



Lower School

Student/Parent  
Handbook

2004 - 2005

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September 2004

Dear Lower School Parents and Students:

Welcome back to school! We are pleased to offer this handbook to students and their parents to familiarize you with our rules and policies, practices and procedures. This handbook contains important information and is intended to be a reference for you. Please take time to read it carefully so that you understand our school's mission statement, the Lower School philosophy and curriculum, behavioral expectations and the policies and procedures that guide our life together.

If you have any questions about what you read, please do not hesitate to call our office.

Sincerely,

Carolyn J. Lengh  
Head of Lower School

## **University School of Milwaukee's Mission Statement**

University School of Milwaukee is an independent, non-sectarian, non-discriminatory, co-educational college preparatory school for students from prekindergarten through twelfth grade.

University School of Milwaukee offers its students an educational environment in which:

- high standards for academic performance, responsible behavior, integrity, and personal effort are valued;
- students are given opportunities to pursue excellence in academics, athletics, the arts, and extracurricular interests;
- diversity and the individual are respected; and
- students receive on-going support in their quest to become progressively independent and to meet the challenges of intellectual, physical, social, ethical, and aesthetic growth.

## **Guiding Principles**

*Educational decisions and goals at USM are based on several guiding principles:*

Students become competent readers, writers, listeners, speakers, thinkers, and problem solvers through their own personal efforts with the guidance of teachers and the support of parents.

A skills-oriented, process-centered, and knowledge-based curriculum which actively engages students in learning can foster the development of higher level thinking.

The use of a variety of instructional techniques, resources, and technological supports helps to meet the educational needs of students.

Students need a developmentally appropriate curriculum.

The school community must have high standards and expectations for learning and behavior which should be modeled by faculty, parents, and administrators.

Faculty and parents should hold students progressively more accountable for their own learning and behavior.

Teachers who are well-trained in their disciplines and who participate in on-going learning are the cornerstone of our community of learners.

A physically and emotionally safe environment allows students and faculty to express their ideas and grow intellectually.

The school encourages diversity in its student body and faculty and requires mutual respect among all its constituencies.

The school fosters an ethical and supportive community by emphasizing respect, honoring values, and practicing service to the school and the community.

The school values the support and the involvement of parents.

## **Philosophy**

All children develop socially, emotionally, cognitively, and physically in a supportive and stimulating environment. Teachers in the Lower School understand the importance of instilling a love of learning. Children are respected, various learning styles and abilities are recognized, cultural diversity is accepted, risks are supported, and life skills are stressed. Lower School teachers encourage students to assume progressively greater responsibility for their learning, and help parents understand how they can support the practices and goals of the School. The Lower School provides an enriching environment that fosters positive self-esteem and allows children to grow to their potential.

## Common Trust

HONESTY  
Tell the truth.

KINDNESS  
Treat other the way they want to be treated.

FAIRNESS  
Do the right thing.

RESPECT  
Care for self, others, environment, and property.

TRUST  
Act in a way so other can count on you.

**TABLE OF CONTENTS**

**Welcome Letter ..... 3**  
**Mission Statement ..... 4**  
**Guiding Principles ..... 5**  
**Philosophy ..... 6**  
**Common Trust..... 7**  
**Table of Contents ..... 8**  
**Important Numbers ..... 10**  
**Administrative/Faculty/Staff..... 11**  
**Schedules/Events/Dates..... 15**  
The Lower School Day  
Lunch/Recess  
Special Events  
**Lower School Policies ..... 25**  
Absences  
After School  
Arrival Time  
Before School  
Birthdays  
Departure  
Emergency Information  
Field Trips  
Guest Visitors  
Homework  
Late Arrival/Early Departure  
Lockers  
Lost and Found  
Parent Visits to a Classroom  
Private Music Lessons  
Religious Holidays  
School Supplies  
Snow Days  
Television  
Toys  
Vacations  
**Communication ..... 32**  
Notes to School  
Telephone Messages  
E-Mail  
Fax  
Friday Folders  
Monthly Newsletters  
Parent-Teacher Conferences

Progress Reports	
<b>Nurse's Office</b> .....	<b>34</b>
Health Forms	
In Case of Accident	
Medication Policy	
Guidelines for Students Coming to School III	
Our Smoke-Free Environment	
<b>Uniform Policy</b> .....	<b>36</b>
Preprimary	
Elementary	
Scouts	
Boys	
Girls	
<b>Behavioral Expectations</b> .....	<b>41</b>
Consequences	
Expulsion	
<b>Academics</b> .....	<b>44</b>
Educational Records Policy	
Assemblies	
I.D.E.A.S. at USM (Summer Programs)	
Service Projects	
Library Book Return	
Use of Technology	
<b>Special Programs</b> .....	<b>47</b>
Before School Program	
After School Program	
Lower School Learning Resource Center	
<b>Evaluation of Student Progress</b> .....	<b>49</b>
Grading and Reports	
Parent Conferences	
Class Placement	
<b>Counseling Program</b> .....	<b>51</b>
<b>Bus Procedures</b> .....	<b>52</b>
Field Trip Safety Procedures	
<b>Traffic Circle</b> .....	<b>54</b>
Preprimary Pick Up	
Grades 1 – 4 Pick Up	
Guidelines for Every Driver	
<b>The USM Alma Mater</b> .....	<b>55</b>



**ADMINISTRATION/FACULTY/STAFF**

**School Administration**

Ward Ghory, Head of School	540-3380
Carolyn Lengh, Head of Lower School	540-3110
Gregg Bach, Head of Middle School	540-3210
Rosann Lyons, Head of Upper School	540-3410
Kathleen Friedman, Director of Admissions	540-3321
Marina Krejci, Director of Advancement	540-3331
Randy Dean, Director of Athletics	540-3301
Alex Chou, Director of Business Services	540-3311
Liz Krieg, Director of College Guidance	540-3447
Karen Reimer, Director of Food Services	540-3361
Branwyn Rhodes, Director of Marketing and Communications	540-3335
Bob Landry, Director of Plant Services	540-3500
Judy Bloch, Director of Summer Programs	540-3351
Trudi Marino, Director of Technology	540-3341
Cathy Lura, Director of Transportation	540-3531

**Lower School**

Cheryl Bair, First Grade Teacher	540-3130
Stephanie Baka, In House Substitute Teacher	540-3180
Sue Baker, Physical Education Teacher	540-3302
Tim Bartz, Physical Education Teacher	540-3233
Lori Becker, Junior Kindergarten Teacher	540-3131

