

Horace Mann School Information

District Mission Statement

The mission of the Beverly Hills Unified School District is to inspire and empower each student to achieve academic excellence, embrace social and individual responsibility, and lead with integrity. To these ends, Beverly Hills Unified School District provides dynamic and enriching educational opportunities, collaborative community partnerships, and challenging and supportive learning environments.

Horace Mann Mission, Vision, and Goals

Our mission at Horace Mann School is to empower students to become independent, self-motivated learners who function productively in society and who are prepared to continue on into higher education.

Horace Mann School's vision is for teachers, administrators, school staff and parents to work together with students to accomplish the school's mission by

- creating and delivering a high-level, enriched, standards-based educational program;
- establishing an inspiring, safe, nurturing environment in which students feel intellectually, physically, and emotionally safe;
- providing opportunities for children to progress and gain competency in all areas of learning: intellectual, physical, emotional and social;
- modeling positive character traits, including respect, responsibility, integrity, caring, and citizenship;
- helping students to develop positive self-concepts and self-images; and
- helping to create opportunities for community involvement and interaction

Horace Mann School's goals are:

- To provide appropriate, efficient and successful intervention for students scoring at a basic level in any strand of English-language arts or math so that they can become proficient.
- To provide appropriately differentiated instruction to meet the needs of all students by increasing teachers' knowledge and utilization of a variety of strategies and structures.
- To increase and promote citizenship and work habits among students, working to build a student culture of respect, responsibility, kindness, tolerance, and school pride.

General Information

Hours of Attendance

<u>Grade Level</u>	<u>M/T/Th/F</u> <u>Arrival</u>	<u>M/T/Th/F</u> <u>Dismissal</u>	<u>Wed</u> <u>Arrival</u>	<u>Wed</u> <u>Dismissal</u>
Kindergarten (early)	8:30 a.m.	1:00 p.m.	9:30 a.m.	2:00 p.m.
Kindergarten (late)	9:30 a.m.	2:00 p.m.	9:30 a.m.	2:00 p.m.
Grade 1-3	8:30 a.m.	2:39 p.m.	9:30 a.m.	2:39 p.m.
Grades 4-5	8:30 a.m.	2:59 p.m.	9:30 a.m.	2:59 p.m.
Grades 6-8	8:00 a.m.	3:16 p.m.	9:30 a.m.	3:16 p.m.

Attendance Procedures

It is very important for all students to arrive at school every day on time and to be on time for all classes. Students are expected to remain on campus at all times and to attend all classes except for legally excused reasons (illness, medical appointments, bereavement, or quarantine).

The following is the mandatory procedure for all parents and guardians of students at Horace Mann School:

1. If your child is absent from school for any reason, you must call the school at [\(310\) 551-5104](tel:3105515104) by 9:00 a.m. to notify school officials of the absence and reason for absence.

2. If your child returns to school at any time during the school day, s/he must check in at school with a signed note from you explaining the exact reason for the late arrival.
3. All students returning from one or more full days of absence must have an absence slip stating the specific nature of the absence and dates of absence. This slip must be signed by you.

Failure to comply with these procedures may result in your child being considered truant.

It is extremely important for your child's learning process that s/he attend school every day. Please do not keep children out of school unless it is absolutely necessary.

Communication

Information from the school will be sent to parents regularly via email and telephone calls and by posting it on the school website at hm.bhusd.org. Therefore, it is very important that the school have accurate and current contact information on file and that parents check the school website regularly. Except in rare cases, the school does not send home paper copies of flyers; instead, the school will post copies of these documents online so that families may view and download them from any computer. The school office will have hard copies of such documents available upon request for families that are unable to access them electronically.

Homework

Homework is assigned to help students review skills and information covered in class, to prepare students for future lessons, to help students extend familiar concepts to new situations, and to help students integrate multiple skills and concepts in the completion of projects. Homework contributes to building responsibility, self-discipline and life-long learning habits, and time spent on homework directly influences a student's ability to meet the District's academic standards. Students should view homework as a routine and important part of their daily life.

