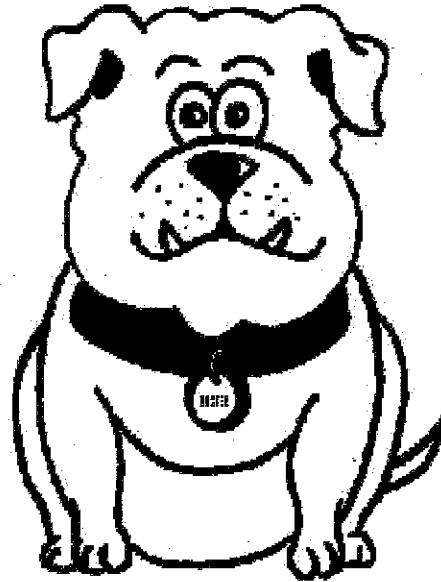


Horace Mann Elementary School

Parent Handbook 2022-2023

Mrs. Rosa Alonso
Principal



501 East Acacia Avenue • Glendale, CA 91205 • (818) 246-2421 • Fax (818) 507-6238

GLENDALE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Nayiri Nahabedian	President
Jennifer Freemon	Vice President
Shant Sahakian	Clerk
Ingrid Gunnell	Member
Kathleen Cross	Member
Dr. Vivian Ekchian	Superintendent

www.gusd.net

LETTER FROM THE PRINCIPAL

Dear Parents and Guardians,

When parents bring their children to the classroom door, they are entrusting our school with this nation's most precious resource. No more important goals exist than to ensure that when children leave our school as young adults, they are empowered with the necessary reading, writing and mathematical skills they need to be successful, contributing members of our society.

At Horace Mann, we take this responsibility seriously and ask you parents to work with us as we continue to refine our instructional program to ensure that we focus on meeting each of our students' needs. We are proud of our dedicated and experienced staff. We all work together in helping our students succeed both academically and socially.

Ultimately, parents and families are our most essential partners in promoting the value of reading and writing and in providing the home support needed for children to master the grade level standards. We strongly believe that both the school and the home community must work together in an extended family to ensure that students are receiving the support they need to achieve. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

The purpose of this Handbook is to provide you with important information, our procedures, policies and provide you with a calendar with our yearly events. Please review this handbook carefully so you are familiar with our school. You will also need to discuss the Behavior Matrix with your child located on page 22.

If you have any questions or concerns that arise any time, please do not hesitate to give your child's teacher or me a call. I look forward to having a long and rewarding relationship with you and your family.