Andrea Bender, Junior Kindergarten Teacher	540-3138
Judy Bloch, Head of Learning Center and Director of Summer Programs	540-3351
Amy Bongard, Junior Kindergarten Teacher	540-3132
Gina Bongiorno, Fourth Grade Teacher	540-3133
Margaret Browne, Prekindergarten Teacher	540-3134
Amy Callahan, French Teacher	540-3135
Patti Camp, Senior Kindergarten Teacher	540-3136
Kathy Choren, Assistant Head	540-3111
Pam Chumbley, Prekindergarten Assistant (AM and PM)	540-3137
Sarah D'Amico, After School Program Director	540-3125
Jo Ann Dent, Library Assistant	540-3139
Deborah Duecker, Second Grade Teacher	540-3140
Claudia Edwards, Second Grade Teacher	540-3141
Marlene Ego, Music Teacher	540-3142
Karen Friedlander, Second Grade Teacher	540-3143
Bob Geniusz, Art Teacher	540-3144
Sarah Griffin, Physical Education Teacher	540-3145
Deborah Haines, Senior Kindergarten Teacher	540-3146
Bonnie Halcomb, Fourth Grade Teacher	540-3147
Carol Hardwick, Junior Kindergarten Teacher	540-3148
Jeff Harrison, Computer Tech Assistant	540-3171

Suzanne Jeffers, Senior Kindergarten Teacher	540-3150
Jane Keily, Physical Education Teacher	540-3151
Jennifer Keppler, Prekindergarten Teacher (AM and PM)	540-3152
Sherry Koconis, Administrative Assistant	540-3100
Renice Konik, Fourth Grade Teacher	540-3153
Isabelle Kralj, Dance Teacher	540-3154
Linda Lak, Orchestra Teacher	540-3244
Michael Landgraf, Second Grade Teacher	540-3155
Margaret Lang, Fourth Grade Teacher	540-3156
Nancy Lieber, Librarian	540-3157
Kevin Linzmeier, Learning Center Teacher	540-3162
Nicole Lucyk, Technology Coordinator	540-3159
Bonnie McMinn, Senior Kindergarten Teacher	540-3160
Kristen Mehring, Junior Kindergarten Teacher	540-3161
Jill Oemichen, First Grade Teacher	540-3163
Jeanne Olivieri, Spanish Teacher	540-3162
Donna Pelech, Nurse	540-3120
Patricia Petersen, Music Teacher and Prekindergarten Assistant	540-3165
Patricia Ptak, Third Grade Teacher	540-3166
Sharon Quinn, Science Consultant	540-3167
Jethra Rivera, Third Grade Teacher	540-3168

Paul Salerno, Counselor	540-3220
Sarah Schneider, Third Grade Teacher	540-3164
Heather Teske, First Grade Teacher	540-3172
Sarah Van Haren, Senior Kindergarten Assistant	540-3169
Margaret Voss, Learning Center Teacher	540-3173
JoAnne Williamson, First Grade Teacher	540-3174

## **SCHEDULES/EVENTS/DATES**

### August

- 24 Preprimary New Parent BBQ 5:30 – 7:30 PM
- 30 New Student/Parent Orientation 2:30 PM

### September

- 1 First Day of School 8:15 AM  
Opening Ceremony 8:30 AM  
Parents' Association Information Fair 8:45 AM  
PK Parent Coffee 9:15 – 10:00  
PK and JK 8:15 – 10:15  
SK 8:15 – 11:15  
PK – PM Parent Coffee 12:15 – 2:00
- 2 PK and JK 8:15 – 10:15  
SK Full Day Begins  
Grades 1 – 4 New parent BBQ 5:30-7:30
- 6 No Classes – Labor Day
- 13 SK Coffee and Developmental Profile 7:00 PM
- 14 SK Coffee and Developmental Profile 8:30 AM
- 14 Back-to-School Night for Grades 1 – 4 at 7:00 PM
- 20 4th Grade Coffee and Developmental Profile 7:00 PM
- 23 LS Picture Day
- 23 4th Grade Coffee and Developmental Profile 8:30 AM
- 27 1st Grade Coffee and Developmental Profile 7:00 PM
- 30 Back to School Night for Preprimary at 7:00 PM

### October

- 4 1st Grade Coffee and Developmental Profile 8:30 AM
- 7 2nd Grade Coffee and Developmental Profile 7:00 PM
- 8 2nd Grade Coffee and Developmental Profile 8:30 AM
- 13 3rd Grade Coffee and Developmental Profile 7:00 PM
- 14 3rd Grade Coffee and Developmental Profile 8:30 AM
- 19 PK Coffee and Developmental Profile 8:30 AM
- 20 JK Coffee and Developmental Profile 7:00 PM
- 22 No Classes – Faculty Comment Writing Day
- 26 Christmas and Holiday Show
- 27 Christmas and Holiday Show
- 28 Christmas and Holiday Show
- 29 Christmas and Holiday Show

### November

- 3 Parent/Teacher Conferences 5:00 – 8:00 PM
- 4 No Classes  
Parent/Teacher Conferences Noon – 8:00 PM

5 No Classes  
15 ERB's for Grades 3 and 4  
16 ERB's for Grades 3 and 4  
17 ERB's for Grades 3 and 4  
18 ERB's for Grades 3 and 4  
19 ERB's for Grades 3 and 4  
24 Grandparents and Special Friends Day  
11:30 AM Dismissal  
25 No Classes – Thanksgiving  
26 No Classes

December

1 Holiday Surprise Shop Opens in School Store  
9 Holiday Concert Grades 1 – 12 7:00 PM  
17 Preprimary Holiday Concert 9:30 AM  
22 No Classes until January 5th

January

17 Martin Luther King, Jr. Day  
25 ALEX Day  
28 No Classes – Faculty Inservice

February

2 Open House for Grades PK – 4 (5:30 – 7:00 PM)  
7 Health and Wellness Week  
18 No Classes – Faculty Comment Writing  
21 No Classes – Mid-Winter Break Day

March

2 Parent/Teacher Conferences 5:00 – 8:00 PM  
No Classes  
3 Parent/Teacher Conferences Noon – 8:00 PM  
No Classes  
4 No Classes  
9 5th Grade Preview Night (4th Grade Parents) 7:00 PM  
16 3rd and 4th Grade Vocal Concert 7:00 PM  
20 Earth Day  
21 No Classes until April 4th

April

17 4th Grade Docent Day 2:00 PM  
18 Book Fair Week

May

- 5 2nd Grade Camp Minikani Overnight
- 6 1st Grade Mother's Day Tea
- 7 Rummage Sale
- 12 4th Grade Wisconsin Overnight Trip
- 19 1st and 2nd Grade Vocal Concert
- 26 LS Orchestra Concert 6:30 PM
- 30 No Classes – Memorial Day

June

- 2 3rd and 4th Grade Dance Concert 6:30 PM
- 6 Picnic and Field Day
- 8 Last Day of School
- 4th Grade Closing Ceremony 10:30 AM
- 11:30 Dismissal

## **THE LOWER SCHOOL DAY**

The Lower School students remain with one teacher for the majority of the day. Teachers plan daily experiences in writing, reading, listening and speaking, math, social studies, and science. This planning carefully considers the developmental levels, special needs, skills and interests of children.

