at school will be sent home in your child's lunchbox. Because so many foods today combine the promise of nutrition along with excessive sugar, please refrain from sending questionable items.

Toddler Program

Toddlers normally have days when they do not eat much at all. Studies have shown that if given a wide range of healthy foods, a toddler will naturally choose a balanced diet. One day a toddler might eat only fruit, another day only grains, and another vegetable; but in total, these foods will contribute to proper balance and health. We recommend that parents keep trying new foods; toddlers will eventually try something if it is presented often enough. As stated above, foods that present a choking hazard, i.e., whole grapes, whole cherry tomatoes, whole pitted cherries, and hot dogs rounds, etc. are not allowed unless they are cut into safely chewable pieces.

Children's House Morning Snack

Children's House Morning Snack

MMS will provide fresh fruit in each classroom for the Children's House morning snack.

Lunch

Lunch/Milk

MMS offers a lunch program for students in Children's House through the Junior High in the School. There are three options for lunch enrollment. Parents can sign their children up for the lunch plan for half years, and this is done twice a year, in August and again in January. Parents may also sign students up for lunch on their enrollment contracts or on the enrollment form sent in the back-to-school packet. Lastly, parents may add or drop the Lunch Program at any time during the school year, but the plan will become effective the first of the following month. For example, if a student signs up for lunch October 13th, he/she will not be able to receive lunch until November 1st. Please note that the price of lunch already takes into consideration the days that children will be out for field trips. There will be no refunds or credits for missed lunches. Milk and a full salad bar are included in the price of lunch for those enrolled in the lunch program. Students may choose 2% or skim milk.

Bag Lunch

If your child would like to pack his or her own lunch, we suggest foods from each food group such as bread, dairy, fruit, vegetables, and protein. Parents should supervise and assist as necessary. Keep in mind that your child will be taught to repack his or her own lunch box (except for items in disposable containers that may spill such as yogurt and applesauce). In this way, you may monitor your child's diet and what your child is consuming every day.

Microwaves

Microwaves are not accessible to students.

Forms

All School forms, including those pertaining to the School's online database, My BackPack, and all medical forms, including the Student Immunization Record form and Physician Form, must be completed and sent to the School as indicated below. *Children may not attend school until the required forms are on file.* Emergency contacts must be listed in My BackPack in the event that the parents cannot be reached.

Parents are responsible for making changes to their family and/or student information in My BackPack.

The School assumes that all information on required forms is at all times accurate and agreed upon by both parents of each student. The School is not responsible for contacting a student's parent in the event that the student's other parent makes changes to the information contained on the forms.

Forms will be sent to parents electronically to the e-mail address notated as the primary e-mail. Instructions will be provided in that e-mail regarding how to return the forms to the School. *Your child will not be able to attend class until family and student information has been submitted in My BackPack.*

FORM

DUE DATE

<i>FORM</i>	<i>DUE DATE</i>
Family & Student Information in My BackPack	Prior to the first day of school
Confirmation of Sick Policy, required	Prior to the first day of school
Physician Form, if required	Prior to the first day of school, or exam date noted
Student Immunization, if required	Prior to the first day of school, or exam date noted
Varicella Questionnaire, if required	Prior to the first day of school, or exam date noted
Monthly Receipt Request, optional	Prior to the first day of school
Transportation Form	Prior to the first day of school
Lunch & Milk Order Form, optional	Due date as noted on the form
Acceptable Use Policy, LE, UE, and JH students	Prior to the first day of school
Sports Participation Consent Form, LE, UE, and JH students	Prior to participation in after school sports
Multi Media Release Form	Prior to the first day of school

Graduation

MMS is known for a ceremony based on simplicity, recognition of the individual, brevity, and joy. Students should wear appropriate attire.

Health, Medication, and First Aid Policy

Illness

Milwaukee Montessori School does not offer care for sick children. Any contagious health condition is cause for exclusion from the program. Children present in school will be assumed to be fit and able to participate in all regular school activities, including outside play. Students who are sent home during the school day for illness may not return to school the following day. In the event of an illness that requires exclusion from school, parents are asked to report absences to the office or the child's teacher. Notification is only required on the first day of an extended absence.

