



**MILWAUKEE
PUBLIC SCHOOLS**

**Family–School Manual
2022–23 School Year**

**2418 North Maryland Avenue
Milwaukee, WI 53211**

Phone: 414-906-4800

Fax: 414-906-4815

268@milwaukee.k12.wi.us

Mr. Joe DiCarlo
Principal
Principal

This manual is updated annually. You will find the most recent version on the
Maryland Avenue Montessori website at www.mpsmke.com/maryland

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SECTION 1: INTRODUCTION

Welcome to Milwaukee Public Schools

From the Principal

Parents and families play a vital role in our Maryland Avenue Montessori School community. This Family-School Handbook is a quick source of information for you to use throughout the school year. Please take a few minutes to look through the book and then keep it in a handy place for future reference.

While we all navigate the challenges of our continuing reality with COVID-19, our first priority at school is always the safety of the students, staff and community. I, along with our school staff, will be diligent in maintaining a safe environment for your children, while providing them with a nurturing and high-quality Montessori education in the best way possible. I appreciate all families' efforts and collaboration in helping to support a safe and nurturing school community.

Weekly email updates on school happenings are provided through our "Weekly E" our electronic newsletter. Subscribe to the "Weekly E" and manage your preferences here → [SUBSCRIBE](#). You may view past editions here: [Weekly E archive](#). Please also visit the school website at <http://www.mpsmke.com/maryland> which is the central location for school communications, including the weekly email information, general school information and calendar events / links.

Our goal at Maryland Avenue Montessori School is to provide a safe, high-quality Montessori education for your child within a caring, peaceful and supportive environment. Your involvement in your child's education helps create a strong collaborative approach to enhance their potential for growth and success in learning within all aspects of their development. We look forward to working together with you to support your child's overall developmental process.

Peace,

Joe DiCarlo and the Maryland Avenue Montessori Staff

School Mission, Vision, and Goals

Vision:

We envision that Maryland Avenue Montessori staff, students, and families cultivate a positive and peaceful culturally responsive Montessori school culture within the school building and virtual community. We will utilize school-based and technological resources for all members of our school community to ensure that all students show growth toward and beyond proficiency in the common core state standards, become prepared for success in higher education, post-educational opportunities, work and culturally responsive citizenship. We support and incorporate all individual students in their life journey as they strive to reach their natural potential through the use of the Montessori curriculum and environment.

Mission:

Maryland Avenue Montessori School is located in the heart of Milwaukee's historic and culturally diverse East Side. We are a Montessori School for students in K3-Grade 8, providing a well-rounded, high quality education which prepares students for life. Maryland Avenue Montessori is part of MPS' Montessori Schools that offer all children of Milwaukee the benefit of a quality Montessori education from K3 through grade 12. We offer a rigorous differentiated curriculum, which enables all students to achieve academically to become college and career prepared, critical thinkers and lifelong learners. Staff, parents and community partners work together to create a culturally responsive learning environment where character development, creativity and high academic achievement are valued.

Values:

We believe in the natural child development approach of lifelong learning based on the teachings of Maria Montessori, in which all students' individual identities are celebrated and incorporated into the development, multi-aged curriculum framework.

Goals:

The Maryland Avenue Montessori community will work collaboratively to increase student achievement as determined by formative and summative assessments, and create an environment where student suspensions and discipline referrals decrease as a result of practiced social responsibility.

Staff Roster and Contact Information, including MPS email [CLICK HERE](#)

Jenni Hofschulte is our community and parent engagement coordinator. Please contact Jenni with any questions at hofschjr@mmilwaukee.k12.wi.us or 414-906-4800

School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	7:00 a.m. – 3:30 p.m.
Doors Open:	7:25a.m.
Breakfast:	7:25 a.m. – 7:40 a.m. in classrooms
School starts:	7:25 a.m.
Tardy:	7:40 a.m.
Midday Dismissal:	10:20 – 10:30 a.m.
Dismissal:	2:15 – 2:25 p.m.
Camp Program	2:25p.m. - 6:00 p.m. (staffing and safety requirement dependent)

Our school’s procedures are, first and foremost, designed to ensure the safety and well-being of your child/children. We need your cooperation, assistance, and support to ensure the safety of our students, especially during arrival and dismissal.

Student Entry Procedures

Morning Arrival

7:25 - 7:40am

We encourage all students to be independent in their arrival routine, while staff members are available to assist with the process. Students enter the building independently after saying goodbye to parents outside. All students and families are requested to practice physical distancing. *Masks are required indoors when mandatory by MPS.*

[*Please follow the guidance below on “Guidelines Regarding a Sick Child” to make the daily decision to bring your child to school.](#)

Arriving to school by bus

Many transportation protocols have been put in place including assigned seating of students, safety and cleaning precautions, and required masks (when mandatory by MPS). Students who arrive on the bus without a mask will be provided one by the bus driver, and are **required to wear their mask at all times (when mandatory by MPS)**. Bus route information will be communicated with families by MPS.

Once the buses arrive at Maryland Ave Montessori School (approximately 7:10am), a staff member will be available to greet the students and help to escort them safely off the bus and direct them to walk into the building. There will be staff members supervising the bus students until the classroom doors open at 7:25am.

Prior to your child getting onto the bus, please review the safety pre-screening checklist below (see “Health and Safety Screening”) to make the decision to send your child on the bus to school or not each morning.

“Hug & Go!” drop off on Prospect

There will continue to be a “Hug & Go!” curbside drop off on Prospect in front of the main (flagpole) entrance from 7:20 - 7:40am. Please pull all the way up to the furthest spot and have your child open the door and exit, and walk into the school building independently (at their designated classroom entrance - see below). No parents may exit the vehicle or wait for their child to enter the building. **This is a quick and fluent independent drop-off procedure.** A staff member will be at the drop-off to support the process.

Arriving to school by car or by foot/bike

If you are dropping off your child at school, when walking toward the school building, please say goodbye to your child before approaching their specific entrance doors (to provide physical distance) and allow them to enter the building independently. Remember that parking is limited in the area, so schedule time to find a parking spot if needed. There are a limited number of parking spots in the north end of the school parking lot. Parents must follow all safety and driving expectations, parking only in designated spots.

New K3 and K4 drop off

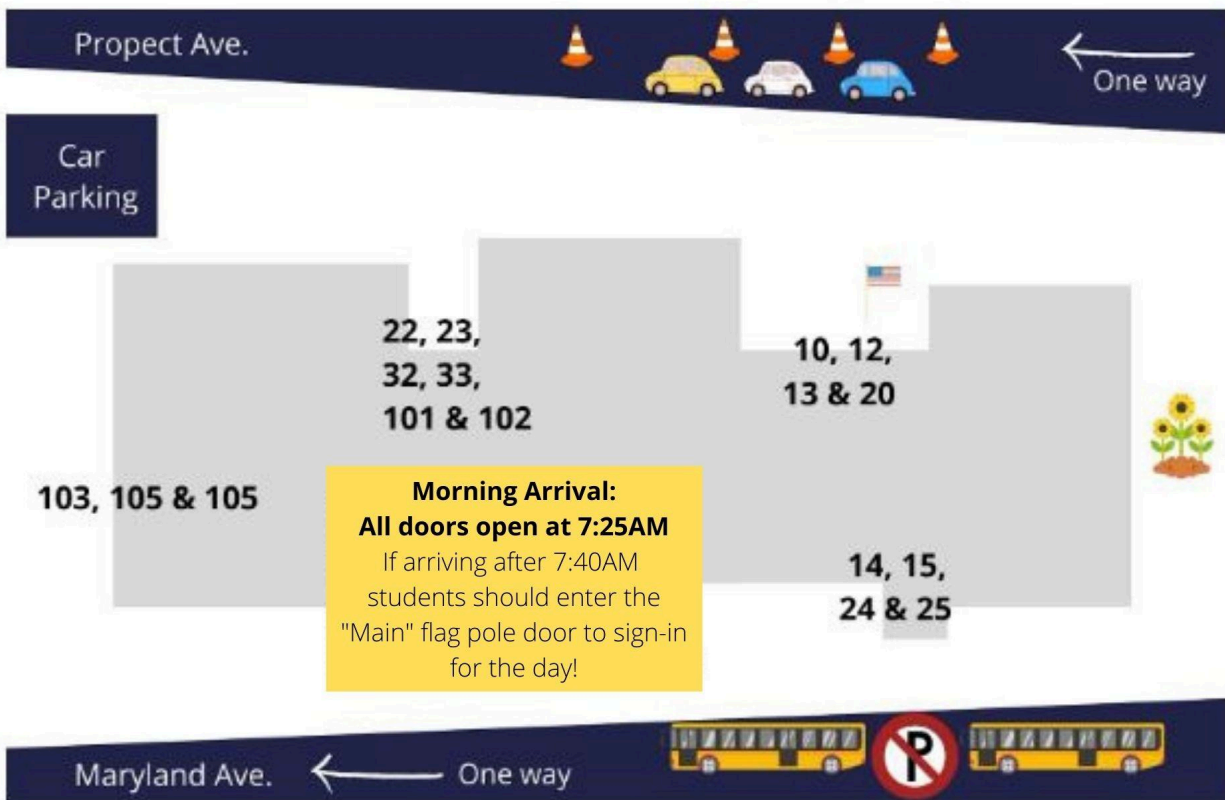
For new K3 and K4 students, there will be staff members along with classroom teachers or classroom assistants at the designated arrival doors to support arrival and separation at the outside entrance. Parents will say goodbye to their child off to the side of the entrance (physical distancing from others arriving) and a staff member will walk in with each child. Students needing extra help with separation will be supported by the classroom teacher toward the end of the arrival process. The expectation is that children will eventually be independent in walking into the school building with support from staff. We will review drop-off during the new family orientation.

