

# Starting Your Child Off Right

Families and the school are partners in seeing that each child has an opportunity to thrive academically, socially, emotionally, and physically. Below is a list that will give children the best chance for success in all of these areas.

## Attendance

Good attendance is a must! The key to your child's school success is daily, on time attendance.

## Bed Time Rituals and Sleep

Children require plenty of sleep to have enough energy to be in a classroom full of other children and to be able to focus on what is being taught. Pediatricians recommend ten hours or more. Having bed time rituals that include bathing, or at least washing the face and hands and brushing teeth, can help establish good habits. Laying out clothes for the next day helps make the mornings a little less hectic.

## Backpacks & Planners

Backpacks and planners should be brought to school daily. Check your child's backpack every night to see if there is homework or a note from the teacher or the school. Check for toys, weapons, or anything else that should not be brought to school. A good habit is to have a special spot at home to keep your child's backpack and library books.

## Proper Clothing

Children should wear layers of clothing appropriate for the weather conditions. In the winter, children should wear mittens, hats, boots, and warm coats. Children do go outside every day, unless the weather is extreme.

## Communication and Behavior

Let your child know that you will be talking with his/her teacher often and will help with and support his/her learning. You can contact your child's teacher at anytime by calling 651.293.8965. If the teacher is not available, you can leave a message on the teacher's voice mail. Another option is to send an email to your teacher. See the last page for contact info.

## Breakfast and Lunch

Eating a good breakfast is an important beginning to the school day. Breakfast is available at a minimal cost for all students. The cafeteria starts serving breakfast at 7:55 a.m. School starts at 8:20 a.m.

<b>General School Supply List</b>			
Each grade level may request different items. Check the website for additional info.			
Pencils	Notebooks	Erasers	Backpack
Markers	Folders	Box of Tissue	Tennis Shoes
Crayons	Scissors	Glue	\$3 for Student Planner (Gr. 2-6 only)



# Getting To and From School

## Walking to School

Horace Mann has for many years improved the safety of traditional School Patrol crossings by forming unofficial walking lines. There are at least three lines available: the Cleveland line, Cretin line, and the Kenneth line. You may join these lines if you live near these streets. You do not need to register your child; show up at the approximate times listed below and introduce your child to the current patrol member. These lines are dependent upon patrol availability of 5th and 6th grade students. A new line may be created based on student numbers. Parents are encouraged to meet other parents the first days of patrol and form a buddy system list of names and numbers. This list should be shared with the patrol supervisor in the event of illness or changes in the patrol format.

Teachers will identify each walker in their class with a tag for their backpack and send them with the patrols at the end of the day unless otherwise notified. Walking students meet at the SE corner of Eleanor and Wilder and the SW corner of Kenneth and Eleanor at the end of the school day. Students will walk home being dropped at their street corner on the walking line.

### Guidelines

1. Student will walk in an orderly fashion along their route staying on the sidewalk.
2. Students will form two lines at each corner and wait for the "walk" signal from the Patrol Members before proceeding across the street.
3. Students will be respectful of the Patrol Members and listen and follow their instructions.
4. Students will be respectful of other students in line.

Please note that students who are disciplined more than twice by the Patrol Member will meet with the Patrol Supervisor. Repeat offenses may result in termination of walking line privileges for a period of time.

The following are corners and approximate times of patrol crossings:

Montreal and St. Paul 7:30 a.m.  
Kenneth and Ford Parkway 7:50 a.m.  
Kenneth and Eleanor 8:00 a.m.  
Cleveland and Hartford 7:45 a.m.  
Cretin and Highland Parkway 7:45 a.m.  
Cleveland and Highland Parkway 7:55 a.m.



## Bicycle Riding

Students may ride bicycles to Horace Mann School with parent supervision. Students must wear a helmet. Bikes must be locked. As there is no security, the school will not be responsible for any lost or damaged bikes or locks.

