

HORACE MANN MIDDLE SCHOOL

3101 N. 13th Street, Wausau, WI 54403-2317
Phone (715) 261-0725 Fax (715) 261-2035
www.wausauschools.org/horacemann



Welcome to the 2022-23 School Year!

The staff at Horace Mann Middle School is excited to welcome our new students to HMMS and welcome back our students who are returning for another year. The purpose of this letter is to inform our families of the details surrounding the registration process and steps leading up to the first day of the 2022-23 school year on Thursday, September 1st.

Schedule pick up days are Thursday, August 11, 2022 from 1:00pm-7:00pm and Monday, August 15, 2022 from 11:00am-6:00pm. **We are asking families to schedule a time on PTCFast for schedule pick up.** Sign up at [https://ptcfast.com/schools/Horace Mann Middle School](https://ptcfast.com/schools/Horace_Mann_Middle_School). Families should arrive at Horace Mann Middle School (13th Street Main Entrance #9) at their scheduled time.

Upon arrival, families will be given a printed emergency sheet to update. Please know that having correct emergency contact information is imperative to successful communication throughout the year. Please ensure that a parent or guardian is present at schedule pick up in order to obtain the most recent and reliable emergency contact information.

Enclosed is the Student Health Information Sheet, which needs to be completed and returned for all 6th grade students. This form should also be completed for any 7th or 8th grade student only if there has been a change in their health, which allows us to update our records.

Please review all documents in this envelope and bring necessary documents to schedule pick up. There will be many school staff members and others available during this time, including health, food, and transportation services. School pictures will not take place during schedule pick up this year and instead take place during the school day. Students may access their lockers after picking up their schedule and may continue to do so from 7:30am-3:00pm Monday-Friday throughout August.

School officially begins on Thursday, September 1st at 7:35am. Students begin going to homeroom at 7:30am. Breakfast is served at 7:10am and playground supervision also begins at 7:10am. If you are dropping off your student, please use the 13th Street entrance.

We look forward to seeing our students and families at our registration. We also look forward to seeing everyone on the night of Monday, August 29th for our Open House from 4:00pm-6:00pm.

Thanks,

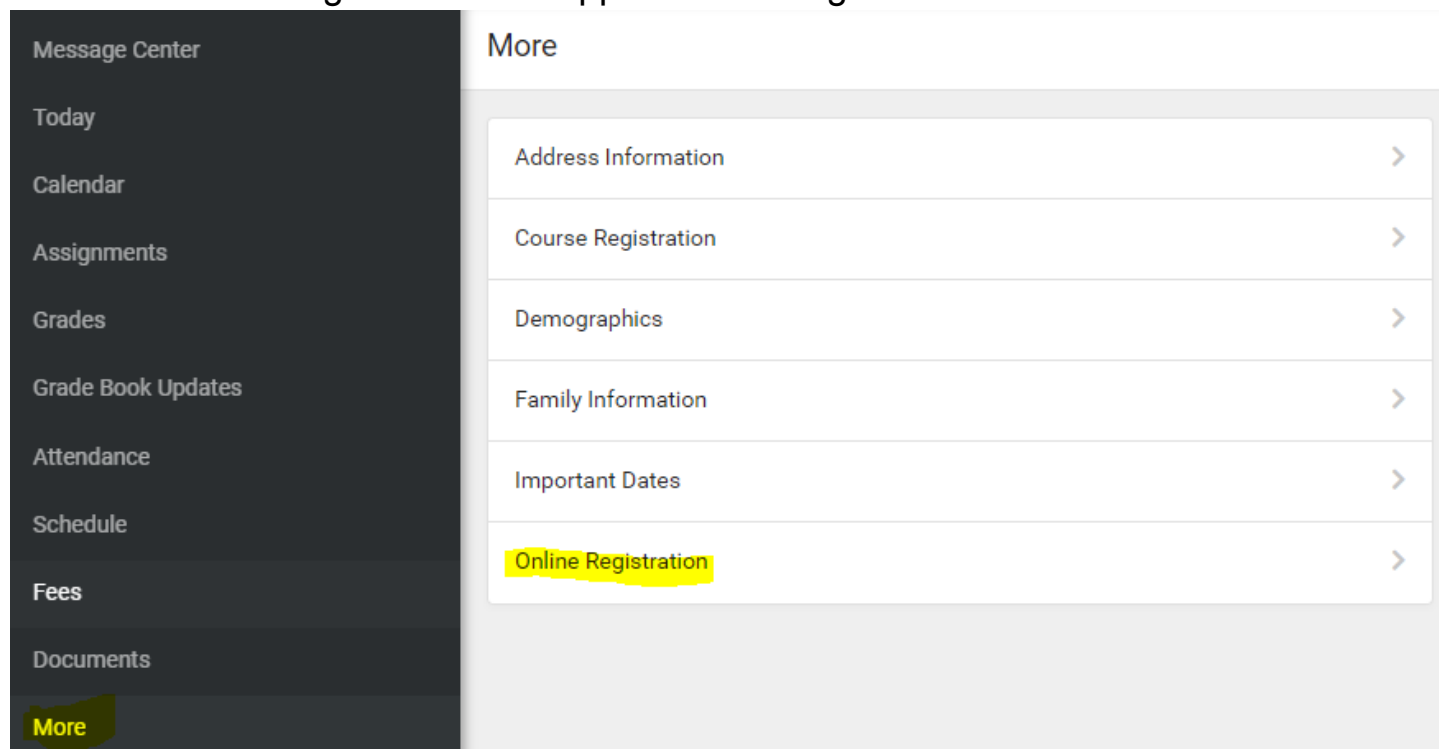
Dr. Rob Phelps
Principal, Horace Mann Middle School

