



**MILWAUKEE  
PUBLIC SCHOOLS**



**Making a World  
of Difference**

**Family School Manual  
2020-21 School Year**

**Fernwood Montessori School**

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Milwaukee, Wisconsin 53207  
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***John A. Sanchez***  
**Principal**

This manual is periodically updated. You will find the most recent version on the Fernwood Montessori website at <http://www5.milwaukee.k12.wi.us/school/fernwood>

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## SECTION 1: INTRODUCTION

### From the Principal

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

Each Tuesday we send home a Parent Newsletter via email, it can also be found on our website. Be sure to check it weekly so that you can stay informed about all of the events and special activities at Fernwood Montessori this year. Please provide your email information to us so that you can receive our weekly newsletter, send your email address to: [158@milwaukee.k12.wi.us](mailto:158@milwaukee.k12.wi.us)

Thank You,  
John A. Sanchez, Principal

### School Mission, Vision and Goals

#### *Fernwood Mission/Vision*

Fernwood Montessori School will inspire all children to achieve their fullest potential through Montessori philosophy, principles, and specialized materials. Students will be prepared for active global citizenship through intrinsic development in an environment that fosters equity, inquiry, flexibility and responsibility.

#### *Program Features and Goals:*

- A prepared, orderly environment in which students have freedom to work on their own or in small groups.
- Self-correcting, sequenced learning materials which help the child develop a strong foundation in reading and mathematics skills.
- Development of self-discipline and independence built around respect for each other and the school environment.
- Parent sessions on the Montessori philosophy and methods, with a strong emphasis on how parents can support the program.
- Belief that learning is a life-long process. The importance of developing a love of learning is central to the Montessori Method of Education.

### Staff Roster and Contact Information, including MPS email

Jennifer Navidad is excited to be returning to Fernwood for her 5th year as our Parent Coordinator. The Parent Coordinator works to support families in their participation in the Fernwood community. Fernwood is fortunate to have a community full of engaged families who support our schools in so many ways. The best way to reach Jenni is through her email at [navidaj@milwaukee.k12.wi.us](mailto:navidaj@milwaukee.k12.wi.us). Her work phone number is 414-294-1323. Please feel free to reach out with any questions and Jenni will do her best to answer them or point you in the correct direction.

Room	Staff Name	School Phone	MPS email
	<i>Administration</i>		
Main Office	Mr. John Sanchez, <i>Principal</i>	294-1305	<a href="mailto:sancheja@milwaukee.k12.wi.us">sancheja@milwaukee.k12.wi.us</a>
10D	Ms. Kristen (Kristy) Lowell, <i>Assistant Principal</i>	294-1306	<a href="mailto:lowellkm@milwaukee.k12.wi.us">lowellkm@milwaukee.k12.wi.us</a>
	<i>Secretaries</i>		
Main Office	Ms. China Triggs	294-1312	<a href="mailto:triggsc@milwaukee.k12.wi.us">triggsc@milwaukee.k12.wi.us</a>
Main Office	Ms. Cynthia Arias	294-1310	<a href="mailto:ariascg@milwaukee.k12.wi.us">ariascg@milwaukee.k12.wi.us</a>

	<b>Primary</b>		
3	Ms. Elizabeth Hawkins	294-1377	hawkinem@milwaukee.k12.wi.us
7	Ms. Naomi Guzman	294-1352	guzmannr@milwaukee.k12.wi.us
11	Ms. Lorinda Flores	294-1357	floresl1@milwaukee.k12.wi.us
12	Ms. Kellie Krawczyk	294-1365	krawczka@milwaukee.k12.wi.us
13	Mrs. Lisa McLure	294-1362	samperld@milwaukee.k12.wi.us
15	Ms. Andrea (Andi) Getz	294-1334	getzal@milwaukee.k12.wi.us
17	Mrs. Susan Suchecki	294-1330	ashbys@milwaukee.k12.wi.us
	<b>Lower Elementary</b>		
21	Mr. Patrick Tomter	294-1369	tomterph@milwaukee.k12.wi.us
22	Mrs. Jennifer Sarnowski	294-1382	sawnowjl@milwaukee.k12.wi.us
24	Mrs. Elaine Clay	294-1358	clayem@milwaukee.k12.wi.us
34	Mrs. Lisa Balistreri-Geib	294-1346	balistla@milwaukee.k12.wi.us
35	Ms. Jessica Foster	294-1380	fosterjx@milwaukee.k12.wi.us
251	Mrs. Katharine Toman	294-1392	tomankr@milwaukee.k12.wi.us
252	Mrs. Natasha Posey	294-1381	poseynl@milwaukee.k12.wi.us
253	Ms. Mary Ellen Quesada	294-1389	quesadm@milwaukee.k12.wi.us
	<b>Upper Elementary</b>		
25	Ms. Jean Vogel	294-1378	vogelj@milwauke.k12.wi.us
27	Ms. Tillie Sullivan	294-1339	sullivoa@milwaukee.k12.wi.us
31	Mr. Jeremy Kimble	294-1379	kimblejj@milwaukee.k12.wi.us
32	Ms. Kathryn (Katy) Gabor	294-1341	baileyk@milwaukee.k12.wi.us
33	Mr. Nikolai Gurda	294-1324	gurdanj@milwaukee.k12.wi.us
37	Ms. Stefanie Klopp	294-1371	kloppsl@milwaukee.k12.wi.us
250	Ms. Kari Wellhausen	294-1387	wellhakx@milwaukee.k12.wi.us
	<b>Adolescents</b>		
150	Mr. Matthew Ray	294-1390	rayme@milwaukee.k12.wi.us
151	Mrs. Kim Milligan	294-1397	milligkl@milwaukee.k12.wi.us
152	Mrs. Annie Zimmers	294-1384	brownfak@milwaukee.k12.wi.us
153	Ms. Katie Botsford	294-1383	botsfokm@milwaukee.k12.wi.us
	<b>Special Education</b>		
16	Ms. Rebecca Feider <i>Early Childhood</i>	294-1376	shearj@milwaukee.k12.wi.us
26	Ms. Malgorzata Kutynia <i>Multi-Categorical-LE &amp; UE</i>	294-1375	kutynimt@milwaukee.k12.wi.us
26	Ms. Michelle Wright <i>Multi-Categorical -LE &amp; UE</i>	294-1385	wrightma@milwaukee.k12.wi.us
5	Ms. Kim O'Brien <i>Multi-Categorical-LE &amp; UE</i>	294-1373	johanskm@milwaukee.k12.wi.us

