

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 2023-24 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 2023-24 school year on Tuesday, August 29th.

Schedule pick up days are Thursday, August 3, 2023, from 10:00am-4:00pm and Monday, August 7, 2023, from 1:00pm-7:00pm. **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. Families should arrive at Horace Mann Middle School (13th Street Main Entrance #9) at their scheduled time.

Prior to arrival, parents need to complete our Online Registration's Annual Update process. This update is located within your Infinite Campus Parent Portal, and it will have you review emergency contact information, health information and give permission for multiple items. This process must be done before coming to schedule pick up. If it is not completed before coming in, we will have computers available for completion. The Annual Update will be open starting August 1, 2023.

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 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-Thursday through August 24th.

School officially begins on Tuesday, August 29th 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 Tuesday, August 22nd for our Open House from 4:00pm-6:00pm.

Thanks,

Dr. Rob Phelps
Principal, Horace Mann Middle School

SCHEDULE DISTRIBUTION/FEE PAYMENT 2023-2024 SCHOOL YEAR

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

August 3, 2023
10:00 a.m. - 4:00 p.m.

August 7, 2023
1:00 p.m. - 7:00 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 8, 2023, to complete forms, pick up schedules and pay fees.

All schedules must be picked up and forms completed before August 21, 2023!

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

Station #1:

Verify Completion of Online Registration's Annual Update – Prior to coming to schedule pick up, we need you to complete the Online Registration's Annual Update through your parent portal in order to receive the student's schedule. Instructions are enclosed in this mailing.

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.
\$26.00	<u>Yearbook (optional – non-refundable)</u> The hard-covered yearbook (early bird rate) until Aug. 28, 2023; then the fee is \$30 through January.
\$ 6.00	<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:

Health Office – Turn in any medication forms or orders for any health needs 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 2023/24 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 (\$2.60 transaction fee) directly to the meal account via “Linq Connect” meal system @ LINQConnect.com.

2023/24-USDA is asking that all families complete and submit a Free/Reduced Application either online or by paper application before school starts, August 29, 2023, to determine meal eligibility status for the new school year. This Free/Reduced form is the only method 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 (strip of 10 tickets for \$9.50) and a monthly unlimited ride pass (\$21.00) to anyone who is interested. **Make checks payable to: Metro Ride.** Students who live in the Metro Ride serviced area and live more than 2 miles from school, will receive quarterly Metro Ride tickets. So, if your student was a Metro Rider last year at Horace Mann and you stayed at the same residence, your student will continue to be a Metro Rider.

First Student will be communicating with you in late August with your bus route information. If you have not completed the online registration for yellow busing, please go to the Wausau School District website under Departments then transportation and click on the First Student Yellow Bus Application to complete the application by August 1st, to guaranty busing on the first day of school. If you have not completed the online registration, your child will not be assigned to a bus route for the 2023-2024 school year. **This application 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.