Directions for the Annual Update

Log into the [Parent Portal](#)

Click 'More' on the left hand side menu.

Click on 'Online Registration' that appears to the right of the menu.



Click the 'Start' button for '22-23 (Next Year) Existing Student Registration':

[◀ More](#) | Online Registration

NAME	STATUS	ACTION
21-22 (Current Year) New Student Registration		Start
22-23 (Next Year) New Student Registration		Start
22-23 (Next Year) Existing Student Registration	NOT STARTED	Start

Your child(ren) will be listed. Click the [Begin Registration](#) button and follow the prompts. Current information that is in Infinite Campus will auto populate. You will need to go through all areas and correct the areas if there are any changes needed.

Some areas do not carry over from the previous year and will need to be updated.

Continue through all tabs and click the [Submit](#) button.

This is replacing the paper form 'Census Verification' to improve efficiency and accuracy in updating information to Infinite Campus.

Horace Mann Middle School



2022-2023 School Year Supply List

6th Grade

Quantity	Item
2	1 subject notebooks
1	3 - subject notebook
4	2-pocket folders - Any color
4	3-pronged <u>Plastic</u> pocket folders - Any color
2	1-1/2" binders (Social Studies & Health)
1	Pack of colored pencils
48	#2 pencils
5-6	Black or blue pens
1	Pencil/pen box or bag
2	Large boxes of Kleenex
1	Earbuds or headphones (Non-Bluetooth) <u>(Keep at school)</u>
1	Composition notebook
1	Pack of Post-it notes
5	Dividers for 3-ring binders
1	6 x 9 steno pad
<u>Recommended Additional Items</u>	
2	Large erasers
2	Glue sticks
1	Pack of colored markers
1	Scissors
1	Pack of Highlighters

7th Grade

Quantity	Item
3	1 subject notebooks
4	2-pocket folders
48	#2 pencils
3	Composition notebook (ELA & Science)
3	1" binder (Geography, Math & ELA)
1	Pencil bag
1	Pkg. Clear top-loading page protectors (ELA)
3	Large boxes of Kleenex (Homeroom)
2	Packs of 5 tab dividers (ELA & Geography)
2	Highlighters - Different colors
5	Glue sticks (Science)
1	Pack of colored pencils
1	Earbuds or headphones (Non-Bluetooth) <u>(Keep at school)</u>
1	Pack Looseleaf Paper (wide-ruled)
1	Scissors
1	12" Ruler
<u>Recommended Additional Items</u>	
1	Pack of colored markers
1	Erasers
1	Pack of Blue or Red pens

8th Grade

Quantity	Item
48	#2 pencils
6	1 subject notebooks (2 red, 2 blue, 2 green)
6	2-pocket folders or 1 accordion folder (any color)
1	Pencil Bag
3	Pack 1-1/2" x 2" Post-it notes (ELA)
1	1" binder (ELA)
1	Scissors
1	Pkg. highlighters
3	Large boxes of Kleenex
1	Earbuds or headphones (Non-Bluetooth) <u>(Keep at school)</u>
5	Glue Sticks
1	Pkg. colored pencils
1	Pkg. 3 x 5 Index cards (lined)
1	Pens in various colors
1	Pkg. colored markers
<u>Recommended Additional Items</u>	
1	Texas Instruments TIJ-30XIIS Calculator(Math)

Note: Students will be notified the first week of school of additional materials required by teams or teachers.