Sincerely,

Rosa Alonso, Principal

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

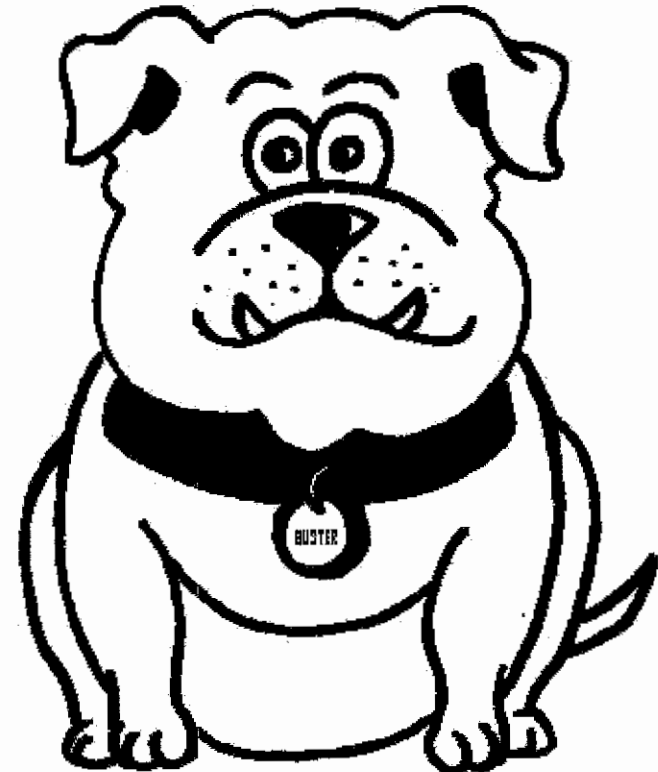


TABLE OF CONTENTS

TABLE OF CONTENTS.....	2	FOOD SERVICES.....	18		
STAFF ROSTER	3	Breakfast		Fifth Graders are Special	
DAILY SCHEDULE.....	4	Lunch		Open House	
MINIMUM DAY DISMISSAL.....	4	Snacks		Picture Day	
STUDENT HOLIDAYS.....	4	HEALTH SERVICES.....	18	Coffee with the Principal	
TENTATIVE CALENDAR OF EVENTS.....	5	HOMEWORK.....	21	Red Ribbon Week	
ADMINISTRATIVE POLICIES.....	15	Purpose		Spirit Days	
Absence from School		Basic Principles		SPECIAL PROGRAMS & SERVICES.....	24
Academic Achievement Report		Responsibility of Parents		Child Care Programs Early Education & Extended	
Arrival Time/Dismissal Time		ORGANIZATIONS AND GROUPS	20	Learning Program (EEELP)	
Attendance		Leadership Team		Chorus	
Birthday and Classroom Parties		Parent Support Groups		Computers and Technology	
Classroom Interruptions		School Site Council		Conflict Resolution	
Independent Study		Student Council		English Language Development Programs	
Parent Conferences		PARENT-SCHOOL COMMUNICATIONS.....	21	G.A.T.E. (Gifted and Talented Education)	
Personal Belongings		Conferences		Instrumental Music	
Rainy Day Procedure		Parent Handbook		Insurance	
Safety and Security		School Messenger Calling System		Library	
Social Promotion		Thursday Folder		Lost and Found	
Special Recognitions		SCHOOL RULES AND CODES OF CONDUCT..	22	Physical Education Program	
Tardies		Discipline Philosophy		School Psychologist	
Telephones		General School Rules		School Based Coordinated Programs (SBCP)/Title I	
Telephone Messages		Lunch and Playground Rules		Special Education Programs	
Testing		Playground Supervision		EQ/DISASTER PREPAREDNESS PLAN.....	26
Textbooks		Positive Reinforcements		Basic Action Following a Disaster (Earthquake)	
Traffic Lane		SPECIAL EVENTS AND DATES.....	23	Lockdown	
Uniform Policy and Dress Code		Back-to-School Night		APPENDIX	
Visitors and Volunteers		Family Food Drive		A – GUSD Policies on Sexual Harassment	
DISCIPLINARY POLICIES.....	19	Field Trips		B - GUSD Uniform Complaint Policy Procedures	
Violation Consequences					

Staff Roster

ADMINISTRATION

Mrs. Rosa Alonso
Principal

Mrs. Kathryn Borjal
Administrative Secretary

Mrs. Maria Del Villar
LVN/Attendance Clerk

<u>Kinder</u>	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>	<u>Fifth</u>	<u>SAI</u>
Ms. Sorto-Vera (TK)	Mrs. Balabanyan	Ms. Berberyan	Ms. Roses	Mrs. Babakhanian	Ms. Yim	Mr. Lewis
Ms. Castillo	Mrs. Kennett	Mrs. Gonzalez	Mr. Suh	Ms. Ayvazian	Mrs. Beshlian	Ms. Chase
Mrs. O'Rourke	Mrs. Kzlyan	Mrs. Kataroyan	Ms. Lee	Mrs. Garibyan	Mrs. Nazarian	Ms. Gracias
Mr. Tiu	Mrs. Vink	Ms. Beurekjian	Ms. Sahakian			Ms. Mazur (RSP) Jamie Gongora (RSP)

CERTIFICATED SUPPORT STAFF

Mrs. Chris Burt	Teacher Specialist
Ms. Ana Tam	Teacher Specialist
	Speech and Language Specialist
Mrs. Karla Vasquez	Psychologist
	Resource Specialist
Mrs. Nelly Del Aguila	Nurse
Coach Amanda Dyer	PE

CUSTODIAL

Mr. Gus Covarrubias	Head Custodian
Mr. Jesus Escobar	Custodian



DAILY SCHEDULE
plus Minimum Days & Holidays

DAILY SCHEDULE

2022-2023

TRANSITIONAL KINDER	Start time	Dismissal
---------------------	------------	-----------

