



Upper Elementary Guidelines 2025-2026

Please see TMS School Wide Guidelines and Handbooks for a comprehensive list of all guidelines and policies.

Welcome to another exciting year in Upper Elementary! I am eagerly anticipating the start of a new school year and am happy your child will be joining us as a student. Upper Elementary is the culmination of your child's experience at The Montessori School.

It is during these three years that everything that your child has learned previously at TMS will "come together" both academically and personally. Your child becomes even more independent, more responsible, thinks more deeply, demonstrates more empathy, becomes a better self advocate, and solidifies a love of learning.

Please review these Guidelines in their entirety, and then use them as a jumping off point to discuss the importance of personal responsibility, respect for self, others, and the environment as it pertains to the Upper Elementary classroom with your child.

Upper Elementary Classroom Expectations:

Respect for Self.

Respect for Others.

Respect for the Environment.

Work Cycle:

The Upper Elementary school week centers around completion of a weekly work plan. Filling out and managing their work plan allows students to complete assigned independent and collaborative work and pursue personal projects. Most weekly work (with the exception of long term projects) is to be completed by the end of the school week. Students receive individual, small group, and whole group lessons pertaining to each curricular area weekly.

Arrival:

- **School begins promptly at 8:45 AM at the end of Carline.**
- Students store lunch and outerwear in their locker and change into indoor sneakers. Students wash hands upon entering the classroom, store their snack, and begin working on Warm Ups before moving into the Morning Work Cycle.

Daily Schedule:

Carline 8:15-8:45
Attendance 8:45
Morning Work Cycle 9:00-12:00
Lunch 12:15-12:45
Recess 12:45-1:30
Independent Reading 1:30-2:00
Group Lessons 2:00-2:45
End-of-Day Jobs 2:45-3:00
Dismissal 3:00-3:25

(Some variation in afternoons and on Fridays due to Specials)

Lesson Behavior:

- When a student is called to a lesson, they must bring all required materials and arrive promptly.
- They must be engaged and respectful toward teachers, peers, and materials.
- If they forget a material, do not arrive promptly, or are not demonstrating appropriate behavior they will be responsible for receiving the lesson at an alternate time.

Specials:

Upper Elementary students will attend art, music, Spanish, and physical education during the course of each week. Appropriate Lesson Behavior is required.

Homework:

Although homework is not assigned daily in Upper Elementary, families are strongly encouraged to read together and practice math fact memorization at home.

6th Years will receive weekly homework on Monday that is due on Friday beginning after Winter Break.

Infrequently, make-up work or unfinished weekly work may be sent or brought home at the discretion of Guide and family.

Additional Information

Snack, Lunch, & Water:

Students work very hard and are very active each school day; be cognizant of growing appetites! Preparing and packing their own lunch and snack is excellent practical life work for Upper Elementary students. Students are to bring only water in a reusable bottle. Food/drink is not to be shared between students.

Personal Supplies:

- **Extra Clothing:** shirt, pants, pair of underwear, and socks (seasonally appropriate), packed in a plastic bag
- **Indoor Sneakers:** secure sneakers to wear in classroom & to gym class (comfortable, able to be tightly fastened, with a secure back)
- **Outdoor Shoes:** old sneakers that can get muddy (can be worn to school each day)
- **Boots:** seasonally appropriate for either rain or snow
- **Outdoor Clothing** seasonally appropriate for weather (raincoat, hat, gloves, etc.) can be sent in when weather calls for it
- **Lotion bug spray and/or sunscreen** if desired
- **Limited personal care products** as necessary (hair brush, hair ties, stick deodorant, menstrual products, etc.)
- Optional: analog watch

Personal supplies/clothing is not to be shared between students.

Time Outdoors:

- Students will spend time outdoors each day, weather permitting. They are responsible for wearing/bringing appropriate clothing for outdoor time.
- Students can bring bug spray and/or sunscreen (lotion only, no aerosol sprays) to apply prior to recess if desired.
- During the winter months students will need gloves, a hat, coat, and boots for outdoor recess. Snow pants and boots are required for sitting in/playing in the snow.

Bathroom:

- A limited number of students will be allowed in the bathroom at a time by utilizing the “bathroom pass” system; they must act maturely and responsibly in the bathroom.

Birthdays:

We will celebrate student birthdays with singing and the lighting of our class birthday candles. If your student would like to bring a treat to share with the class, please ensure it is free of classroom allergens or includes an ingredient label.

Appropriate Dress & Style:

As Upper Elementary students age and develop, clothing, hairstyling, and cosmetics become an excellent (and essential way!) for them to express themselves. Please help guide your child to express themselves in a way that is functional and school appropriate.

Screen Time, Social Media, & Online

Communication:

As students are spending a greater amount of time with screens, for both education and social purposes, consider turning them off when possible. "I'm bored" is nothing to fear at home—children have to be driven to boredom sometimes to initiate their own entertainment! There is great value in unstructured time for children—this is the reasoning behind our modest homework expectations.

Elementary children are social beings. A large part of the work in Upper Elementary is learning to navigate social situations and communicate effectively and respectfully. Texting and online communication through social media is even more difficult for children this age, so we strongly encourage adult supervision for **ALL** technology use and online communication.

Cellphones:

Cell phones are not to be used or accessed during the school day.

Communication Between Student and Guide:

Please encourage your student to express their thoughts, ideas, and concerns to the Guide and school staff regarding problems they may encounter. Role playing with your child at home is an excellent way to encourage independent communication skills. These skills are a vital part of your child's education. Your support and assistance with this element of your child's ability to self-advocate will be invaluable!

Communication Between Families and Guide:

If you need to reach me during the school day, please email (office@themontessorischool.us) or call the school directly (484-872-2300).

I will routinely check email messages before and after school:
swalton@themontessorischool.us

Thank you for all you do to support your child's school life,
Samantha Walton, *Upper Elementary Guide*

Upper Elementary Supply List for 2025-2026

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME.

One each unless noted. Please limit supplies and quantities to those listed here so that supplies fit in cubbies. Extraneous or overly distracting supplies will be returned home. Thank you!

Personal Supplies:

- Completed Summer Work**
- Completed TMS Forms**
- Backpack:** able to fit into locker - not larger than 10" x 12" x 20"
- Extra Clothing:** shirt, pants, pair of underwear, and socks (seasonally appropriate), packed in a plastic bag
- Indoor Sneakers:** secure sneakers to wear in classroom & to gym class (comfortable, able to be tightly fastened, with a secure back)
- Outdoor Shoes:** old sneakers that can get muddy (can be worn to school each day)
- Boots** seasonally appropriate for either rain or snow
- Outdoor Clothing** seasonally appropriate for weather (raincoat, hat, gloves, etc.) can be sent in when weather calls for it
- Lotion Bug Spray and/or Sunscreen** if desired
- Personal care products** if needed
- Reusable Water Bottle** with secure lid

Academic Supplies:

- 3" Binder** with pockets, no zippers
- 6 Binder Dividers/Tabs**
- 12 #2 Pencils**
- 2 Block Erasers**
- Manual Pencil Sharpener** with secure top (Staedtler brand suggested)
- Soft Pencil Case**
- Colored Pencils:** 50 Count or smaller, larger boxes don't fit into cubby
- Compass:** Staedtler brand with center wheel suggested; can be used from year to year
- 2 Glue Sticks**
- 1 Double-Pocket Folder** labeled SPANISH
- 2 Highlighters**

4th Year Students/New Students Only:

- 2 Lined Composition Notebooks:** college or wide ruled, depending on student preference
- 1 Graph Ruled Composition Notebook**