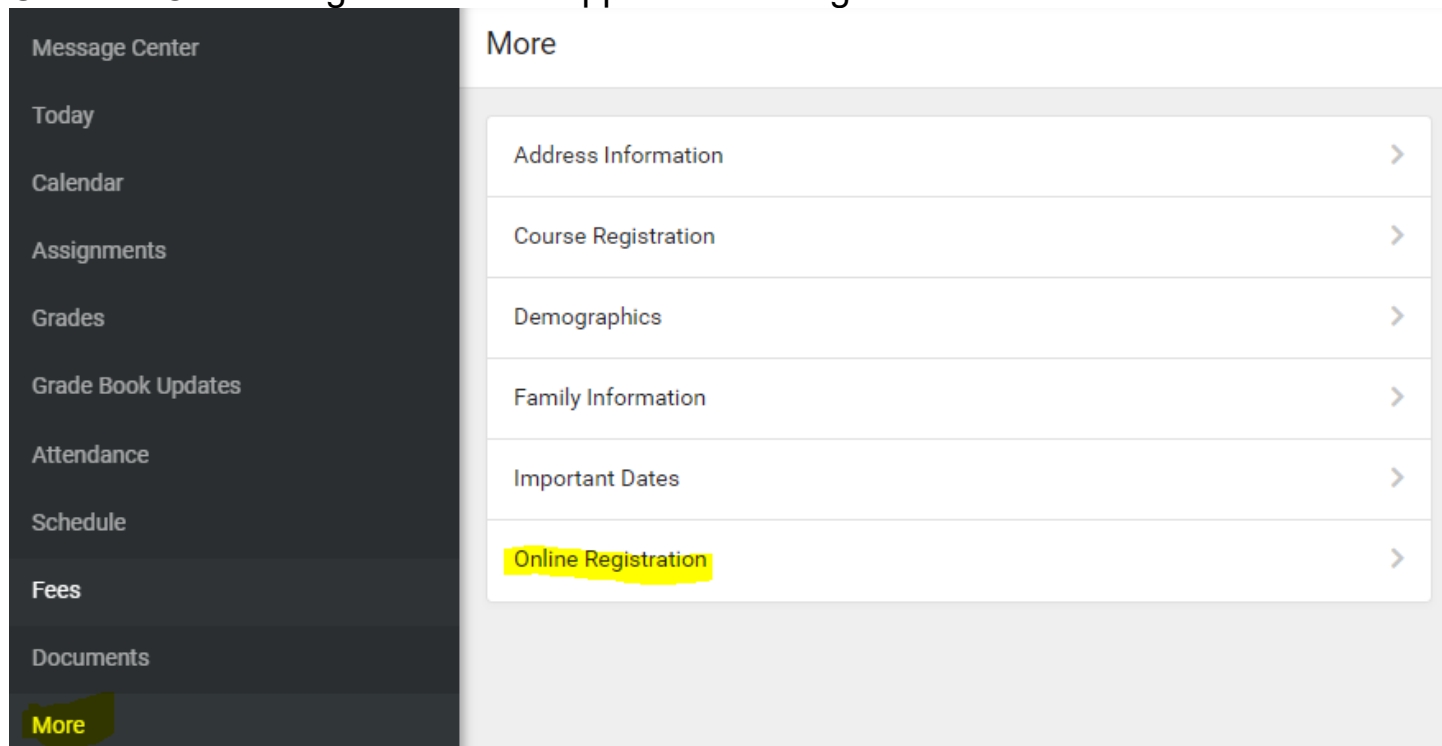
**The School Store will be open for you to purchase or order Horace Mann items.
An Informational table will be available for after school activities and Study Zone.**

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 '23-24 Existing Student Registration':

◀ More | Online Registration

NAME	STATUS	ACTION
23-24 New Student Registration		<button>Start</button>
23-24 Existing Student Registration	NOT STARTED	<button>Start</button>

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.

Infinite Campus Parent Portal On-Line Fee Payment Steps

1. Go to the Wausau School District website www.wausauschools.org
2. Go to and open the “**Parents**” tab (located top toolbar)
3. Connect the “**Infinite Campus Portal**”
4. If you **DO NOT** have a Parent Portal login, please contact:

Kathy Tyskiewicz at ktyskie@wausauschools.org

5. If you **DO** have a Parent Portal login, follow the steps outlined below:
 - Go to “*FEES*” on the left hand side
You will see student fee and assigned course fees
 - Click “*ADD TO CART*” for the fees you would like to pay
 - Click “*MY ACCOUNT*” on right side for optional fees, like yearbook, sports fees, Chrome Book Insurance, go to “*OPTIONAL PAYMENTS*” choose and add to cart
 - Click “*MY ACCOUNT*” on right side again
 - Once you have added all your fees to the cart...Click on “*MY CART*”
 - On the bottom of page after Total dollar amount you will see “*ADD A PAYMENT METHOD*”
 - Enter payment information and save
 - Hit “*SUBMIT PAYMENT*” button

****If your student has prior year balances under the fee balance, switch the school year to add the prior year's fees to the cart for payment.**

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

HEALTH SERVICES

Immunizations- All students entering **7th grade**, regardless of age at the start of the school year, are required to have a **Tdap** (Tetanus-Diphtheria-Pertussis) immunization unless a signed immunization waiver is provided to the school.

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. Medications must be dropped off in the health office by an adult, except for self-carried inhalers, EpiPens or insulin (with medical practitioner and parent consent, and School Nurse's approval). 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 medical 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. 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 and if the School Nurse approves.