Your child may not come to school if he/she has any of the following:

- Has been sent home by the School due to illness the previous day
- Has or has had a fever (100 degrees or greater) within the past 24 hours
- A rash of unknown origin
- Vomiting
- Earache
- Diarrhea
- Bacterial Conjunctivitis (colored discharge from eye)
- Shows signs of any bodily fluid that is not clear

- Visible head lice or nits (if a child has been sent home for lice/nits, we don't require that he/she be out of school for the whole day. As long as a treatment has been done, students are allowed to check-in with the office and return to class if they are found to be nit/lice free post treatment.)

Please also note the following:

- Students need to have a medical release to return to class upon recovery from any illness listed on the Wisconsin Communicable Diseases and Other Notifiable Conditions list. This includes the following conditions: streptococcal or staphylococcal infections, measles, infectious hepatitis, or mononucleosis. For a full list, visit <https://www.dhs.wisconsin.gov/disease/diseasereporting.htm>.
- Any student diagnosed with head lice must be treated and "nit-free" in order to return to class. Students are asked to come to the Front Office for a final head check before returning to activities with other children.
- If antibiotics are prescribed, Children must have had 24 hours of antibiotics *and* be symptom-free before returning to class.

Sunscreen Application – During Summer Program

- Milwaukee Montessori School will supply water resistant sunscreen. If your child needs a specific brand of sunscreen, please supply it to your child's teacher and include this in the child's Health, Medication and Dietary Restrictions form during the MyBackPack registration.
- Always apply sunscreen before going outside. If outside for more than two hours, you must reapply.
- Apply sunscreen before leaving for the pool and again midday.
- Make sure to apply special sunscreen for children that have it.

Conditions for the School to Administering Prescription Medication to Students

No medications will be administered by School personnel unless the following conditions are met:

1. The prescribing physician must provide written instructions to include the student's name, the medication, the reason for the medication, the dosage, the time/circumstances for administration, the anticipated number of days the medication will be administered at School, possible side effects, the prescribing physician's signature and the signature of the student's parent/guardian. This information must be provided on the appropriate MMS school form.
2. If the physician has noted on the 'Authorization to Administer Prescription Medication' form that a medication is to be administered 'as needed,' a separate form must be completed by the parent for each instance.
3. Any request for a change in the prescription medication dosage or time of administration must be made in writing and signed by the parent/guardian and the prescribing physician.
4. Written consent for the administration of prescription medication must be made on an annual basis.
5. All prescription medications must be in the original pharmacy container with the current pharmacy label.

A designated staff member will be responsible for administering medications to students who require medication on a field trip or at a time when the student is engaged in a School activity outside of the building.

When the duration of time a child is to have taken a medication is complete, or the medication is out of date, or at the end of the school year, the parent/guardian will be advised to pick up the medication by a specific date. If a child has outdated medication at school, the child will be sent home. The notice to parents should also inform them that any medication not picked up by the date indicated will be destroyed in a manner consistent with local health policy. Unused or outdated medications will not be sent home with the child. It is the parent's/guardian's responsibility to insure that refills are provided to School personnel as needed.

A set of medication must be provided to each of the programs that the child is enrolled in plus an additional set for the office. For example, if a child is enrolled in Lower Elementary but also receives Child Care, both programs and the office must receive a set of medication. While this may be a burden for some families given health insurance restrictions, it is imperative that all families comply with this requirement.

School personnel will not dispense medications or substances that are not regulated by the Food and Drug Administration such as herbal or homeopathic remedies. For any medication that is not covered by this policy, such as over-the-counter drugs, parents/guardians may come to School and administer medication to their child.

Conditions for a student to Self-Administer Asthma Medication

Students from grades four to eight may carry and self-administer asthma inhalers under the supervision of School personnel. Parental consent and the authorization for the use of this medication along with written instructions must be obtained from the prescribing health care provider and must be provided to the School. Students who carry and self-administer this prescription medication must have the medication correctly labeled with their name, the name of the drug and the directions for use. Parents must provide a backup inhaler to School personnel, who will store the additional inhaler in the office.

