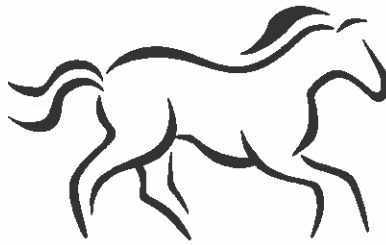


Horace Mann PK - 8 School



2015 - 2016

Mustang Student Handbook

715 Krebs Ave.
Dayton, OH 45419
937.542.4890 (office)
937.542.4891 (fax)

Megan J. Winston, Principal

A Message from the Principal

Dear Horace Mann Families,

Welcome to Horace Mann PreK-8 School, home of the mighty **Mustangs!** My name is Megan Winston, and I am the principal of Horace Mann PK-8. The Horace Mann Staff is excited for the 2015-2016 year to begin. Teachers have attended numerous professional development opportunities throughout the summer and will be ready to implement new teaching strategies, curriculum, and assessments in the classroom. This school year, we will continue to focus on rigorous instruction, celebrating academic successes, and building our future college and career ready students. At Horace Mann, we believe that our students are champions, and they are capable of taking responsibility for their own learning. Parents can help support their children by ensuring students come to school on time each day, providing students with the necessary supplies for class, and establishing nightly homework time and support.

We are looking forward to a wonderful school year and want you to be a vital part of our Horace Mann School family. Your support of the school and its policies/procedures is greatly needed and appreciated. Together the **"Horace Mann Family"** will continue to succeed!

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Winston', written in a cursive style.

Megan J. Winston
Principal

Horace Mann PreK-8 School Student Handbook Contract

Dear Members of the Horace Mann School Family:


This handbook has been compiled and approved by the Horace Mann staff and the Dayton Board of Education. It is published for your information and contains policies, rules, regulations, and a school calendar. This handbook is distributed to every family with a student attending Horace Mann. Since this handbook is considered the legal contract between the parents and the school, we must have the form below signed and dated.



Horace Mann Student Handbook Contract

I have read, understand, and agree to follow the school regulations as outlined in the Parent/Student Handbook.

Parent/Guardian *Date*

Student Signature Date

Principal

2015 – 2016 DISTRICTWIDE SCHOOL YEAR CALENDAR

AUGUST				
M	T	W	T	F
3	4	5	6	7
10●	11●	12●	13★	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10D	11	12
15H	16	17	18	19
22	23	24	25	26
29				

2015-2016 Calendar

Aug 10 - 11	Professional Development Days
Aug 12	Teacher Work Day
Aug 13	First Day for Students
Sept 07	Labor Day Holiday / District Closed
Sept 23	Professional Development Day/ No Students
Oct 15	End of First Quarter / Students Report (44 Instructional Days)
Oct 16	Fall Break / No Teachers or Students
Oct. 21	Professional Development Day / No Students
Nov. 11	2-Hour Early Dismissal / Professional Development
Nov. 16 - 19	Parent – Teacher Conference Evening / 3.5 Hours
Nov 25	Thanksgiving Break / No Teachers or Students
Nov 26 - 27	Thanksgiving Holiday / District Closed
Dec 17	End of Second Quarter / Students Report (40 Instructional Days)
Dec 18	Parent – Teacher Conference Exchange Day/ No Teachers or Students
Dec 21 – Jan 01	Winter Break / No Teachers or Students
Dec 24 - 25	Christmas Holiday / District Closed
Dec 31 – Jan 01	New Year's Holiday / District Closed
Jan 04	Students Return
Jan 18	Martin Luther King Jr. Day Holiday / District Closed
Jan. 27	2-Hour Early Dismissal / Professional Development
Feb. 8 - 11	Parent – Teacher Conference Evening / 3.5 Hours
Feb. 10	2-Hour Early Dismissal / Professional Development
Feb 15	Presidents' Day Holiday / District Closed
Mar 11	End of Third Quarter / Students Report (47 Instructional Days)
Mar 25	Good Friday Holiday / District Closed
Mar 28-Apr 01	Spring Break / No Teachers or Students
April 4	Students Return
May 25	Last Day for Students and Teachers / 2-Hour Early Dismissal (PK-12) / End of Fourth Quarter (49 Instructional Days)
May 30	Memorial Day Holiday / District Closed
May 26 – June 2	Calamity Days 179 student contact days / 6 Teacher Days