## Drop-Off/Pick-Up

1. Students may be dropped off (AM) in two locations:
  - In front of the school's lower level Eleanor Ave entrance, parents/guardians are to travel WESTBOUND on Eleanor
  - In front of the Kenneth Ave entry– parents/guardians are to travel SOUTHBOUND on Kenneth.
2. Drop off in the AM will be in a timely fashion to avoid congestion on Eleanor. Vehicles will NOT BE PERMITTED TO PARK TEMPORARILY and block drop-off area. Parents/guardians wishing to make a quick trip into the school to walk their child to class, or to speak with a staff member, are required to park in approved parking spots away from the Drop-off/Pick-Up area. Cars parked in the marked "No Parking" Drop-Off/Pick-Up areas (even temporarily) ARE SUBJECT TO BE TICKETED/FINED.
3. Students may be picked up (PM) using Wilder, Bayard, and part of Kenneth (north of the teacher's lot). Parents/guardians may meet their children at the garden entry of the school building or by their cars. The Eleanor Street side of the building is NOT to be used as a PM pick-up area.
4. Children must enter and/or exit on the school side of the vehicle. PLEASE DO NOT drop off or pick up on the non-school side of the street and have them cross oncoming traffic. If you park on those sides, please take your child to the corner and cross them.
5. The staff parking lot on the northeast side of the building IS NOT to be used as a pick-up, drop-off, or turn-around spot at any time. This is a potential safety hazard as students cross the entrance area to the parking lot on their way to and from school.
6. NEVER CROSS your child in the middle of the block (Jay-walking). Please cross at corner intersections only.
7. NEVER CROSS your child and walk in between buses! Please cross at corner intersections only.

Let's keep our students safe by following these rules and setting a good example!



## Riding the Bus

Bus Transportation is a Privilege Not a Right! Each student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary to a safe and enjoyable ride for all students.

The school district has established student behavior guidelines which apply to all transported students while on the school bus and while in the school bus loading and unloading areas. Each individual student, as well as his/her parents/guardians, is responsible for following these guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for a violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not an exclusion, expulsion, or suspension under the Fair Pupil Dismissal Act of 1974. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

Parents of transported students are responsible for supervising their children until such times as the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading and unloading areas.

At the beginning of each school year, ALL Horace Mann students will receive bus training. In addition, each student will receive a brochure from the district transportation department outlining student responsibilities and safety issues. The Horace Mann School office will mail you bus stop information in late August, approximately one week prior to the start of school. If you move during the school year, contact the school office for new bus stop information.

# The A-B-C'S Of Horace Mann School

## A Guide for Parents and Students

### Learning Standards

State academic standards are in place for reading, writing, mathematics, and science. Copies of the Learning Standards will be handed out at Family Information Nights for each grade level in September. You can also look up these standards at [http://www.title1.spps.org/Learning\\_Standards.html](http://www.title1.spps.org/Learning_Standards.html)

### ALC (After School Learning Center)

This program provides additional instruction and support for our students in reading, math, writing, and homework assignments. Students are provided with a snack and bussing if they are in the reassignment area. ALC begins right after school at 2:50 p.m. and concludes at 4:50 p.m.

### Attendance

Please call the school office (651.293.8965) whenever your child is absent and send a note for the teacher the following school day. **Beginning Fall 2009, all vacations during school days will constitute unexcused absences.**

#### Late Arrivals and Early Exits

All students arriving after 8:20 a.m. or leaving before 2:50 p.m. must sign in/out at the school office. Please send a note explaining the tardy or early out. For the protection of the students, children will not be released from school during school hours without parent/guardian verification of the release.