	<b><i>Special Education (cont.)</i></b>		
5	Ms. Karen Gervais <i>Multi-Categorical-Adol &amp; UE</i>	294-1372	kowalskm@milwaukee.k12.wi.us
10B	Mrs. Sarah Fortier <i>Spec Ed Supervisor</i>	294-1374	reitera@milwaukee.k12.wi.us
	<b><i>AMP Specialists</i></b>		
2	Ms. Laura Zimmerman- <i>Art</i>	294-1348	makulall@milwaukee.k12.wi.us
23	Mr. Brandon Miller- <i>Music</i>	294-1370	millerbm@milwaukee.k12.wi.us
Gymnasium	Mr. Robert Comp- <i>Physical Ed.</i>	294-1367	compra@milwaukee.k12.wi.us
	<b><i>Resource and Support</i></b>		
14	Mrs. Debra Lopez-Prado- <i>Librarian</i>	294-1335	lopezpd@milwaukee.k12.wi.us
38	Ms. Kathie Major- <i>Speech Pathologist</i>	294-1337	majorkm@milwaukee.k12.wi.us
10C	Ms. Manisone (Manee) Jadolon <i>School Social Worker</i>	294-1321	inthirm@milwaukee.k12.wi.us
28	Ms. Tracy Redlich <i>School Psychologist</i>	294-1320	redlicta@milwaukee.k12.wi.us
2C	Ms. Gretchen Kuhnen <i>School Nurse</i>	294-1388	kuhnenga@milwaukee.k12.wi.us
36	Ms. Elaina Sullivan- <i>SST</i>	294-1395	sullivem@milwaukee.k12.wi.us
10C	Mrs. Bianca Willingham <i>School Guidance Counselor</i>	294-1321	willinbc@milwaukee.k12.wi.us
Annex	Ms. Jennifer Navidad <i>Parent Coordinator</i>	294-1323	navidaj@milwaukee.k12.wi.us
	<b><i>Montessori Assistants</i></b>		
	Ms. Jeannette Bree		breeje@milwaukee.k12.wi.us
	Ms. Shekeya Farmer		parkerst@milwaukee.k12.wi.us
	Mr. Manuel Garcia		garciam@milwaukee.k12.wi.us
	Mrs. Monica Greene- <i>CHA</i>		greenema@milwaukee.k12.wi.us
	Ms. Brianna Bellinger		bellinbs@milwaukee.k12.wi.us
	Ms. Antonia Haug		haugam@milwaukee.k12.wi.us
	Mrs. Angela Hill		hilla2@milwaukee.k12.wi.us
	Mr. Joel Jaecks		jaecksjl@milwaukee.k12.wi.us
	Ms. Karen Jeffrey		jeffrejk@milwaukee.k12.wi.us
	Mr. Paul Kasten		kastenp1@milwaukee.k12.wi.us
	Ms. Veronika Kunath		kunathv@milwaukee.k12.wi.us
	Ms. Jamie Krutsch		krutscjl@milwaukee.k12.wi.us
	Mrs. Maribel Martir-Steiber		martinm9@milwaukee.k12.wi.us
	Mrs. Sara Raasch		raaschsm@milwaukee.k12.wi.us
	Mrs. Barbara Sayavong		sayavobj@milwaukee.k12.wi.us
	Ms. Jenna Sims-Gray		simsjk@milwaukee.k12.wi.us
	Mrs. Nikoll Wencka		bladenc@milwaukee.k12.wi.us
	Ms. Caitlyn McWilliams		mcwillc@milwaukee.k12.wi.us
	<b><i>Engineer/Bldg. Svc. Helpers</i></b>		
Lower Level	Mr. Dave Drobnik- <i>Engineer</i>	294-1345	drobnida@milwaukee.k12.wi.us
Lower Level	Mr. Darius Colson		colsond@milwaukee.k12.wi.us
Lower Level	Ms. Christine Bond		bondcy@milwaukee.k12.wi.us
Lower Level	Mr. Ricky Sanchez		sancherz@milwaukee.k12.wi.us

	<b><i>Food Service</i></b>		
Cafeteria	Christie Wiedower-Kitchen Manager	294-1319	wiedowcl@milwaukee.k12.wi.us
Cafeteria	Carla Hamelin-FS Assistant		hamelicm@milwaukee.k12.wi.us
Cafeteria	Ana Arreaga		
	<b><i>Child Care</i></b>		
7B	Mrs. Sharmaine Ceballos	294-1350	ceballsl@milwaukee.k12.wi.us
7B	Mrs. Elizabeth Lierman	294-1350	liermaea@milwaukee.k12.wi.us

### School Calendars/Events

A weekly calendar is available in the weekly newsletter. If you have information that you wish to have included in the school calendar, please send it to the office or Parent Coordinator as early as possible.

Parents can find the calendar on our website: <http://www5.milwaukee.k12.wi.us/school/fernwood>

### School Daily Schedule

\*please follow the schedule in the Montessori Virtual Handbook for Phase 1

<u>School</u>	<u>Hours</u>
Office:	7:00 a.m. – 3:00 p.m.
Breakfast:	7:00 a.m. – 7:30 a.m. (enter through Door #1 or 2)
Warning bell:	7:20 a.m.
School starts:	7:20 a.m.
Dismissal K5-8 <sup>th</sup> :	2:20 p.m.
Dismissal K3 & K4:	7:20 a.m. – 10:15 a.m.
Before-/after-school services/program:	6:45 a.m. – 7:20 a.m. and 2:20 p.m. – 6:00 p.m.