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7H	8	9	10	11
14	15	16	17	18
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28	29	30		

MARCH				
M	T	W	T	F
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7	8	9	10	11Q
14	15	16	17	18
21	22	23	24	25H
28♠	29♠	30♠	31♠	

OCTOBER				
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12	13	14	15Q	16♠
19	20	21●	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
				1♠
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11D	12	13
16	17	18	19	20
23	24	25♠	26H	27H
30				

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25QD	26C	27C
30H	31C			

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17Q	18●
21♠	22♠	23♠	24H	25H
28♠	29♠	30♠	31H	

JUNE				
M	T	W	T	F
		1C	2C	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JANUARY				
M	T	W	T	F
				1H
4	5	6	7	8
11	12	13	14	15
18H	19	20	21	22
25	26	27D	28	29

JULY				
M	T	W	T	F
				1
4H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Legend

- ★ Schools Open for School Year
- Days of Instruction
- Q End of Quarter
- H Holiday
- ♠ Break
- Teacher Contract Day
- D 2 Hour Early Dismissal
- C Calamity Day

Parent Conferences
Each school will designate one evening for parent conferences during the weeks of:

- November 16, 2015
- February 8, 2016

Early Dismissals
All students will be dismissed two hours early for teacher professional development on:

- November 11, 2015
- January 27, 2015
- February 10, 2016

Fall 2015 Testing

- K-3 Reading Guarantee Aug. 24 – Sept. 30
- OGT Oct. 26 – Nov. 6

Fall Block Ohio State Tests

- FBA: Nov. 16 – Dec. 11
- EOC: Dec. 14 – Jan. 15

Spring 2016 Testing

Ohio State Tests

- FBA: March 14 – April 15
- EOC: April 18 – May 20

OGT

Mission Statement

Dayton Public Schools provides a high-quality education in a safe environment that prepares our students for success in school, work and life by providing a highly effective trained staff working each day with community resources



HOMWORK POLICY

Homework is any assigned task given to students for the initiation, development, or completion of mental or physical effort outside the scheduled classroom period. Homework is an integral part of the educational process. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, and good work and study habits.

Purpose of Homework:

- To extend learning activities beyond class time
- To practice techniques previously introduced
- To help insure understanding of principles
- To develop skills in application of mental, physical, social, and emotional areas
- To prepare for class participation
- To generate independent research, thinking, and creativity
- To gain experience in the use of outside resources and facilities. Help ensure satisfactory attainment of learning

School Responsibilities:

- To monitor the implementation of the homework policies
- To facilitate the scheduling of homework policies
- To facilitate the scheduling of homework among the different subjects
- To inform students and parents of both course and homework
- To provide purposeful, relevant and clear assignments
- To promptly acknowledge all homework assignments, and return materials with feedback

Student Responsibilities

- To make sure that they understand homework assignments and due dates
- To complete their homework assignments to the best of their ability
- To submit homework on time

Parent Responsibilities

- To participate in homework objectives and attainment
- To monitor and assess the quality of homework
- To provide students with a set homework time each night

*Homework Guidelines

- 4 nights a week
 - K- 3rd approximately 45 minutes
 - 4th – 6th approximately 60 minutes
 - 7th – 8th approximately 90 minutes
- Reading each night is encouraged

**Days and times may vary*

Act Respectfully

Be Responsible

Come Ready to Learn

ACCIDENTS

1. All accidents are reported to the office or nurse.
2. It is very important for the office to have the accurate home and cell numbers of parents so parents can be reached quickly in case of an emergency.
3. In the case of a serious accident, parents are notified and the emergency squad may be called. *Major accidents are reported to Central Office or an incident report is completed.*
4. School personnel may administer first aid only.

ADDRESS OR TELEPHONE NUMBER - CHANGE

Parents are required to notify the school office promptly if there is a change of address or telephone number. Correct telephone numbers are essential in case of an accident or other emergency. Address and phone number changes can be made in the main office with the correct documentation.