In addition to classroom experiences, children meet with the following specialists:

Art: Grade 1  
45 minutes  
2 times/six day cycle

Grades 2 – 4  
75 minutes  
1 time/six day cycle

Dance:  
Grades 1 – 4  
30 minutes  
1 time/week

Foreign Language:  
PK  
15 minutes  
2 times/six day cycle

JK  
20 minutes  
2 times/six day cycle

SK  
30 minutes  
2 times/six day cycle

Grades 1 & 2  
30 minutes  
2 times/six day cycle

Grades 3 & 4  
45 minutes  
2 times/six day cycle

Physical Education:

PK  
30 minutes  
1 time/six day cycle

JK and SK  
30 minutes  
2 times/six day cycle

Grades 1 – 4  
30 minutes daily

Library:

PK  
15 minutes  
1 time/six day cycle

JK  
20 minutes  
1 time/six day cycle

Grades SK – 2  
30 minutes  
1 time/six day cycle

Grades 3 & 4  
45 minutes  
1 time/six day cycle

Music:

PK  
15 minutes  
1 time/six day cycle

JK  
20 minutes  
1 time/six day cycle

SK  
30 minutes  
2 times/six day cycle

Grades 1 – 4

45 minutes – 2 times/six day cycle

**The school day begins at 8:15 a.m. PK and JK half day programs end at 11:15 a.m. Students are dismissed in grades PK – SK at 3:00 p.m. and 3:10 p.m. for grades 1 – 4.**

## **LUNCH**

Lower School lunches are served in the Lower School Dining Room. Students are expected to use good manners and show respect for all students and adults in the dining room. All lunches are served family style, with the assistance of a faculty member, staff member, or school parent. Children help to set and clear the table and to assist younger children.

Lunch Schedules:

PK and JK	11:30 – 12:00
Grades SK – 2	11:00 – 11:30
Grades 3 and 4	11:30 – 12:00

Lower School encourages children to eat and enjoy a variety of foods. Children are expected to try new foods and to eat at least one courtesy bite of the foods they do not prefer. Food exceptions for medical and religious reasons must be on file with the Nurse's Office.

Lunch time is an opportunity to enhance community. This is a time for children to become acquainted with teachers and children in other classes and grades.

## **RECESS**

We strongly believe in the benefits of outdoor free play for children every day except during rainy or extremely cold weather. Students remain inside when the winter temperature is below zero wind chill and/or actual temperature. Your child needs mittens, boots, a hat, and snow pants for recess in the colder months and appropriate outerwear for the weather every day. **Please label your child's clothing with first and last name.**

Children may need to participate at a less active level if they are recovering from an injury or illness. A note from the doctor directed to our school nurse will validate a child's absence from physical education or recess.

## **SPECIAL EVENTS**

### **New Parent BBQ**

The Preprimary New Parent BBQ and the Grades 1 – 4 New Parent BBQ is a chance to meet other new parents, your child's teacher, and administrators. This is an adult only get together. New parents to USM are invited and should R.S.V.P. to the admissions office.

### **First Day of School – Opening Ceremony**

All Grades participate in an outdoor ceremony in the front circle to mark the opening of the new school year at 8:30 a.m. each school year.

### **Parent Coffee and Developmental Profile**

The Lower School Head and Assistant Head offer parents the opportunity to meet on a grade-level basis. You will hear information about your child's grade level as well as hear a developmental profile presented by our school counselor. This is a good place to ask questions and meet other classroom parents.

### **Picture Day**

Picture Day is held early in the school year. Retake day is scheduled after the pictures are delivered. Students in grades 1 – 4 should wear uniforms.

### **Preprimary Back-To-School Night**

#### **1-4 Back-To-School Night**

Meet your child's teacher, visit the classroom, and learn about curriculum and plans for the year. We schedule one Back-To-School Night for Preprimary and one for grades 1 - 4. This is also an opportunity to sign up for conferences. Children are not included in the evening.

### **Halloween**

Teachers and students alike celebrate Halloween with colorful and creative costumes, a costume parade, assembly, and parties. Guns, weapons and other dangerous objects in costumes are not allowed. Costumes depicting violent characters are not allowed. Students may wear costumes based on their favorite book characters. We suggest that costumes be made from clothing and articles children have at home. Also, no masks please, however, face paint is permitted.

### **Parent-Teacher Conferences**

Parent-teacher conference times are set aside on the calendar. These conferences follow the receipt of progress reports. Parents are expected to attend fall and winter conferences during the scheduled time allowed on conference days. The June conference is optional. Additional conferences may be scheduled at the request of a parents or teachers at any time during the year.

### **Grandparents/Special Friends Day**

Students invite their grandparents or special friends to visit the school for the morning on the Wednesday before Thanksgiving. It is a very proud and wonderful experience for the children and their guests.

### **Holiday Concerts**

Preprimary presents their concert in December on a weekday morning and grades 1 through 12 present their concert on a weeknight evening. Children come in dress-up clothes and a holiday spirit prevails.

### **Open House**

The Open House is an opportunity in February for students to "show off" their own classrooms to parents and to visit other classrooms, too.

### **Book Fair**

The Book Fair is sponsored by the Parents' Association. An outstanding selection of books is on display and available for purchase on campus. The Book Fair is a week long event.

### **Orchestra Concert**

The Orchestra Concert for Lower School students is a wonderful program that will show case the hard work of the orchestra students at the end of the year.

### **Vocal Concert**

The vocal concert for students in grades 1 and 2 and students in grades 3 and 4 are scheduled separately in the spring. These concerts are a curricular concert that students work towards and an opportunity for them to show their wonderful skills and talents.

### **Dance Concert for 3<sup>rd</sup> and 4<sup>th</sup> Grade Students**

The dance concert is exciting and creative. In the past we have seen students shine and sparkle with their creative energy. It is a fantastic program that we all look forward to at the end of the year.

### **Picnic and Field Day**

Field Day activities for Grades SK – 4 will be held the last week of the school year. Students bring a bag lunch with beverage. Parents are invited to join their students for our Lower School Picnic and Field Day. Parents who wish to attend need to bring a bag lunch with beverage and a picnic blanket. This is an out of uniform day. In the event of rain, there will be lunch in classrooms and Field Day will be held inside.

### **4<sup>th</sup> Grade Closing Ceremony**

Before moving on to Middle School, fourth graders will be honored at a ceremony. Families of fourth graders are invited to this event each year at the end of the school year.

### **Last Day of School**

The last day of school for the 2004 - 2005 school year concludes at 11:30 AM. There is bus service.