M, T, W, Th, F 8:10 12:20

Wednesdays (Banking) 8:10 12:20

MINIMUM DAYS 8:10 12:20

TK SAI	Start time	Dismissal
--------	------------	-----------

M, T, Th, F 8:10 1:14

Wednesdays (Banking) 8:10 11:34

MINIMUM DAYS 8:10 11:03

KINDERGARTEN	Start time	Dismissal
--------------	------------	-----------

M, T, Th, F 8:10 1:30

Wednesdays (Banking) 8:10 11:20

MINIMUM DAYS 8:10 11:31

GRADES 1-2-3	Start time	Dismissal
--------------	------------	-----------

M, T, Th, F 8:10 2:25

Wednesdays (Banking) 8:10 12:20

MINIMUM DAYS 8:10 11:48

GRADE 4-5	Start time	Dismissal
-----------	------------	-----------

M, T, Th, F 8:10 2:45

Wednesdays (Banking) 8:10 12:40

MINIMUM DAYS 8:10 12:08

School Office Hours

7:30 a.m. - 4:00 p.m. Monday – Friday

PHONE: (818) 246-2421 FAX: (818) 507-6238

STUDENT HOLIDAYS

Sept. 5, 2022	Labor Day Holiday
October 28, 2022	Staff Development Day
Nov. 10, 2022	Report Card Prep Day
Nov. 11, 2022	Veterans' Day Holiday
Nov. 21-25, 2022	Thanksgiving Break
Dec. 23-Jan 6, 2023	Winter Break
Jan. 16, 2023	M. L. King Jr. Holiday
Feb. 13, 2023	Lincoln's Birthday Holiday
Feb. 20, 2023	Presidents' Day Holiday
March 13-17, 2023	Spring Break
March 20, 2023	Staff Development Day
May 29, 2023	Memorial Day Holiday

Minimum Day Dismissal

August 30, 2022	Back To School Night
November 18, 2022	Parent Conferences
March 3, 2023	Report Card Prep
May 29, 2023	Open House
June 7, 2023	Last Day of School

AUGUST

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

FAIRNESS

Being honest and just.

Sun

Mon

Tue

Wed

Thu

Fri

Sat

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 SCHOOL BEGINS <i>8:30 Coffee w/ Principal</i> Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	18	19 Bulldog Way Assembly	20
21	22	23	24 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	25	26	27
28	29	30 Back-to-School Night Minimum Day Kinder 11:31 a.m. TK-SAI 11:03 a.m. TK 12:20 PM Gr 1-3 11:48 a.m. Gr 4-5 12:08 a.m.	31 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.			

SEPTEMBER

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

RESPONSIBILITY

Be accountable
for your actions

Sun

Mon



Tue

Wed

Thu

Fri

Sat

				1	2	3
4	5 No School Labor Day	6	7 Picture Day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	8	9	10
11	12	13 Coffee with the Principal 	14 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	15	16	17 U.S. Constitution & Citizenship Day
18	19	20	21 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	22	23	24
25	26	27	28 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	29 College Day 	30	

OCTOBER

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

COOPERATION

Work together for a common goal

Sun

Mon



Tue

Wed

Thu

Fri

Sat

						1
2	3	4	5 Walk to School Day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	6	7	8
9	10	11 Coffee with the Principal 	12 Photo Make-up Day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	13	14	15
16	17	18	19 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	20	21	22
23	24 Red Ribbon Week	25	26 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	27	28	29
30	31 Halloween 				No School District Staff Development Day	

NOVEMBER

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

CITIZENSHIP

Accept the rights, privileges and responsibilities of living in our community.

Sun

Mon

Tue

Wed

Thu

Fri

Sat

		1	2 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	3	4	5
6 Daylight Savings Time Ends (*Fall back* 1 hour)	7	8	9 End of Tri. 1 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	10 <u>No School</u> Report Card Preparation Day TK/K Parent Conferences	11 Veterans' Day 	12
13	14	15 Coffee with the Principal 	16 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	17 Report Cards Sent Home	18 Parent Conferences Minimum Day TK 12:20 pm TK-SAI 11:03 a.m. Kinder 11:31 a.m. Gr 1-3 11:48 a.m. Gr 4-5 12:08 a.m.	19
20 	21 T H A N K S	22	23 G I V	24 Thanksgiving Day I N G	25 BREAK	26 
27	28	29	30 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.			

DECEMBER

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

COMPASSION

Be kind, caring and helpful.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Coffee with the Principal  Principal for the Day	7 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	8	9	10
11	12	13	14 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	15	16	17
18	19	20	21 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	22	23 Winter Break	24 
25 Christmas day	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31 New Year's Eve

JANUARY

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

RESPECT

Treat others and the environment as you would want to be treated.