First Aid

Staff members will administer basic first aid for minor bumps, scrapes, cuts, and bruises. A written record of the known circumstances of the injury and of the medical attention given shall be noted on an accident report. MMS faculty will give a copy of this report to parents. In the event of a more serious injury, the parent/guardian shall be contacted immediately to arrange a trip to the hospital or physician. In the unlikely event of a life-threatening situation, emergency first aid will be administered, 911 will be called, and the parents will be contacted immediately. If there is a serious injury to the head, young children will not be allowed to nap at school. Any injuries to or reports of pain in the arms and legs will result in those injuries being treated as broken bones.

Holidays and School Closings

Snow Days

Typically, Milwaukee Montessori School closes in conjunction with the Milwaukee Public Schools. This means that our entire school will be closed including Administration, Montessori, Child Care Programs, and Toddler Programs as well as all parent meetings and before/after school programs (clubs and teams). MMS uses a system called Blackboard Connect. The Blackboard Connect system gives the child's parents a phone call and sends an email alerting them that school has been canceled due to bad weather. As a result, it is imperative that parents maintain accurate information in My Backpack. In order to ensure the safety of all our students and families, many of whom travel to school from great distances, MMS administration may, at times, close school even though Milwaukee Public Schools remain open. In addition to a phone call home, MMS will list school closings on radio and television transmissions. Please tune into television channels 4, 6, 12 or 58 or radio stations WTMJ or WKTI.

Delayed Openings

Milwaukee Montessori School may also open late in conjunction with the Milwaukee Public Schools. Parents will receive a phone call and an email through the Blackboard Connect process and can check for a list of delayed openings on television channels 4, 6, 12 or 58 or radio stations WTMJ or WKTI.

Emergency Early Closings

When weather conditions are questionable or severe, the school will issue plans via a Blackboard Connect. In emergencies, the messages will be sent to your home, work and cell phones. Please be prepared to be on standby or to have someone else listening to your local radio and television stations for early school closing updates. Also, you may call MMS after 10:30 am for information. By that time, an early closing decision is likely to have been made.

Other Closings

In the event of an unforeseen emergency such as a power outage or other circumstances that may present a health or safety risk to students or staff, the school will issue plans via a broadcast phone messaging system. In emergencies, the messages will be sent to your home, work and cell phones.

Lost and Found

We encourage students to keep track of their own personal items all of which should be labeled. Items such as children's clothing and backpacks found in the halls or on school grounds are put in the lost and found cabinet where their owners must retrieve them. On the last Friday of every month, lost and found items will be donated to a local shelter.

Parent/Teacher Conferences

Conferences are scheduled twice each year for all students. Dates for Parent/Teacher conferences are pre-arranged by the School. All parents are expected to participate in parent/teacher conferences for the purpose of better understanding their child's education and evaluating their children's skill sets. At the Children's House and Lower Elementary levels, children are not included in the conference. Upper Elementary and Junior High students may be asked to participate in their conferences as a means of developing their self-evaluation skills. Child Care for MMS siblings currently enrolled at the School will be available during parent conferences. Please make other childcare arrangements for non-MMS siblings.

Please remember that conferences serve not only to keep parents informed of their child's progress, but also to keep teachers abreast of family changes or parent concerns. All conferences are confidential between the School and parent. Remember to let us know of any temporary changes to the child's life that may affect his or her enjoyment or performance at School.

Tips for Successful Parent-Teacher Conferences

1. Be on time for conferences and respect the time limits.
2. Be honest with teachers and make your concerns known.
3. Show appreciation for teachers.
4. Ask in advance who will attend, so you are not surprised.
5. Reflect on your child before the conference and try to prepare specific questions to ask.
6. Don't bring your child, or other children, to the conference except if your child is in Upper Elementary or Junior High.
7. Keep in mind that much of the information you have about your child's experience at school probably came from your child's perspective.
8. Try to be open-minded: listen first, reflect, and then act.
9. Discuss the issues rather than the teachers.
10. It is okay to feel defensive on behalf of your child but act as an advocate, not as an excuse-maker.
11. Try not to put the teacher, or child, in the middle of a family conflict.
12. Ask for specific suggestions.
13. Remember that we are all on the same side.