****Buy supplies now (especially pencils and notebooks) while they're on sale and keep extras at home until needed.**

SCHEDULE DISTRIBUTION/FEE PAYMENT 2022-2023 SCHOOL YEAR

Class schedules will be distributed and activity fees collected on the following days and time:

August 11, 2022
1:00 p.m. - 7:00 p.m.

August 15, 2022
11:00 a.m. - 6:00 p.m.

We are asking families to schedule a time on PTC Fast for schedule pick up. Sign up at https://ptcfast.com/schools/Horace_Mann_Middle_School. Families should arrive at Horace Mann Middle School (13th Street Main Entrance #9) at their scheduled time. If you cannot attend either session, you can come to the main office between the hours of 7:30 am - 3:00 pm after August 15, 2022 to complete forms, pick up schedule and pay fees.

All schedules must be picked up and forms completed before August 24, 2022!

The following procedure will be followed each day. Tables will be set up in this order:

Station #1:

Update Emergency Health Form – The information we currently have on file will be available for your review, making any changes to addresses, telephone numbers, & emergency contacts and **must be signed by a parent or guardian.**

Hand in Parent/Guardian Exemption Form (Optional) - This form needs to be completed, signed and returned for 6th grade students requesting to **not** participate in the Interpersonal Communications Skills for Sexual Health Curriculum offered through the required health education class.

Station #2:

Registration of ALL Fees - At this station, you will specify the fees that pertain to your student's needs. The Student Fee is **required** for all students and **must be paid** at registration. ***Athletic Fees of \$30.00 for each W.I.A.A. sport or Intramural Fees of \$10.00 for each sport can also be paid at this station*** with the other fees or can be paid at the time the sport starts.

\$20.00	<u>Student Fee (required)</u> - This fee covers the cost of the student planner, student ID, towel cleaning for phy. ed., team activities, school activities and District activity fee. This fee is required for all students.
\$24.00	<u>Yearbook (optional – non-refundable)</u> The hard-covered yearbook (early bird rate) until Aug. 31, 2022; then the fee is \$25 through January.
\$ 5.00	<u>Physical Education Lock</u> - Students are required to use a school purchased lock. They can use their lock from the previous year or use a lock purchased previously by a sibling from the school. (No store bought locks can be used)
\$20.00	<u>Chrome Book Insurance (Optional)</u> – Coverage begins new each school year. Coverage begins upon receipt of payment.

Fees can be paid by cash, check or credit card at registration. You can also prepay your fees with a credit card prior to schedule pick up by using the online payment option in the Infinite Campus Parent Portal. There is a \$2 transaction fee for credit card payments.

Make check payable to: Horace Mann Middle School

Station #3:

Hand in Emergency Health Form – This form must be updated and signed by the parent/guardian.

Hand in Student Health Information Sheet – This form needs to be completed, signed and returned for all 6th grade students. This form should also be completed for any 7th or 8th grade student only if there has been a change in their health, which allows us to update our records.

Acetaminophen/Ibuprofen Consent Form – This form is required for administration of ibuprofen and acetaminophen given at school.

Station #4:

Schedule Pick Up - School Counselors will be distributing student schedules. They are also available to answer any questions or concerns parents may have.

Lockers – All students will be assigned their lockers on their schedule. You may bring school supplies with you to put in their locker.

Station #5:

Nutrition Services – For the 2022/23 school year, all breakfast and lunch meals will follow a payment schedule. Ala carte options will be made available through the lunch line. Any students wishing to purchase ala carte food items will be required to have a positive meal account balance. No ala carte purchases will be allowed without a positive balance. Nutrition Services operates a prepayment meal accounting system. All meals must be paid for BEFORE eaten. There are two methods of payment: 1) Check: made out to “WSD Food Service” or cash placed in a prepayment envelope (envelope provided) OR 2) On-line payment with credit card (\$1.95 transaction fee) directly to meal account via “PayPams” meal system.