Sun

Mon





Tue

Wed

Thu

Fri

Sat

1 	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break	6 Winter Break	7 
8 	9 Return to School	10	11 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	12	13	14
15	16 <u>No School</u> Dr. Martin Luther King Jr. Day Yellow Ribbon Week	17 Coffee with the Principal 	18 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	19	20 International Day of Acceptance	21
22	23	24	25 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	26	27	28
29	30	31				

FEBRUARY

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

HONESTY

Tell the truth, never take unfair advantage of people.

Sun

Mon




Tue

Wed

Thu

Fri

Sat

			1 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	2	3	4
5	6 Counselor Appreciation	7	8 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	9	10	11
12	13 No School Lincoln Holiday 	14 Coffee with the Principal 	15 Spring Picture day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	16	17	18
19	20 No School Washington Holiday 	21 2023-2024 Registration Begins	22 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:20 p.m.	23	24	25
26	27	28				

MARCH

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

TRUSTWORTHINESS

Be responsible and dependable.

Sun

Mon

Tue

Wed

Thu

Fri

Sat

			1 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	2 Read Across America Day	3 End of Tri. 2 Report Card Prep Minimum Day TK 12:20 p.m. TK-SAI 11:03 a.m. Kinder 11:31 a.m. Gr 1-3 11:48 a.m. Gr 4-5 12:08 p.m.	4
5 Black American Day	6	7	8 Spring Photo Day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	9 Report Cards sent home	10	11
12 Daylight Saving Time starts ("Spring forward" 1 hour)	13 Spring Break	14 Spring Break	15 Spring Break 	16 Spring Break	17 Spring Break	18 
19	20 <u>No School</u> District Staff Development Day	21 Coffee with the Principal 	22 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	23	24	25
26	27	28	29 Gr.5 Promotion Picture Day Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	30	31	

APRIL

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

LOYALTY

**Be faithful to yourself
and others.**

Sun

Mon



Tue

Wed

Thu

Fri

Sat

						1
2	3	4	5 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	6	7	8
9	10	11 Coffee with the Principal 	12 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	13	14	15
16 Easter 	17	18 Holocaust Remembrance	19 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	20	21	22
23 <hr/> 30	24 Armenian Genocide Remembrance Day	25	26 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	27	28	29

MAY

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

COURTESY

**Be considerate, kind
and polite.**

Sun

Mon


Tue

Wed

Thu

Fri

Sat

	1	2	3 Awards Assembly Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	4 Horace Mann's Birthday	5	6
7	8	9 National Teacher Appreciation Day	10 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m. Teacher & Classified Appreciation Day	11 Nurse Appreciation Day	12	13
14 Mother's Day 	15	16	17 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	18	19	20
21	22	23	24 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.	25 Open House Minimum Day Kinder 11:31 a.m. TK-SAI 11:03 a.m. Gr 1-3 11:48 a.m. Gr 4-5 12:08 p.m. TK 12:20 p.m.	26	27
28	29 No School Memorial Day	30	31 Banking Day Kinder 11:20 a.m. TK-SAI 11:34 a.m. TK 12:20 p.m. Gr 1-3 12:20 p.m. Gr 4-5 12:40 p.m.			

JUNE

Instructional Focus

The staff at Horace Mann Elementary will collaborate to ensure that all students are provided with research-based instruction that develops their ability to fluently read, comprehend, and analyze a variety of increasingly complex literary and informational text, as well as multimedia. This will be reflected in students' ability to extract key ideas and details, and cite supporting evidence. Students' achievement will increase each year as demonstrated through evidence of proficient acquisition of the Common Core Reading standards on school, district, and state assessments.

WORD OF THE MONTH

SELF-DISCIPLINE

Having control of one's actions, emotions and behavior.

Sun

Mon


Tue

Wed

Thu

Fri

Sat

				1	2	3
4	5 Fifth Grade Promotion 	6 5 th grade Sports Day	7 Last Day of Classes Report Cards Sent Home Minimum Day Kinder 11:31 a.m. TK-SAI 11:03 a.m. TK 12:20 p.m. Gr 1-3 11:48 a.m. Gr 4-5 12:08 p.m. 5 th grade Movie Day	8	9	10
11	12	13	14	15	16	17

ADMINISTRATIVE POLICIES

Absence from School

We are required to secure a **written absence excuse from a parent** or guardian when a child has been absent from school. When your child returns to school after being absent, they should bring a note of explanation signed by the parent or guardian, which states the name of the child, date(s) of absence and reason for the absence. According to state law the only excused absences are for illness, medical treatment, bereavement, and some legal commitments. Family vacations, religious holidays/commitments, or personal business are considered unexcused reasons for absence. (See Independent Study below).