#### Possible Excused Absences

- Illness - School may request doctor verification or that the parent bring the child to school to be evaluated by school staff.
- Doctor/Dentist Visit - If possible, avoid school hours and come to school before or after the appointment
- Family Emergency- Death in the family, etc.
- Special Events - Wedding of immediate family
- Religious Holidays

#### Unexcused Absences

- |                             |                           |
|-----------------------------|---------------------------|
| Staying at home to baby-sit | Overslept                 |
| Missed bus                  | Waiting to change schools |
| Vacation                    | Needed at home            |
| Too cold outside            |                           |

**Don't forget to contact the school when your child is absent or late**



Saint Paul Public Schools work with the Ramsey County Truancy Intervention Program (TIP) to improve student attendance. For many secondary students, attendance problems began in the early grades. The school's goal is to intervene with the student and family early to prevent the school failure that results from poor attendance.

Parents and school officials have the duty to assure that a child attends school. Under Minnesota State Law, a student who has 3 or more days of unexcused absences is considered truant. Chronic tardiness may be included as trancies. Ten or more absences for any reason have an impact on a child's education. Parents have the responsibility to inform the school of the reason for any absence, but the school has the right to accept or deny parent's request for excused absences. Children do best when there is good communication between parents and school. Please contact us with any questions or requests.

## Discipline

Horace Mann School is a community of students, teachers, support staff and parents working together to assure that students learn. The key to successfully working together is mutual respect. Because of the importance of respect for oneself as well as others, our discipline plan for this year is based on the following rules:

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect the learning environment.**

It is our intention to remind students of these rules throughout the school year and provide learning opportunities. As a staff we feel any problem that might arise can be dealt with through one of these four rules. We talk with the students about these rules. We ask that you help your child understand what they mean by reading the following material with them, discussing what it means, providing examples of your own that might come to mind, and reinforcing your child when he/she follows or does not follow the guidelines.

### I will respect myself.

- Take care of your body– get enough sleep, exercise regularly and avoid illegal substances
- Think for yourself– don't follow the crowd
- Accept responsibility for the things you do– learn from your mistakes
- Come to school every day– you can't learn if you are not here

### I will respect property.

- Pick up and keep the halls and grounds clean
- Keep the walls and school property clean and free from vandalism



### I will respect others.

- Treat others with kindness and caring
- Think of the feelings of others as well as you own.
- Use put-ups and affirmations
- Be a leader not a bully
- Solve problems peacefully
- Use respectful, appropriate language

### I will respect the learning environment.

- Use a quiet voice in the halls
- Walk in the building
- Allow others to work quietly and independently
- Come ready to work with the necessary school supplies

## Consequences for Inappropriate Behavior

Warning-	Staff member or principal will talk to the student about appropriate behavior and incorporate positive practice.
Behavior Notice-	Staff member or principal will send a note, call or email about inappropriate behavior.
Parent Conference-	A teacher or the principal will schedule a conference with the parent/guardian and student if behavior issues continue or are more serious in nature.
Loss of Privileges-	Students may lose privileges until the child can demonstrate appropriate, responsible behavior.
Restitution-	Students may be required to perform an apology of action or community service.
Dismissal or Suspension-	Students may lose the privilege to attend school or ride the bus if behavior issues persist or are serious. (Serious behaviors that may result in suspension include hurting self or others, damaging property, or leaving the student's area.)

## Emergency Procedures

If a child is injured or becomes ill during the school day, the school nurse or other school personnel will attempt to reach the parents at home or work, at which time the parent will be requested to make arrangements to have the child picked up. If the parent or guardian cannot be reached, the emergency number listed on your emergency information card will be called. PLEASE BE SURE TO KEEP US INFORMED OF YOUR CURRENT PHONE NUMBER AND/OR ADDRESS AT HOME AND AT WORK. If no help is found and the child appears to be seriously injured, he/she will be taken to the hospital listed on your emergency card, or to Regions Hospital by the paramedics.