2022/23-USDA is asking that all families complete and submit a Free/Reduced Application either online or by paper application before school starts, Sept. 1, 2022, to determine meal eligibility status for the new school year. This F/R form is the only method that the government has to determine funding for several of the educational programs within the school district.

Hand in Free/Reduced Lunch Application or **Pre-Payment Envelope** (Optional)

Station #6:

Busing – Metro Ride and First Student will be available to discuss bus routes. Metro Ride will be selling bus tickets and a monthly unlimited ride pass to anyone who is interested. **Make checks payable to: Metro Ride.** First Student mailed out bus registration forms to all eligible students in grades K-12. If you have not returned your form to First Student, your child will not be assigned to a bus route for the 2022-2023 school year. **This form must be completed every school year.**

Station #7:

Fall Sports Sign Up/Information - All students going out for fall W.I.A.A. sports must check in at this station for all forms and information.

The School Store will be open for you to purchase or order Horace Mann items.
An Informational table will be available for after school activities and Study Zone.

**First Student/Wausau School District
Yellow School Bus Application Form**
Please select the year for which you are applying:

☐ Current School Year

☐ Upcoming School Year

Wausau School District contracts with First Student to provide busing for home-to-school, co-curricular, and extra-curricular transportation.

First Student generally provides home-to-school transportation for these situations:

- Student resides more than two miles from their home school
- Student resides in an area identified in the District's Hazardous Transportation Plan
- Students with transportation identified in their Individualized Educational Program (IEP)

Please complete this application and return to First Student at 730 S. 17th Avenue, Wausau WI 54401 or to the Longfellow Administration Center at 415 Seymour Street, P.O. Box 359, Wausau WI 54402-0359 by **July 7, 2022 if applying for the 2022-2023 school year**. Applications received after this date may not be processed until after the new school year starts. When submitting an application during the school year, please allow up to five (5) business days to process.

All bus stop information is based on your home address. If your child needs to be picked up or dropped off at an address other than your home, you MUST complete a "Transportation to Accommodate Child Care Needs" form, which is available at First Student and the Longfellow Administration Center. Transportation forms may also be found on the Wausau School District website (www.wausauschools.org) or by calling First Student at 715-842-2268 or the Longfellow Administration Center at 715-261-0515.

Student Name	Grade	School	Will Ride a.m. only	Will Ride p.m. only	Will Ride a.m. & p.m.

Parent/Guardian Name(s): _____

Home Address: _____
House Number, Apartment Number, Street Name, City, and Zip Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian Signature: _____ Date: _____

Emergency Contact Name: _____ Phone Number(s): _____

Part of our vision at First Student is to ensure that students have the best possible ride to and from school. To help us accomplish this, you may wish to provide special medical conditions/information about your child(ren) such as diabetes or allergic reactions to bee stings. Any information you provide will be kept confidential and shared only with your child(ren)'s driver and/or bus monitor. **It is the responsibility of the parent/guardian to notify First Student regarding any special medical condition.**

Name(s) of Child(ren) with medical condition(s): _____

Please describe special medical condition(s): _____



730 S. 17th Avenue, Wausau, WI 54401
715-842-2268 or Email Wausau.Trips@firstgroup.com

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Dear Parent(s) and Student Athlete:

The summer is passing fast and soon we will be starting the 6-8 grade fall sports season. Please note the following information about items that need to be completed during the summer before you can practice.

1. Starting August 1st, fill out sports forms online in your Infinite Campus parent portal. Computers will be available at the athletics table during registration, if needed.
2. Have your WIAA Physical Card or Alternate Year card filled out. (If you are not sure which card is required, please ask)
3. Fill out and/or sign the Athletic Code, Insurance Waiver, Emergency Card and Concussion Forms in Infinite Campus. (Instructions on back)
4. Pay your user fee in the main office, at the fees table at registration or online in your Infinite Campus parent portal. (\$30.00 for WIAA sports and \$10.00 for Intramural Sports)

Forms should be completed before the first practice. NO ONE will be allowed to practice without an up-to-date physical!