Upon entry into the building, children will report directly to their classrooms. Staff members will be available to assist in transitioning children to their classrooms in a safe manner.

Late Arrival

***If a child arrives after 7:40 when the doors close**, they should enter at the Prospect (flagpole) entrance where a staff member will check them in and ensure they arrive safely to their classroom or assigned space.

Please see maps for classroom door entrances:



Primary (K3, K4, K5)

- 10 - Ms. Tanja
- 12 - Ms. Stephanie
- 13 - Ms. Alissa
- 14 - Ms. Gina
- 15 - Mrs. Taylor

Lower El. (1, 2, 3)

- 20 - Ms. Groh
- 23 - Ms. Sommer
- 24 - Ms. Diana
- 33 - Mr. Taylor
- 102 - Mr. Wright

Upper El. (4, 5, 6)

- 22 - Mr. Derek
- 25 - Ms. Lauren
- 32 - Ms. Christine
- 101 - Ms. Ziebert

Adolescents (7 & 8)

- 103 - Mrs. Follstad
- 104 - Mr. Graves
- 105 - Ms. Sarah

Student Dismissal Procedures

Midday Pick-Up

10:15-10:30am

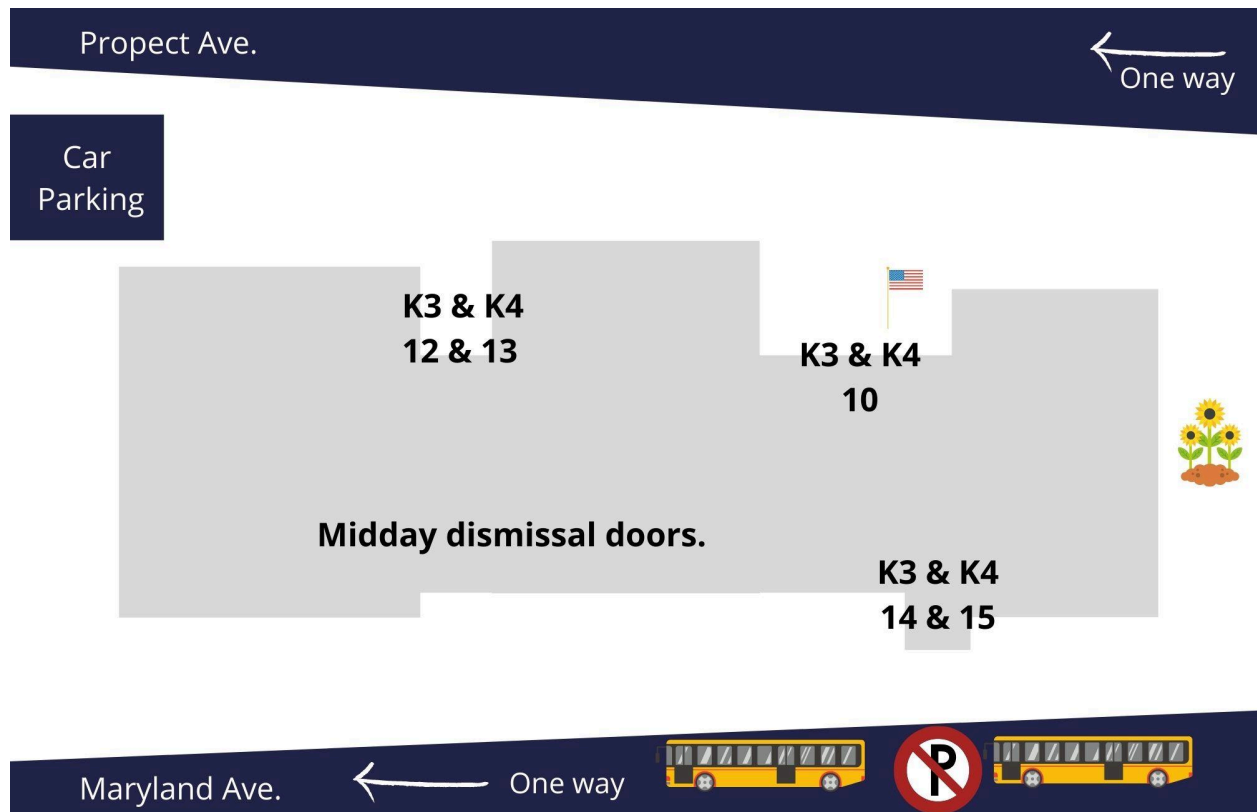
Midday pick-up for all K3 and K4 students will be from **10:15 - 10:30am**. Families will wait outside at their child's designated location and their child will be dismissed to them by their classroom teacher.

Rooms 14 & 15 Maryland Avenue Door (by rain cisterns)

Room 10 Prospect Door (near flagpole)

Rooms 12 & 13 Tot Lot Door (along gym wall)

Please remember to practice physical distancing during the pick-up process. **Students and families are not able to remain and play on the school property / playground following dismissal due to school recess and outdoor activities.** All outdoor space is needed to support physical distancing and safety requirements during the school day. Thank you for your understanding.

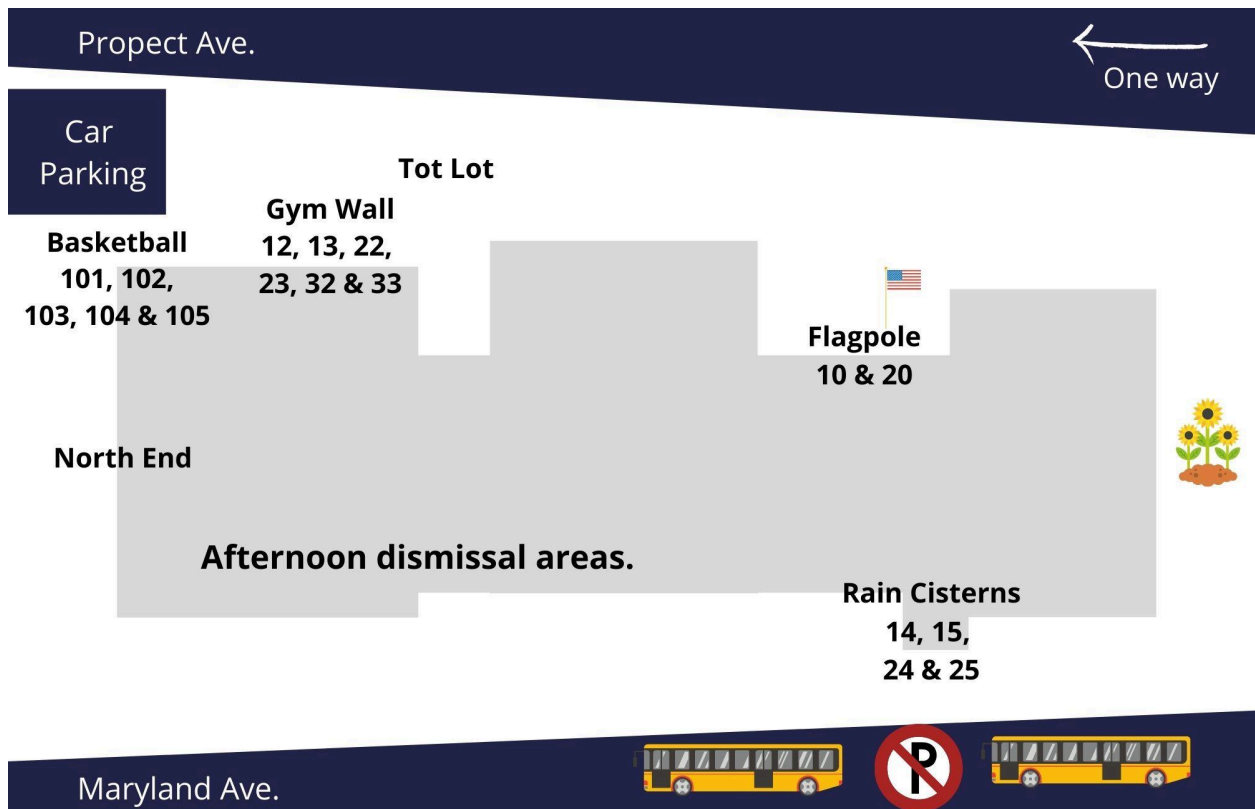


Afternoon Pick-Up

2:15 – 2:20pm

Afternoon pick-up will be staggered. Students will be walked by their classroom teacher at their scheduled time to their designated pick-up location (see list and map below). Parents will wait in the designated waiting area, practicing physical distancing, and wait for their child to be dismissed by their teacher.