## **LOWER SCHOOL POLICIES**

### **ABSENCES**

**If your child will be late or absent, please call the Attendance Line (540-3201) by 8:00 AM. Also notify the school nurse (540-3120) of any communicable diseases, medications, surgeries, or injuries that involve your child.**

Students with a fever should remain out of school for **at least 24 hours** after the temperature returns to normal. Students who are vomiting or have diarrhea should also remain home **for 24 hours** after symptoms cease. This is an important policy designed to protect the student who is ill, as well as the rest of the school community. For extended absences, we will ask you to provide a note from your physician.

Homework may be requested from the homeroom teacher **EARLY IN THE DAY** and picked up after school from the classroom.

### **AFTER-SCHOOL PROGRAM**

Students should be picked up by 3:30 p.m. unless they are participating in a faculty-supervised extracurricular activity, are receiving special help from a teacher, or are enrolled in the After School program. If a transportation problem arises that makes it necessary for a student to be at school beyond 3:30, the student will be sent to the After School Program and charged for that service. **CHILDREN MAY NOT BE UNATTENDED IN THE BUILDING OR ON THE PLAYGROUND WHILE WAITING FOR PICKUP.**

### **ARRIVAL TIME**

**Lower school students arriving by car should arrive no earlier than 8:00 AM.** Students using the Before School Program should arrive no earlier than 7:30 AM. If a transportation problem arises that makes it necessary for a student to be at school earlier than 8:00, the student will be sent to the Before School program and charged for that service. **CHILDREN MAY NOT BE UNATTENDED IN THE BUILDING OR ON THE PLAYGROUND WHILE WAITING FOR SCHOOL TO BEGIN.**

## **BEFORE-SCHOOL HOURS**

Students should not be dropped off any earlier than 7:30 a.m. for the Before School program in the preprimary playroom. If a transportation problem arises that makes it necessary for a student to be at school earlier than 8:00, the student will be sent to the Before School program and charged for that service. CHILDREN MAY NOT BE UNATTENDED IN THE BUILDING OR ON THE PLAYGROUND WHILE WAITING FOR SCHOOL TO BEGIN.

## **BIRTHDAYS**

Birthdays are a joyous time in every child's life!

1. Classroom teachers celebrate children's birthdays in the classroom. Unlike a home birthday party, school parties are celebrated in the context of classroom routines. Treat bags and party favors are best saved for home birthdays. If you are going to send a treat, please send simple, easy-to-serve treats, **not requiring refrigeration or freezing**. We would appreciate nutritious treats. Please notify the classroom teacher a week in advance of the planned treat.
2. When planning parties, parents should either invite everyone in their child's class, or all the boys or all the girls, or limit invitations to just two or three classmates. No hurt is worse than being "left out."
3. Invitations may not be passed out at school.
4. Parents are asked NOT to pick up children for a birthday party at school. It tends to be a distraction for the whole day. It also makes children who are unable to attend the party, for whatever reason, feel left out.

Another thoughtful way to celebrate a child's birthday is by donating a "Birthday Book" to the Lower School Library. The child's name is inscribed inside the book on a special book plate. Please contact the Lower School librarian for further information.

## **DEPARTURE**

Teachers dismiss preprimary students at 3:00 PM and grades 1 – 4 students at 3:10 PM from the classrooms. Students riding the bus are escorted by a teacher in preprimary to the proper location and directed to the proper location in grades 1 – 4. Students who are picked up in the car pool circle are escorted by a teacher in preprimary to the proper location and directed to the proper location in grades 1 – 4. Students who are picked up in the front car circle wait in the front circle with teachers for pick up. **Teachers must know in advance, in writing, about any changes in transportation plans.** All Lower School students are expected to leave school promptly by 3:30 PM. After school meetings for teachers begin at the end of the student day. Any student that has not been picked up is sent to the After School Program and parents are charged for this service. Students may not meet parents on the playground after school for pick up. If a parent would not be able to get to school, then the students would be unsupervised and the school would be unaware of the situation.

## **EMERGENCY INFORMATION**

Please be sure to keep updated and current emergency information on file by calling Diana Hausmann at 540-3314, our database administrator. In the event of a school emergency, it is important that we have contact names and telephone numbers.

## **FIELD TRIPS**

Teachers plan a variety of off-campus experiences that are integral parts of the curriculum. Parents may be invited to chaperone. Dates and times for field trips are listed in teachers' newsletters or other notes sent home with students.

Wherever the students go, they will be actively representing University School and will be expected to positively reflect its traditions and policies. Therefore, the school uniform will be worn unless otherwise specified.

## **GUEST VISITORS**

The school welcomes and encourages visitors at all times. We are especially pleased when students wish to have their friends see the class in operation. The school expects the hosting student to inform the teacher and the Lower School office at least a week prior to the visit.

## **HOMEWORK**

Regularly scheduled homework extends the learning that takes place at school and gives children an opportunity to develop individual responsibility. We expect parents to provide daily time and encouragement for homework.

Students should expect to spend time on homework every school evening.

- First Grade - 15 minutes reading every evening and 5 - 10 minutes of math facts.
- Second Grade - 15 minutes reading and about 20 - 30 minutes practicing a skill.
- Third Grade – 20 - 35 on assignments in addition to 20 - 30 minutes of reading, 5 – 10 minutes practicing math facts and completing any work not finished during the school day.
- Fourth Grade - 45 minutes to one hour on assignments in addition to 30 minutes reading and completing work not finished during school.

Generally, homework for absences due to vacation will be given upon return to school.

## **LATE ARRIVAL/EARLY DEPARTURE**

All students arriving at school after 8:15 AM must report to the Lower School Office. Students leaving campus before dismissal must be released by the classroom teacher.

## **LOCKERS**

Students are assigned a locker for their belongings. Students are expected to keep lockers clean and organized. Lockers are considered school property and may be checked by the school at any time.

## **LOST AND FOUND**

**Please label all children's clothing.**

There are five Lost and Found areas:

- Lower School Lost and Found: The hall leading to the library, next to the Nurse's Office.
- Middle School Lost and Found: The receptionist in the Middle School Lobby.
- Upper School Lost and Found: Mr. Nink's Office, across from the Upper School dining room.
- Athletic Department Lost and Found: The physical education office.
- Field House Lost and Found: Located in the office of the Field House.

**Please encourage your children to be responsible for their belongings** and encourage them to look in the appropriate Lost and Found for missing items. Items of value are held in the Security Office. Please make inquiry at the receptionist desk in the Middle School lobby.

## **PARENT VISITS TO A CLASSROOM**

Parents are an important part of our community. Teachers welcome parent involvement in the classroom to support and enhance educational activities. Parents interested in helping in the classroom are asked to contact the teacher in advance. Teachers ask that parents do not bring siblings when volunteering in the classroom so focus can be concentrated upon the grade level student.

## **PRIVATE MUSIC LESSONS**

Lower School students have the opportunity to participate in string or piano lessons for an additional fee. Registration information will be sent home to parents in the Friday Folder. Lessons will occur before or after school. Please contact Mrs. Ego for additional information.