The starting dates for fall sports are:

7 th & 8 th Grade Football	August 15, 2022
7 th & 8 th Grade Boys Soccer	August 22, 2022
7 th & 8 th Grade Girls Volleyball	August 22, 2022
6 th , 7 th & 8 th Grade Girls Swimming	August 22, 2022
6 th , 7 th & 8 th Grade Cross Country (Boys/Girls)	August 22, 2022

6th grade students may also participate in intramural sports. The following are intramural sports and their approximate start date:

Soccer (Boys/Girls)	October 2022
Volleyball (Girls)	September 19, 2022
Swimming (Boys)	December 2022
Basketball (Boys/Girls)	March 2023
Golf (Boys/Girls)	April 2023

Sincerely,

Mark Beversdorf
Athletic Director

Infinite Campus Parent Portal
On-line Sports Registration Steps
on back

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

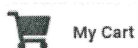
Infinite Campus Parent Portal

On-Line Sports Registration Steps

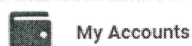
1. Go to the Wausau School District website www.wausauschools.org
2. Go to and open the “**Families**” tab (located top right toolbar)
3. Click the “**Parent Portal - Infinite Campus**” tab on the left hand side
4. If you **DO NOT** have a Parent Portal login, please contact: School Secretary
5. If you **DO** have a Parent Portal login, follow the steps outlined below
 - Go to “**SCHOOL STORE**” on the left hand side menu (top left corner)
 - Go to “**EAGLE ATHLETICS**”
 - Go to “**SCHOOL YEAR FORMS**” Forms every athlete will need no matter what sport
 - Click on the sport you wish to register for, complete the form. You must select the recipient (student eligible for specific sport) If you have more than one student participating in sports, you must complete for each athlete.
6. You may choose to pay the \$30 WIAA Athletic fee at this time, or you may check out and pay in the main office with cash or check.

**** If you wish to pay the fee now, follow the instructions below. Make sure to enter all your children’s fees at one time. There is a \$2 fee per credit card transaction.**

- Click on the menu in the top left corner
- Click “**Fees**”
- Select the student you are adding the fee for in the upper right hand corner.
- In the bottom left corner click “**Optional Payments**”
- Find the sport you are interested in, and click “**Add to cart**”
- Once you have added all your fees to the cart...Click on “**MY CART**”



- Go to the wallet “*My Accounts*”. Enter payment information and save.



- Hit “**SUBMIT PAYMENT**” button

NOTE: If you have more than one student, you can change student on the upper right corner of the screen. Go to that student to add registrations to your cart. Your cart will then contain all products for all students.

HEALTH SERVICES

Immunizations- **All** students entering **6th grade**, regardless of age at the start of the school year, are required to have a **Tdap** (tetanus/pertussis) immunization unless a signed immunization waiver is provided to the school.

Emergency and Medical Information Sheet (Census Verification Report) - All students are **required** to have a signed form on file for information and permission to act in case of an emergency. The information we currently have on file is provided for you to review, update information and must be signed by a parent or guardian at schedule pick up.

- Due to the need to be able to reach someone in case of student illness or injury, please list at least **three** emergency contacts who can pick up your child from school in case you cannot be reached.
- Please inform the school of any changes that may occur during the school year, so this card can be updated.

Student Health Information Form - This is to be completed for **all 6th grade** students to update health records. This form should also be completed for any 7th or 8th grade student who has had changes in their health. Please complete the enclosed form and bring it to schedule pick-up in August.

Health Forms - Health forms, including medication consents and immunization waivers, are available on the Wausau School District Health Services web page.

Medication - All medication administered at school must be brought to school by a parent/guardian. Any medication remaining at the end of the school year must be picked up by a parent/guardian or it will be disposed of by staff.

Prescription Medication Administered at School – Prior to administration, students must have written instructions along with practitioner and parent/guardian signatures on the Wausau School District Medication Administration Consent Form. For seizures, asthma and severe allergies, an action plan is preferred. All medications are kept locked in the Health Office, except students may carry and self-administer inhalers, EpiPens, or insulin when practitioner and parent/guardian give consent on the medication form.