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

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### Student Starting Time

School begins **promptly at 7:20 a.m.** each morning. The children are expected to be in their classrooms and ready to work at that time. The Breakfast program starts at 7:00 a.m. and ends at 7:30 a.m.

### Early Arrival

Children are not to be dropped off at school before **7:20 a.m.** There is no supervision for children before 7:35 a.m. unless they are registered for the Before-School Camp. Students who arrive early to school will have to wait outside unsupervised. Please assist your child in making a smooth transition to school in the morning by saying “good-bye” at the door to the school. Staff will be available to help your child find his/her classroom. From the beginning of their K3 year, we teach the children to walk to class and hang up coats and backpacks on their own. In order to facilitate this lesson, teachers and classroom assistants greet the children at the door and make sure that they arrive safely to their classroom.

### **Student Entry Procedures**

Students will be allowed to enter the building at 7:20 a.m. To alleviate congestion when entering the building, students should abide by the following Entrance Procedures.

- **Lower and Upper Elementary** students (1st-6th grade) will enter through **Door #1** (Northeast entrance) in order to avoid the first floor. They are to proceed directly to the 2<sup>nd</sup> or 3<sup>rd</sup> floor.
- **Adolescent** students will enter through **Door #6** (Northwest entrance) which is closest to their classrooms.
- **Primary students** (K3-K5) will enter through **Door #2** (Southeast entrance) with siblings if needed.
- The ‘new’ Main Door on Falling Heath Place will be used as the entrance for parents and visitors to the school.

Remember to speak to your children about the importance of entering in an orderly and safe fashion.

### **Student Dismissal Procedures**

#### ***End of the School Day for K3 and K4***

K3 and K4 children finish at **10:15 a.m.** K5 through 8th grade students are finished at **2:20 p.m.** Please wait on the East playground to pick-up your child(ren). The teacher will escort each group out of the building.

#### ***Picking Up a Child at the End of the Day/Dismissal***

Parents of children who do not ride the bus meet them on the East playground near **Door #2**. Do not park on Pennsylvania Avenue or Falling Heath Place; this is dangerous and interferes with the safety of the children who ride the buses. Students start **boarding buses from 2:20 p.m. to 2:30 p.m.** Buses will begin pulling from the school at **2:30 p.m.** **Our school’s primary responsibility is to ensure the safety and well-being of your children.** We need your cooperation, assistance and support to ensure students’ safety especially during arrival and dismissal.

### **Before/After-School Program**

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, as well as exposure to S.T.E.M. (Science, Technology, Engineering, Math) programming, reading enrichment, art, music and dance. Students are also given healthy snacks and meals.

#### Child Care/Camp:

In partnership with the MPS Department of Recreation and Community Services, our school offers before and after-school child care 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 child care 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 child care Camp Program. Please contact Sharmaine Ceballos at **(414) 294-1350** for more information. Before-School Camp is from 6:45 a.m.-7:20 a.m., Wrap-Around program for K4 students from 10:45 a.m. - 2:30 p.m. (space for K4 students is very limited) and the After-School Camp is from 2:20 p.m. - 6:00 p.m.

#### Extended Learning Opportunities:

MPS offers a variety of extended learning opportunities (ELO) that provide more time for academics and enrichment during and beyond the conventional school day. These programs offer learning and development experiences that enhance and complement the school curriculum. The ELO programs include but are not limited to: Alternative Education Programs

- Alternative diploma pathways
- Competency-based
- General Educational Development Program (GEDO #2)
- Wisconsin Challenge Academy

#### Summer Academy

- Free of charge for students who are City of Milwaukee residents
- Bilingual and English as a second language (ESL) services provided
- Elementary K5-8
  - Engaging academics and hands-on enrichment opportunities, including arts-integrated activities, field trips, and in-school programs with community partners

#### Extended School Year (ESY)



Provided for children with special education needs

#### Grade 8 Promotional Program

Intended to strengthen the academic and social skills of current 8th grade students transitioning to high school. Principal recommendation is required to participate in this program.

#### High School

Credit acceleration

Credit recovery

Community service/service-learning

Internships

Community Assessment and Training Program (CATP) and On-the-Job Training (OJT)

#### Middle School and Freshman Bridge Programs

#### Enrichment Camps and Adventures

Students in K5-grade 12 have the opportunity to pursue new interests and engage in hands-on experiences during the summer months and non-school days

To find more information about Extended Learning Opportunities, please visit [mpsmke.com/elo](http://mpsmke.com/elo) or call 414-475-8238.

### **Parking**

Parking guidelines:

- **Do not park on Pennsylvania Avenue or Falling Heath Place.** These spaces are reserved for buses only.
- To ensure the safety of all students please **avoid double parking**, which causes heavy traffic congestion. It is **unsafe** for your child **to run between vehicles**.
- The **school is not responsible** for parking tickets issued to parents/visitors.
- We need to **respect the rights of our neighbors**. **Do not park in front of their driveways**.
- The **school parking lot is restricted** and not open to the public. The parking lot is for **staff members only**.
- The **school parking lot is not to be used** to drop off or pick up students.

### **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 for opening learning activities and instruction. Students arriving late must report to the Fernwood School Office for a tardy slip.

When a student is absent, parents must call the school attendance line at (414) 294-1300 stating the child's name, classroom number and reason for absence and send a written excuse within two days of the absence. Excessive absences and tardiness will result in an immediate referral to the school social worker and eventually 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 administrator 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 closest safe corner location to their residence and dropped off at that same location at the end of the school day.

Elementary School (1<sup>st</sup> – 8<sup>th</sup> Grade) - 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 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:

Pick-up 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 pick-up time. A student should wait at least 10 minutes past the pickup time before returning home to inquire about a late bus.