ARRIVAL AT SCHOOL

The morning session begins at 8:20 AM. Children are **not** to arrive at school before 8:05 AM. Breakfast begins at 8:05 AM. Since safety is foremost in our minds, we ask for your help in this matter.

Note: Students MUST remain outside in the appropriate line prior to 8:05. There is no supervision for your child if they arrive before 8:05 AM.

ASSEMBLIES

The conduct of the student body at an assembly is an important indication of the cultural level of the school. Whether or not guests are present, each student is personally responsible for conducting himself/herself in a courteous and respectful manner. Unacceptable conduct includes whistling, inappropriate clapping, booing, rowdiness and talking during a program.

ATTENDANCE/TARDINESS - PRIMARY AND ELEMENTARY STUDENTS

Law requires daily attendance by all students. A written note signed by a student's parent/guardian **MUST** be given to the teacher when the student returns to school. Acceptable reasons for absences are: personal illness, critical illness in the family, quarantine of the home, death of a relative, or observance of religious holidays.

Students will be marked tardy after 8:20 a.m. Students arriving late must report to the office for an admission slip. Tardiness is recorded and reported to the designated school official. The school official will follow through on excessive absences or tardinesses with referrals sent to the student services and juvenile court when necessary. Only bus students arriving late will be permitted to eat breakfast.



BIRTHDAY CELEBRATIONS

Please contact your child's teacher before bringing treats or other items to school for celebrations. Treats are distributed at lunch unless the parent has made arrangements with the teacher. **Treats should be individually wrapped. Please do not send homemade treats to school.**

CELL PHONE and ELECTRONICS

PK – 4th grade students are NOT permitted to bring cellphones or other electronics to school. 5th – 8th grade students must leave all electronics including cell phones in their lockers and all electronics must be powered off.

CONSEQUENCES

- 1st Violation - Parent must retrieve cell phone from the main office
- 2nd Violation - Parent must retrieve cell phone from the main office
Student receives Thursday School or Detention
- 3rd Violation - Behavior Contract

CODE OF CONDUCT

The Horace Mann climate must be conducive to student learning. Students who disrupt the learning process are violating the rights of those who want to learn. The DPS Student Code of Conduct (S.C.C.) provides examples of expected behavior, definitions of behavioral infractions including its severity (Level I, II, or III), and possible corrective strategies. **The Administration reserves the right to modify the consequences, in accordance with due process and board policy, based on the severity of an incident and the Progressive Discipline Philosophy.**

Expectations for proper behavior will include:

- 1) Walking in the classroom, hallways and other areas of the building.
- 2) Walking on the right side of the hallways.
- 3) Using a calm, soft voice when speaking.
- 4) Use polite, kind words.
- 5) Waiting patiently and quietly until it is a student's turn to speak.
- 6) Using proper table manners while eating lunch.
- 7) Using proper manners and habits in the restrooms.
- 8) Leaving candy and gum at home.
- 9) Keeping our school clean and tidy.
- 10) Following bus rules.

The consequences for non-compliance with behavioral expectations vary according to the child's stage of development.

DISCIPLINE

There is no doubt; we all agree that our children are our most valuable resources. Through nurturing and sensitivity we hope to prepare them to function as social assets rather than social liabilities. With this in mind, it is important this understanding is reflected in methods of discipline used at home and school.

Our approach to discipline is based upon prevention. We try to avoid unnecessary time responding or reacting to behavior problems. Discipline is therefore primarily a learning experience and less a punitive experience when dealt with appropriately. The child has the opportunity to be heard and to have his/her opinion respected. We believe that most

children want to follow rules and exhibit acceptable behaviors. These will be clearly defined by our staff and the child will then become responsible for his/her behavior.

This responsibility will include accepting the consequences, which come as a result of the behavior choices.

The children whose rights are violated by physical harm are encouraged to report the problem to the nearest adult or any available adult rather than hit back. This instills the practice of following legal procedures we adults must use when our rights are violated. If we adults do not respond, the child's rights will have been violated.