## **RELIGIOUS HOLIDAYS**

We support students in their diverse religious beliefs and in the observation of religious holidays. As a courtesy, we ask you to inform teachers and the attendance line in advance if students will be absent from school. Please share with teachers any special information about the religious traditions of your family that might be helpful.

## **REST**

We appreciate your efforts to ensure that your child receives adequate sleep in order to fully participate in school activities. Many children need 9-10 hours of sleep each night. It is important for parents to send children to school rested and ready to learn.

## **SCHOOL SUPPLIES**

Many supplies are provided for Lower School students. Children will be advised in the final report card of supplies needed for the next school year. A list of supplies is also sent home in the "Welcome Back" letter, and the supply list is also available in the lobby of the Middle School all summer. If a student wishes to make a purchase at the school store, a note from home is necessary and items will be charged to your account. Children should not bring money to school.

## **SNOW DAYS**

In the case of inclement weather, turn your radio to WTMJ (620), WOKY (920), WISN (1130), or WEMP (1340) between 6:00 AM and 8:00 AM.

## **TELEVISION**

The Lower School faculty supports national research that encourages limited television viewing for children. The objection to unlimited viewing stems not so much from what children are doing, but rather from what they are not doing: e.g., reading, playing, exercising, and creating. We are concerned about the impact of the high level of violence and strong language on television. We encourage you to carefully monitor your child's television watching.

## **TOYS**

We ask that children **not** bring toys and/or other items that may distract from learning, except by special invitation of the classroom teacher. Please do not attach dangling items on backpacks as they pose a safety issue for students who ride a bus.

## **VACATIONS**

We know the value of family vacations and ask that you use the school calendar when planning. Because the special quality of classroom learning activities cannot be duplicated, **we strongly discourage absences other than during regularly scheduled vacations.**

All students who will be absent for trips and/or special activities beyond regularly scheduled vacation periods will need to advise the Lower School Head in writing at least one week in advance of the absence.

## **COMMUNICATION**

If you have concerns or questions about school, contact your child's classroom teacher. The Lower School Head, Assistant Head, and Guidance Counselor provide additional resources for parents.

## **NOTES TO SCHOOL**

**Written communication with your child's teacher(s) is required when:**

1. Your child's going-home routine is changed in any way.
2. Your child will be absent or your child has an unavoidable appointment during school hours.
3. Your child needs permission to charge at the School Store.
4. Your child needs to abstain from physical education or recess.
5. Your child must take any medication at the Health Center.
6. Teachers appreciate communication from parents when there has been a change in your child's life (a death, a lost pet, a separation, etc.) which might affect his/her school experience.

## **TELEPHONE MESSAGES**

Neither students nor teachers are called from class during the school day to answer the telephone except in an emergency. Students may call home with permission from their teacher. Parents who need to leave messages for a student or teacher may call and leave a message on the voice mail of the classroom teacher.

## **E-MAIL**

Teachers have e-mail and may use electronic communication with families. You may also use e-mail to communicate with teachers or administrators. All e-mail addresses are listed in our web site. [www.usm.k12.wi.us](http://www.usm.k12.wi.us)

## **FAX**

Should you need to send a FAX to the Lower School, the number to use is (414) 540-3290.

## **FRIDAY FOLDER**

The Friday Folder goes home each Friday with each student. It contains valuable information and is the vehicle of communication between school and home. Information that goes home to all students is limited to save money. The “short list” is used and the information will go home with the youngest sibling in the Lower School.

## **MONTHLY NEWSLETTERS**

There are monthly newsletters from each grade. The newsletters fill you in on what has happened during the past month, as well as what is coming up. This is an important way of communicating with you and we assume that all material is read by parents.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conference times are set aside on the calendar. These conferences follow the receipt of progress reports. **Parents are expected to attend fall and winter conferences during the scheduled time allowed on conference days. Please do not schedule vacations, which result in a request for an alternative conference date.** The June conference is optional. Additional conferences may be scheduled at the request of a parents or teachers at any time during the year.

## **PROGRESS REPORTS**

Progress reports are intended to communicate a child’s academic, social, and personal growth. Teachers share their observations with thoughtfully prepared comments.

## **NURSE'S OFFICE**

The Nurse's Office is located in the corridor just south of the Lincoln Center in the Lower School. It is open from 8:15 AM to 3:15 PM on days when students are present. Students/staff are treated for illness, injury or accidents that **occur during the school day**. Students who need to take medications must do so in the Nurse's Office.

## **HEALTH FORMS**

Health forms are mailed in early June. Each student must have all required medical forms on file before the first day of school. Of particular importance on the health forms is the parent signature for emergency treatment and emergency phone numbers. Complete yearly physicals are required for all students entering prekindergarten, junior kindergarten, senior kindergarten, first grade, and third grade, as well as all new students. The administration reserves the right to refuse attendance to students who are not in compliance.

## **IN CASE OF ACCIDENT**

In case of an emergency, the nurse will be called immediately. She will make a judgment whether to call an ambulance to transport the child to the hospital. Parents will be contacted by the Nurse's Office.

## **MEDICATION POLICY**

The following policy incorporates provisions for the safety and protection of students on medication, their peers, and school personnel.

It is the responsibility of the parent/guardian to inform the school nurse by letter for a student to have medication at school. The letter should identify the medication, dosage, time to be given, and the purpose of the medication. Parents are required to **provide a properly labeled bottle or container** for the prescribed medication. Parents should ask the pharmacist for a separate bottle of the prescribed medication for school; this eliminates bringing medicine to and from school each day. The label on the bottle or container must have the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the medication, and the dosage to be taken. Parents are encouraged to leave a back-up container of the prescribed medication that is to be taken on an on-going basis with the nurse.

The nurse maintains an accurate and confidential recording system for each student taking medication.

Students may not have medication or other drugs in their possession during school hours. The division heads, in consultation with the nurse, may approve a variance to this restriction for certain medications. In the event a teacher learns that a student has any medication or drugs in his/her possession, the teacher shall talk with the student, directing him/her to turn the medication in to the school nurse. The teacher shall then notify the appropriate division head. The division head will follow up if necessary. The nurse will notify the parent that this has been done.

School personnel may not, under any circumstances, provide aspirin or any other medication to students during school hours.

#### **GUIDELINES FOR STUDENTS COMING TO SCHOOL ILL**

Student should be kept home if the student has:

- Fever 99.8 (oral) or above. Child should be kept home for 24 hours after temperature returns to normal.
- Inflammation or drainage in eyes.
- Discharge from nose (thick green mucus).
- Vomiting/diarrhea. (Children returning to school after flu should be eating well and be able to keep up regular activities)
- Spasmodic coughing.