Time	Rooms	Door	Location
2:15pm	24 32 22 101 Adol.	Maryland Prospect Tot Lot Gym Door North End	Rain Cistern Gym Wall Gym Wall Basketball Hoop Basketball Hoop
2:17pm	25 33 23 102 Adol.	Maryland Prospect Tot lot Gym door North End	Rain Cistern Gym Wall Gym Wall Basketball Hoop Basketball Hoop
2:18pm	15 20 12	Maryland Prospect Tot Lot	Rain Cistern Flagpole (S) Gym Wall
2:20pm	14 10 13	Maryland Prospect Tot Lot	Rain Cistern Flagpole (N) Gym Wall



To support safety for all students and families, and for our after-school activities/programs use, students and parents are not able to remain on the playground once dismissed. ***Please promptly leave the playground / dismissal area to eliminate crowds.*** We ask that no students utilize the playground / equipment. We ask all families to reinforce safety by practicing physical distancing during the dismissal procedure to maintain consistency with our school day routines.

To support safety, students will not be dismissed to parents waiting in cars. Parents must be present in the waiting area for students to be released to them. **Parents may only use designated and available parking spaces in the parking lot, or find parking on the street.** Parents may not stand (wait in the car) or double park in the parking lot or street. Please allow for extra time to secure parking as the area is typically busy during this time of day.

Early pick-up procedures

Please call the office at 414-906-4800 to request an early pick up for family or medical appointment needs. When you arrive, please “buzz” the office from the Prospect (flagpole) entrance and then wait for your child to be brought to the door. Please be patient as we bring your child to the door for early pick-up.



Guidelines Regarding a Sick Child

Dear Parent/Guardian(s):

In the morning before school, many parents need to decide if their child is well enough to attend school. When students come to school sick, they can often make other students and the school staff sick. These guidelines will assist you in the decision of whether to keep your child home or send them to school.

Stay Home	May Go to School When
COVID-19 Symptoms	
<p>New Onset of:</p> <ul style="list-style-type: none"> • Fever (100.0F or higher), chills, or shaking chills • Difficulty breathing or shortness of breath • New loss of taste or smell • Muscle aches or body aches • Cough (not due to other known cause, such as chronic cough) • Sore throat, <i>when in combination with other symptoms</i> • Nausea, vomiting, <i>when in combination with other symptoms</i> • Headache, <i>when in combination with other symptoms</i> • Fatigue, <i>when in combination with other symptoms</i> • Nasal congestion or runny nose (not due to other known causes such as allergies), <i>when in combination with other symptoms</i> 	<p>If your child tests positive OR your health care provider said they have COVID-19:</p> <ul style="list-style-type: none"> • Can return after completing 5 full days in isolation if you have no symptoms or if your symptoms are improving • Must wear a mask around others for 5 more days (10 days total) <p>If student is in close contact with someone who is positive for COVID-19, regardless of vaccination status, can go to school if the following is met:</p> <ul style="list-style-type: none"> • Without symptoms • Must wear a well-fitting mask around others for 10 days (beginning day after exposure). • Get tested on day 5 (PCR test required) <p>If student is experiencing COVID-19 symptoms, he/she can return when the following are met:</p> <ul style="list-style-type: none"> • Fever-free for 24 hours (without the use of fever reducing medication) • Get tested (PCR test required) • May return with a negative result and symptom improvement <p>**Siblings and other people who live in your home and attend an MPS school can remain at school. Take precaution by monitoring for signs and symptoms and staying home if symptoms occur. Get tested.**</p>
Symptoms (Child tested and tests negative for COVID-19 or symptoms are due to other illness)	
Fever of 100.4° F or above	Fever free from 24 hours without use of Tylenol/Ibuprofen or other fever-reducing medications.
Throwing up or vomiting	Free from vomiting for 24 hours and able to hold down food.
Uncontrollable diarrhea	Free from diarrhea for 12 hours.
Persistent coughing	Sleeping without waking to cough.
Rashes from unknown causes	Rash has a diagnosis, is being treated or has healed.
Headache	Headache is not significant and does not interrupt ability to open eyes and focus on schoolwork.
Any health concern where the child is unable to learn.	Able to focus with strength and vitality to learn.

These are some examples of health concerns where your child should stay home and when they may be ready to come to school. Your school wants your child to be in school if they are well enough to be there. Contact your local health department, health care provider, or school nurse if you have any further questions.

Sincerely, _____ (Signature/Title) Date: _____

08/2022.

[Milwaukee Public Schools Guidelines](#) for sick children.

Before- and After-School Programs

After-school programs provide students with a safe, supportive environment during out-of-school time. These programs offer engaging academic and recreational enrichment activities, homework assistance and creative opportunities. Students are also provided healthy snacks.

Child Care Camp

Camp MAM may be available and provide childcare for as many students as possible, depending on the number of Camp staff and safety guidelines. Continued updates will be provided to families regarding available space and signing up for Camp MAM.

In partnership with the MPS Department of Recreation and Community Services, our school is working to offer an after-school childcare camp. The program includes homework help, academic enrichment activities, arts and crafts, sports, games and more. After-school activities provide students with a safe place to learn, play, develop creatively, and build strong bodies. A fee is charged for camp participation.

Parents who are authorized for W-2 (Wisconsin Shares) can designate the school's childcare camp as a childcare provider. To become authorized for W-2, parents must go to their W-2 region office. Students must be registered by a parent/guardian to participate in the Childcare Camp Program. Please contact **TBD**, Camp Director at 414-906-4880 for more information.

Parking

Parking guidelines:

- To ensure the safety of all students, please avoid double parking, which causes heavy traffic congestion and is unsafe.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors and not park in front of their driveways.
- The school parking lot is restricted and not open to the public.
- Parent parking is available, as space allows, in the north end of the parking lot.
- Enter the north end of the lot and carefully exit the south end of the lot (one-way traffic).
- Street parking is available according to posted city signage.
- No parking available on the Maryland Avenue side of the building (bus zone)

Please hold your child's hand and walk safely through the parking lot as you approach the main Prospect entrance.

Student Attendance/Tardiness

Reference: *Parent/Student Handbook on Rights, Responsibilities and Discipline*

Attendance is the most important factor that impacts student academic growth. Students are expected to be in school each day and on time (7:25am) for opening learning activities and instruction. Students arriving late (7:40am) must report to the main office for a tardy slip.

When a student is absent, parents must call the school attendance line at 414-906-4800 or send a written excuse within two days of the absence. Excessive absences and tardiness will result in a referral to the school social worker and may result in a referral to the District Attorney, which could result in a court hearing and fines.

Students must attend the full school day. Appointments and vacations should be scheduled on non-school days as often as possible. In the event of a rare need to remove a child before the end of the school day, students must check out in the office by reporting to the school secretary to sign out and meet the guardian who is approved to remove the child from school.

Transportation Policies

Walk-to-Stop Distance

- Elementary school (K3, K4, and K5): Riders will be picked up at the safe corner location closest to their residence and dropped off at that same location at the end of the school day.
- Elementary school (grades 1–8): Riders may be required to walk up to a quarter mile to a corner stop.
- Middle school: Riders may be required to walk up to a half mile to a corner stop.
- High school: Riders may be required to walk up to one mile to a bus stop.

Assigned Bus Stops and Routes

Students may board and leave only on the specified route and at the stop to which they are assigned.

Corner Stops

Pickup and drop-off sites for regular riders are at corner stops. Riders should be at their assigned corner stop **10** minutes prior to the scheduled pickup time. A student should wait at least 10 minutes past the pickup time before returning home to enquire about a late bus.

Inclement Weather

Traffic delays are to be expected on days with inclement weather. Please be sure that your child is dressed appropriately.

Address Changes

When a child moves and there is no existing bus service from the new address, every effort will be made to adjust the route to allow the child to continue at the present school. If the child attends elementary school, the new address must be in the same transportation region as the school of attendance in order for the child to receive transportation. Parents are reminded that it can take up to two weeks to adjust bus service. Parents should notify the child's school of the change of address before the move takes place.

SECTION 2: FAMILY ENGAGEMENT

MPS Family–School Partnership Pledge

MPS partners with families to support successful student academic and social outcomes.

The district will...	MPS families will...
<ul style="list-style-type: none"> Provide a safe environment that supports learning. 	<ul style="list-style-type: none"> Provide adequate space daily for learning. Encourage their child to cooperate with the learning community.
<ul style="list-style-type: none"> Provide high-quality learning experiences. 	<ul style="list-style-type: none"> Encourage their child to do their best. Engage their child in learning opportunities daily.
<ul style="list-style-type: none"> Provide student progress updates. 	<ul style="list-style-type: none"> Attend conferences as often as possible, at least once a year. Communicate with school as needed, regarding student progress.
<ul style="list-style-type: none"> Provide resources and information. 	<ul style="list-style-type: none"> Engage district in understanding the needs of families.
<ul style="list-style-type: none"> Provide information to families as frequently as possible and in ways that are accessible and understandable. 	<ul style="list-style-type: none"> Provide current contact information and alternate ways to notify families. Communicate their ideas to MPS.