Inclement Weather:

Traffic delays are to be expected on days with inclement weather. Please be sure 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 (2) 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"> <li>Provide a safe environment that supports learning.</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate space daily for learning.</li> <li>Encourage their child to cooperate with the learning community.</li> </ul>
<ul style="list-style-type: none"> <li>Provide high-quality learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage their child to do their best.</li> <li>Engage their child in learning opportunities daily.</li> </ul>
<ul style="list-style-type: none"> <li>Provide student progress updates.</li> </ul>	<ul style="list-style-type: none"> <li>Attend conferences as often as possible, at least once a year.</li> <li>Communicate with school as needed, regarding student progress.</li> </ul>
<ul style="list-style-type: none"> <li>Provide resources and information.</li> </ul>	<ul style="list-style-type: none"> <li>Engage district in understanding the needs of families.</li> </ul>
<ul style="list-style-type: none"> <li>Provide information to families as frequently as possible and in ways that are accessible and understandable.</li> </ul>	<ul style="list-style-type: none"> <li>Provide current contact information and alternate ways to notify families.</li> <li>Communicate their ideas to MPS.</li> </ul>

### 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 & Community Engagement:



**The School–Family Compact**

Each Title I school jointly develops with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Parent Coordinators should ensure the School Leader has this template available so that he/she may create the school-parent compact at the school’s Annual Title I meeting or shortly after. This compact will serve as the school’s family and community engagement action plan for the year. A template, including detailed information on how to create and use this School-Parent Compact is available on mConnect Family & Community Engagement.

## **Fernwood Montessori - School-Family-Student Compact – 2020-2021**

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 improved 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.

### **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 to achieve each standard this year.

Our school will be a welcoming and culturally relevant environment:

- Jenni Navidad is the Fernwood Montessori parent coordinator. She can be reached at (414) 294-1323 or at [navidaj@milwaukee.k12.wi.us](mailto:navidaj@milwaukee.k12.wi.us). Please contact the parent coordinator with any questions.
- The office hours for Fernwood Montessori are 7am-3pm. Families are encouraged to visit and ask questions.
- Fernwood Montessori is a resource center and information site for immigrant students and families.

Our school will be connected to the community:

- Fernwood Montessori has a website that is full of resources including a calendar of events, staff contact information, weekly newsletters, and forms. Please check it out at <http://www5.milwaukee.k12.wi.us/school/fernwood/>.
- Fernwood Montessori School is dedicated to helping children become good citizens not only of our school community, but also of our neighborhood and city. Community partnerships include service projects and a variety of vocational education opportunities for the students. Notable community and business partners in recent years have included:
  - Marquette High School-Senior Life Program, Wisconsin Bicycle Federation, MPS Recreation Department, Tenuta's Restaurant, St. Ann Center, UW Extension, Serve2Unite, Compost Crusaders LLC, University of Wisconsin Milwaukee, Honey Pie Restaurant, The Bay View Neighborhood Association, Anodyne Coffee, Milwaukee School of Engineering, Arts @Large, Sugar Maple, La Merenda Restaurant, Betty Brinn Lab, The Fernwood Fund (MPS Foundation), All Hands Boatworks, Safari Club International (Archery Club), The Urban Ecology Center, the Bay View Historical Society, the United Community Center and Dance Works.

Our school will have the tools and knowledge needed to build relationships with families and the community:

- Our School Engagement Council (SEC) meets the last Monday of each month in the office annex at 5:30pm. This group works to review school policies, the budget, and planning for the future of Fernwood. All meetings are open to the public. SEC minutes are posted on the school website.
- Fernwood Montessori has a weekly newsletter that is sent home by email each Tuesday. This newsletter can also be found on the website and paper copies are available in the office. This newsletter is packed with information on Fernwood events and activities for families. Fernwood Montessori also sends home a folder each Tuesday with information from classroom teachers, handouts, and reminders.
- Fernwood PTO hosts a variety of events throughout the school year for families to come together and build connections. Examples include the Fernwood Family Picnic, Halloween Dance, Fernwood Family Dinner and Family Game Night.

**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. We will implement the following strategies to reach parents and families this year.

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

- Each guardian can set up a Parent Portal account to view their student's academic information. Please contact parent coordinator, Jenni Navidad for assistance.
- Family/teacher conferences will be held on dates TBA. Please watch the Family Newsletter for the online sign up.
- Fernwood students receive report cards each trimester. The dates report cards will be distributed are December 1, 2020, March 2, 2021, and June 14, 2021.
- Families are welcome to visit their student's classroom. Please contact the student's teacher prior to the visit and check in the office upon arrival
- Teachers can be contacted by both email and phone. Email addresses for all Fernwood staff can be found on the Fernwood Montessori website.
- Fernwood hosts an education night each Spring for families to learn more about Montessori education. Additionally, families are encouraged to join the Montessori Advisory Council to become part of sustaining Montessori education in MPS.

Our families will have opportunities to build peer networks.

- Fernwood PTO hosts a variety of events throughout the school year for families to come together and build connections. Examples include the Fernwood Family Picnic, Halloween Dance, Fernwood Family Dinner and Family Game Night.

Our families will have avenues to serve as leaders.

- There are many family-led organizations to get involved with at Fernwood Montessori. All meeting dates are listed in weekly newsletter. Please feel free to join any meeting and check them out.

\*Fernwood PTO, Parent Teacher Organization: This group works to support classroom teachers through fundraising, hosts school wide social events, and works to build our sense of school community.

\*Fernwood Fund: The Fernwood Fund was established in 2011 by parents of Fernwood, in order to lead grant development and pursue additional fundraising opportunities. The Fund focuses on campus improvements as well as school needs in the areas of Art, Music, Physical Education, Technology and Green/Environmental programs.

\*Fernwood PAC (Parent’s Athletic Council): This group works to support our athletic teams by helping with coach recruitment and scheduling and through financial assistance for equipment and registration fees. Their first meeting will be in October.

- Families who wish to serve on the School Engagement Council or the District Advisory Council should contact parent coordinator Jenni Navidad.
- Families are encouraged to volunteer at Fernwood in a variety of capacities. Please contact the parent coordinator for more information.