DISCIPLINE PROCEDURES

1. The teacher initiates the initial contact with the misbehaving child to clarify and review rules and to do problems solving. Each teacher will have a specific set of classroom rules.
2. The teacher will contact the parent/guardian to report the problem, explain the rule(s), and invite the parent/guardian to share in an appropriate response to the problem.
3. The teacher will administer the appropriate consequence as discussed with the parent/guardian and send a written discipline referral to be filed in the office.
4. The administrator will conference with the child to review patterns of violations as verified by the teacher(s). The administrator may administer one of the following:
 - a. Time out from class--length of time is at the discretion of the administrator.
 - b. Denial of recess--length of time is at the discretion of the administrator.
 - c. Behavior Contract
 - d. After School Detention
 - e. ALC Referral to Wright Brothers (Parents are responsible for transportation)
 - f. Out-of-School Suspension—Administrator (or designee) contacts the parent /guardian and files discipline forms.
 - g. Referral to school student services personnel or school psychologist.
5. To ensure consistency, the **DPS Guide To Student Conduct** booklet will be the formal document used in the enforcement of discipline by total staff.

DISMISSAL PROCEDURES

Students are required to go home immediately after the afternoon dismissal. Playing on the playground at this time is not permitted for safety reasons.

Students transported by car are monitored in their assigned areas. If a ride does not arrive in a reasonable amount of time, the student(s) are escorted to the office. Parents will have to report to the office to pick up their student(s). Non-school sponsored afternoon child care is available through the YMCA. Parents must contact the YMCA to make arrangements for service.

Bus students are escorted to their designated buses and supervised while boarding the buses. Please do not meet your child at the bus and take your student unless you have communicated this with the office.

Only in the case of an emergency, a change in a student's transportation must be sent in writing to the teacher. The teacher is responsible for informing the office and getting approval for this change from the Administration. NO VERBAL MESSAGES FROM THE CHILDREN ARE EVER ACCEPTED.

Bus riders are given a handbook on procedures and behavioral expectations. Parents/guardians are asked to review these rules and expectations with their student(s). The bus driver is responsible for the management and safety of pupils and is also responsible for enforcing safety rules. The disorderly pupil will be reported to the principal. The principal will be responsible for notifying the parent/guardian. **CONTINUED DISORDERLY CONDUCT ENDANGERS PUPIL SAFETY AND WILL RESULT IN SUSPENSION OF BUS RIDING PRIVILEGES.** Some of the rules include:

1. Students must ride their assigned bus and stay in their assigned seat. Changing from seat to seat is prohibited.
2. Excessive noise or loud talking/laughter is prohibited.
3. All talking and noise is prohibited at railroad crossings.
4. Pupils extending any part of the body through the window are prohibited.
5. Pupils must observe rules for crossing streets when exiting the bus.
6. Spitting or throwing any object from windows is prohibited.
7. Smoking, eating, drinking and littering is prohibited.
8. Pupils must obey the bus driver's instructions.

9. Transporting animals, pets, or glass containers on the bus is prohibited.
10. Parents/ guardians are responsible for any damage or defacing of the bus by their child.
11. School buses are not permitted to stop longer than necessary to pickup students.
School buses cannot wait for tardy students.

IF YOUR CHILD'S BUS IS UNREASONABLY LATE PLEASE CALL THE TRANSPORTATION OFFICE AT 542-4010 OR DISPATCH AT 542-4039. THEY HAVE RADIO CONTACT WITH ALL BUSES. THE SCHOOL DOES NOT HAVE THIS CAPABILITY.

DISMISSAL (Early)

If, for some reason, your child must leave school before our regular dismissal time, please send a dated note to the teacher in the morning. State the time and reason for the early dismissal. The child may then be picked up in the office, and his/her departure will be recorded.