MPS Family and Community Engagement Framework

Families play a vital role in the education of their children. Milwaukee Public Schools provides tools for engagement between families and staff to be equal partners in supporting student achievement and school improvement. When families and schools work together, students are more successful and the entire community benefits. All schools are working to meet the Six Standards of Family and Community Engagement:



Family–School Compact

Maryland Avenue Montessori - School-Parent Compact 2022-23

Our school and the families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outline how the families, the entire school staff, and the students will share the responsibility for student academic achievement and how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the challenging State academic standards. It is the parent's responsibility to support their children's learning. For each to do these things, the school and families must have strong, ongoing communication and work to be equal partners in supporting student success. The MPS Family and Community Engagement Framework includes six standards that when met, allow for this partnership to flourish. The following compact will serve as our action plan around family and community engagement for this school year.

[Click here to enjoy Maryland Ave. Montessori's Title 1 Annual Meeting video](#) with special community partner feature: [FoodRight Inc.](#)

SCHOOL RESPONSIBILITIES:

We, as school staff, will support families by working to meet the MPS standards of family and community engagement so we can partner to support student learning. We will implement the following strategies

Our school will be a welcoming and culturally relevant environment:

- Our school believes in equity for all children,
- Jenni Hofschulte, hofschjr@milwaukee.k12.wi.us 414-906-4800 is our community engagement coordinator. She is a safe resource for information about social, educational, immigrant and ESL service connections
- Our school has an Equity Committee which meets on the FIRST Monday of each month. All community members are invited to attend these (virtual 2022-23) meetings. Please see the school calendar for details.

Our school will be a connected community.

- Visit www.mpsmke.com/maryland to subscribe to the Weekly E email service, view the school calendar and newsfeed. This information is updated Weekly.
- We are proud to hold a variety of community partnerships in support of programming within our school and our school community participation in the community at-large – DanceWorks, Big Brothers Big Sisters, FoodRight INC., & more.

Our school will use our collective tools and knowledge needed to build relationships with families and the community through our standing open meetings as well as announced family events, activities and more:

- School Engagement Council/SEC 1st Monday of the Month 6PM
- MAM FUND 3rd Monday of the month 5:30PPM
- MAM PTO 3rd Friday of the Month 8:00AM
- Various events and activities during the year.

Our school will implement the following strategies to engage parents and families this year:

We will ‘meet families where they are’ in participating in the school community. We will offer a variety of opportunities for families to engage with students, staff and one another ranging from tutoring and volunteerism to family night events, Parent Education activities, fundraising opportunities, book nights and more. We try to schedule activities across a variety of times/dates to allow parents to be involved when they can – daytime, evenings or even weekends.

Our families will have the tools and knowledge needed to be active in our child’s education.

- Our PC and head secretary are available most school days and during parent/teacher conferences to assist with MPS Parent Portal access.
- Parent/Teacher Conferences will be held in October and March. Teachers will reach out to coordinate a mutually agreed upon time. Families will have a choice to meet in person or virtually in the 2022-23 school year.
- Report cards and progress reports will be provided to parents via the Parent Portal.
- Parents may call the school to be routed to voicemails during the school day and have access to staff email addresses
- MAM will host a minimum of 2 Montessori Mornings & 3 Parent Education Nights/PEN rotating topics.
- Parents/Caregivers are welcome in our building as necessary. Advanced notice for observation is required.. Visitors must enter the “Buzz” door on the Prospect side of the building near the flagpole and then report to the office to sign in and get a visitors badge.

Our families will have opportunities to build peer networks.

- MAM hosts several community engagement activities during the year for parents/caregivers and families
- MAM offers several standing committees which can serve as conduits to family connection, in addition to our opt-in directory and various events

Our families will have avenues to serve as leaders.

- There are many opportunities posted for community volunteers to assist with sports and clubs, fundraising, school beautification and more.
- Reach out to MAM Community & Parent Coordinator Jenni Hofschulte hofschjr@milwaukee.k12.wi.us for information on serving as an School Engagement Council or if you would like to serve as a District Advisory Council representative.

PARENT AND FAMILY RESPONSIBILITIES:

We, as families, will support students and school staff by working to meet the MPS standards of family and community engagement to partner and support student learning.

MAM families will:

- Provide space at home for completion of work, extending student learning.
- Be interested in what your child is learning and doing at school.
- Encourage children to participate within their learning community.
- Attend conferences.
- Communicate with the school as needed, regarding student progress.
- Provide current contact information.

- Share ideas and information that will be helpful, nourishing to the school community.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and take an active role in developing into a lifelong learner and contributing member of my community.

MAM students will:

- Arrive at school on-time and ready to learn.
- Contribute to class activities by being curious and focused participants.
- Abide by the Montessori principles of Grace and Courtesy at all times within the school and on the school grounds.

Acknowledgement for the School–Family Compact and Acknowledgement for the Family School Manual is found in the appendix of this document.

Open House

Open house is held twice a year, please view the MAM calendar on our website for dates & details:

<http://www5.milwaukee.k12.wi.us/school/maryland/>

Parent–Teacher Conferences

It is important that all parents/guardians attend parent–teacher conferences. Research indicates that parental involvement impacts and increases student achievement. Our school welcomes all parents to participate in parent–teacher conferences. These will be held in the fall and in the spring, please view the MAM calendar on our website for dates & details: <http://www5.milwaukee.k12.wi.us/school/maryland/>

Rights of Noncustodial Parents

If you are a noncustodial parent, you have the same rights to student records, progress reports, school mailings, school visits, and parent–teacher conferences as a custodial parent unless a court order restricts such rights. If a court order is in place, the custodial parent must provide a copy to the school principal. It is the responsibility of a noncustodial parent, if desired, to give the school their address and contact information, request to be consulted about matters regarding their child, and be placed on school mailing lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

Rights of Foster Parents

As a foster parent, you have many of the same rights as biological parents or legal guardians for the duration of the child’s placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an individualized education program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless all attempts to contact the biological parent or legal guardian have failed or the biological parents’ rights have been terminated. In addition, foster parents generally cannot change a student’s school placement. Contact the Department of Student Services at (414) 475-8448 for details.

Family Volunteers

Persons interested in volunteering are encouraged to follow the appropriate volunteer application process defined by the district. MPS defines a volunteer as a person who provides services on either an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than five hours a week or for an overnight field trip must complete an online volunteer application, pass a criminal background check (for those 18 years of age or older), submit proof of COVID-19 vaccination, and receive a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a daytime

field trip or other one-time activity must complete a volunteer waiver form. [The online volunteer application and the volunteer waiver form are available on the MPS Volunteer Application Process page.](#)

School Engagement Council

The purpose of the School Engagement Council is to provide a forum for parents, teachers, community members, students, and principals to work together in providing continued analysis and improvement of public school policies, curriculum, and the school improvement plan. The council’s decision-making authority is advisory with respect to all duties, powers, and responsibilities, with the sole exception of the council’s authority and responsibility to submit a signature page with its school’s annual budget and the school’s annual school improvement plan. Council participation is on a voluntary basis via a school-based election process. The council is not intended to replace a parent organization.

Catherine Harrison	Family
Raina Johnson	Family
Kori Peragine	Family
Jason Schultz	Family
Jenni Hofschulte	Staff
Anne Groh	Staff
Joe DiCarlo	Staff
Dave Fulcher	Community
Bobby Tanzilo	Family

Maryland Avenue Montessori Fund The Maryland Montessori FUND is a parent organization that fundraises to provide extra programming, educational opportunities and school facility beautification for students and the school community. Please look for opportunities to become involved in the FUND or to support school programming through FUND based volunteer or fundraising events.

Parent teacher Organization (PTO) The Maryland Avenue Montessori School PTO supports the school community through fundraising to support the classroom teachers and organize school events. All parents and staff members are automatically members of the PTO and are encouraged to participate in the many PTO-sponsored activities including picnics, book fair, ethnic potluck and fundraisers. Watch for the PTO calendar of events and announcements of meetings and activities in the parent newsletters.

Title I: District Advisory Council

In accordance with the Elementary and Secondary Education Act (Section 1118) and the Wisconsin Department of Public Instruction Title I Parental Involvement Guidelines, Milwaukee Public Schools established the District Advisory Council as a means to ensure the opportunity for parents of all students to share their ideas on the needs of children, assist in the planning and operation of Title I programs for children, and participate in evaluating the success of Title I efforts. Our school is required to have two parent delegates. If you are interested in representing our school in this area, please contact the school administrator or visit the [District Advisory Council page](#) for more information. The Department of Strategic Partnerships and Customer Service in room 131 of the Central Services building is responsible for the oversight of all District Advisory Council functions.