(Developed by the faculty of the Bancroft School, Worcester, MA *Independent School*, Spring 1996)

Re-Enrollment

Current families who are going to be offered a contract for the coming school year will be offered the opportunity to re-enroll their children before new families are accepted. Enrollment contracts are sent out at the beginning of February and are due back, with the non-refundable enrollment fee, within three weeks. Re-enrollment contracts are sent to the parent(s) specified as the main contact for the student. In two household families, both parents must sign the enrollment contract in order for it to be validated. Many new families are eager to have their children attend our School, and we must notify them of our decision in a timely fashion. Therefore, we remind all parents that contracts need to be in by the deadline or they may lose their spot in the program. MMS follows the same re-enrollment and admissions calendar as other independent schools.

Student Assessments

Reports

Student reports are issued to parents twice a year: in December, and at the completion of the School year in June. Parents are welcome to schedule appointments with faculty to discuss their child's reports at any time. Milwaukee Montessori School will not augment or delete information from a student's report card once it has been issued to parents. In some cases, at a parent or educator's request, a written response to the student report by a parent, counselor, physical or speech therapist, child's physician, or teacher will be included as an addendum to a written report. Any such addenda will be added to the student's record.

Assessment / Standardized Testing

In October of each year, we administer a standardized test to all students in grades three to eight. We use test scores to inform instruction, and if necessary, to strengthen and refine skills, or add emphasis to areas that we deem important to academic success. We use the MAP Test, a difficult test that is administered only by the highest performing schools in the country. Tests are generally very small samples of behavior that we use to make estimates of a student's mastery of very large domains of knowledge and skill. Although standardized test scores describe some of what students can do, they certainly do not describe all they can do. Thus we look at multiple sources of information as we plan instruction for your child. Faculty works individually with students, providing challenging lessons that inspire students to push themselves, work hard, and work well with others to reach a common goal.

The purpose of testing at Milwaukee Montessori School is to:

- Gain information that will assist program assessment.
- Gain information that will assist in the development of the students' daily work schedule during the academic year.
- Provide a standardized profile of a student's mathematical and verbal skills.
- Provide students with the experience of taking standardized tests.

Standardized test results will be included in the student's official school records beginning in the 3rd grade. These records include annual progress reports, medical records, and teacher and school recommendations requested by receiving schools.

When test results become available, parents may obtain them directly from teachers. Parents may at any time meet with the teacher to discuss the test results in relation to the teacher's daily observations and other measurements, which form our total assessment of the child's growth and performance.

Technology

Pictures

For the safety of MMS students, parents should not post pictures of MMS students that are not their own children on the Internet.

Student Technology Usage

Students and parents of students in Lower Elementary, Upper Elementary, and Junior High will be expected to sign the *Acceptable Use Policy* before being allowed to use any form of technology within the school. Students are expected to engage in appropriate and ethical uses of technology. Failure to do so can result in loss of technical privileges for the remainder of the school year.

Required Technology

MMS began its one-to-one technology program for students in grades 4 - 8 in 2006. Beginning in Upper Elementary, students are required to have the working computer, charger, battery, stylus, headphones, and a bag designed to carry a laptop-style computer EACH DAY at school. In the event that required technology is forgotten or broken, students may make use of loaned equipment issued by the school on a temporary basis until a purchase is made to replace the equipment. It is generally expected that a purchase will be made within 10 school days.

The make and model of the required computer are determined by the school and must be purchased through the school. Parents of 3rd-grade students will receive a purchase agreement in the spring that offers several purchasing and leasing options from which to choose. Every effort is made to issue new computers to 3rd-grade students prior to the dismissal of school for the summer to allow students plenty of time to become familiar with the new technology. Each child and at least one parent must attend an orientation session and sign the *Acceptable Use Policy* prior to being issued a new computer.

Toys & Treasures

Toddler Program and Children's House Playgroup children may bring a stuffed animal or blanket in the first few days of transition to help ease the separation process, but once children are acclimated, it is important to have children keep blankets and toys in their cubbies before they enter the classroom. In all other cases, the MMS staff asks that you discourage students from bringing toys of any sort to School. On occasion, a child may wish to bring in a souvenir from a trip, a book, a nature object to share with the class, or a soccer ball for recess. Use your judgment or talk with the teacher in advance. The School cannot be responsible for lost or damaged toys that children bring into the School.