**STUDENT RESPONSIBILITIES**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- I will speak respectfully to adults and other students.
- I will arrive at 7:20 a.m. to be ready to work by 7:25 a.m.
- I will try to solve problems peacefully.
- I will walk quietly in the stairways and halls.
- I will not intentionally disturb or damage others’ work or property.
- I will not bring gum, candy, toys or electronic devices to school.
- I will follow the school’s dress code (as delineated in the Family Manual).

## Open House

Open House is held twice a year; dates and times will be announced.

## Parent–Teacher Conferences

It is important that all parents/guardians attend parent-teacher conferences. Research indicates 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. Dates, times, and information will be announced.

## Rights of Non-Custodial 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 his/her address and contact information, request to be consulted 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 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 an ongoing or one-time basis. Persons looking to serve on an ongoing basis or for more than 5 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) and be provided with a volunteer assignment by the school administrator or parent coordinator. Persons looking to participate in a day field-trip or other one-time activity, must complete a volunteer waiver form. A link to the online volunteer application can be found on the districts volunteer webpage under the **Community** tab. The volunteer waiver can be found under resources on **mConnect** under the volunteer page for the Department of Strategic Partnerships and Customer Service.

## 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 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.

### 2020-2021 School Engagement Council Members

<b>Principal</b>	John A. Sanchez
<i>Assistant Principal (Alternate for Principal)</i>	<i>Kristen (Kristy) Lowell</i>
Parent (Since 2019-20)	Laureen Anderson-Stepanek
Parent (Since 2019-20)	Jennifer Dominguez
Parent (Since 2019-20)	Nikki Janzen



Parent (New 2020-21)	Ryan Baumer
Parent (New 2020-21)	Jessica Hess
Parent (New 2020-21)	Ben Lefort
Parent (New 2020-21)	Meralis Hood
DAC Parent Rep	Brad Brown
DAC Parent Rep	Joanna Rizzotto
Teacher	Naomi Guzman
Teacher	Elaina Sullivan (SST)
Parent Coordinator	Jennifer Navidad
Community Rep	Melissa Tashijan

**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 (DAC) 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 Parent link on the MPS home page for more information. The Department of Strategic Partnerships & Customer Service (formerly Business, Community & Family Partnerships) is responsible for the oversight of all DAC functions. The SPC department is in Room 131 of the Central Services Building.

**Fernwood Montessori Family Space**

The Parent/Family space to gather is located in the Office Annex of the school, adjacent to the Main Office. Many of our parent meetings are also held in the Community Room above the cafeteria. The space is available daily from 8:00 a.m.-2:30 p.m. For further information please contact Jennifer Navidad at [navidaj@milwaukee.k12.wi.us](mailto:navidaj@milwaukee.k12.wi.us).

**Department of Student Services**

Central Services, 5225 W. Vliet St., Room 133; (414) 475-8448

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

The Parent/Student Handbook on Rights, Responsibilities and Discipline will be sent home with students at the beginning of each school year. Handbooks are also available at each school, at Central Services and on the district website under the *Families* tab. ([www.mpsmke.com/rights](http://www.mpsmke.com/rights))

**Tips for Parents**

- Make sure that your child is in school every day and on time; school starts at 7:20 a.m.
- Call the school when your child is absent at (414) 294 1300
- 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 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 to the end of every school day at **2:20 p.m.** 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 you see.
- Provide your child with comments of encouragement regularly.
- Ensure 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.

**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 the school’s administration.

If you have any concerns with how discipline is handled with your student after a behavior incident occurs, please contact school administration. If you are not satisfied with the school-based resolution, please contact [www.mpsmke.com/parentconcerns](http://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.

<b>STEP 1</b>	
<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, he or she should inform the parent and resolve the issue expeditiously.
<b>STEP 2</b>	
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at <b><a href="http://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a></b> Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.
<b>STEP 3</b>	
<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 <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> 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 policy has not been followed in the resolution, then the Office of Board Governance will route to applicable chief administrators in order to coordinate a response.

**SECTION 3: CURRICULUM AND INSTRUCTION**

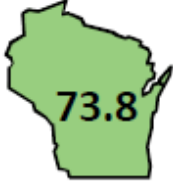
**Wisconsin Department of Public Instruction (DPI) Report Card for the School**

FINAL - PUBLIC REPORT - FOR PUBLIC RELEASE
November 12th, 2019



**Fernwood Montessori**  
Milwaukee | Public - All Students  
School Report Card | 2018-19 | Summary

**Overall Score**



73.8

☆☆☆☆☆  
Exceeds Expectations

Overall Accountability Ratings	Score
Significantly Exceeds Expectations	83-100 ★★★★★
Exceeds Expectations	73-82.9 ★★★★★
Meets Expectations	63-72.9 ★★★★★
Meets Few Expectations	53-62.9 ★★★★★
Fails to Meet Expectations	0-52.9 ★★★★★

Priority Areas	School Score	Max Score	K-8 State	K-8 Max
<b>Student Achievement</b>	<b>68.8/100</b>	<b>100</b>	<b>63.5/100</b>	<b>100</b>
English Language Arts (ELA) Achievement	38.4/50		31.9/50	
Mathematics Achievement	30.4/50		31.6/50	
<b>School Growth</b>	<b>72.7/100</b>	<b>100</b>	<b>66.0/100</b>	<b>100</b>
English Language Arts (ELA) Growth	39.7/50		33.0/50	
Mathematics Growth	33.0/50		33.0/50	
<b>Closing Gaps</b>	<b>66.3/100</b>	<b>100</b>	<b>73.9/100</b>	<b>100</b>
English Language Arts (ELA) Achievement Gaps	31.9/50		37.2/50	
Mathematics Achievement Gaps	34.4/50		36.7/50	
Graduation Rate Gaps	NA/NA		NA/NA	
<b>On-Track and Postsecondary Readiness</b>	<b>88.9/100</b>	<b>100</b>	<b>86.3/100</b>	<b>100</b>
Graduation Rate	NA/NA		NA/NA	
Attendance Rate	75.8/80		74.4/80	
3rd Grade English Language Arts (ELA) Achievement	5.9/10		6.2/10	
8th Grade Mathematics Achievement	7.2/10		5.7/10	