Student(s) will not be sent to the office before parents or authorized persons have arrived. To do so would shorten the academic time spent in the classroom. Students will only be released to parents, legal guardians or to persons to whom parents have granted permission **IN WRITING ON THE OFFICIAL RELEASE FORM.** We will not release your child to any other person. In an emergency, a telephone call. Early Dismissals will not be honored after 2:30. **Parents are not to go to the classroom to pick up children.**



DRESS CODE

The school may regulate dress and grooming in the interest of health, safety, and effective instruction. Children are expected to be neat and well groomed. Forms of dress, which are considered distracting or disruptive to the learning atmosphere, will not be permitted. We are requesting that students do not wear: hats, bandanas, **excessive make-up, tube tops, halter tops, midriff tops, spaghetti strap tops, off the shoulder tops, shorts or dresses shorter than the middle finger when arms are straight down, leggings without a shirt that covers the bottom area, pajamas, transparent clothing, clothing with inappropriate graphics/words/phrases, flip flops, backless footwear, clothing that reveals temporary or permanent tattoos, or piercings other than earrings (facial piercings must be covered with a Band-Aid or replaced with a clear retainer).**

Note: *Shorts may be worn after spring break through the month of October. The dress code policy will be supported, encouraged, and enforced by administration.*

FOOD AT LUNCH

All students have the opportunity to receive a free breakfast and lunch. If you choose to pack a lunch for your student, the following items are not permitted: **soda, energy drinks, glass bottles, bags of chips larger than an individual size, or fast food.** If you bring your child a fast food lunch, he or she will be **required to eat in the conference room.**

DRUGS OR ALCOHOL

Except for supervised, prescribed medication, a student shall not be under the influence of nor use, possess, offer for sale, or distribute drugs or alcohol in school buildings, on school grounds, in school-controlled vehicles, at school sponsored events, or in other situations under the authority of the school district.

All district employees shall take an active role in reducing and eliminating the use of drugs and alcohol by students through:

1. prevention (e.g. fostering student self-esteem; making staff, students, parents and community members aware of the symptoms and effects of drugs and alcohol use or abuse; publicizing the Board's position and expectations regarding drugs and alcohol).
2. intervention (e.g. identifying students affected by their own or others use or abuse of drugs and alcohol; taking disciplinary action; making referrals to community agencies; following through in ways that support students in adhering to recommended procedures).

EMERGENCY CLOSING OF SCHOOL - INCLEMENT WEATHER



Please sign up for Horace Mann Announcements (Directions will be available in the August Newsletter)

Parents are urged to make contingency plans for and with their children such plans will be followed when an emergency changes the school schedule.

The decision to close school and dismiss students during the school day because of weather or other emergency will be made and announced by the Superintendent. Public announcements will be made immediately after the schools have been notified. For emergency purposes, it is vital that the school has on file a current telephone number.

On rare occasions the Superintendent determines that the weather is too severe to operate busses/or have children walk to school. An announcement is made over radio and television to this effect. If the school opening will be delayed, the radio/television station will also announce this information. Student attendance will not be affected if this occurs.



FIELD TRIP POLICY

The elementary child's learning environment must be extended beyond the home and school if she/he is to expand knowledge and continue to fulfill the need for independence.

Field Trips give the child the opportunity to exercise research skills necessary for gaining more knowledge about life.

The following procedures may be implemented as part of the **Field Trip** experience. All Going Out activities require parent's written permission.

1. The **Field Trip** experience may serve as an opportunity for introducing a unit of study.
2. **Field Trip** may be a follow-up completing preliminary activities. A child may be delayed or miss a **Field Trip** experience if assigned projects are not complete.
3. **Field Trip** could take place as a culminating experience.

The **Field Trip** experience is not considered to be merely a pleasure or recreational trip. It is an extension of the classroom program. Parents are more than welcome to serve as chaperons or resource people.

Parents must sign a permission slip at the beginning of the year, for the children to go on **Field Trip** experiences/field trips. If you have restrictions or concerns pertaining to your child you need to indicate that on the field trip/going out area on the registration form.

FIRE, TORNADO, AND EVACUATION DRILLS

State law requires that schools have regular fire and tornado drills. Careful procedures are worked out to provide protection for students in event of a fire, tornado, and evacuation. Teachers review the procedures with the students periodically. It is mandatory that all students obey the procedures for such drills.

HOMEWORK

See Page5

ILLNESS

If a student becomes ill at school, parents, or other designated persons will be contacted. No child will be released to anyone not listed on our official pick-up sheet. Therefore, be sure to list all persons who may need to pick up your child. Please do not send an ill child to school. Children returning to school after any absence due to communicable disease must bring a note from their physician. Other absences due to illness require a written note from the parent to be placed on file at school.