## Emergency School Closings

The safety and health of all students is our first concern. In the event ice or snow forces the cancellation or early dismissal of school, listen to WCCO (830 AM on the dial). If the Saint Paul Public Schools are cancelled, Horace Mann School will be closed. It is essential that families discuss with their children where they are to go in the event that school is closed during the day and no one is at home to receive them. In the event of an emergency evacuation, Highland Catholic (2017 Bohland Ave) will be available for our use. Buses will not be dispatched until a determination is made that it is unsafe to re-enter the building. During severe weather, students will be retained at school until the emergency is over. Buses will not be dispatched until authorized by the Superintendent. Parents are requested not to try to pick up students. All safety precautions will be taken.

## English Language Learning

English Language Learning is provided for students whose native language is other than English. The ELL teacher provides additional speaking and writing instruction in collaboration with the classroom teachers. Most of the service provided to ELL students occurs directly in the child's regular classroom.

## Evaluation & Conferences

Evaluation is a daily process and one in which teachers, parents and children work together cooperatively. There will be formal reporting periods during the school year with conferences in November and March. Report cards are provided in November, March, and June. In addition, our teachers are available for conferences at any mutually agreed upon time. Teachers in Kindergarten-Grade 1 use a weekly newsletter and Grades 2-6 a student planner to communicate weekly. If your child does not bring the newsletter/planner home, please call your child's teacher. If your child does not return the planner, your child's teacher will call you. Thank you for your help with this parent/teacher communication system.

## Field Trips

Field trips are an integral part of learning at Horace Mann School. Field trips forms are sent home for parents/guardians to sign at the beginning of the year. This form signifies your approval for walking field trips within one mile of the school and field trips requiring busing. Students will not be allowed to go on field trips without this signed permission slip returned. Phone or verbal permission will NOT be accepted. Teachers will send home notices reminding families of an upcoming field trip. We like to send one adult per ten students when we go on field trips.

## Fundraising

The Horace Mann School PTA is responsible for schoolwide fundraising. Fundraising opportunities include the fall fundraiser sale of products, Scholastic Book Fairs, plant sales, the Readathon, and the Silent Auction. The 5th and 6th grade classrooms may conduct fundraising for the Eagle Bluff Environmental Learning Center experience. Other events may raise funds, but are intended first as community-builders such as Family Fun Nights and the Spring Carnival.

## Health Information

The school nurse is at Horace Mann one day a week. Student Wellness provides nursing services to students to enhance educational achievement by the modification or removal of health-related barriers to learning. The goal of the program is to assist students to be self-sufficient in managing their health care within age appropriate expectations thereby preparing all students for life. A vision and hearing screen will be done in kindergarten and 1st grade. A vision screen will be done in 5th grade. Vision and hearing can also be checked throughout the school year at parent/guardian request.

### Is my child well enough to go to school?

- If my child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature has returned to normal.
- If a child has vomited or had diarrhea, the child should stay home for 24 hours after the last episode.
- If you are unsure whether your child is well enough to go to school, contact the school nurse - 651.293.8965



### Medications at School

A student may be administered medication during the school day when the medicine is necessary for the health of the student and cannot be administered at home. Directions for medication prescribed for two weeks or longer are as follows :

- A written order by a prescribing health professional and written authorization by the parent/guardian must be provided to the school.
- The medication must be brought to school in a container appropriately labeled by a pharmacist or the prescribing health professional.
- Health professional orders must be renewed annually or whenever medication, dosage, or administration changes.
- We cannot administer over-the-counter medication unless a written order from a physician and the parent has been given to the nurse.

### Immunization Requirements

There are state mandated immunizations for students. Prior to initial enrollment in any Minnesota school, every student shall submit to the principal or the school nurse one of the following statements:

- A statement from the physician or public clinic which provides immunizations.
- A statement signed by a physician stating that the physical condition of the child is such that immunizations would seriously endanger the life or health of the child.
- A notarized statement signed by the child's parent stating that the child has not been immunized as prescribed in clause one or two because of the conscientiously held beliefs of the parent or guardian. This statement shall also be forwarded to the commissioner of the Department of Health.