Non-prescription Medication Administered at School – Over-the-counter medication must be unexpired, 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.

ATHLETICS AVAILABLE AT HORACE MANN

INTERSCHOLASTIC SPORTS*				
Name of Activity	Dates of Activity	Description	Who can participate	Start Date
Cross Country	Fall (August-October)	Students are taught various types of long-distance training and participate in 6-8 meets	All students	8/21/23
Football	Fall (August-October)	Students are given an opportunity to experience tackle football. Various skills are taught, defensive and offensive formations, plays, etc. They play 6 games.	7 th & 8 th grade students	8/14/23
Soccer – Boys Soccer – Girls	Fall (August-October) Spring (April-May)	Students learn the skills necessary to participate in competitive soccer. They play 10 games.	7 th & 8 th grade students	8/21/23 4/1/24
Girls Softball	Spring (April-May)	Students are taught fundamentals of throwing, hitting & fielding. They play 12 games.	7 th & 8 th grade girls	4/1/24
Girls Swimming	Fall (August-October)	Students learn a variety of swimming strokes as well as participate in ten meets.	All girls	8/21/23
Girls Volleyball	Fall (August-October)	Students learn the skills necessary for competitive volleyball and participate in 10 games.	7 th & 8 th grade girls	8/21/23
Boys Basketball	Fall-Winter (October-December)	Students are taught skill, fundamentals, offense, defense, as well as good sportsmanship. They play 12 games.	7 th and 8 th grade boys	10/11/23
Girls Basketball	Winter (January-February)	Students are taught skill, fundamentals, offense, defense, as well as good sportsmanship. They play 12 games.	7 th and 8 th grade girls	1/2/24
Track	Spring (April-May)	Students learn skills and fundamentals in a variety of events and participate in various competitions	All students	4/1/24
Wrestling	Winter (November-January)	Students are taught wrestling skills and strategies and participate in 6 interscholastic meets & 3 tournaments.	All students	1/2/24

*These activities are considered interscholastic sports and according to WIAA regulation a sport physical is required every 2 years. The District requires a \$30.00 user fee per sport for all participants.

INTRAMURAL SPORTS**				
Name of Activity	Dates of Activity	Description	Who can participate	Start Date
Soccer	Fall (September)	Students are taught the basics of soccer, skills, rules, strategy, etc.	6 th grade boys and girls	Oct 2023
Boys Swimming	November-December	Students are taught the basics of competitive swimming including several strokes, starts & flip turns.	6 th , 7 th , & 8 th grade boys	Dec 2023
Volleyball	Fall (October-November)	Students are exposed to the game of volleyball, skills, rules, offense, and defense.	6 th grade girls & boys	Sep 2023
Girls Basketball	Winter (February-March)	Students are taught the basics of basketball – skills and fundamentals, rules, strategy, etc.	6 th grade girls	Mar 2024
Boys Basketball	Winter (February-March)	Students are taught the basics of basketball – skills and fundamentals, rules, strategy, etc.	6 th grade boys	Mar 2024
Golf	April – May	Students are given lessons by golf pros, and are able to play at local golf courses There is also a \$30.00 greens fee in addition to the \$10.00 intramural fee.	All students	Apr 2024

**These activities are considered intramural sports and therefore no \$30.00 fee is paid and no physical is required. However, a \$10.00 fee is required per sport for all participants.

Students should listen carefully to morning announcements for starting dates and sign-up information.

HORACE MANN

MIDDLE SCHOOL

3101 N. 13th Street, Wausau, WI 54403-2317
Phone (715) 261-0725 Fax (715) 261-2035
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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 July 5th, fill out sports forms online by going to the following NEW site: wausaueast-ar.rschooltoday.com, which will take you to the Wausau East athletic website. Instructions are on the back of this letter. 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. (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 14, 2023
7 th & 8 th Grade Boys Soccer	August 21, 2023
7 th & 8 th Grade Girls Volleyball	August 21, 2023
6 th , 7 th & 8 th Grade Girls Swimming	August 21, 2023
6 th , 7 th & 8 th Grade Cross Country (Boys/Girls)	August 21, 2023

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

Soccer (Boys/Girls)	October 2023
Volleyball (Boys/Girls)	September 2023
Swimming (Boys)	December 2023
Basketball (Boys/Girls)	March 2024
Golf (Boys/Girls)	April 2024

Sincerely,

Mark Beversdorf
Athletic Director

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.