In the case of communicable diseases such as strep throat, scarlet fever, impetigo, chicken pox, and conjunctivitis (pink eye), etc., your child cannot return to school until he/she receives appropriate treatment, and until the time limit designated by the Wisconsin Department of Health Guidelines has been met.

#### **OUR SMOKE-FREE ENVIRONMENT**

The school is pleased to offer a smoke-free environment to our students. We appreciate the cooperation of all visitors to the school in their support of this policy.

## **UNIFORM POLICY**

### **PREPRIMARY**

Preprimary children do not wear uniforms. They are encouraged to wear comfortable clothing and footwear appropriate for active play and involvement in creative art and movement activities. No clogs please. Any sandals worn need to have a closed back or back strap around the heel. No heels higher than 1 inch on any shoes. Athletic shoes are required for physical education.

### **ELEMENTARY**

University School has a dress code for the following reasons:

- Personal appearance is considered to be, in part, a reflection of a student's attitude toward the school and toward learning.
- Good grooming and appropriate attire enhance the pride one has in self and in the school.
- Competition in attire is greatly reduced.

Students are to be in uniform during school hours whenever they are on campus or so instructed for off-campus activities. This policy also includes arriving at school and leaving the building for home in uniform. There are certain days throughout the school year when students are permitted to be out of uniform. Students will be given directions as to what clothing is appropriate.

Whether in uniform or out of uniform, clothing must always be clean and in good repair. We strongly discourage the wearing of nail polish, jewelry, and cologne.

If a child is not wearing the approved uniform, a notice will be sent home with the child for the parent to read, sign, and return.

**Repeated dress code violations are not acceptable.**

### **SCOUTS**

Boy and Girl Scouts may wear official scout uniforms on the day of their meetings in place of the official USM uniforms.

## BOYS

Shirts: **Oxford shirt**, collar (folded over, may or may not button down), **polo type** collar, or **turtleneck** or **mock turtleneck** in white, forest-hunter green, navy and yellow with no writing (small logo is acceptable). **Shirts must be tucked in.**

Trousers: **Dress type pants** with a set in waistband or elastic waist (no elastic at ankle or drawstring waist), and regular side and back pockets (either inseam, inside or patch pockets) in khaki, or navy. Corduroy fabric is acceptable, but no other styling details are allowed such as extra pockets, flaps on pockets, bell bottoms etc. A small logo is acceptable.

Sweaters: Cardigan, crewneck, V neck, turtleneck, or rolled neck pullover made of sweater weight knits, not woven or fleece types of fabrics. V neck or crew neck sweater vests are also acceptable, worn with a collared shirt underneath. **Sweaters should be worn with a collared shirt or a turtleneck underneath unless the sweater itself is a turtleneck.** Acceptable colors include solid forest-hunter green, or navy.

Socks: Solid forest-hunter green, navy, or white.

Shoes: Boys may wear leather or suede, closed-heel shoes in black, brown, dark green, navy or hues of those colors (no light colors). Ankle high boots in leather or suede are acceptable, but they should be simple in style, with no mesh, nylon or other embellishments. Platform shoes, sandals, clogs, moccasins and athletic shoes are not acceptable, as well as heels that are higher than one inch.

Outdoor Wear: Outdoor, waterproof boots and snow pants are essential to have at school for recess year

round and are required from December 1st to May 1st. If students do not have boots for recess, they will be confined to the blacktop area. They should then bring boots the following day or other action will be taken. If the blacktop area is such that would require boots, then students without boots will be confined to the bus port.

Shorts: Boys may wear tailored shorts in September, May and June and on the other very warm days as specified by the Lower School Head. Shorts should be solid color navy, khaki, or forest-hunter green (no Cargo shorts, USM shorts or other athletic shorts).

Belts: Boys are required to wear belts with any trousers or shorts that have belt loops. Belts may be black or navy blue.

## GIRLS

- Jumpers: Uniform blackwatch plaid jumper only in either A-line or regular style. Belts on jumpers should be in place with buttons sewn on.
- Blouses: Fold over collared blouse (i.e. classic man's shirt collar, polo type, or peter pan), turtleneck or mock turtleneck in solid white, forest-hunter green, navy, or yellow. No writing but small logo is acceptable.
- Sweaters: Cardigan, crewneck, V neck, turtleneck, or rolled neck pullover made of sweater weight knits, not woven or fleece types of fabrics. Sweaters should be worn with a collared shirt or a turtleneck underneath unless the sweater itself is a turtleneck. V neck or crew neck sweater vests are also acceptable, worn with a collared shirt underneath. Acceptable colors include solid forest-hunter green, or navy.
- Socks: Solid forest-hunter green, navy, or white knee socks or anklets.
- Tights: Solid forest-hunter green, navy, or white tights or leggings (under jumper only).
- Slacks: Dress type pants with a set in waistband or elastic waist (no elastic at ankle or drawstring waist), and regular side and back pockets (either inseam, inside or patch pockets) in khaki, or navy. Corduroy fabric is acceptable, but no other styling details are allowed such as extra pockets, flaps on pockets, bell bottoms etc. A small logo is acceptable. These may be worn in place of or under the uniform jumper from **December 1st to April 1st**. No stirrup pants are allowed.
- Shoes: Girls may wear leather or suede, closed-heel shoes in black, brown, dark green, navy or

hues of those colors (no light colors). Ankle high boots in leather or suede are acceptable, but they should be simple in style, with no mesh, nylon or other embellishments. Platform shoes, sandals, clogs, moccasins and athletic shoes are not acceptable, as well as heels that are higher than one inch.

Outdoor

Wear:

Outdoor, waterproof boots and snow pants are essential to have at school for recess year round and are required from December 1st to May 1st. If students do not have boots for recess, they will be confined to the blacktop area. They should then bring boots the following day or other action will be taken. If the blacktop area is such that would require boots, then students without boots will be confined to the bus port.

Shorts:

Girls may wear tailored shorts or 'skorts' in September, May and June and on the other very warm days as specified by the Lower School Head. Shorts or skorts should be solid color navy, khaki, or blackwatch plaid (no Cargo shorts, USM shorts or other athletic shorts).

Belts:

Girls are required to wear belts with any trousers or shorts that have belt loops. Belts may be black or navy blue.

**A uniform exchange is located in the Lower School/Middle School lobby any time of the year.**

## **BEHAVIORAL EXPECTATIONS**

Good manners and kindness toward everyone associated with the school are expected from all students at all times.

Courtesy and consideration are two characteristics which should be routine.

The nurturing, accepting atmosphere of the Lower School encourages positive patterns of behavior in young children.

The teachers' responses at both the preprimary and elementary levels in the Lower School are basically the same. If a problem occurs, one or more of the following steps may be taken.\*

1. The child and teacher will discuss the behavior and an appropriate alternate response.
2. The child will be asked to write a note of apology to the person or persons who have been wronged.
3. The child will write and deliver a note to his or her parents telling what happened and what could have been done differently to solve the problem. The note will be signed by the teacher. The child will return the note with his or her parent's signature on the following day.
4. The child will meet with the Lower School Heads and/or the school counselor.
5. In the case of biting or spitting, the school nurse will speak to the child and inform the parents. If there is a second occurrence of this behavior, the parent will be asked to immediately take the child home. The child may return the following day.