For additional health information go to [www.studentwellness.spps.org](http://www.studentwellness.spps.org)

## Homework

Homework will be assigned when necessary and appropriate. Reading at home on a daily basis is also strongly recommended to help all children increase achievement. Homework is given at all grade levels and the district policy is followed. A general rule of thumb is ten minutes per night per year of school.

## Independent Use of the Internet

As a student in Saint Paul Public Schools, your son or daughter may need to use the Internet or use an email account as part of his/her educational experience. All students will be taught appropriate use of the Internet, including the use of email. The district uses technical measures to prevent access to sites that may be controversial, inappropriate, or may contain advertising. However, even with these measures, it is impossible to totally control what students encounter. It is important that students be responsible users of the Internet and use the district network resources appropriately. Inappropriate use of the Internet by a student will result in having their Internet privilege revoked..

## **Insurance**

The school district does not provide any type of health, dental or accident insurance for injuries incurred by your child at school.

## **Items Not Allowed at School**

In order to help insure the safety of students on the playground, bikes, skateboards, roller skates, rollerblades and hard baseballs are not permitted for use during the school day. Electronic devices such as iPods, MP3 players, CD players, handheld video games, pagers, cell phones, beepers and other valuable toys are also not allowed at school.



## **Leaving School During School Hours**

If your child needs to leave school during the school day for any reason, written permission signed by the parent/guardian should be sent to school for the child. If an emergency arises and you need to pick your child up, please come to the office and we will send for your child. You must sign your child out in the office sign-out book. If your child is a walker and wants to go home with a friend after school, he/she and the other child need to bring a note. A child who normally walks cannot ride a bus with a friend. Students who ride a bus are not allowed to take a different bus home with a friend.

## **Library**

The library is an integral part of the reading and writing program. Library time is scheduled by teachers. The number of books and loan length are determined by grade level. Books that are lost or destroyed must be replaced by the student. Parent volunteers are necessary for the library to be open. Please contact your child's teacher for more details.

## **Lockers/Coat Racks**

Lockers or coat racks are provided for each student in the hall area outside his/her classroom. Horace Mann School is not responsible for the loss or theft of student property unless it has given to the teacher for safekeeping.

## **Lost & Found**

The lost and found is located by the Kenneth entrance just outside the kindergarten classrooms. Please attach name labels or mark children's clothing and other personal items. This makes it easier for lost items to be returned to their rightful owners. Lunch boxes should be clearly labeled with the child's name and grade level using a permanent marker. Each year we wash and donate hundreds of items leftover after fall and spring conferences and at the end of the year.

## **Lunch & Breakfast Information**

Detailed information is located at [www.sppscafe.org](http://www.sppscafe.org). Lunch is available to students for \$1.75 and milk for \$ 0.50. Breakfast is available for \$0.65. Free or reduced fee lunch is also available by completing a form available from the Head Cook. Lunch money should be sent to school on Monday/Tuesday of each week and you may purchase as many lunch credits as you wish at one time. Checks are to be made to: Nutrition Services. All money should be sent to school in a sealed envelope with your child's name and PIN number on the outside of the envelope. You can also pay online at <https://paypams.com/HomePage.aspx>

## **Media Permission**

During the school year, staff of the Saint Paul Public Schools and media representatives may want to interview, photograph or videotape your child for use in publications, television reports, school district home pages, public presentations and/or our school web page. If you do not wish to have any photos of your child published, please notify the school. The pictures may be of groups of students or individuals. and the student's names may be used. Your address and phone number will NOT be published or given to others for any reason. Per Horace Mann School policy, children's full names are NEVER posted on the school's web-site.

## Newsletters

Every Friday, "Perspectives," a weekly newsletter to parents from Principal Jim Litwin, is sent home with students and posted on the Horace Mann School website. Many classroom teachers also send home or post newsletters on the website.