Academic Achievement Report (Report Cards)

Academic Achievement Reports are given three times per year. Academic Achievement Reports will be based on progress toward mastering of the grade level standards. A parent-teacher conference may be held at any time to discuss a student's progress. Progress reports are sent home six (6) weeks before the end of the grading period to notify parents if their child is not meeting grade level standards and may receive an unsatisfactory grade unless improvement is shown.

Arrival Time/Dismissal Time

Please read the daily schedule located on page 4 of this handbook. Consistent, on-time attendance is a priority. Students should not arrive on campus before 8:00 a.m. unless they are eating breakfast (7:30 -7:55 a.m.) Children are to enter our campus **only through the Garfield Avenue gates** and be picked up promptly at dismissal time through the Garfield Avenue gates, with the exception of TK and K who dismiss on Acacia Ave. Students in grades 1-3 who wait for their older Mann siblings after school must be seated next to the gate on Garfield or Mariposa. **No students will be allowed to enter or be dismissed through the office or be allowed to wait in front of the school. STUDENTS MUST BE PICKED UP PROMPTLY AFTER SCHOOL** at the designated gates, which remain open for 10 minutes after the bell. Students not picked up on time will be taken to the office where you must sign them out.

Police will be notified if students are repeatedly picked up late.

Attendance

- Students are to attend school every day unless ill.
- Students are to be on time, in line at 8:10 a.m.
Students not in their classroom by 8:15 am will be marked tardy.
- Students who are tardy must check in at the office and receive a tardy slip.
- A note signed by parent stating child's full name, date of absence, and reason for absence must be sent when student returns from an absence.
- An automated telephone call is made to parents in the evening after an absence to remind you about clearing the absence with a note if you have not yet done so.

Birthday Parties

We ask that you do **not** plan on celebrating your child's birthday at school. With 24 to 36 students in each class, the amount of instructional time that is lost cannot be spared. Please plan on celebrating somewhere other than school. **Cupcakes or any other edible treats are not permitted at school in any grade level. NO EXCEPTIONS!**

Classroom Interruptions

In fairness to the students and their educational program, classroom interruptions are kept to a minimum. We ask that you plan ahead and assist students with the responsibility of bringing their own lunch to school. Lunches or lunch money brought in late by parents may be left in the office for students to pick up at lunchtime. It is your child's responsibility to pick it up. Please make sure to tell your child to go to the office. Homework, library books, projects, etc., brought in by parents will be put in the teachers' box.

Independent Study

When a child must be taken out of school for unavoidable personal reasons, parents may ask for school work for their child. A voluntary Independent Study program is in place to enable students to keep up with class work when they will be absent for more than 5 school days. In order to participate in an Independent Study program, the parent/guardian must give the school a minimum of two weeks advance notice. Approval of a parent request for an Independent Study program is based on evidence that the student can work independently and an indication that the student will complete assigned work. The school is required to maintain records for each student participating in this program, including copies of all completed and evaluated student work. The student, parent, teacher and principal must sign an agreement. Resource Specialist Program (RSP) students may not participate in the Independent Study Program unless their Individualized Education Program (IEP) specifically provides for participation.

Tardies

Consistent, on-time attendance is a priority at Mann. Students who arrive late must sign in at the school office prior to entering the classroom. All tardies are recorded on the attendance register. When students are tardy more than 5 times during a trimester, they will be assigned to Saturday School detention. If tardies become a more serious disruption, the school administration will contact parents and/or the District Office of Student Support Services may make a home visit to discuss the matter.

Parent Conferences

A parent may request a conference with the teacher by calling the school office to leave a voice message or by emailing the teacher. The teacher will return the call to schedule the meeting. Kindergarten teachers hold parent conferences at the end of the first trimester. Grades 1-5 teachers will schedule parent conferences as needed.

Personal Belongings

Toys, electronics, money (other than lunch money), baseball cards, trading cards, and other personal items are not to be brought to school. The school cannot assume responsibility for damage or loss of such possessions. These items may be confiscated and parents will need to retrieve the items. Lost items not claimed by the end of each month will be discarded or donated to charity.