Maryland Avenue Montessori Family Space

For parent education materials, parent connections and general program questions, please contact our parent engagement coordinator Ms. Jenni Hofschulte at 414-906-4825 or hofschjr@milwaukee.k12.wi.us

Department of Student Services

Central Services, 5225 West Vliet Street, Room 133, (414) 475-8448

Parent/Student Handbook on Rights, Responsibilities, and Discipline

The *Parent/Student Handbook on Rights, Responsibilities, and Discipline* is sent home with students at the beginning of each school year. [The handbook is available on the Handbooks and Discipline page](#) as well as at Central Services and at each school.

Tips for Parents

- Make sure that your child is in school every day and on time; school starts at 7:25am.
- **Call the school at 414-906-4800 when your child is absent.**
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with your child or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring parent-teacher conferences.
- Make sure that your child stays until the end of every school day at 2:25pm.
- Every minute of instruction, from the start to the end of each school day, is important.
- Contact the teacher with academic concerns or recognized growth that you see.
- Provide your child with comments of encouragement regularly.
- Ensure that your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Engagement Council and/or parent organization.

Communication Between Home and School

We know that school is most effective when there is good communication between parents and staff. Please subscribe to the "Weekly E" to receive weekly electronic updates on school happenings. Subscribe to the "Weekly E" and manage your preferences here → [SUBSCRIBE](#). You may view past editions here: [Weekly E archive](#).

Please feel free to contact your child's teacher if you have any questions or concerns. You can call the office at 906-4800 or refer to the staff roster and contact the teacher directly to leave a message. However, during the school day the phone does not ring in the classrooms. In-coming calls go directly to the teacher's voice mail. If there is an emergency where you need to contact your child's teacher or your child you must call the office. You may also send a note with your child telling where and when you can be reached.

Our teachers are busy working with students from 7:25 a.m. to 2:25 p.m., so it is usually not possible to return calls during the day. Teachers do try to return calls within 24 hours. Messages can be left on the teacher's voice mail any time. Please consult the phone directory in this handbook to obtain your child's classroom phone number.

View the website at <http://www.mpsmke.com/maryland>

Handling of Discipline

In accordance with Administrative Policy 8.28 Student Discipline, administration must provide documentation of suspension prior to suspension beginning, and all efforts to contact the family must take place. If your child has been suspended and you have not received documentation, please contact administration at your child's school.

If you have any concerns with how discipline is handled with your child after a behavior incident occurs, please contact administration at your child's school. If you are not satisfied with the school-based resolution, please contact www.mpsmke.com/parentconcerns.

Complaints/Disagreements with Schools

How to resolve regular education complaints/disagreements with schools: MPS wants to help parents and families find solutions when there is a problem or disagreement about their child's education. The process is called *dispute resolution*. By working in partnership with your child's school, parents and school staff can quickly find solutions. All MPS staff members working on complaints are required to keep information confidential.

STEP 1	
<i>Where should I start my complaint?</i>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to address the complaint within five business days. If the school leader cannot address the complaint within five days, the school leader should inform the parent and resolve the issue expeditiously.
STEP 2	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at www.mpsmke.com/parentconcerns . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
STEP 3	
<i>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</i>	You can contact the Office of Board Governance with a written complaint at governance@milwaukee.k12.wi.us or at (414) 475-8284.

If a complaint has already had an attempted resolution at Steps 1 and 2 of this process and now the complaint is with district policies, or a family member believes that policy has not been followed in the resolution, then the Office of Board Governance will route the complaint to applicable chief administrators to coordinate a response.

SECTION 3: CURRICULUM AND INSTRUCTION

Wisconsin Department of Public Instruction (DPI) Report Card for the School

Maryland Montessori
Milwaukee

Report Card, 2020-21
Public report



OVERVIEW

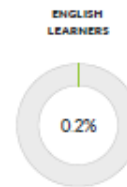
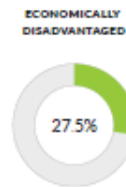
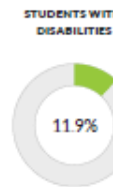
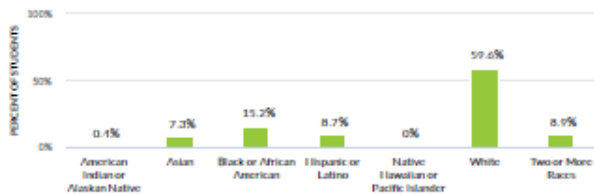
School Details

Grades : K-3-8
Enrollment : 495
Percent open enrollment : 6.1%

Maryland Avenue offers a Montessori program in which each child progresses individually through a rich, well-developed, and closely monitored curriculum. Montessori classrooms serve multi-aged children. Activities promote concentration, problem solving, and self-reliance. The classroom environments promote peaceful and productive learning.

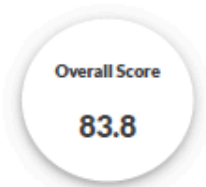
The statement above is provided by the school. It is not an evaluation by the Wisconsin DPI.

Student Groups



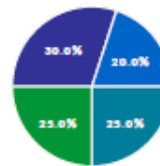
Score Summary

! Due to the COVID-19 pandemic, please use caution when interpreting scores and ratings. Careful review of the detailed data on all pages is encouraged. Also, see <https://dpi.wi.gov/accountability/resources>.



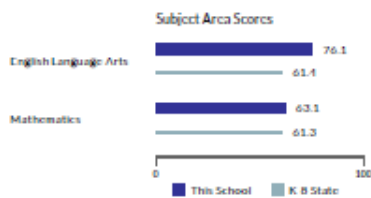
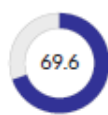
Significantly Exceeds Expectations
★★★★★

PRIORITY AREA WEIGHTS

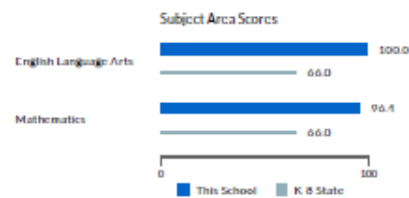


Priority Area Scores

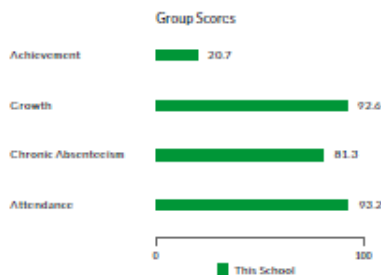
ACHIEVEMENT



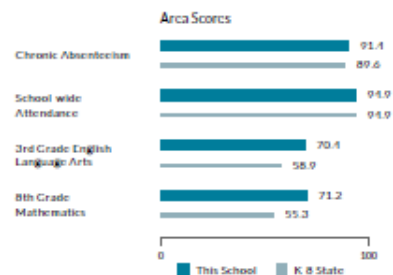
GROWTH



TARGET GROUP OUTCOMES



ON-TRACK TO GRADUATION



School Improvement Plan

A copy of the school's improvement plan can be requested from the school principal at any time.

At a glance can be viewed here:

<http://www5.milwaukee.k12.wi.us/school/maryland/school-improvement-plan-and-state-report-card/>

Top Grade Completion

All students in grade 8 will show proficiency in the majority of standards addressed in each curriculum area of the standard-based report card, and / or perform at a basic or above level on related curriculum areas of the state assessment.

High School Graduation Requirements

Not Applicable.

Students need “whole child” support to become aware of the pathways to their careers of interest, they must be academically ready to follow those pathways, and they must be prepared with the life skills needed to navigate their chosen pathway. MPS coordinates available resources, including community organizations and postsecondary institutions, to support MPS faculty, families, and students in fostering a college-going culture. This department includes college and career planning, career and technical education, extended learning opportunities, and school counseling and academic planning. [A list of the current graduation requirements is available on the Graduation Requirements page.](#)

Standards-Based Report Cards/Progress Reports

To ensure that parents/guardians are kept informed of their children's progress in school, elementary and K–grade 8 parents at Maryland Avenue Montessori School will receive three standards-based report cards and three interim progress reports. Students do not receive a letter grade for each subject but will be provided with marks that indicate levels of proficiency. Our MPS Montessori report cards are aligned to the state standards. Traditional middle and high school report cards will be distributed to parents/guardians at the snapshot date and end of each semester based on each school's course schedule. High school report cards will include traditional letter grades and GPA.

Campus Parent/Campus Student apps are available for any smart device or personal computer, allowing full access to attendance, grades, schedules, report cards, transcripts, etc. Please contact the school's parent coordinator for assistance.

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level.

The standards-based report card

- provides accurate and meaningful information about a student's strengths, challenges, and performance;
- clarifies and reinforces consistent high expectations for students and schools;
- helps teachers, students, and families focus on standards throughout the year;
- provides specific feedback toward the standards;
- allows students, families, and teachers to work together to set meaningful goals for improvement;
- provides information about a student's work habits, behaviors, and efforts.