## Parent Teacher Association (PTA)

This Horace Mann School organization provides a means for parent/guardian, school staff, students, and community members to work together to support and improve the programs of the school. It also fosters communication and interaction among the school, the home, and the community. All families are welcome to attend the monthly meetings and to join committees. Membership, including voting rights, is only a \$6 fee. The board plans the various PTA fundraising projects that benefit the students through field trips, artists in residence, special programs, supplies, and materials. The board also plans family events and special projects for the school community.

## Parents Rights to Know Act / Pesticide Applications in School

In accordance, with MN Statue 123.B.575, Parents Right to Know Act, all parents, guardians and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled Application may be so notified by providing five self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law.

## Proper Clothing

Proper student dress and grooming are the basic responsibility of students and parents/guardians. We ask that students wear clothing that is appropriate to weather conditions, in good taste, and safe. There are some specific clothing rules and restrictions:

- Students need tennis shoes to wear in the gym or physical education classes. We would prefer if they could leave a pair at school in their locker.
- Bring a sweater to wear for classroom use when the weather becomes cooler.
- Hats, caps, and outdoor clothing (jackets, vests, boots) should be removed while in the building.
- Sagging pants, clothing that exposes the midriff, and low-cut tops are not acceptable.
- Any clothing with references to drugs, gangs, or sexual innuendo will not be permitted.



## Recess

Children will go outside for fresh air and exercise for a portion of the scheduled school day. Please be sure your child comes to school with appropriate outdoor clothing. The students go outside nearly every day unless the temperature is below 0 degrees or the NOAA wind chill chart deems it unsafe. The only exception to this rule is a medical note from the doctor indicating that being outside would not be healthy for the child.

### Rules

Please review the following rules with students regarding proper playground behavior.

- Obey all adults.
- Extend courtesy to all others. (Use of abusive or foul language, name calling, and bullying are not tolerated.)
- Treat others as you would like to be treated. (Fighting, kicking, shoving, karate, tackling, grabbing people or clothing are unacceptable.)
- Only socially appropriate behavior is acceptable. (Throwing snowballs, rocks, or other projectiles are not allowed.)
- Stay within the bounds of the fence and the school. (Do not chase balls, Frisbees, or other items outside this area. Ask an adult to retrieve them.)

## School Hours

Horace Mann School Office hours are 7:30 a.m.-4:00 p.m. Horace Mann's student contact hours are **8:05 - 2:50**. Hours on Early Dismissal Days are **8:05 - 12:50**. Students should arrive at the school grounds no earlier than 8:05 a.m. unless they are enrolled in Discovery Club. At 8:05, students will be allowed to enter the building. At the end of the school day, all students should leave the building promptly unless they are engaged in a school approved and supervised activity.

## School Visits and Phone Calls

We welcome you to visit Horace Mann. In the best interest of children's safety, we require that all parents, guardians, and visitors to the school sign in at the office and take a name badge. If you are picking up your child, please come to the office, and we will send for him/her. We will inform your child of any emergency telephone messages you may need to convey to your child.

## School Website

Our school website has all pertinent information about our school. If you have any questions regarding our school, it is the best place to get answers. The Internet address is: [mann.spps.org](http://mann.spps.org).

## Searches

The Horace Mann School Principal or his/her designee have the authority to conduct a search. The scope of a search may include a student's person and areas over which she/he has control, including but not limited to any locker assigned to the student by the school. The administrator must have a reasonable suspicion to believe that under the circumstances, the student has concealed evidence of misconduct in areas under his/her control.

## Site Council

Horace Mann School's Site Council is an advisory council for the principal. The group promotes excellence in education for students through gathering information, facilitating problem solving, making recommendations, and evaluating programs. The council consists of 14 voting members, including an SPFT representative, 5 teachers, a support staff member, and 7 parent representatives. Any non-members (parents/guardians or staff members) are welcome to attend the monthly meetings.