\* Based on the seriousness of the behavior the school reserves the right to by pass any or all of these steps and move to an immediate suspension or expulsion.

## **CONSEQUENCES**

Consequences may include:

- missing recess time
- missing field trips
- making retribution
- participating in a work service activity
- parent conferences

In-school or out-of-school suspensions are also possibilities if proper behavior cannot be maintained. Although parents are not notified if a recess needs to be missed, they are notified if the other consequences listed are to be initiated.

## **EXPULSION**

University School requires student behavior that promotes a safe environment for all and does not tolerate physical or emotional aggression. If repeated instances of physical aggression (hitting, kicking, pushing, choking, scratching, biting, offensive touching), or emotional aggression (name calling, put downs, teasing, exclusion, threat) occur instances of aggression will result in an out of school suspension. Such instances of aggression may lead to expulsion. \*

These rules and consequences have been developed to ensure that students consistently see that justice and fairness do prevail. It is also anticipated that this process will encourage children to take more thoughtful responsibility for their behaviors. Parents will be kept informed about persistent or serious patterns of misconduct on the part of their children, in extreme cases, it may be necessary to assist parents in seeking counseling or in finding an alternate educational placement for their child.

\* Based on the seriousness of the behavior the school reserves the right to by pass any or all of these steps and move to an immediate suspension or expulsion.

**TOILET TRAINING POLICY**

Students must be toilet trained by the first day of school. Occasional accidents to newly toilet trained three-year-old students after the beginning of the year are not common. When a student is experiencing difficulty getting to the bathroom on time twice a week or more, it becomes an issue that will be address with parents and the administration.

## **ACADEMICS**

### **EDUCATIONAL RECORDS POLICY**

Parents may inspect and review education records upon written request at a mutually agreeable time.

A request for a copy of the records may be denied if there is any balance due to the Business Office. There is no copy fee for the records.

The types of files maintained are progress and behavioral. These files are located in the Lower School Office, and the Lower School Registrar is responsible for the files.

Personally identifiable information will not be released without prior written consent with the exception of school officials of USM, Judicial Order or Subpoena, and Health or Safety Emergency.

Parents may request an amendment of and a hearing regarding education records that the parents believe contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights. Within a reasonable amount of time USM will decide whether to amend the record as requested. If a decision is made not to amend the record, the parent will be informed of the decision and of the right to a hearing regarding the matter. On request, a parent will be given an opportunity for a hearing to challenge the content of an education record on the grounds that the record is inaccurate, misleading, or in violation of the student's rights of privacy or other rights.

### **ASSEMBLIES**

Assemblies are held every F day morning from 8:30 to 9:00 AM. for grades senior kindergarten through four. Assemblies are special times for Lower School students as a unit to enjoy an event, a class program, or a musicale. Parents are welcome, but the space is limited. Preprimary assemblies are less frequent, but they are special times to share as a whole group and to practice good listening manners.

### **I.D.E.A.S. AT USM (SUMMER PROGRAMS)**

USM offers a multiphase summer program that includes academics, enrichment, and recreation. The Summer Program reflects the school's tradition of excellence by providing outstanding teachers, some from USM and some from the larger Milwaukee community, who consider the needs and interests of the students. The parents receive the program booklet describing the Summer Program in spring.

### **SERVICE PROJECTS**

Lower School begins to develop in children a pattern of community service and responsibility for helping others. Every grade level participates in a service project during the year. Past projects included collecting Food for Families, Trick or Treating for UNICEF, reading for the MS Readathon, Jump Rope for Heart, etc. Children in Lower School are proud to take a leadership role in environmental issues:

REDUCE - RECYCLE - REUSE

### **LIBRARY BOOK RETURN**

Beginning in the Senior Kindergarten, students may check out books and are encouraged to do so frequently. Books are usually checked out and returned at the regular weekly class library visit. Although children are encouraged to return the books each week, books are actually checked out for a two-week period.

## **USE OF TECHNOLOGY**

Students have access to a wide range of technology hardware and software in their classrooms, library, and computer labs.

It is expected that in using technology students follow the directions and instructions of Lower School faculty.

Consequences may result for the following behaviors:

- abusing printing privileges;
- misusing or damaging equipment;
- deleting, copying, or tampering with files;
- installing, copying, or deleting software;
- sharing passwords;
- violating copyright restrictions;
- using inappropriate behavior on the Internet (while using email or working with websites); and
- any other behavior that USM deems inappropriate while using technology resources.

## **SPECIAL PROGRAMS**

Parents are asked not to drop their children off before 8:00 a.m. Teachers who arrive before 8:00 a.m. attend meetings or are occupied with class preparations or other duties. Children who arrive before 8:00 a.m. will be sent to the Before School Program. Parents will be charged a fee for this service.

The After School program is held from 3:15 p.m. to 6:00 p.m. Monday through Friday and on specified vacation days from 7:30 a.m. to 5:00 p.m. Children who are not picked up by parents by 3:30 p.m. will be sent to the After School Program. Parents will be charged a fee for this service. Applications for the After School Program are available from the After School Director.

## **BEFORE SCHOOL PROGRAM**

Before School provides before school supervised care for children in grades PK through 4. Hours are 7:30-8:00 a.m. Before School may be used every day or on specified days. Before School is not a drop-in service. A child must be enrolled to use the program. Arrangements for service are made in advance with the After School director. However, students who arrive at school prior to 8:00 each day will be sent to the Before School room, and parents will be charged.

## **AFTER SCHOOL PROGRAM**

The After School program provides before and after school supervised care for children in PK through Grade 4. Hours are 3:15-6:00 p.m. The After School program may be used every day or on specified days. The After School program is not a drop-in service. A child must be enrolled to use the program on a regular or irregular basis. Arrangements for service are made in advance with the After School program director. Students who are not picked up each day before 3:30 p.m. will be sent to the After School program and parents will be charged.

### **LOWER SCHOOL LEARNING RESOURCE CENTER**

Children develop at different rates and there are times when additional educational support is needed. For this reason, the Lower School Learning Resource Center program has been developed. This educational support program is available on a fee-for-service basis which is supplemented by the school. It is made available to students who would benefit from intensive, personalized, or small-group instruction in language arts and/or math. Students are placed in this program based on an educational assessment and discussions with the teacher, parent, Lower School Head, and Learning Resource Center Teacher. Since it has been found that early intervention is often a key to future school success, the Learning Resource Center program works at providing the extra support that will help children move toward this goal.