All medicine must be given directly to the school nurse with the appropriate physician documentation.

INJURY

If a child is injured at school every attempt will be made to contact parents. It is very important to fill out and return emergency medical authorization forms so that emergency treatment may be given. Any changes in this information should be reported to the school immediately.

Please be sure to note any allergies and other special needs both for the teacher and the office records.

INTERIM PROGRESS REPORTS

The interim progress report is designed to keep parents informed about the child's progress between regular grading periods.

The interim progress report will be issued four times per year approximately in the middle of the grading period.

Progress reports show a record of student growth in academic and school adjustment areas. Effort marks are also given. Parents are encouraged to discuss the report with their child. If there are concerns or questions, contact the teacher to arrange a conference.

LIBRARY MEDIA LEARNING CENTER

We ask that the parent support library rules and stress behavior by their children in the Library Media Learning Center. The rules are:

1. Return books on the date that they are due.
2. Report lost or damaged books immediately. If not returned, a replacement fee is required.
3. Supply a plastic bag to carry books to school on snowy or rainy days.
4. Keep books in a safe place at home, away from infants and pets.

LOST AND FOUND

Each year many items of clothing are lost. It would be helpful if all possessions were clearly marked with your child's name. A Lost and Found area is located in the main office lobby. Please encourage your child to look for lost articles. All Lost and Found items that are not claimed at the end of each semester will be donated to a charity organization.

NEWSLETTER

Newsletters are published **monthly** to help keep all members of our school community well informed. Reading it regularly will prevent missing messages of importance.

PARENT-TEACHER CONFERENCES



The parent-teacher conference is one of the most effective ways of sharing information about a student's educational progress. Parents have an opportunity to help teachers understand their sons/daughters and teachers can clarify in greater detail the kinds of experiences the student is having in school. All parents are required to attend the fall conference with the teacher in order to receive the first quarter progress report.

Dates in the Fall and Spring are set aside for elementary school conferences. However, when there is a matter of concern, conferences may be scheduled at other times convenient for the parent and teacher.

PARENT EDUCATION AND PRESENTATIONS

There will be parent education and presentation meetings during the school year. This will be an opportunity for parents to be involved in a continual growth process in order to develop an understanding of Dayton Public Schools' academic requirements, as well as, Parent Rights and Responsibilities as it relates to No Child Left Behind laws.

PLAYGROUND

1. No balls or other equipment may be taken from the building onto the playground before school in the morning.
2. No food shall be taken to the playground except for a teacher-directed activity.
3. There is to be no rough play permitted. For example, tackle football, Kung Fu, wrestling, etc. will not be permitted.
4. No stones or foreign objects are to be thrown on the playground as it could cause serious injuries.
5. Children should strive to get along with one another in a friendly cooperative manner.

REWARDS AND INCENTIVES

- Perfect Attendance Awards (recognized every nine weeks)
- Honor Roll Awards (**Superintendent** – All A’s; **Principal** – All A’s and no more than 1 B; **School Honor Roll** – All A’s and B’s); Specials Subjects included
- Statewide Achievement Testing Recognition
- 55 Book Club
- Classroom recognitions

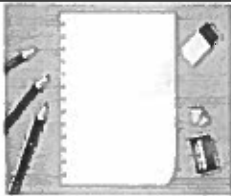
SCHEDULE FOR THE DAY

8:05 A.M.....	Supervision report for AM duty
8:05 A.M.....	Breakfast program begins
8:05 A.M.....	Staff on duty
8:20 A.M.....	Tardy Bell rings
2:40 P.M.	Patrols report for PM duty
2:45 P.M.....	Walkers are dismissed
2:50 P.M.	Students are dismissed from school

SCHOOL NURSE

The school nurse is in the building on a limited schedule. Students with health problems are referred to the nurse, whose other duties include processing immunization status, administering first aid, checking teeth, doing visual and hearing screening, checking blood pressure, etc.