## Social Work

The Saint Paul School District provides school social work services for each of its public schools. The social worker may be asked to visit a student's home and talk with the student's parent in an effort to develop an appropriate program for the child.

## Special Education

When a child is perceived by the parents or professional staff to be experiencing significant difficulties with some aspect of the educational process, extra interventions are conducted and data is collected. If there are still difficulties, a referral is made to the Child Study Team. The Child Study Team consists of the Parents/Guardians, Homeroom Teacher, Principal, and appropriate Special Education staff members (Special Education teachers, Speech/Language clinician, Social Worker, School Psychologist, and/or School Nurse. If a child qualifies for Special Education assistance, a plan is developed with the Child Study Team.

## Speech & Language

Speech and language services are available for students who have deficits in one or more of the following areas: articulation, language comprehension and expression, voice quality, fluency, and language usage.

## **Student Records**

Student records are maintained for each student attending school for the purpose of keeping an accurate account of the student's educational history and progress. These files are open to parents and may be seen in the presence of the principal upon parental request.

## **Student Rights and Responsibilities**

Brochures addressing student rights and responsibilities are available in the school office and will be given to each student in the fall. This brochure defines unacceptable behavior and minimum consequences for all Saint Paul Public Schools.

## **Testing**

English Language Learners - The Test of Emerging Academic English (TEAE) is given to students in the ELL program to assess development.

Gifted and Talented Services - The Naglieri Non-verbal Ability Test is a new test to identify students who are eligible for gifted and talented services within the school district. All SPPS student in kindergarten and grade 2 will take this test. The DISCOVER is another test the district may use to identify students for gifted and talented services.

Measures of Academic Progress (MAP) is an online assessment to determine both a student's proficiency and growth. Assessments are given in all grades for Reading and Math and Grade 4 for Science. The assessment is scheduled in the fall and the spring.

Minnesota Comprehensives Assessments (MCAs) tests students in grades 3-8 in reading and math and 5th grade students in science. These assessments are used as benchmarks to evaluate how well students are progressing towards academic standards. MCAs are scheduled in the Spring.

## **Trespass Notice**

District #625 reserves the right to deny any person access to district buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with district programs, classes, activities or other events. Upon determination by school district authorities that a person's behavior represents such, a trespass notice can be served on that person limiting access to district buildings and grounds for a specified period of time. If the person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed.

## **Volunteers**

We welcome and appreciate all volunteering in the school. Each family is encouraged to donate at least two hours a year. Some tasks for which volunteers are always needed include tutoring/mentoring students, classroom assistance, library checkout and shelving, field trips, and helping at school events. To volunteer, please contact your child's teacher or leave a note in the PTA mailbox in the office.



## **Wellness– Recess and Exercise**

Saint Paul Public Schools Wellness Policy for Horace Mann School will be written and implemented in the 2009-2010 school year.

## **Wellness– Treats and Celebrations**

Saint Paul Public Schools Wellness Policy is designed to foster healthy eating habits for students. For birthday celebrations, we encourage parents/ guardians to consider non-food treats, like special bookmarks, pencils, or stickers. If a food treat is provided, it must be store-bought/store-prepared and small in size. Some individual classroom practices may differ depending on students.

## Horace Mann School Staff Directory

Voicemail for each staff member is reached by calling 651.293.8965, then asking for or entering the staff V-mail extension number.