Possession and Use of Electronic Devices

Students are permitted to have cell phones in their possession on campus during the school day. Cell phones may be used in the event of a school-related emergency as determined by the principal or for a health purpose. Although such devices may be brought on campus, they are to be **turned off** and students are prohibited from using them during the instructional day, recess or lunch. The use of such devices that disrupt school activities will lead to their confiscation and will be returned to the student's parent or guardian. Electronic games are *never* permitted and will be confiscated and returned at the end of the school year! The school is not responsible for lost or stolen devices.

Rainy Day Procedure

On rainy day mornings, students gather in the cafeteria or auditorium before 8:00 a.m. and are dismissed to classrooms at 8:00 a.m. During lunch, teachers and noon aides continuously supervise students. Throughout the rest of the day, students are given recess breaks in the classroom and opportunities to use the restrooms. Students are dismissed as usual on Garfield and Mariposa and will stay under shelter as long as possible. Please do not come to school to take your child out early. Please make sure your child has an umbrella and waterproof jacket.

Safety and Security

Safety and security for all staff and students on campus is a priority. All gates on the playground are kept locked during school hours. A visitor's pass and a current sign-in are required for all those visiting the school and entering the classroom between the hours of 7:30 a.m. - 4:00 p.m. District workmen, personnel and contractors must wear a picture identification badge or the visitor's pass.

Academically At Risk

Students academically at risk will be identified. Your child's teacher will notify you if your child has been identified "academically at risk" according to test scores." The students who are not meeting grade level standards in reading and/or math in grades 2 through 5 may be identified for At Risk Learning Plan (ALP).

Telephones

Students are not allowed to use the school telephone during the school day except in the case of emergencies. Forgotten homework, musical instruments, PE supplies, lunches or lunch money do not constitute an emergency. This policy is necessary to reinforce student responsibility and to ensure that school lines may be kept open for incoming and emergency calls.

Telephone Messages

If you need to speak with your child's teacher, please send a note with your child asking the teacher to call you. Please leave both home and work phone numbers and a time that may be convenient for the teacher to reach you. If you are not contacted within two days, please call the office. Classes will not be interrupted during instruction for phone calls, but our teachers each have a voicemail which allows you to leave a personal message.

Students will not be called from class to talk to a parent on the telephone unless it is an extreme emergency and then only at the discretion of the teacher or principal.

Testing

Reading/Language Arts and Mathematics Assessments

Classroom teachers frequently give reading/language arts and mathematics assessments to determine how well students are learning the concepts taught.

District Reading, Writing and Mathematics Tests

One or more of these assessments are given at the end of each trimester to help determine whether students have met the district grade level standards for reading, writing, and math.

Special Recognitions

Behavior--We believe in recognizing positive behavior and hard work. Students who follow the "Bulldog Way" are recognized by adults when they are responsible, respectful or act safely. Students earn "paw bucks" to redeem for special prizes.

Reading--All students are expected to earn their grade level points each month for reading. Students who earn their points will receive the "All Star Reader" Award.

Writing--We recognize students who have demonstrated growth in their writing every month. Students' writings are displayed on the bulletin board for the entire school to read and celebrate.

Mindset Award--Students who have shown great effort in learning are selected by their teacher to receive a certificate at our monthly assembly. One student is selected from each classroom each month. Parents are invited to attend this special recognition.

Student of the Month--Students who have shown excellence both in behavior and academics are recognized at our monthly assembly and will be invited to have pizza with the principal. One student is selected from each classroom each month. Parents are invited to attend this special recognition.

CAASPP

The annual California Assessment of Student Performance and Progress (CAASPP) is required by the State of California for all students in grades 3-5 in Language Arts and Math. This assessment is designed to measure student progress toward college and career readiness. Fifth graders will also test in science. All testing will take place from April through May.

ELPAC

The annual state testing is a criterion-referenced, standards-based test required by the State of California for all English language learners in grades K-12. Students are tested in listening/speaking, reading and writing. Testing takes place when English learners enter school for the first time, and at the end of each year.

Textbooks

Textbooks are provided for all students. It is the responsibility of the student to see that all books are treated with care and covered when possible. Textbooks that are lost or damaged must be replaced at the student's expense. The average textbook cost is \$50.00 each.

Cone Zone

The cone zone was created to keep your students safe when dropping them off or picking them up. We need the cooperation of all parents to keep our students safe.