Traditions

Grandparents', Mothers', and Fathers' Visitation Days

The School calendar has three special visitation days each year: Grandparents' Day, Mothers' Day, and Fathers' Day. These special visit days give our Montessori students a chance to share their classroom life with their special grown-ups, while also giving the grown-ups an opportunity to see children in their independent world beyond the home. These days are specifically designed for each set of special visitors; therefore if Grandparents cannot attend, Mom and Dad may not attend in their place. There is generally an early dismissal following special visit days. So as not to disrupt their day, Toddler Program children do not participate in any of these visitation days.

Future Forecast

Future Forecast is a program designed for parents to experience what comes next in their children's educational life at MMS. On this day, This two-hour event, which replaces Lunch and Lessons, allows you to meet with teachers in the academic program and see the ongoing benefits of a Milwaukee Montessori School education.

Transcripts

Requests for transcripts and teacher recommendations must be made to the School office. Teachers are not permitted to complete recommendation forms until they have been requested to do so by the Head of School. Transcripts are available within 5 days of the request.

Visitors

All visitors to the building, including parents, must report to the front desk, sign in, and obtain a visitor pass, which must be worn in full view at all times. Adults in the building without a visitor pass will be escorted to the office.

Visitors may use the stairwell entrance at the south end of the building on regular academic days from 7:45am-8:05am when staff are present and supervising our hallways. At all other times, visitors must use the west ramp entrance.

Volunteering

Like most other independent schools and not-for-profit organizations, MMS depends on generous gifts of the three "Ts": Time, Talent, and Treasure from parents, grandparents, alumni, and friends. We are fortunate in this country to enjoy the privilege of establishing private schools, hospitals, libraries, symphony orchestras, museums, and the like. Volunteerism and voluntary support of not-for-profit institutions are a unique part of the American heritage. Milwaukee Montessori School depends on voluntary participation in many forms to ensure the health and continued strength of our School.

Many parents volunteer their time on a regular basis through the Parent Association (PA). The PA works with the Head of School to support and enhance the School in many ways throughout the year. While specific activities may vary from year to year, the PA takes responsibility for hospitality during special events, sponsors parent workshops and cultural enrichment activities, maintains MMS traditions, and runs both fundraising and FUNraising activities each year.

Some parents prefer to take on special projects for the School such as gardening, helping with

publications or making classroom materials. Still, others find that they can best use their time and talent in serving on Board committees or working as an Annual Fund volunteer. There is plenty of work for everyone, and it takes active participation by all parents to make our School the community that it is. Nevertheless, the School recognizes that not everyone can give the same amount of time. For this reason, a variety of opportunities to serve are available and are announced from time to time during the year. Parents are encouraged to participate in at least one service project each year.

MMS Fund

In addition to gifts of time and talent, MMS also depends on voluntary financial support. Volunteers are integral to the MMS Fund and work directly with the School Administration to contact parents and encourage each family to consider a gift to the School. All families are urged to give: 100% participation is the goal. The financial generosity of many parents throughout our history has built the School our children enjoy today. The MMS Fund makes it possible for each family to be stewards of that legacy.

The annual MMS Fund drive kicks off in the fall with a written request that each family make a financial contribution to the school beyond regular tuition fees. Since the total goal for this drive is included in the budget each year for capital and curricular improvements, all families are asked to contribute at a level appropriate for them. MMS is a 501(c) 3 non-profit organization, and these contributions are 100% tax-deductible to the full extent allowed by law. All gifts, regardless of size, are appreciated. In addition to current parents, we also ask alumni, past and present staff members, grandparents, foundations, and businesses to support the Annual Fund.

Weapons Policy

No weapons of any kind may be brought into the School building or on the grounds of the School. A weapon is considered any device or instrumentality which, in the manner, it is used or intended to be used, is calculated or likely to produce bodily harm, and includes, but is not limited to firearms, knives, swords, tasers, slingshots, brass knuckles, nunchucks, etc.