## **EVALUATION OF STUDENT PROGRESS**

### **GRADING AND REPORTS**

In the Lower School written progress reports are sent home three times each year.

### **PARENT CONFERENCES**

Parent-teacher conference times are set aside on the calendar. These conferences follow the receipt of progress reports. Parents are expected to attend fall and winter conferences during the scheduled time allowed on conference days. The June conference is optional.

Conference appointments are scheduled with the Lower School administrative assistant. For the most effective communication possible with materials ready, a focused teacher, and adequate time set aside, we encourage parents to schedule conferences during conference days.

Parents or teachers may request an additional conference at any time during the year.

Parents are encouraged to keep in contact with teachers. You may e-mail teachers or call teachers during the school day by leaving a message on the teacher's voice mail. If an evening call is made, please keep it brief and make the call early in the evening.

## **CLASS PLACEMENT**

Successful placement of each child provides:

- a situation in which the child may learn best;
- an atmosphere in which each parent, child, and teacher can work as a team;
- a class which can function well as a group.

Grouping students heterogeneously is the philosophy of University School. This means that we strive for gender, ability, and diversity balance within each class in the grade level. Abundant research, as well as our successful experience, supports this philosophy.

Teachers at the grade level meet near the end of the school year to determine class grouping and teacher assignments. This is a long and complex process. Teachers consider many factors when placing students. The placements are reviewed and approved by the Lower School administration.

If parents have important information about their child that needs to be considered in placement, this information must be sent in writing to the Head of the Lower School by May 1 in order for that information to be considered in placement of their child. Parent information is considered; however, requests cannot be guaranteed. Final placement is determined by the teachers and Lower School administration. We have confidence in our wisdom to place children and to develop effective groupings.

## **COUNSELING PROGRAM**

The University School of Milwaukee Counseling Program for Lower School is designed to prevent problems and help solve them as they occur. Teachers often plan for the counselor to talk to the children about normal developmental problems that are common to the grade level as a preventative device before problems occur.

In Lower School students or parents come in contact with the School Counselor in the following ways:

1. Teachers often ask the counselor to speak to children in the classroom or to the whole grade level when the group is experiencing interaction and problem-solving difficulties.
2. A teacher may refer a student who is experiencing problems getting along with others to the counselor. This is done only after obtaining permission from the child's parents.
3. The parent or teacher may request that the counselor attend a parent conference.

The school counselor conducts regular support groups for children experiencing similar life difficulties. Children participate only after receiving parent permission.

## **BUS PROCEDURES**

USM's busing service provides a safe mode of transportation between home and school. Expectations for appropriate behavior have been established to assist in maintaining our high level of safety and in ensuring the comfort of the riders and the drivers.

The following rules pertaining to bus safety and etiquette need to be followed. The student will:

1. be on time in the morning at the designated bus stop - about three minutes before the bus is scheduled to arrive;
2. stay off the road while waiting for the bus;
3. stay seated in the bus at all times with seat belt buckled, when available;
4. respect the authority of the driver and other adults aboard the bus;
5. refrain from loud talking, shouting, teasing other riders, and bothering the clothing or property of another student;
6. never tamper with the controls on the vehicle and equipment, or damage seat belts;
7. assist in keeping the bus clean and sanitary at all times (eating and drinking are not permitted on the bus);
8. keep books, packages, coats, etc., out of the aisles;
9. be thoughtful and courteous to passersby by refraining from shouting out the windows (loud talking or unnecessary confusion distracts the driver's attention and may result in a serious accident);
10. remain on the bus to wait for instructions from the driver in case of an emergency.

Students who violate any of the bus safety rules listed will be warned verbally by the bus driver the first time. If that does not bring about the desired effect, a written misconduct report will be turned in to the school. Following the filing of two such complaints, parents will be notified. In cases where a third written warning is necessary, the parents will be notified again, and transportation will be suspended for the students for two weeks.

Buses will depart from school each day at 11:30 a.m. and 3:25 p.m. All regular bus riders must be present on the homeward bound trip every day unless a note signed by the parent is received that day. Without exception, if the school does not

receive a note or telephone message from home, students MUST return home in their usual manner.

### **FIELD TRIP SAFETY PROCEDURES**

1. One teacher is designated to be in charge of each field trip.
2. Students are assigned to an adult on the trip and must stay with that adult at all times.
3. In buses that have seat belts, students will all be seat-belted before a bus begins moving.
4. Buses do not leave until all students are accounted for and the in-charge teacher gives the O.K.
5. Adults intersperse themselves among the children on the bus.

## **TRAFFIC CIRCLE**

These instructions are given as a reminder for veterans and as a guide for the new members of our community. If you have any additional suggestions to help with the afternoon or morning traffic circle, please feel free to contact the Lower School Head.

- There are three lanes in the circle.
- Pick up is accessed from the right lane and the middle lane only.
- The left lane is used for circulation only.

## **BUS CIRCLE**

The bus circle will be open for student drop off between 7:45 AM and 8:15 AM only. In the interest of alleviating the morning congestion in the front circle, we welcome you to use the bus circle. We ask that a few simple procedures be followed to maintain the safety of the children and keep the traffic flowing.

- AM Drop off only (7:45 AM to 8:15 AM)
- Students may be dropped off in the posted drop zone only.
- No preprimary students because they require assistance.
- No parking under any circumstances. Driver must stay in car.
- One lane open to be shared by buses and cars.
- No passing.

By following these easy steps there will be an improvement in the traffic conditions and flow in the morning.

## **PREPRIMARY PICK UP**

Pick up is at 3:00 PM. Pick up is accessed from the middle lane and the right lane only (do not cut over from the left lane). Do not get out of your car; your child will be brought to you and assisted. If your child is not at the walkway, please drive around the traffic circle again in the left lane to help us prevent a bottleneck.

## **GRADES 1 – 4 PICK UP**

Pick up is at 3:15 PM. You may be in the center or right lanes.

At the Lincoln Center security will direct you to either:

- Crosswalk area (cars from right lane)
- Past crosswalk area (cars from center lane)

Do not get out of your car. Your child will be brought to you and assisted. If your child is not yet out of the school please drive around the traffic circle again in the left lane to help us prevent a bottleneck.

## **GUIDELINES FOR EVERY DRIVER**

No parking between point 1 and 4 between 7:45 AM and 8:30 AM or between 2:45 PM and 3:30 PM. Do not get out of your car. Demonstrate patience and treat other drivers, parent helpers, and teachers with respect. The safety of our children is of the greatest importance. To help provide this we ask you not to use cell phones while driving in the traffic circle as they are a distraction while driving.

*USM Alma Mater*

Words by Davis Parker

Music by Robert W. Brown

Praise to thee our Alma Mater,  
Here's to blue and gold.  
Singing of her sons and daughters,  
Stalwart, proud, and bold.  
Hail to thee; hail to thee, University.  
May we ever stand beside with  
Pride and loyalty.