Sports registration process has changed-please read carefully

FALL SPORTS REGISTRATION IS OPEN!

Horace Mann Athletes, it's time to register for your Fall Sports Season. In order to register this year, you will go to the following NEW site - <https://wausaueast-ar.schooltoday.com> which will take you to the Wausau East athletic website. This must be completed before you will be allowed to practice or compete.

*If this is your first time registering for a sport using this **New Program**, then click the **HORACE MANN MS ACTIVITY REGISTRATION** button AND click the "I don't have an account" button.

If you have a sibling that has participated in a sport at **Wausau East and you've used this registration process before, please click on the **HORACE MANN MS ACTIVITY REGISTRATION** button and follow the Log-in instructions.

***Payment for your sport can be done with cash, check, or credit/debit card in the main office at Horace Mann or through your parent portal (Infinite Campus) account.

Below are sports start dates and coaches contact information if you have any questions.

Football - 8th Gr. Coach Dave Klug (dklug@wausauschools.org);
7th Gr. Coach Bill Forbes (wforbes@wausauschools.org)
First day of practice - Aug. 14

Girls Swimming - Head Coach Kathryn Schires (kschires@wausauschools.org)
First day of practice - Aug. 21

Volleyball - 7th Gr. Coach Betsy Stangel (bstangel@wausauschools.org)
8th Gr. Coach Chi Neng Vang (chivang@wausauschools.org)
First day of practice-Aug. 21

Boys Soccer - Coach Nate Grams (ngrams@wausauschools.org)
First day of practice - Aug. 21

Cross Country - Coach Malana Gehrke (mgehrke@wausauschools.org)
First day of practice - Aug. 21

If you have any questions, please contact Amie Olson at aolson@wausauschools.org.
Thank You!

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.

Horace Mann Middle School



2023-2024 School Year Supply List

6th Grade

Quantity	Item
_____ 1	1 subject notebooks
_____ 7	2-pocket folders - Any color
_____ 1	Highlighter
_____ 2	Pack of Post-it notes (for ELA)
_____ 1	Pack of colored pencils
_____ 48	#2 pencils
_____ 4-5	Black or blue pens
_____ 1	Pencil/pen box or bag
_____ 3	Large boxes of Kleenex
_____ 1	Earbuds or headphones (Non-Bluetooth) <u>(Keep at school)</u>
<u>Recommended Additional Items</u>	
_____ 2	Pink erasers
_____ 2	Glue sticks
_____ 1	Pack of colored markers
_____ 1	Scissors
_____ 1	Small Pencil Sharpener

7th Grade

Quantity	Item
_____ 3	1 subject notebooks
_____ 3	2-pocket folders
_____ 48	#2 pencils
_____ 1	Composition notebook (ELA)
_____ 2	1" binder (Geography & ELA)
_____ 1	Pencil bag
_____ 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
_____ 1	<u>World Cultures</u> - Folder or Binder & Notebook
<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 accordian folder (any color)
_____ 1	Pencil Bag
_____ 3	Pack 1-1/2" x 2" Post-it notes (ELA)
_____ 1	2" binder (ELA)
_____ 1	Scissors
_____ 2	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)
_____	Pens in various colors
_____ 1	Pkg. colored markers
_____ 1	Pkg. Page Dividers (Pack of 8)
_____ 1	Pkg. Looseleaf Paper
_____ 1	Pkg. Quart Ziploc Bags
_____ 1	<u>Spanish</u> - Folder, Notebook & 2 Dry Erase Markers
_____ 1	<u>French</u> - Folder or Binder & Notebook
_____ 1	<u>German</u> - Tear-out Notebook (not spiral) & 1" Binder
<u>Recommended Additional Items</u>	
_____ 1	Texas Instruments TJI-30XIIS Calculator(Math)

***For All 6th, 7th and 8th Grade Students** - Phy. Ed. Clothing Needed: Red or Blue Top, Athletic Bottoms and Athletic Shoes.
to be kept in their Phy. Ed. Locker.

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.**