



Parent and Student Informational Handbook: 2015-2016

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Beverly Hills, CA 90211

310-551-5104
310-652-8841 (fax)
hm.bhusd.org (website)
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Home of the Huskies!

Mr. F. J. "Harvey" Oaxaca
Principal

Mr. David Foldvary
Assistant Principal

It is the policy of the Beverly Hills Unified School District not to discriminate on the basis of race color, sex, religion, national origin, age or disability in any employment practice, educational program or any other program, activity or service.

Information contained in this document outlines general policies and procedures for the Horace Mann School community. At any time, the administration may modify or change policies or procedures as is seen fit to run the school and ensure the safety of students, staff, and community. Any changes will be communicated to parents/guardians.

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.
- To develop 21st Century Learners who are ready for college/career opportunities.

General Information

Attendance Hours

	M/T/Th/F	M/T/Th/F	Wed	Wed
<u>Grade Level</u>	<u>Arrival</u>	<u>Dismissal</u>	<u>Arrival</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

In accordance of Education Code (EC 46010, 48200-28204, 48260-48263, and WIC 601), parents are legally required to send their children to school regularly and to make certain they are on time each day. 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 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. Chronic tardies or absences will result in further action with the District and attendance officers. Parents may be requested to appear before the School Attendance Review Board (SARB) and subsequently be referred to the District Attorney and/or Youth Services (Probation) for legal action when attendance, tardiness, and/or behavior problems occur. **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.**

Bike Riders and Skateboards/Scooters

Students in 4th grade and up may bring bicycles, skateboards, or scooters to school. They must wear a helmet at all times and must secure their bike with a lock inside the bike rack area. If a child rides a skateboard or scooter to school, they must wear a helmet. **NO BIKE, SKATEBOARD OR SCOOTER RIDING IS ALLOWED ON SCHOOL GROUNDS.**

Birthday Invitations/Celebrations

Invitations to birthday parties should be distributed outside of school to protect the feelings of all children. Birthday parties are not school functions. However, parents may contact their child's teacher concerning refreshments and/or recognition of these events as long as the items can be given as part of the regularly scheduled snack or recess time. No party or special snack celebrations in recognition of birthdays are permitted in the cafeteria. Also, please remember that balloons are discouraged as they cause a distraction from the instructional environment. Balloons should be kept in lockers. If permitted by the teacher, any food brought to school for these celebrations should come in original store packages, not contain any peanut products, and be enough for the entire class.

Bullying

Bullying is prohibited in all forms at Horace Mann and in the Beverly Hills USD. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can reasonably be predicted to have the effect of one or more of the following: fear of harm to person or property, substantially detrimental effect on physical or mental health, or to experience substantial interference of academic performance. Students who are concerned about bullying or have any other concerns/issues should report this to their teacher, counselor, or administrator.

Conferences

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. Contact your child's teacher to schedule a conference. A parent-teacher conference time is scheduled throughout the year and a calendar is provided for these conferences and additional conferences may be scheduled as necessary. Teachers will not be permitted to conference with parents during instructional time. Drop in conferences will not be honored. In the event of an emergency, please ask to speak with an administrator.

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.

Checkout Procedures

Instructional time is very important and any time students miss instructional time, they miss valuable information. We ask that you make appointments after school hours whenever possible. If you must check out a student during the school day, you will need to contact the front office. Please make sure to note the reason for the early departure and sign them out at the front desk. No one will be permitted to check out a student if they are not listed in the emergency contact information. 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. A photo ID may be requested for student safety. 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.

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.

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. You may also follow the school on Twitter at [@HMHuskies](https://twitter.com/HMHuskies) for information throughout the school year.

Counseling Services

Individual counseling is a component of the school counselor's role. Students are seen for emotional, behavioral and academic concerns. Referrals are typically given to the counselor from the teacher, parent or self-referrals made by students. The Student Study Team is a part of the school counselor's role in helping with academic and behavioral duties. Classroom lessons are provided by the school counselor to primary and intermediate grades about character education themes as well as grade level specific situations/concerns that may arise.

The 4th and 5th grade Conflict Manager Program is coordinated by the school counselor who oversees the program. For more information about any of the above services, speak to the School Counselor.

Discipline/Behavior Expectations

All students at Horace Mann are expected to adhere to and meet all responsibilities and obligations contained in the BHUSD Student Responsibility Contract. At Horace Mann, we believe in a progressive discipline cycle with initial behaviors addressed in classrooms with teachers. Any questions about discipline or behavior expectations should be addressed with the teacher and then the Assistant Principal and/or Principal. For information about District policies governing Discipline Procedures, may be found in the “Parent/Guardian and Student Handbook & Notice of Rights and Responsibilities” document.