Katy Ames Teacher - 4th Grade	651.293.8965 x2109	kathy.ames@spps.org
Nancy Boos Teacher - 1st Grade	651.293.8965 x1069	nancy.boos@spps.org
Judy Browne School Clerk	651.293.8965 x3019	judy.browne@spps.org
Pat Bye Teaching Assistant	651.293.8965	patricia.bye@spps.org
Susan Christenson Teaching Assistant	651.293.8965	susan.christenson@spps.org
Anne Commers Teacher - 2nd Grade	651.293.8965 x1109	anne.dinsmore@spps.org
Rita Dahl Teacher - 3rd Grade	651.293.8965 x2079	rita.dahl@spps.org
Discovery Club at Horace Mann	651.293.5266	emily.holder@spps.org
Tina Fahnestock Speech Pathologist	651.293.8965 x5119	kristina.fahnestock@spps.org
Jeff Fulton Teacher - Inst. Music	651.293.8965 x2089	jeff.fulton@spps.org
Cindy Gipple Library Assistant	651.293.8965	cynthia.gipple@spps.org
Dan Gorman Teacher - Phy Ed	651.293.8965 x3129	daniel.gorman@spps.org
Sara Gramer Teacher - 2nd Grade	651.293.8965 x1119	sara.gramer@spps.org
Paula Granote Teacher - LD	651.293.8965 x4139	paula.granote@spps.org
Lesley Greene Teacher - LD	651.293.8965 x4129	lesley.greene@spps.org
Ginny Grobe Teacher - Academic Support	651.293.8965 x2069	virginia.grobe@spps.org
Shauna Hoffman Building Engineer	651.293.8965	shauna.hoffman@spps.org
Deidra Holland Occupational Therapist	651.293.8965 x4149	deidra.holland@spps.org
Mike Holleran Head Engineer	651.293.8965 x3089	michael.holleran@spps.org
Cheryl Holt Speech Clinician	651.293.8965 x4119	cheryl.holt@spps.org
Leanne Jerusal Teaching Assistant	651.293.8965	leanne.jerusal@spps.org
Sarah Kempf Teaching Assistant	651.293.8965	sarah.kempf@spps.org
Amy Kortuem Teacher - 4th Grade	651.293.8965 x2099	amy.eide@spps.org
Jim Litwin Principal	651.293.8965 x3059	jim.litwin@spps.org
Betty Lindwall School Nurse	651.293.8965 x3029	betty.lindwall@spps.org
Heather Long Teacher - Kindergarten	651.293.8965 x1029	heather.long@spps.org
Renette McParland Social Worker	651.293.8965 x1369	renette.mcparland@spps.org
Pat Meuwissen Teacher - 5th/6th Grade	651.293.8965 x2029	patricia.meuwissen@spps.org
Timira Mohamed ELL Educational Assistant	651.293.8965	timira.mohamed@spps.org
Mary Beth Muehlenbeck Teacher - 1st Grade	651.293.8965 x1059	mary.muehlenbeck@spps.org
Rick Olson Teacher- Science & Tech	651.293.8965 x3109	rick.olson@spps.org
Susan Pickart Literacy Specialist	651.293.8965 x3049	susan.pickart@spps.org
Judy Ronnei Teacher - 5th/6th Grade	651.293.8965 x2039	judy.ronnei@spps.org
Bonnie Schwartz Teacher - 1st Grade	651.293.8965 x1099	bonita.schwartz@spps.org
Mary Simmons Teacher - Kindergarten	651.293.8965 x1019	mary.simmons@spps.org
Lynn Sims Teaching Assistant	651.293.8965 x3159	lynn.sims@spps.org
Maria Spann Teacher - 3rd Grade	651.293.8965 x2119	maria.spann@spps.org
TBD Teacher - Visual Arts	651.293.8965 x2049	first.last@spps.org
Mariana Tennyson Teacher/Coach - G/T	651.293.8965 x1089	mariana.tennyson@spps.org
Katie Thomas Teaching Assistant	651.293.8965 x9002	kathryn.thomas@spps.org
Margie Trojan & Melissa Mellin Kitchen	651.293.8965 x1149	mann.nutritionservices@spps.org
Melinda Webster Teacher - ELL	651.293.8965 x2059	melinda.webster@spps.org
Anna Witt Teacher - 5th/6th Grade	651.293.8965 x2019	anna.witt@spps.org