Website

The school's website contains useful information about the School for the general public and information available only to those in our school community. There is a school calendar listed under Parent Resources on the homepage. All school forms and PDF's can be accessed either through the MMS Portal or My Backpack on the website. E-mail addresses of teachers and administrators can be found under the Faculty & Staff section of the website. We hope that members of our school community will increasingly use the website as a convenient and paperless way to communicate with the school.

SECTION IV - ROLES & ORGANIZATIONS

The Role of the Board of Trustees

1. The Board is an old institution designed to implement a particular educational vision through time.
2. The Board plans for the future and makes sure that what happens within the school corresponds to the founding vision – as adapted to today’s circumstances.
3. The Board does not hear complaints, set curriculum, hire or supervise faculty or administrators (other than the Head), determine the salaries of the Head’s employees, or in any way intervene in the daily operation of the school.
4. Trustees are wise members of the school and the greater community who have specific and needed expertise that they can bring to bear upon general deliberations of policy and planning.
5. Trustees, in short, are not formal, elected representatives of the school’s constituencies, charged with communication and defending their points of view.

(Reprinted from *Independent School Management, Inc.*)

The Role of the Head of School

1. The Head is the Board’s sole employee, hired to implement the school’s founding vision and mission.
2. The Board does not overturn the Head’s daily decisions.
3. The Head hires, supervises, sets the salaries of, and dismisses (as necessary), all school employees.
4. The Head is responsible for preparation and delivery of a curriculum that implements the school’s founding vision.
5. The Head, along with key faculty and the Director of Admission, verifies that the student body is appropriate to the curriculum and overall program.
6. The Head, working with the Business Manager, prepares and oversees the school’s budget and sees that the plant and facilities further the program.
7. The Head, working with the Director of Advancement, oversees the school’s fundraising activities, the most important of which is the Annual Fund.
8. The Head is the school’s formal ambassador to the outside world.

(Reprinted from *Independent School Management, Inc.*)

Corporation Meetings (All-School Meetings)

Milwaukee Montessori School sets aside time every fall and spring for the Board to report to the Parent Body on the state of the School. This is highly informative, interesting, and fulfills our responsibility to maintain our non-profit corporate status.

Parent Association (PA)

1. The Parent Association exists to further the School's vision, through volunteer work within the School, fundraising, education, and special events.
2. The Parent Association is not a public school PTA charged with "defending parents' rights." It serves through support.

(Reprinted from *Independent School Management, Inc.*)

All MMS families are automatically members of the Parent Association (PA). Our parents have traditionally participated enthusiastically and with great dedication in their support of MMS. They give generously of their time and talent in a variety of ways. Many activities are organized through the PA, such as the Book Fair and the annual Spaghetti Dinner. The Parent Association works in conjunction with the administration of the School. Should the Board of Directors determine in its sole discretion that the PA has acted in a manner inconsistent with its purposes of support and furthering the School's mission, the Board of Trustees may disband the PA. Notice of the disbandment of the PA shall be provided in writing to the President of the PA.

Milwaukee Montessori School - Administration

Monica Van Aken, Ed.D.	Head of School	mvanaken@milwaukee-montessori.org
Debbie Mather	Business Manager	dmather@milwaukee-montessori.org
Cheryl Kelly	Director of Admission	ckelly@milwaukee-montessori.org
Catherine Brys	Director of Child Care & Extra-curricular Programs	cbrys@milwaukee-montessori.org
Julie Christensen	Director of Co-curricular Programs	jchristensen@milwaukee-montessori.org
Stephanie Ziemke	Director of Institutional Advancement	sziemke@milwaukee-montessori.org
Anne May Brown	Director of Marketing & Communications	abrown@milwaukee-montessori.org
Alesa Weiss	Director of Development	aweiss@milwaukee-montessori.org

Milwaukee Montessori School - Board of Trustees 2018-2019 School Year

Kate Lewis
President, Development Committee

David Swanson
Trustee, Finance Committee

Kathleen O'Brien
Vice President, Evaluation, Prof. Development

Joseph Thomae
Trustee, Facilities Committee

Mya Rao Hughes
Secretary, Development Committee

Amit Verma
Trustee, Development Committee

Rob deJong
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Christina Berger
Trustee, Development Committee

Monica Van Aken, Ed.D.
Head of School

Julie Ledger
Trustee, Facilities Committee