HOW IT WORKS:

- Orange traffic cones will mark the drop off lane along Garfield Avenue. This is a NO STOPPING ZONE between the hours of 7:30 a.m.–9:00 a.m. and 2:00 p.m.–3:30 p.m.
- Morning drop-off is from 7:30 a.m. to 8:10 a.m. All students must be in line by 8:10 a.m. every day. The gates will be closed at 8:10 a.m.
- In the morning, parents dropping off students will drive in the designated lane to the gate, let their children off quickly and then reenter the traffic flow on Garfield.
- All walking students in grades TK – 5 **ALSO MUST ENTER** through the gate on GARFIELD AVENUE.
- After school, parents enter the designated lane to pick-up their child. Students will be waiting along the fence.
- If your child is not waiting by the fence, parents **MUST** drive through and proceed around the block and try again.
- Primary students who have older siblings will wait inside the gate next to the fence until their brother/sister picks them up.
- There will be adults to assist the students with getting in and out of the vehicles.
- On rainy days, make sure you send your child with an umbrella and raincoat to protect them while they wait in the traffic lane or under the shelter.
- Walking students in grades 1-5 will leave through the Mariposa gates.
- TK and Kindergartners will dismiss from their own gates on Acacia Ave.
- After school pick-up for Grades 1-5 is from 2:25 – 3:00 p.m. All students not picked up by 3:00 will be sent to the office and a parent/guardian **must sign them out.** **Police will be notified if students are repeatedly picked up late.**

School Uniform Policy and Dress Code

All students are required to be in uniform each day. The school uniform consists of a plain white, red, navy blue, light blue or a Mann shirt and navy blue bottoms (this includes pants, shorts, skirts, skorts, or jumpers). **Students are not allowed to wear jeans as part of their uniform.** NOTE: Once a month on Awards Day, we also have “**Spirit Day,**” when jeans may be worn with a “Bulldog” shirt. Also, “**Free Dress Friday**” passes may be given to students who have followed all the rules in a given week. In addition to the school uniform, **ALL** students must adhere to the following dress code:

1. No sandals, open-toe shoes, platform shoes, or skate shoes.
The heel on any shoe should not exceed one inch. Shoelaces must be tied so the heel does not slip out of the shoe.
2. No slits cut into pants/shorts/sweatpants.
3. No gang related clothes of any kind.
4. No pants/shorts/sweatpants that are more than two inches larger than the student's actual waist measurement.
5. No baggy pants (five inches or more of excess material at the knee or ankles).
6. No hats, bandanas, hairnets, or any headgear except school hat or plain/no logo.
7. No initialed belt buckles.
8. No halter-tops, crop tops, or tops with spaghetti straps.
9. No bare midriffs.
10. No suggestive or obscene clothing, including clothing with slogans or pictures that depict alcohol, drugs, sex, tobacco, racism, or violence.
11. No chains are to be worn or carried.
12. No clothing is to be worn that disrupts the natural flow of classroom or school activities.
13. If a student violates a dress code, the inappropriate clothing will be taken from the student and the student will change into loaned clothing from the office, or appropriate clothing brought by the parent. The student will be assigned consequences that may include a warning, parent contact, community service, Saturday School, or suspension with a parent conference.

Visitors and Volunteers

All visitors and volunteers are required to check in at the school office when arriving on campus between the hours of 7:30 a.m.- 4:00 p.m. A visitor's pass must be clearly displayed and worn at all times while on campus.

Parents/guests may make an appointment with the teacher and the principal to visit a classroom for up to 20 minutes. Visitors may be accompanied by a staff person while making an observation/visitation.

Mann encourages volunteers to be an active part in the school. Volunteers help in classrooms, the library, computer lab and work directly with children. Parents must present proof of TB clearance to the health clerk prior to beginning service.

FOOD SERVICES

Breakfast

Breakfast is served daily in the cafeteria, from 7:30 to 7:55 a.m. Contact the school office for more information.

Lunch

Students may bring their lunch to school or take lunch from the school cafeteria. All students will receive free lunch, and they may choose to purchase a second meal or a-la-carte items. The cost of a full lunch, including milk is \$2.75. For students who bring a sack lunch, milk or juice may be purchased separately for \$.50. Parents are not invited to join their children at lunchtime due to space and time constraints. Please do not bring children lunches from local fast food restaurants in lieu of cafeteria food or a bag lunch.

Nutritional Snacks

Snacks are optional, but highly encouraged, and may be eaten in the lunch shelter at recess. Only nutritional snacks will be allowed. Please do **not** send cookies or chips as a morning snack.