Priority Area Weights	Percentage Weight
Student Achievement	33.7%
School Growth	16.3%
Closing Gaps	25.0%
On-Track and Postsecondary Readiness	25.0%

Note: For details about how weights are determined, see weighting calculator: [https://oea-dpi.shinyapps.io/overall\\_weighting\\_calculator/](https://oea-dpi.shinyapps.io/overall_weighting_calculator/)

**School Information**

Grades	K3-8
School Type	Elementary School
Enrollment	784
Percent Open Enrollment	2.6%
<i>Race/Ethnicity</i>	
American Indian or Alaskan Native	1.0%
Asian	1.5%
Black or African American	3.8%
Hispanic/Latino	21.0%
Native Hawaiian or Other Pacific Islander	0.1%
White	66.8%
Two or More Races	5.6%
<i>Student Groups</i>	
Students with Disabilities	11.1%
Economically Disadvantaged	21.9%
English Learners	0.3%

**Student Engagement Indicators**

Indicator	Total Deductions: 0
Absenteeism Rate (goal <13%)	Goal met: no deduction
Dropout Rate (goal <6%)	Goal met: no deduction

**Test Participation Information**

Includes Forward Exam (grades 3-8), ACT Aspire (9 and 10), ACT (11), and Dynamic Learning Maps (3-11)

Group	ELA 1-Year	ELA 3-Year	Math 1-Year	Math 3-Year
All-Students Rate	96.7%	96.8%	96.7%	96.8%
Lowest Subgroup Rate: SWD	91.7%	93.3%	91.7%	93.3%

^ denotes at least a 10-point Overall Score change in a single year when present. Wisconsin DPI considers this amount of change an outlier which may not reflect the actual magnitude of change in performance.

**Wisconsin Department of Public Instruction | dpi.wi.gov**

Report cards for different types of schools or districts should not be directly compared.

Page  
**1**

## **School Improvement Plan (SIP)**

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

## **Top Grade Completion**

### **Fernwood Montessori - Adolescent Program**

Student/Parent/Teacher Agreement for the Adolescent Program

#### **Expectations and Standards of Behavior**

##### **Appearance**

- Maintain well-groomed appearance
- Undergarments should never be visible
- Keep work areas clean
- Pick up litter
- Report spills and/or broken materials

##### **Communication**

- Provide family email for parent/teacher correspondence
- Carry/deliver messages for parents promptly
- Use grace and courtesy to avoid interrupting conversation
- Respond during lessons
- Display positive facial/body language
- Answer the phone properly within 3 rings- your voice creates an image for the caller

##### **Safety**

- Have current yellow emergency card on file
- Know the safety related policies/procedures
- Report accidents promptly and completely
- Submit photocopy of student's health insurance card

##### **Attitude**

- Welcome each and every person who enters the adolescent program
- Escort visitors rather than telling them or pointing to their destination
- Thank visitors for coming to Fernwood Montessori

##### **Commitment to Peers**

- Treat one another with courtesy and respect- rudeness is never appropriate
- Treat each person the way you wish to be treated
- Be tolerant and patient
- Direct energies toward solving problems
- Practice a TEAM spirit- "Together Everyone Achieves More"

#### **School Supplies**

- Come prepared for school and lessons according to materials list provided
- School texts are property of MPS-be good stewards
- Negligence shown towards school owned supplies may result in a fine
- Families are responsible for materials necessary for projects

#### **Sense of Ownership**

- Take pride in yourself and your role at Fernwood Montessori
- Live the values and mission of Montessori
- Know and understand the responsibility of your job-be accountable
- Look beyond your assigned task to do and learn more
- It's inappropriate to say "I'm bored" or "I don't feel like it"
- Each student is empowered
- Autograph your work with excellence

#### **MPS Policies**

- We follow district guidelines for behavior
- Poor behavior will adversely affect fieldtrips
- No cell phones, permanent markers, whiteout

#### **Fill out and submit**

- 1) Yellow emergency card
- 2) Media release
- 3) Locker policy
- 4) Student/Parent compact
- 5) Weapons policy
- 6) Policy for dispensing medicine

#### **Academic Achievement**

- Commit to learning
- Complete homework
- All subjects are weighted evenly-all classes are of equal importance
- Assignments must be completed on time to the best of your ability

**Email is the preferred means of communication**

Mr. Ray: [rayme@milwaukee.k12.wi.us](mailto:rayme@milwaukee.k12.wi.us)

Mrs. Milligan: [milligkl@milwaukee.k12.wi.us](mailto:milligkl@milwaukee.k12.wi.us)

Ms. Botsford [botsfokm@milwaukee.k12.wi.us](mailto:botsfokm@milwaukee.k12.wi.us)

Ms. Zimmers [brownfak@milwaukee.k12.wi.us](mailto:brownfak@milwaukee.k12.wi.us)

Ms. Gervais: [kowalskm@milwaukee.k12.wi.us](mailto:kowalskm@milwaukee.k12.wi.us)

**Extra-Curricular**

- Trips supplement classroom work and provide practice of life skills
- Take advantage of every opportunity

For Example.....

St Ann Buddy Program

Lunch Room Helper            Athletics

**Exit Criteria**

Pass the State Standardized Assessment  
OR pass curriculum presented by Fernwood staff  
Eighth grade students who pass the State Standardized Assessment but not classroom assessments may not be eligible to participate in Eighth Grade Completion Ceremony

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Principal signature

## **High School Graduation Requirements**

*Visit individual high schools' websites for more information.*

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 listing of the current graduation requirements can be accessed on the MPS website at this link:

<http://mps.milwaukee.k12.wi.us/en/Students/Resources/Graduation-Requirements.htm>

## **Standards-Based Report Cards/Progress Reports**

To ensure that parents/guardians are kept informed of their children's progress in school, Elementary and K8 parents at Fernwood Montessori 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. 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, which 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. Your child's teacher may or may not assign schoolwork to be done at home. Homework in the lower grades is usually designed as follow-up on class lessons and as practice so that children can build their academic skill. Homework for children in the upper grades also includes long term projects that your child may work on alone or with your assistance. Homework for Special Education Students is adapted to fit the child's individual needs.