Non-prescription Medication Administered at School – Over-the-counter medication must be provided in the original container by the parent/guardian and have a completed WSD Medication Administration Consent Form on file. All medications are kept locked in the Health Office, except students may carry and self-administer cough drops/throat lozenges, lip balm or sunscreen. Medication Administration Consent Forms are available online and in the Health Office at school. Middle and high schools will supply ibuprofen and acetaminophen for students if the WSD Acetaminophen/Ibuprofen Consent Form is filled out by a parent/guardian.



Student Health Information

Today's Date: _____

Child's Name: _____ Date of Birth: _____ Gender: _____

Grade _____ School: _____

Please place a check mark if your child has any of the following conditions and provide details under explanation.

✓	Condition	Explanation
	Allergy (ex. food, insect, drug, latex)	
	ADD/ADHD	
	Breathing problem/asthma	
	Bladder/bowel concern	
	Bleeding disorder	
	Bone/joint/muscle condition	
	Cancer	
	Concussion/head injury	
	Diabetes	
	Diet/eating concern	
	Headaches	
	Heart condition	
	Immunity concern	
	Mental health concern	
	Seizures/epilepsy	
	Skin condition	
	Stomach/intestinal condition	
	Surgery	
	Vision/hearing concern	
	Other health concerns	
	NO HEALTH CONCERNS	

Please list child's current medications: _____

Will any medications be taken at school? ☐ YES ☐ NO

If yes, have Medication Administration Consent form completed by health care provider.

Please list any other information about your child that would be helpful to staff working with your child. _____

Parent/Guardian Signature: _____ Relationship: _____

Wausau School District

Acetaminophen/Ibuprofen Consent Form

The Wausau School District will supply generic ibuprofen and generic acetaminophen for students in the middle schools and high schools. (WSD elementary schools will not provide stock medications.)

Written permission is required for administration of ibuprofen or acetaminophen.

Wausau School District personnel will only administer the recommended therapeutic dose of the non-prescription medication (see reverse side.) For the safety of the student, a written request from the parent/guardian and licensed medical practitioner is required if the dose is other than the recommended therapeutic dose found on the package label.

Stock medications will not be given in combination with other non prescription medications, e.g. cold medicines as they may have also contain tylenol or ibuprofen.

Only one dose of medication may be administered during the school day.

Stock medications will not be administered for more than three days in a row or eight days per month without documentation from a medical practitioner.

All stock medications are available in tablet form only.

Medication will be administered by staff designated by the school nurse and principal.

This request is in place for the current school year only.

Student _____	Birth Date _____
School _____	Grade _____ School Year _____
has permission to receive:	
<input type="checkbox"/> acetaminophen (Tylenol) OR <input type="checkbox"/> ibuprofen (Advil, Motrin) (Check only one medication.)	
as needed in the health office for complaints of headache, body aches, menstrual cramps, dental discomfort.	
My child's weight is 100 pounds or greater. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Warning: Acetaminophen should not be used by those with liver disease or a hypersensitivity/allergic reaction.

Warning: Ibuprofen should not be used by those with kidney disease, stomach disorders such as bleeding or ulcers, an aspirin allergy or a hypersensitivity/allergic reaction.

I, the parent/guardian of the above named student, request the non-prescription medication listed above be given as needed at school. I agree to hold the School District, its employees and agents who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school. My signature indicates that I have fully read and understand the above information.

Parent Signature _____ **Date** _____

Medication Dosing:

Acetaminophen

Dosing:

Less than 100 pounds	one 325 mg tablet
100 pounds or greater	two 325 mg tablets

Ibuprofen

Dosing:

Less than 100 pounds	one 200 mg tablet
100 pounds or greater	two 200 mg tablets

Medication labels will be provided upon request.

PARENT/GUARDIAN EXEMPTION

from

Interpersonal Communication Skills for Sexual Health

6th grade: Middle Schools

9th grade: Wausau East

10th grade: Wausau West

I do **NOT** give my child permission to participate in the approved Interpersonal Communication Skills for Sexual Health Curriculum offered through the required health education class. I understand that I have the right to inspect the Interpersonal Communication Skills for Sexual Health curriculum and instructional materials by contacting the Education Department at Longfellow Administrative Center (715-261-0527).

Student Name – PLEASE PRINT CLEARLY

Parent/Guardian Name – PLEASE PRINT CLEARLY Relationship to Student

Parent/Guardian Signature

Date

Comments:

Thank you!

Please return this form to Horace Mann Middle School

This form will be retained by the classroom teacher.