Achieving these college- and career-ready standards requires continuous monitoring of progress and additional support targeted to those who need it.

School Homework Policy

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is considered practice that will not be graded. Instead, students will receive feedback that allows them to improve their skills before being graded. Some extended homework or projects may receive a grade or proficiency-level feedback.

Dr. Maria Montessori, who developed the ideas for Montessori Schools, believed that the most important homework for a child is actual work around the home. By participating in housework children learn to be independent and they learn to appreciate that it takes a lot of work to take care of a home and family. Homework at the primary level consists of families including their child in their daily activities, reading to and with them, and supporting their overall social development by encouraging positive and peaceful social relations.

Homework in the lower grades is usually designed as practice on grade level expected skills and concepts, along with project-based activities, so that children can build and solidify their academic skills and work habits. Homework for children in the upper grades also includes 'life work skills' and longer-term projects that your child may work on alone or with your assistance. All elementary and adolescent teachers assign homework that helps the child be successful with the academic standards, prepares them for the standardized assessments they take in grades 3 through 8, and supports their overall development. Homework at the elementary levels varies depending on the student and time of the year. Homework activities include the continuation of positive social relations and family activities, while extending to school-based research and writing projects, paper packets to practice grade level / ability concepts, online curriculum practice and nightly reading. It is important to work with your child to complete the weekly / assigned homework in order to help them prepare for the required assessments and to develop a relationship of helping your child become more versed in academic challenges. Adolescent homework continues the elementary focus while also including specific nightly practice of concepts taught during the school day. Parents are expected to be involved in their child's homework process appropriately at each level, supporting accurate completion while encouraging independence.

A positive way to support your child in doing well at school is to be sure that they have a quiet place and time to read and write at home. Children of all ages benefit when parents read to them or read with them. Children K-5 and above are able to take out reading books from the school library. We also encourage every child to get a free library card from the public library. A trip to the library every two to three weeks can really encourage your child to develop good reading habits

Textbooks/Instructional Materials and Equipment

All students will be provided with the necessary textbooks/instructional materials by the school textbook coordinator. All issued textbooks and instructional materials must be returned undamaged at the end of the school year or at the time of withdrawal. Chromebooks may be provided to students to use during the school day and/or to take home to support instruction. Chromebooks will be assigned in the same way that textbooks are to an individual student, and it is the responsibility of each individual student to care for and appropriately use the Chromebook during the school year. As with textbooks, Chromebooks should be returned undamaged to the school at the end of the school year.

Assessment

The MPS Strategic Assessment Systems measure progress toward college and career readiness through formative, interim, and summative measures. We believe in ethical use of assessments and data, decisions based on facts, collaboration, and connectivity between curriculum, assessment, instruction, and continuous improvement. We are committed to providing accurate, timely, and meaningful data that is easily accessible and user-friendly for educators, parents, and the community. [More information about the assessments given at each grade level is available for families on the Family Academic Resources page.](#)

SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT

Our school is committed to providing a safe and effective learning environment. The safety of all students, teachers, and staff at our school is of utmost importance. It is the expectation that all district and school rules and policies will be followed.

The *MPS Parent/Student Handbook on Rights, Responsibilities, and Discipline* is sent home with each MPS student at the start of each school year. [The handbook is also available on the Handbooks and Discipline page.](#) The handbook provides families with detailed information regarding the MPS discipline policy.

School Discipline Rules/Positive Behavioral Interventions and Supports (PBIS)

All students have the right to feel safe. All students also have the obligation to respect each other and all adults inside and outside the school building. All students are expected to be at their best behavior to create a safe learning environment conducive to learning. Please contact your classroom teacher to learn about classroom-specific expectations, rules, and procedures.

EXPECTATIONS

It is important that our school be a safe and peaceful place for all. Children and adults may not behave in ways that interfere with teaching and learning.

Maryland Avenue Montessori School Expectations for Students, Staff, Parents and Visitors

LEARNING

- Choose and complete appropriate / challenging work
- Focus / concentrate on own work
- Do your best (Work to your potential)
- Use appropriate voices
- Use school materials properly
- Represent our school positively when out of the building in the community

RESPECT / SAFETY

- Respect other people's bodies and personal space
 - Use positive language towards peers and adults
 - Solve problems using respectful words / language
 - Follow adult directions with a cooperative attitude
 - Accept responsibility for your own actions
 - Follow the school dress code
 - Walk in the school building
- Be a positive role model for all and help build a peaceful school community!

DISCIPLINE POLICY

The following specific rules are designed to support the above expectations:

1. Students should remove hats and caps as they enter the building. No hats or headgear are to be worn at school.
2. No candy, gum or toys should be brought to school.
3. Students should be in their classrooms at 7:40 a.m.
4. Students must have a hall pass when moving from room to room.
5. Theft or intentional damage to school or personal property will not be tolerated.

Staff members address behavior problems as soon as they occur, consistent with the district's PBIS (Positive Behavioral Interventions and Supports) approach. School wide expectations are posted and practiced in the classrooms through grace and courtesy lessons and class council meeting discussions. Each classroom meets to discuss and agree on the specific expectations that are appropriate for the children's age and grade level. There are also consistent school-wide PBIS expectations for recess/lunch behaviors, hallway/bathroom behaviors and during school assemblies and field trips. The teacher will contact the parents if support from home is needed to solve a problem with behavior.

If the student is not behaving appropriately and he/she is infringing on the education of other students at Maryland Avenue Montessori, the following discipline steps will be taken by the staff:

Progressive Discipline Steps

1. The staff will use reminders and consult the PBIS discipline strategies and behaviors in the staff handbook. Problem solving approaches will be taken to initially address any minor conflicts / infractions.
2. The student and the teacher will meet to discuss strategies, interventions, and behavior expectations. Behavior goals will be set and an agreement of acceptable behavior will be determined. A restorative approach will be taken to address behavior concerns.
3. The student's parent/s will be contacted with the child present in the classroom via the classroom phone, or a meeting will be set up with the parent/s. Parent support and goals are established. A parent meeting is set if needed. *A behavior plan is used or developed in the case of a special education student, or for regular education students under the PBIS approach.
4. Principal Referral. Principal will make parent contact. A possible suspension will occur, depending on the number, and nature, of previous incident referrals/infractions.
5. Physical fighting, sexual harassment and more serious violations, including student outbursts directed at adults (teachers, paraprofessional staff or any employee at MAM) will result in an automatic office referral.

The above steps are to be taken in order to address student behavior before the student is sent to the office unless the incidents are part of step 5. In that case the principal will determine if the child should be suspended from school or further disciplinary actions need to be taken. The principal may be involved in any of the steps depending on the situation. Each situation regarding student discipline will be individually addressed to support a safe, positive and peaceful learning environment for all members of the school community. All discipline approaches will follow MPS discipline policy guidelines.

Lunch Behavior Expectations

Our school has a "soft voice" lunchroom/lunchtime policy and follows the PBIS expectations for the lunch room (Safe, Respectful, Responsible and Productive). The term "soft voice" is synonymous with "low level of noise." The purpose of the "soft voice" lunch policy is to afford students a pleasant environment in which to enjoy their meals, eat more, and relax in a peaceful setting before their afternoon

activities. Teachers are expected to discuss the "soft voice" lunch policy with students beginning on the first day of school and review procedures in accordance with the school's PBIS approach.

Students are not to play with food, throw food, give it to others, or take it from the lunchroom. Students eat their own lunch only. No "fast food", soda or candy/chips/gum is allowed for bag lunches or as an extra drink for students eating school lunch.

Students who disrupt the lunch program may be seated away from their classmates. Students may be removed if severe disruptions occur, and the staff member will follow appropriate discipline steps and documentation (yellow card, incident referral, etc.). Students may request a bathroom pass during the lunch period. No students may use the bathroom during any transitions surrounding lunch and recess, unless deemed an emergency by the adult on duty.

Safe, respectful, responsible and productive lunchroom behavior is expected for all students.

Playground Behavior Expectations and Procedures (K–Grade 8)

The playground staff and teachers are focused on having students play safely on our playground. The attached playground expectations are enforced during recess times. Please look over these expectations and discuss them with your child.

1. Students play within their assigned playground space and keep the required physical distance from others for safety.
2. When an entry bell rings, play activity must stop. Students gather (socially distanced) with their teacher at their assigned place on the playground. All students help put playground equipment back in their classroom bag.
3. Students are to respect the rights and personal property of others.
4. Students will play away from the school building (windows, stairs and doors).
5. Students will utilize respectful language at all times.
6. Students will engage in positive and productive activities supported by the playground staff.
7. Students will not fight, trip, tackle or play rough body contact games. This includes "kung fu", "karate" and wrestling moves, whether contact is intended or not. No "play fighting".
8. Students are not to throw snow, ice, stones, etc.
9. Students are to ask adults for help when they have problems with other students on the playground and follow the Peer Problem Solving process.
10. Students may not bring play or sports equipment from home.
11. Students may not utilize roller blades, skateboards, scooters or bikes on school premises during school hours.
12. Students may not climb on the fences or pick plants.
13. Students must stay off of the grass and other designated areas when directed by an adult.
14. Students must follow adult directions at all times.
15. Students are not to leave the playground for any reason.
16. Students are to have fun, get exercise and play safely and respectfully!