Dress Code

It is in the Student Responsibility Contract and the BHUSD Discipline Policy and Procedures Handbook. Students must wear clothes that are neat, clean, unfrayed and in good repair. They may not wear attire which bears inappropriate logos or detracts from the academic environment of the school or affects the safety of the individual (head bands, hats/caps, sagging pants, hanging belts, low cut necklines, halter tops, spaghetti straps, blouses or pants that expose the stomach or undergarments, etc.). Lipstick, colored lip gloss, and make-up are NOT permitted, and student hair shall be neat, clean, and natural looking in color and style. Students shall not wear thick, bulky chains, inordinately long earrings, or wallet chains. Wearing inappropriate clothing to school may result in the parent being contacted and the student being required to return home to change to more suitable attire.

Drop Off Procedures

See section below “Pick Up/Drop Off/Line Up” Procedures.

Early Dismissal Days

Early Dismissal days are scheduled several times throughout the year, typically coinciding with Parent/Teacher conferences. Please review the calendar carefully for these dates. Playground supervision is available on these days for a limited time after school; however, playground aides are not responsible for keeping students on the campus once they have been dismissed from class.

Emergency Procedures

Fire drills, lockdown drills, and earthquake drills are conducted regularly throughout the school 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 Blvd.

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.

Grades and Progress Reports for Elementary School Students

At the end of each trimester, students receive a report card indicating how they are progressing on various standards through our Standards Based Report Card system. Students received marks for:

Work Habits and Citizenship:

Consistent (C)

Sometimes (S)

Rarely (R)

Standard Proficiency Markings of:

Exceeding Grade Level Standards (4)

Meets Grade Level Standards (3)

Approaching Grade Level Standards (2)

Below Grade Level Standards (1)

Standards Not Assessed this Trimester (X)

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 O, S, N or U for classroom citizenship and work habits. Students will hand deliver these reports to parents within a week following the end of each grading period. Parents are asked to sign these reports and have students return them to their homeroom teachers the following day. At the end of the 40 week grading period, final report cards are mailed home.

All teachers maintain an electronic gradebook on jupitergrades. 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.

Gum

In order to maintain our school's nice, clean, and neat appearance and learning environment, chewing gum is not allowed on school property.

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.

Library

The Horace Mann library is open during regular school hours; and one day a week, may stay open later. 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.

Line Up/Pick Up Procedures

For information about morning/afternoon Line Up/Pick Up procedures, please see section "Pick Up/Drop Off/Line Up Procedures".

Lockers

Students at Horace Mann are issued a locker at the beginning of each school year. Students in grades 5th-8th are asked to provide combination locks in order to secure students' belongings. Lockers are property of the District and may be searched by an Administrator if there is probable cause to do so using their combinations provided at the beginning of each school year. If a student's locker is searched for any reason, parents will be notified.

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 (on rare occasions), a forgotten lunch bag may be brought to the main office with the student's name printed on the outside. This practice should be the exception and not the rule as we are working to help students develop responsibility. It is the student's responsibility to come to the office at lunch to see if his/her lunch has been delivered.

Make Up Work

Students with legally excused absences have the opportunity to make up their work in a timely manner. At the beginning of the year, teachers will share policies for making up homework. For absences of less than three days, students should utilize a homework partner or Jupiter Grades to know what has been missed. 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.

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.

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 for the first week of school, and then ordered through the PE teacher for the remainder of the year.

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 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.

Pick Up/Drop Off/Line Up 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.

During our construction, our pick up/drop off lanes are very limited. We ask that during drop off in the morning from 7:30am-8:30am the side of closest to the school on Charleville Blvd. marked with “3 Minute Parking” signs be used only as a drop off lane. If you need to park and come into the building, we ask that you park in a different area. By treating this lane as a drop off lane during these peak times, we will be better able to assist families in getting students to school on time safely.

Line Up/Pick Up—Kindergarten (Early Birds)

*Early bird students should be in designated spots on the playground by 8:30am. Pick up is at 1:00pm at the side gate on Hamel.

Line Up/Pick Up—Kindergarten (Late Owls)

*Late Owl students are met by staff at the HM Fountain Courtyard at 9:25am for the 9:30 start. Pick up is at 2:00pm at the side gate on Hamel.

Line Up—1st through 5th grades

*Students line up at their designated spots by 8:30am.

Line Up—Middle School (6th-8th)

*Middle school students DO NOT line up. Students are expected to report directly to class by 8:00am. Students must be prompt or a consequence (such as detention) will be assigned.

On rainy days, students should be dropped off and picked up in the cafeteria. Teachers will pick students up from the cafeteria on these days.

Promotion/Retention

According to Education Code 48070.5(e) and Board Policy 5048, students who are not making reasonable academic progress, as measured by appropriate skill acquisition for that grade level or by achieving at a rate at least equal to the previous year’s progress shall be retained. Parents will be notified as soon as possible when a student is being at risk of being retained at the end of the school year.