The best way to help your child to do 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

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.

### **Assessment**

The MPS Strategic Assessment Systems measure progress towards 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 is available for families about the assessments given at each grade level.

<https://mps.milwaukee.k12.wi.us/en/Families/Education-Resources/Parent-Guides.htm>

## **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 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 and is also available online at <http://mpsmke.com/rights>. This handbook provides families with detailed information regarding the MPS discipline policy.

### **School Discipline Rules/Positive Behavior Intervention and Support (PBIS)**

All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order 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. Everyone is to be treated with respect and courtesy. School and personal property must be respected at all times. Everyone is expected to walk quietly and safely wherever they are in the school building. Playground activities must be safe, age-appropriate and supervised. We have three major school-wide expectations:

- ***Be Safe***
- ***Be Respectful***
- ***Be Responsible***

#### 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 are to be worn in the classrooms or in the building
- 2) No candy, gum or toys should be brought to school
- 3) Students should be in their classrooms by 7:35 a.m. or directly after breakfast
- 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
- 6) Appropriate footwear must be worn at all times

#### General Behavior

Staff members deal with most behavior problems as soon as they occur. Each classroom meets to discuss and agree on specific expectations that are appropriate for the children's age and grade level. There are also school-wide expectations for recess periods, school assemblies and field trips. The teacher will contact the parents if support from home is needed to solve a problem with behavior.

### **Lunch Behavior Expectations**

Staff members will be assigned lunchroom supervision. Teachers on lunchroom supervision are responsible for enforcing lunchroom rules.

#### Lunchroom Expectations

***Be Safe, Be Responsible, Be Respectable***



Students who disrupt the lunchroom program will remain in the lunchroom, seated away from their classmates, until all other students have been dismissed. These students will then be dismissed to the playground (or classroom) depending upon the time of day.

Primary and lower elementary students will be permitted to exit the cafeteria after the bell rings, upper elementary and adolescents will enter the building

### **Playground Behavior Expectations and Procedures** **Be Safe, Be Responsible, Be Respectable**

1. Students are to respect the rights and personal property of others.
2. Students are to play away from the school building, including stairs, windows and doors.
3. Students will use respectful language at all times, to other students and staff.
4. Students will not fight, trip, tackle or engage in horseplay, including pushing, pretend fighting, karate, and wrestling.
5. Students are to walk peacefully in the labyrinth, no stones are to be overturned or picked up.
6. Students should bring appropriate outerwear for recess, you may not return to the classroom before recess.
7. Students must wear snow pants, boots and gloves in order to play in the snow.
8. Students are to avoid stepping in puddles, mud, and ice and climbing snow mounds.
9. Students are prohibited from throwing ice, snow, stones, wood chips or any other projectiles.
10. Students should ask an adult for help when they have a conflict with another student on the playground if it cannot be resolved independently or if an injury has occurred.
11. Students should not bring any playground equipment from home without permission.
12. Students are not allowed to utilize roller blades, skateboards, bikes, scooters, skate sneakers, etc. on the playground or on school premises during school hours.
13. Students are to use jump ropes for their intended purpose. Jump ropes should not be used to pull anyone, play horse, tug-o-war, or twirl overhead.
14. Students should avoid climbing on fences, trees, bike racks or stone walls.
15. Students are not allowed to jump off the tot-lot bridge and must slide down the slides, feet first.
16. Students should practice inclusion of others during game play at recess.
17. Students are to respect the school gardens; do not pull on plants or trees and do not pick berries, apples or chives.
18. All electronics devices are to remain inside the school.
19. Students must stay on the playground at all times and follow the instructions of adults.
20. When the entry bell rings, play activity must stop. Students using playground equipment are to line up quietly at their assigned room number and put equipment away as they walk in.

### **School Bus Behavior Expectations and Procedures**

This information will give you a better understanding of what you as parents/guardians can do to help your child enjoy a safe 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 bus ride is a key element of your child's education. A safe bus ride for your child is our

main priority. However, we need your help. Parents please review the following bus rules and safety guidelines with your child:

- 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 bus or out of the bus windows.
- Keep head, hands, and arms inside the 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 bus.

#### Bus Disciplinary Procedures:

Students who disobey bus rules will be subject to the same disciplinary actions as at school. If the student violates the 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 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 bus. Parents picking up and/or dropping off students at the bus stop should park safely away from the stop, but on the same side of the street as the 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, area in back of the bus, and the area around the side of the bus where the driver is unable to see the child*).

As the child nears his/her corner or drop-off site he/she should begin to gather belongings and wait for the bus to come to a complete stop.

After leaving the 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 his/her residence.

#### 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 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 Administration Building at 5225 West Vliet Street. The 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 (3) *Absence of Responsible Person* notices in a year, bus service for that child may be cancelled.

### Emergency Contact Information:

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 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 this information is accurate and up to date. Notify your child's school of any changes.

### Behavior Problems on Bus:

If you feel your child's safety is being jeopardized by the behavior of other riders, you should contact your child's school.

### Inappropriate Driver Behavior:

If you suspect your child's bus driver is engaging in inappropriate behavior, you should first contact your child's bus company. If the problem continues, contact your child's school. If you notice a bus speeding, traveling in an unsafe manner, or the driver is talking on a cell phone, call Pupil Transportation at (414) 475-8922. Please note 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 bus driver will insure 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.

### **Bus Pass Distribution Procedures**

Schools are responsible for the distribution of bus tickets and or assistance in troubleshooting issues related to MCTS card usage. Most schools utilize yellow school buses as the student's primary means to and from school. Schools do however utilize 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:

### **Student Dress Code**

District or school uniform should be worn with the exception of where a guardian or school has opted out of the district uniform policy. Each individual school will address inappropriate attire if it disrupts the teaching and learning of others.