School Bus Behavior Expectations and Procedures

The following information will give you a better understanding of what you as parents/guardians can do to help your child enjoy a safe school bus ride to and from school.

Since the time before and after school is as crucial to your child's health and safety as the time during school, a safe school bus ride is a key element of your child's education. A safe school bus ride for your child is our main priority. However, we need your help. Parents, please review with your child the following school bus rules and safety guidelines:

- Remain seated at all times.
- Follow any directions given by the school bus driver.
- Respect your neighbor (no fighting, pushing, or shoving).
- Never throw objects in the school bus or out of the bus windows.
- Keep head, hands, and arms inside the school bus at all times.
- Profanity is not allowed.
- No yelling or shouting (loud noises distract the driver).
- Respect your neighbor's property when waiting for the school bus.

School Bus Disciplinary Procedures

Students who disobey school bus rules will be subject to the same disciplinary actions as at school. If the student violates the school bus rules, the driver will file a written report with your child's school. Parents will be notified when riders break the rules. A rider may have school bus riding privileges suspended by school officials when the unacceptable behavior jeopardizes other passengers and the safe operation of the school bus.

School Bus Stops

Parents/guardians should instruct their child not to cross the street diagonally or behind the school bus. Parents picking up and/or dropping off students at the school bus stop should park safely away from the stop but on the same side of the street as the school bus stop to avoid the possibility of a student being hit by a vehicle while crossing the street. Parents should remind the child to stay out of the DANGER ZONE (*the area in front of the bus, the area behind the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears their corner or drop-off site, the child should begin to gather belongings and wait for the school bus to come to a complete stop.

After leaving the school bus, the child is to remain on the sidewalk until the bus pulls away. This allows the child to have an unobstructed view of any oncoming traffic. The child should then proceed directly to their residence.

School Bus Accidents

School bus transportation is the safest form of passenger transportation. Bus drivers are specially trained and licensed as school bus drivers. School buses are regularly inspected to ensure that each bus meets all safety standards. If your child is involved in an accident, your school will contact you within 24 hours of the accident. If your child complains of an injury, seek medical attention immediately.

Absence of a Responsible Person

K3, K4, K5, and certain students with special needs must be received by a responsible person when they leave the school bus at the end of the day. If there is not a responsible person to receive the child, the bus company will attempt to contact the parent or guardian. If unsuccessful, the company will transport the child to the MPS Child Care Center at the MPS Central Services building at 5225 West Vliet Street. The Transportation Child Care phone number is (414) 475-8462. The parent will be required to pick up the

child from that location. If a parent receives three “Absence of Responsible Person” notices in a year, bus service for that child may be cancelled.

Emergency Contact Information

School bus companies may access the emergency contact information furnished to your child’s school. This information is provided to them to help ensure the safe and timely return of children who may have become lost or confused. The school bus companies are aware that any information they obtain is to be used only for that purpose and is to be treated in a highly confidential manner. Please be sure that this information is accurate and up to date. Notify your child’s school of any changes.

Behavior Problems on School Bus

If you feel that the behavior of other riders is jeopardizing your child’s safety, you should contact your child’s school.

Inappropriate Driver Behavior

If you suspect that your child’s school bus driver is engaging in inappropriate behavior, you should first contact your child’s school bus company. If the problem continues, contact your child’s school. If you notice a school bus speeding or traveling in an unsafe manner, or the driver is talking on a cell phone, call the Department of Pupil Transportation at (414) 475-8922. Please provide the name of the bus company, the bus number, and the time and location of the bus.

Driver/Parent/Student Conflict Prevention Tips

Cooperation between parents and the school bus driver will ensure a safe bus ride for all riders. Please follow these simple guidelines:

- Be at your child’s stop on a regular basis and get to know the bus driver.
- Speak to the driver from the curb or sidewalk.
- Wait for all students to board before speaking to the driver.
- Do not board your child’s bus unless authorized.
- Do not request route changes with the driver.
- Do not threaten the driver or other riders at the bus stop or on the bus.

MCTS Bus Card Distribution Procedures

Schools are responsible for the distribution of bus cards and/or for assistance in troubleshooting issues related to MCTS card usage. Most schools use yellow school buses as the student’s primary means to and from school. Schools do, however, use MCTS bus cards for as-needed situations that require emergency rides home or for transportation after school events. Only students eligible for transportation services according to school board policy are to be issued transportation bus cards.

SECTION 5: EXPECTATIONS

Our school is committed to providing a safe and effective learning environment. All students in the school must follow the Code of Conduct/Classroom Conduct and meet the following expectations.

Maryland Avenue Montessori Dress Code

The Maryland Avenue Montessori School Community has opted out of the district uniform policy.

At Maryland Avenue Montessori, we expect that students dress in a way that is appropriate for the school day, as well as any school-sponsored event.

Student dress choices should respect our intent to sustain a community that is inclusive of a diverse range of identities.

MAM is responsible for seeing that a student's attire does not interfere with the health or safety of any student, student learning and the educational process, that attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

We require that students not wear clothing and carry backpacks/lunch boxes with inappropriate phrases, logos, or pictures. (This includes advertisements for alcohol/drugs and pictures or statements that are indecent, obscene, or lewd or that contain profane or offensive words.)

Children are expected to wear clothing suitable for the weather and appropriate for indoor and outdoor schoolwork, physical education, and recess. Clothing fabric must cover all private areas, torso, and undergarments.

Shoes that are suitable for physical education should protect the whole foot, grip on the gymnasium floor, have rubber soles, and fit snugly to avoid tripping.

Students are to wear shoes that will allow for safe movement for running and jumping while on the playground. Flip flops and slides are not acceptable footwear to maintain safety.

Hats and sweatshirt/jacket hoods are not to be worn inside of the building.

Make sure you label all outer clothing, and backpacks, so the owner can be easily identified. Any lost and found items are hung on a rack in the hallway. After an appropriate amount of time, items are donated to a thrift store.

The school administration has the final determination about student dress that is disruptive of the instructional process and not conducive to the academic atmosphere.

Technology and other materials from home

Electronic devices are not allowed out of backpacks during the school day, or turned on at any time on school property. If students are exhibiting or using these items during the school day, these items will be confiscated by school staff, turned into the office and parents will be requested to pick up these items. Also, laser pens, shock pens, toys, and other non-school related items are not allowed on school property, including the school bus.

Inappropriate Personal Property

Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others—such as food, beverages, laser pointers, all toys, games, cards, large amounts of money, and expensive jewelry—should not be brought to school. The school is not responsible for any lost or stolen items.

Equipment from Home

All equipment needed for recess and physical education is furnished by the school district. Balls, jump ropes, or other play equipment should not be brought to school and are not the responsibility of the school.

Cell Phones/Communication Devices

While on premises controlled by Milwaukee Public Schools, students are not allowed to activate, use, or display electronic communication devices, such as cell phones and pagers, for a reason other than an approved educational purpose. Violation of this rule will result in discipline according to district policy.

If communication devices are brought to school, the school and school district will not be financially responsible for lost or stolen items.

Telephone Calls for Students

It is the goal of our school to offer all students an environment of uninterrupted learning so that they can achieve academically. To protect learning, the school requests that if a parent/guardian needs to communicate with their child during the school day, the parent/guardian leaves a message at the school office, and the school office will convey the message to the student. If there is a home emergency, please ask to speak to an administrator.

When parents/guardians wish to contact their child's teacher, please call the main office at 414-906-4800 or the classroom (see staff roster for phone numbers) to leave a voice message. The teacher will return the call.

Student IDs (Middle and High School)

Not Applicable.

School Communication with Families/Family Newsletter

Our school believes that it is important to keep parents informed of school news, services, activities, and events. The school will send regular correspondence to families via the "Weekly E."

Families should also subscribe to the [eNewsletter for families](#) to receive Milwaukee Public Schools/district related information.

Parent/Guardian Concerns and Visiting Your Child's Classroom

Visitors are welcome in all MPS schools. *Because the safety of all children is important to us, MPS requires that all visitors abide by these rules:*

- Use the designated main entrance.
- Report to the office/security desk.
- Show some form of identification.
- Sign in on the MPS Visitor Record.
- Wear/display the MPS Visitor Pass while in the school at all times.
- Be escorted to the requested location.
- Return the MPS Visitor Pass to the office/security desk and sign out.

Lack of cooperation may constitute trespassing.

As a parent you have the right to visit your child's class as an observer. Our first concern is always the children's work and concentration, so **we respectfully request that parents notify the teacher in advance of any visit and make an appointment with the principal, school support teacher or parent coordinator.** The classroom teacher will suggest the best time for a parent to observe without disturbing the children's work and lessons. We request that parents of K3, K4 and K5 students wait until October to visit the classrooms.