Make Up Work

Students with legally excused absences have the opportunity to make up their work. For absences of less than three days, students should utilize a homework partner. The telephone number of a study buddy in each class should be kept in the student agenda. After three (3) days of illness, a parent may wish to call school and request class work/homework from the teachers. Assignments will be left at the counter in the main office for pick up.

Library

The Horace Mann library is open during regular school hours. In addition to print resources the library also possesses computer technology as another source of information. We encourage all students to enjoy use of the library. Please remember to return books on time and in good condition. A daily fee is charged for books returned after the date they are due. There are repair charges, replacement charges, and processing charges for lost or damaged books. If found at a later time, a book can be returned and a refund may be issued as long as the receipt for payment is also presented.

Lunch

Students may bring a bag lunch from home (a reusable bag is highly recommended) or buy a lunch on-line. To order lunch on-line, go to the Horace Mann's website at www.hm.bhusd.org, clicking on the link for "School Information" and then click on "Food Services."

If it is necessary to do so, a forgotten lunch bag may be brought to the main office with the student's name printed on the outside. It is the student's responsibility to come to the office at lunch to see if his/her lunch has been delivered.

Medication

Students are not to have any medication in their possession. If it is necessary for a student to take medication during school hours, the medication, in the original container (stating the time and amount of dosage), and a physician's note must be kept in the nurse's office. Medication will be administered according to the physician's directions. Teachers are not allowed to give any medication, including aspirin.

Cell Phone Policy

Please note that cell phone use on campus is prohibited during the school day and that students bring cell phones to school at their own risk. The school assumes no responsibility for lost or stolen cell phones. Students who choose to bring cell phones to school are permitted to use them before or after school and are expected to turn their cell phones off and put them away when school begins. If students need to use the telephone during the school day, they are expected to come to the office for assistance. If a student's cell phone is visible or audible during the school day, it will be confiscated.

Closed Campus Policy

Horace Mann is a closed campus, and students may not leave the campus for any reason unless signed out by a parent or guardian. Parents are to meet students and sign them out in the front office only. Parents and other visitors should obtain prior approval to be on campus and are to check in at the front desk and receive a visitor's badge. Former students or friends may not visit school while classes are in session. Student dances are for Horace Mann students only; no former students or friends can participate.

Pick Up/Drop Off Procedures

All students entering campus are expected to enter and exit school through the gate onto the playground at Charleville and Arnaz. Parents who bring their students to school and/or pick them up after school should establish a daily meeting spot outside of school buildings where they will meet their children. Please do not plan to pick up your child outside of his/her classroom door. For students' safety, and to protect instructional time, no one other than staff and students is allowed in school buildings during school hours unless they have an appointment, have signed in through the main office, and are wearing a visitor's badge. We appreciate your support with this policy. Please also assist school staff in ensuring student safety by following traffic and parking regulations during student drop off and pick up times.

Student Checkout Procedures

Two Emergency Cards must be completed by the parents of each student, returned to the homeroom teacher, and kept on file in the school office. Only parents and other adults whose names are listed on the student's emergency card will be allowed to pick up a student from the main office or the nurse's office if they are injured, ill, or have a medical appointment, or if an emergency circumstance presents itself. Students must be signed out by the adult if they leave school for any reason. It is important that parents update emergency information regularly as contact information changes.

Textbooks

Textbooks are issued for each subject. Students are responsible for their own textbooks. Textbooks may not be loaned to other students. Books will be assigned to individual students by number. The condition of each book will be recorded at the time it is issued. During the year, books are to be kept covered at all times. At the end of the year, books will be collected from each student by number; charges will be issued, regardless of the circumstance, if the textbook is lost or damaged.

Grades and Progress Reports for Middle School Students

At the fifth, tenth, and fifteenth, twentieth week of each semester, students receive a grade report indicating a letter grade for each subject and an S, N or U for classroom conduct. Students will hand deliver these reports to parents within a week following the end of each grading period.

All middle school teachers maintain an electronic gradebook on [jupitergrades](https://jupitergrades.com/). This gradebook is accessible to parents and students at all times. To access the gradebook system, go to <https://jupitergrades.com/login/> and then enter the student's name and password.