Fernwood Montessori School adopts a dress code that is accepting of diversity. Each school day we focus on academics. Students are expected to dress in a manner that reflects self-respect. Students wearing inappropriate clothing that disrupts the educational environment or who violate the dress code will be asked to change or may result in the student being sent home.

The following types of clothing are prohibited:

- Mesh shirts, tube tops, spaghetti strap tops, backless shirts, belly shirts, tank tops, see-through shirts/clothing
- Any apparel above mid-thigh
- Swimsuits
- flip-flops, and opened toed strapless sandals
- Low hanging shorts or pants (they must be at waist level)
- Hats, visors, or bandanas are to be removed when in the building
- Clothing with inappropriate lettering or slogans
- Jackets intended for outside wear

### **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, electronic and communication devices, all toys, games, cards, large amounts of money, expensive jewelry and jackets 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 is 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 purpose other than an approved educational purpose. Violation of this rule will result in discipline according to district policy.

If devices are activated, used or displayed in violation of this policy, they will be confiscated. If a student activates uses or displays a communication device to endanger the physical safety or mental well-being of others, the student will be recommended for expulsion. This includes capturing, distributing, displaying, sharing and posting inappropriate images that disrupt the learning environment.

In the event that 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. In order to protect learning, the school requests that if a parent/guardian needs to communicate with his/her child during the school day, they leave a message at the school office, which will convey the message to the student. If there is a home emergency, please ask to speak to an administrator.

### **School Communication with Families/Family Newsletter**

Our school believes it is important to keep parents informed of school news, services, activities and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district eNewsletter for families on the bottom of the MPS home page.

When parents/guardians wish to contact their child's teacher, please call the main office at (414) 294-1300 or refer to the staff roster and contact the teacher directly to leave a voice message. The teacher will return the call. Teaching staff will not answer their phone during the school day so please call the office or call before or after school hours.

We know that school is most effective when there is good communication between parents and staff. Each Tuesday we email home a newsletter with information for parents about Fernwood Montessori School. You may also access the Parent Newsletter through the Fernwood Montessori School website at:

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

Our teachers are busy working with students from 7:20 a.m. to 2:20 p.m., so it is usually not possible to return calls during the day. We do try to return calls within 24 hours. Messages can be left on the teacher's voice mail anytime.

### **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:*

- 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 Visitor Pass to the office/security desk and sign out.

Lack of cooperation may constitute trespassing.

### *Visiting Your Child's Classroom*

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 the classroom teacher
- Sign-in at the main office to obtain a school pass

- Remain seated in the place provided
- Do not start a conversation with a child or children
- Make notes of questions and discuss them with the teacher after the visit
- Do not stay for more than ten or fifteen 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 towards small groups or individual children. Children who are not in lessons are expected to make work choices based on lessons they have already received.

Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office to express either verbal or written concerns and request to meet with a school administrator.

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## **SECTION 6: SCHOOL POLICIES AND PROCEDURES**

### **Census Verification Report**

The Census Verification report 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 that 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 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 as well.

### **Breakfast and Lunch Procedures**

All students are able to 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, s/he 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 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](http://www.MyPaymentsPlus.com). The student may also give their money to the Kitchen Manager.

Students are not allowed to leave the building during their breakfast or lunch hour.

Fernwood Montessori offers breakfast for all children who have not had breakfast at home. Children can enter Door #1 or #2 and go to the cafeteria between 7:00 -7:30 a.m. to eat their breakfast. We encourage families to feed their children breakfast before they come to school, because the children who eat breakfast at school enter their classes after the school day has begun and lose out on valuable social and instructional time.

Students are not allowed to leave the building during their breakfast or lunch hour.

### **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**

Fernwood currently has no bookstore.

**School Supplies (Pre-school – 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 supply list is posted on the Fernwood Website: <http://www5.milwaukee.k12.wi.us/school/fernwood/>

**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. Bus evacuation drills are held twice a year.



## **SECTION 7: EXTRA-CURRICULAR ACTIVITIES**

### ***Athletics and Chess***

Fernwood students participate in a number of intramural sports including soccer, volleyball, cross-country and basketball as well as a Chess Club. All of our teams are coached by parent volunteers or staff. There is a small participation fee that covers costs for uniforms, practices and games.

Please see Mr. Comp – Sports Coordinator for athletics entry forms or more information about the fees and teams: Mr. Robert Comp, [comp@milwaukee.k12.wi.us](mailto:comp@milwaukee.k12.wi.us).

Please see Ms. Wright about participation in the Chess Club: Ms. Michelle Wright, [wrightma@milwaukee.k12.wi.us](mailto:wrightma@milwaukee.k12.wi.us).

Fernwood parents support our teams through the Pirates Athletic Council. To receive information from the PAC, send an email to: [info@fernwoodpac.org](mailto:info@fernwoodpac.org)

In addition, we offer Geography Club, Language Club, Greenhouse Club and many others. We will keep you informed through our Family Newsletter when these clubs will become available.

## **SECTION 8: NONDISCRIMINATION POLICY**

It is the policy of Milwaukee Public Schools that, as required by Wisconsin Statutes §118.13 and PI 9, no person will be denied admission to any school in the district; excluded from the benefits of pupil services; not allowed to participate curricular, extra-curricular, recreation, or other activities; or in any other way discriminated against because of the person's ancestry, color, creed, gender, national origin, race, religion, sex, sexual orientation, marital, pregnancy, or parental status, 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 §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: 504/ADA Coordinator for Students, MPS Department of Specialized Services, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181. (414) 438-3677 TTD: (888) 692-1408

**SECTION 9: ATTACHMENT**

Acknowledgement for the School–Family Compact and Acknowledgement for the Family School Manual

**ACKNOWLEDGEMENT FORM**

**The School–Family Compact**

In the school compact, families and school staff agree how to work together. Every Title I school must develop a School–Family 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 School–Family Compact with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.



We have reviewed and discussed the School–Family 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 the Family School Manual with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.



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

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_