Children often change their behavior and find it difficult to concentrate on class work when there is an extra adult in the classroom. We ask that all classroom visitors follow a few guidelines so that the visit will not disturb the work of the class.

- ❖ Make an appointment with our Principal, School Support Teacher or Parent Engagement Coordinator.
- ❖ Follow the provided observation guidelines.
- ❖ Remain seated in the place provided.
- ❖ Don't start a conversation with a child or children (observe silently).
- ❖ Make notes of questions and discuss them with the teacher after the visit.
- ❖ Stay for no more than fifteen or twenty minutes.

It is important to remember that because the Montessori Method of teaching is based on the natural tendencies of the child, it is impossible to dictate what each classroom and individual will do at a given time. Each child is unique, so lessons are directed toward small groups or individual children. Children who are not in lessons are expected to make work choices based on lessons they have already received.

If you have questions about anything you observe at MAM, please don't hesitate to talk to your child's teacher or Mr. DiCarlo, Principal, for clarification. Books and information about Montessori are available for parents who would like to learn more about the Montessori model of education. Parent resources are available in the library.

Our school believes in assisting parents/guardians in resolving any concern that they may have. A parent may come to the school office to express either verbal or written concerns.

SECTION 6: SCHOOL POLICIES AND PROCEDURES

Census Verification Report

The census verification report has replaced the emergency contact card. The census verification report is used to verify that the current guardian, household, and non-household contact information is correct. It is also used to identify any person listed in the household or non-household who should not be able to pick up a student. The census verification report also lists current health conditions that have been entered into the student record. The parent/guardian either verifies that the household, demographic, and health information is accurate or makes the appropriate changes and returns the census verification form to the school. It is important to complete and return the census verification form at the beginning of the school year. When there is a change of address, phone number, or guardian at any time during the school year, these changes should also be communicated to the school in a timely manner.

Breakfast and Lunch Procedures

All students can receive breakfast and lunch at no charge each day of the school year. However, if your student chooses not to participate in the meal program, your student may bring a breakfast or lunch from home. Students are encouraged to bring nutritious foods such as fruits, vegetables, whole grains, etc.

Parents/guardians who want their student to be able to purchase additional milk or à la carte menu items to supplement the school meal or the meal from home may choose to set up an account at www.MyPaymentsPlus.com. The student may also give their money to Ms. Geraldine, Maryland Avenue Montessori Foodservice Director.

All schools have a closed campus for mealtimes. Students are not allowed to leave the building during their breakfast or lunch hour. Meal delivery services (DoorDash, Uber Eats, etc.) are **not** allowed for students during the school day. This includes meals ordered by parents/families for delivery to the school.

If a student is eating breakfast, they will collect a breakfast bag (and have the adult tally their breakfast) at one of the 3 locations inside the school building nearest to their designated entrance. Students will eat in the classroom according to the breakfast procedures established by their classroom teacher. Students will eat quietly and neatly at their assigned table and not disturb others already working. Students will clear and sterilize their space following eating breakfast then begin their work day by 7:45am. Students arriving on the school bus at 7:10am have the opportunity to eat breakfast in the cafeteria until 7:25am when all students will then walk to their classrooms.

Lunch Procedures

All students are eligible to receive a lunch at no charge. Parents/guardians who want their student to be able to purchase additional milk or a la carte menu items to supplement the school meal or the meal from home may choose to set up an account at www.MyPaymentsPlus.com. The student may also give their money to the school cook before the instructional day begins, or follow the classroom lunch money procedure. Students will eat lunch in the school cafeteria. Students will sign-up for a hot lunch in the morning or bring a cold lunch to school. Students will eat quietly and safely at their assigned table during the designated times. Students may talk quietly to those near them during lunch, while adhering to all safety requirements. Students will clean their table space and dispose of their trash according to the classroom procedures established by the classroom teacher. A safe and orderly lunch process is established and must be adhered to by all students to ensure everyone's safety and enjoyment during the lunch process.

Students may bring a cold lunch. If they choose not to participate in the lunch provided by the school, we encourage students to bring a nutritious (fruits, vegetables, whole grains) bag lunch. Trading or sharing food is not permitted. Students may bring healthy lunches (no "fast food"). No soda or candy/gum is allowed for bag lunches or as an extra drink for students eating school lunch.

***To support everyone's safety, we are a nut free school. If you have any questions, please contact your child's teacher with questions about appropriate food items for cold lunches. ([Nut free lunch ideas](#)).**

Birthdays and Other Holidays

Each classroom, depending on the needs and developmental stage of the class, handles celebrations of birthdays and holidays differently. Our children come from many different backgrounds, and we try to be respectful of different ways of viewing holidays. If your child has certain family holiday celebration restrictions, please let the teacher know.

Children enjoy learning about holidays and celebrations, and the study of holidays is included in our lessons on history and culture. Children and parents are encouraged to schedule a time with their child's teacher to demonstrate and share their family traditions with our classes.

We have a healthy treat policy for celebrations including birthdays.

Elementary / Adolescents:

We ask parents to provide healthy treats and snacks, and to send napkins and paper plates if they are needed for serving. We ask you to support healthy treats so we do not allow sugar cakes, sugar icing, candy and other sweet sugar treats. We also do not allow gifts, decorations, etc. to be brought in for birthdays; **we do not have birthday parties at school, for any grade level, as they disrupt the learning environment.** The healthy treats serve as a snack and acknowledgement of the child's birthday. Examples of healthy treats are: muffins, fruit smoothies, yogurt and fruit granola sundaes, or fruit salad. *Please contact your child's teacher in advance of sending any healthy treats or healthy birthday treats.*

Primary:

Birthdays hold a very special place in our culture, and we know how important it is to acknowledge this day in your child's life. That being said, in the Primary (K3-K5) Montessori classrooms we are asking families to, please, not send any type of food treat to school for your child's birthday. So instead of a food treat, we will acknowledge your child's birthday by singing and talking about how many years your child has been on our planet Earth. If your child wishes, he or she may bring a favorite book to share with the class or a photograph of him or her-self as a newborn. It would also be appropriate if your child wanted to present a gift to the class – a small book, an interesting science object (seashell or pretty rock), a plant or an art postcard would all be welcome choices for a classroom gift.

Field Trips

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education. Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

Fundraisers

Fundraisers are conducted by our school and parent organization to raise money for the benefit of our students and school. Student participation is voluntary with parental permission. Students participating in sponsored fundraising activities are not allowed to be involved in door-to-door sales. Fundraising activities will not impose on instructional time during the regular school day.

School Bookstore

Not Applicable.

School Supplies (Preschool–Grade 8)

All children need to be prepared with their school supplies on the first day of school. Each grade level has a special supplies list. Our school will distribute the school supplies list at the start of the school year. [The list is also posted on the Supply Lists page.](#) Please make sure to put your child’s name on their supplies.

Note: Due to the nature of the Montessori curriculum and classroom environments, Maryland Avenue Montessori School has a supply wish list for each of the different levels so that parents do not purchase items that are not needed in the Montessori classroom environment. The supply lists are located on the school website.

Emergency Drills

Our school will hold emergency drills on a regular basis. Fire drills and emergency lockdown drills are held once a month. Tornado drills are held once a year in April. School bus evacuation drills are held twice a year.

SECTION 7: EXTRACURRICULAR ACTIVITIES

Extracurricular Activities Offered

Maryland Avenue Montessori School offers a variety of activities outside of the school day. Many of the activities rely on volunteers to organize and supervise the activities, so specific offerings vary year to year. We typically offer sports teams for basketball, soccer, volleyball, flag football and cross country. We also offer “cardio party”, chess club, Spanish classes and after school tutoring / homework sessions. If you are interested in volunteering for any of these or any other activities, please contact Ms. Nacole Ewerdt, sports coordinator or Mr. DiCarlo, principal.

SECTION 8: NONDISCRIMINATION POLICY

It is the policy of the Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

For section 118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181 (414) 475-8027.

For section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Jean Gatz, Section 504/ADA Coordinator for Students, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, WI, 53216, (414) 438-3677.

SECTION 9: APPENDIX

Acknowledgment for the Family–School Compact and acknowledgment for the *Family–School Manual*

ACKNOWLEDGMENT FORM

Family–School Compact

In this compact, families and school staff agree how to work together. Every Title I school must develop a Family–School Compact. The purpose of this agreement is to help parents and teachers come to a consensus on the responsibilities that impact student achievement. The underlying assumption is that a student’s academic success will improve when the home and school work together.

It is important that parents/guardians review and discuss the Family–School Compact with their child/children. We request that the parents/guardians and students sign below and return this form to the classroom teacher.

.....

We have reviewed and discussed the Family–School Compact with our child.

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Family–School Manual

It is important that parents/guardians review and discuss this *Family–School Manual* with their child/children. We request that the parents/guardians and students sign below and return this form to the classroom teacher.

.....

We have reviewed and discussed this *Family–School Manual* and agree to follow all rules and expectations set by the school.

Student Name _____ Room # _____

Parent Signature _____ Date _____

Student Signature _____ Date _____