Physical Education Uniforms and Lockers

Students in grades 6-8 are required to wear either physical education uniforms or similar attire. Shorts and t-shirts are sold by the Horace Mann PTA in the Husky Student Store.

Students are to keep their PE lockers completely locked at all times. The combination lock must be turned twice to ensure that they are locked. Students are not to give their combination to anyone or to ask anyone for their combination. Students must keep all items locked in their locker if they leave the locker area for any amount of time. Any loss of property during PE is the sole responsibility of the student, not the school. Locks will be provided by the physical education staff.

Playground Rules

Horace Mann School is fortunate to have a renovated playground, including three new play structures. These structures are designed to provide students with a safe and fun experience. In the first weeks of school, we will review specific rules and safety procedures with students. In the meantime, we would appreciate it if you could review the following general guidelines with your children:

- ❖ Stop, look and listen if you hear a whistle.
- ❖ Do not eat on the playground.
- ❖ Keep your hands to yourself. If there is a problem that you cannot solve, get help from an adult immediately. No pushing, chasing, shoving, rough-housing, or inappropriate language is allowed.
- ❖ Wait your turn in line.
- ❖ Keep all games on the playground and stay in sight.
- ❖ Wear proper clothing and shoes (i.e., closed toe shoes with rubber soles) and avoid injury by not wearing long earrings, necklaces, or oversized clothing.
- ❖ If you use the swing, you should stand on it and hold on with both hands. Do not sit on the swing, ride it with more than one person, jump off of it, or walk too close to the swing if someone is using it.
- ❖ If you use a slide, be sure to climb the stairs holding onto the guard rails and slide down feet first, sitting or lying down on your back. Do not stand on the slide, climb up the slide, slide down the slide before the person before you is out of the way, jump off of the slide, or slide down head first.
- ❖ Climb the play structures carefully. Do not climb over guard rails, jump off the sides of structures, or hang from any bars except for monkey bars. Be sure to use the play structures as they are meant to be used.
- ❖ If you bring sports equipment from home, be sure that your full name is written on it. Any equipment brought from home is your responsibility; the school is not responsible for lost or damaged equipment.
- ❖ Tackle football is not permitted. Flag football may be played when supervised by an adult.
- ❖ Hardballs are never allowed on the playground.
- ❖ Do not climb any fences. If a ball goes over a fence or onto a roof, ask an adult for help.
- ❖ Do not ride bikes, skateboards, roller skates, roller blades, or scooters on the playground.
- ❖ If someone is injured, do not move him. Do get help from an adult.
- ❖ Never leave the playground for any reason without a teacher's permission.

Emergency Procedures

Fire drills are conducted on a monthly basis, and earthquake drills are conducted twice per year. In the event of an actual fire, earthquake or other emergency in which the building must be evacuated, students will be escorted to the playground and organized according to grade and homeroom. Parents and other authorized adults listed on the student's emergency card will be able to pick up their children at the reunion gate on Charleville Avenue.

Please use the following guide to develop your own family's disaster plan and to familiarize all family members with actions to take before, during, and after a disaster, particularly an earthquake. You may wish to add supplemental information specific to your family's needs.

Have Family Meetings

A good way to start is to call a family meeting to discuss freely and openly the real possibility of a major earthquake and to involve the whole family in the planning process. During the meeting you should:

- Walk through your home together
- Search for hazards and correct them
- Observe and become familiar with the location of utility shut off valves; instruct family members about how to operate these valves properly
- Delegate responsibility for specific tasks to family members
- Plan how to evacuate safely after a quake
- Plan for family members to take Red Cross training in First Aid and CPR
- Hold earthquake drills to ensure that all family members are familiar with the plan
- Practice evacuation of the home
- Determine 3 or 4 nearby reunion locations, i.e., neighbors' homes, a Red Cross shelter, relatives' homes
- Share and discuss your plan with neighbors, friends, relatives, and co-workers

For the purposes of earthquake preparedness, and in your planning, the “family” is not limited only to the traditional nuclear family of parents and children. The “family” may also include roommates, friends, neighbors, or even the residents of an apartment building.