SCHOOL SUPPLIES AND FEES



At the beginning of the year a letter will be sent outlining the supplies needed for your child. The school will supply some of the needed supplies; we asked that you purchase the items on the list for your child when school starts and periodically throughout the year. Teachers will indicate any additional materials needed for your child. **NOTE: Preschool and Kindergarten student may have a snack fee or snack schedule.**

SCHOOL PROPERTY

Please help us instill within your child a sense of pride and respect for our school property. Our school building and equipment cost the taxpayers a great deal of money. Parents of children who destroy or vandalize school property will be required to pay for losses or damages. If children willfully destroy school property, suspensions may be necessary. If a child should happen to damage something accidentally, he/she should report it to a teacher or the office immediately.

STUDENT COUNCIL

Student Council serves as a training experience for leaders and followers, develops high ideals of personal conduct, and helps to interest children in school activities and solving problems that arise. Representatives and alternates are elected from each room to serve on the Student Council. The Council meets regularly under the supervision of a teacher(s).

STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to certain constitutional rights, including the right to due process. Students also have certain responsibilities. In general, these involve the commitment of each individual to assure that the rights of others are preserved. Students are responsible for knowing what the school rules are and acting in accordance with them. It is the intent of the Board of Education to make certain that the rights of all students and school personnel are carefully protected. In order to carry out this policy, the Superintendent has developed guidelines for conduct for all students which promote the order in schools that is conducive to learning while still protecting the rights of all individuals.

1. A student may be searched when there is a clear reason to believe that an illegal item or an item, which will cause harm to the student or others, is on his/her person.
2. Students, parents, or guardians have the right to review a student's school records with a member of the professional staff. A request to review records should normally be honored within three days.
3. A copy of the **Dayton Public Schools Students Rights and Responsibilities/ Code of Conduct** publication is sent home.

STUDENT WITHDRAWALS

Parents **must** come to the school (please bring ID) to personally withdraw students from the school/district. **Over the phone withdrawals are not accepted.** Records will be forwarded to receiving school upon request.

SUPPORT

From the Home:

1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child by word and example to have respect for law, authority and the rights and property of others.
4. Teach the child to be accountable for his/her own actions.
5. Help the child grow and develop into a self-disciplined person.
6. Share the responsibility of student control with the school.

From the Community:

1. Support the school officials in all efforts to develop and maintain well-disciplined schools.
2. Share the responsibility with the school district for the discipline of students.
3. Recognize its role in influencing student behavior through media, activities, and customs.
4. Show interest in the programs the schools offer and the personnel who are responsible for them.
5. Provide the necessary resources for maintaining instructional programs, staff, and services, which reinforce well-disciplined schools.

TEXTBOOKS AND LIBRARY BOOKS

All basic textbooks are loaned to students for their use during the year. Children must understand that schoolbooks are very expensive to replace and, therefore, must be handled carefully. The same applies to library books. Students will be required to pay for lost or damaged books. Please encourage your child to respect books. **Replacement fees must be paid in full before a replacement text will be issued. This is DPS policy.**

VISITING OUR SCHOOL

Parents and interested adults are welcome at our school. We ask that all visitors comply with Board of Education Policy and make arrangements with the appropriate teacher prior to the visit. Please use the main entrance and **report to the school office after entering the building. Visitors sign in and are given a Visitors' Pass.** This applies to all **non-staff persons** entering our school and is required to maintain security for all students and staff.



Mission of Horace Mann Elementary School:

**THE MISSION OF HORACE MANN ELEMENTARY
IS TO BECOME A "LEARNING COMMUNITY" WHERE
EVERYONE CAN LEARN THE SKILLS NECESSARY TO
BECOME CARING, CREATIVE, AND PRODUCTIVE
INDIVIDUALS.....
AND SUCCESS IS CELEBRATED!!!!**

Mission of Dayton Public Schools:

**DAYTON PUBLIC SCHOOLS PROVIDES A
HIGH-QUALITY EDUCATION IN A SAFE
ENVIRONMENT THAT PREPARES OUR
STUDENTS FOR SUCCESS IN SCHOOL, WORK
AND LIFE BY PROVIDING A HIGHLY
EFFECTIVE TRAINED STAFF WORKING EACH
DAY WITH COMMUNITY RESOURCES.**