PTA (Parent Teacher Association)

The PTA at Horace Mann is committed to serving the students and staff here at Horace Mann. The PTA encourages all parents, staff, and community members to be a part of this great organization. Information about membership, events, and volunteer opportunities are made available at Back to School Events and throughout the year via the website, Twitter (@HoraceMannPTA), weekly email blasts, and monthly newsletters. Parents are encouraged to visit the PTA website at hm.bhusd.org/pta for most updated information on what’s happening at school. On that website, parents have the opportunity to sign up for the PTA newsletter, which is sent out via email monthly. Additionally, the PTA holds monthly meetings open to all parents/guardians.

Purple Pages

The Horace Mann Purple Pages will be distributed to all students as a gift from the PTA. The Purple Pages is a student/parent directory that lists contact information for students in every class. Replacement copies will be available for sale at an additional cost.

Rainy Day Schedule:

On rainy days, students should be dropped off and picked up in the cafeteria. Teachers will pick students up from the cafeteria on these days.

School Site Council (SSC)

The SSC is made up of parents, staff, and administrators and works collaboratively to review the school plan or single plan for student achievement, establish a new budget, and work to provide counsel on matters of the school to the principal. The SSC meets at least six times a year and membership is on a rotating basis. Applications for new members are open in the spring of each year. Members serve two year terms.

Technology Usage

The use of technology at BHUSD is a privilege, not a right. The use of technology by BHUSD students is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of BHUSD. All students at Horace Mann are expected to abide by the “Acceptable Use Policy for Students” as set forth by the BHUSD. Inappropriate use of technology shall result in disciplinary action in accordance with law and Board policy.

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.

Title I

Horace Mann is a Targeted-Assistance Title I school. We receive great financial support through federal dollars to support our academic program. Each year, the Title I plan, parent involvement policy and budget will be shared. This information is also available upon request at any time. We have a Parent Resource room for all parents. For more information on the Title I program, contact one of the Title I teachers or the principal.

Uniform Complaint Procedures

Williams Uniform Complaint Procedures: Notice to Parents/Guardians, Complaint Rights
Education Code 35186 requires that the following notice be posted in your child’s classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal’s office, district office, or can be downloaded from the school district’s or California Department of Education’s website at:

Beverly Hills Unified School District
California Dept. of Education

www.bhusd.org
www.cde.ca.gov

Visitors to the School

An appointment should be made for all classroom visitations/observations. Contacting the teacher by note or email at least one day in advance is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone to arrange for a visit.

Classroom visitations/observations, lunch visits or contact in the halls during the school day are not times for teacher-parent conferences. Teachers' instructional work time varies by teacher and grade level. However, parents should not expect teachers to conference with them during these times unless a conference has been scheduled. The regular school program must continue during such visits.

Classroom observations should be limited to 30 minutes in any one teacher's classroom on a given day and must be arranged at least twenty four hours in advance with an administrator.

Children who are not enrolled at Horace Mann School are not permitted to visit friends or relatives during the school day, without prior approval from the principal or assistant principal.

From time to time, parents may be allowed to eat lunch with their children, but only on special occasions that are designated by the administrator. During these times, students are only allowed to eat lunch with their parents/guardians.

The school district expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, you should be aware that California law (CC 1708.9) and Education Code 32210 prohibit certain behavior on school property and in the school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed. Disruptive conduct is prohibited on school property, including upbraiding, insulting, or abusing public school employees in the presence of students and minors. If the educational environment is or could be negatively impacted, the District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff. We may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

Volunteers

Parents are encouraged to help at Horace Mann and are considered dedicated and committed workers. Our PTA has great opportunities for volunteering and you are encouraged to work through the PTA for these opportunities. Upon entry to the building, please check in at the front desk in the school lobby and obtain your visitor badge. Your time and service are important to us. Volunteer time should be prearranged. The Front Office staff is required to contact the teacher to verify that they are expecting visitors or volunteers. Unexpected visitors will not be permitted to go to the classrooms. Visitors and volunteers are also asked to go to the area they designate and not make other stops to classrooms, interrupting instructional time. Prior to leaving, please sign out at the front desk.

As a volunteer, the school depends on your service and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate teacher or staff person who is expecting you. As expected, confidentiality regarding students you are working with or have observed during your volunteer services is required.

- **Chaperoning** When acting as a Chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children.
- **Parking** Please do not park in the fire lanes or obstruct traffic flow in any manner. Adhere to all posted signs on streets.
- **Restrooms** Adult volunteers are asked to utilize the restrooms in the Health Clinic.
- **Student Discipline** Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.

- **Siblings** Volunteers are not permitted to bring non-school age children to school when performing duties in the classroom. Parents may escort non-school age children when volunteering if the task can be accomplished when students are not present.

Unless your volunteer time has been prearranged with a teacher, you should report to see one of the administrators before visiting the classroom. Parents who do not prearrange volunteer time will not be permitted to go to the classroom without the permission of an Administrator. Volunteers must be under the supervision of a school employee when working with students. When that is not possible, at least two volunteers must be present in the same area. No single volunteer is allowed to work one on one with a student in an isolated area. This is for the protection of the students and the volunteers.