HEALTH SERVICES

- **Basic First Aid** - the school gives first aid for injuries occurring at school only. If care beyond immediate first aid is required, the parent is called.
- **Teacher notification** regarding students with special health problems that affect learning.
- **Heights and Weights** – Grade 5
- **Vision Screening** - Grades K, 2, 5
- **Hearing Screening** - Grades K, 2, 5
- **Maturation Program** - Grade 5
- **Parent notification** regarding communicable disease control, medication at school, problems related to physical defects, and referral to community resources.
- **Doctor MUST sign Administration of Medication District form.**
- **Do not send any medication to school with your child.**

ABOUT MEDICATION AND INJURIES

If a child requires medication during school hours, a special form, available in the office, must be completed and signed by a doctor and by the parents before such medication can be given. A parent needs to talk to the nurse or health clerk in the office to receive the form.

Pupils requiring the use of crutches, casts or any other appliance will need a note from the attending physician authorizing their use at school. The note should include the physical limitations as well as the length of time involved. This note **MUST** accompany the child on the first day of attendance using crutches or other appliances. A notice of authorization to attend school will be issued from the office upon receipt of the note from the physician.

PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UP-TO-DATE WITH CURRENT PHONE NUMBERS AND ADDRESS.

DISCIPLINARY POLICIES

Violation Consequences

Violations of any of the school rules listed on page 22 of this handbook will result in the following actions:

For Recess/Lunchtime

Student may receive a warning, may be benched, may receive a "pink slip", may be sent to the principal, may have a note sent home to parent for signature.

Grounds for Suspension

(From Section 48900 of the Educational Code)

A pupil may be suspended from school or be recommended for expulsion if the superintendent, the principal or her designee of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred with by the principal or the designee of the principal.
 - c) Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - d) Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery extortion.
 - f) Caused or attempted to cause damage to school property or private property.
 - g) Stolen or attempted to steal school property or private property.
 - h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packs, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j) Had unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11044.5 of the Health and Safety Code.
 - k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
 - m) Possessed an imitation firearm. As used in this section, 'imitation firearm' means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
 - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period whether on or off the campus.
 4. During, or while going to or coming from, a school sponsored activity.

Section 48900:2 Committed sexual harassment as defined in Section 212.5 of the Education code. The conduct must be considered by a reasonable person of the same gender of the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in TK, Kindergarten and Grades 1-3, inclusive.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance and occurs within a school under the jurisdiction of the superintendent or principal.

Further details on the GUSD policies and regulations relating to Sexual Harassment can be found at the end of this Parent Handbook.

ORGANIZATIONS AND GROUPS

Instructional Leadership Team

The Instructional Leadership Team is comprised of the Principal, Teacher Specialists, and teacher representatives at each grade level. The Instructional Leadership Team's primary responsibility is to review data, identify instructional strengths and weaknesses, prioritize budgets, and identify our focus of instructional strategies. Meetings are held monthly.

Parent Support Groups

English Learner Advisory Committee (ELAC)

The ELAC has the opportunity to advise, review and assist the school principal and staff regarding the development of appropriate programs for limited English proficient students. This group is scheduled to meet 3 times during the year.

District English Learner Advisory Council (DELAC)

The responsibilities of DELAC are to advise the Board of Education regarding development of a master plan for the English language development program, the development of a district-wide needs assessment on a school-by-school basis, and the administration of the school's language census R-30 Report. Mann has a representative on this District-level committee.

Title I Parent Annual and Informational Meetings

The District holds 4 meetings each year to keep parents informed about issues relating to Title I students. All parents are welcome to attend.

School Site Council

The Mann School Site Council is composed of approximately ten members: the Principal, parents elected by parents, and school staff members elected by school staff. The School Site Council meets four (4) times during the year. Its purpose is to help develop, recommend and implement the school plan. All meetings of the School Site Council are open, and interested parents are encouraged to attend. For more information, contact the Mann Teacher Specialist.

Student Council

Mann is proud of its Student Council that consists of two representatives from each 3rd – 5th grade classroom. Student Council meetings are held monthly and provide an opportunity for students to be responsible, promote school spirit, plan school-wide student activities, and work toward the improvement of the school.

PARENT-SCHOOL COMMUNICATIONS

Conferences

If you would like to have a conference with your child's teacher, please leave your phone number with the school office. The teacher will call you as soon as possible to set up a convenient time.

School Messenger Calling System

Our automated telephone calling system has been very successful. It helps us get information to parents in a timely fashion. We will be making calls several times a month to inform and remind you of upcoming events at school. If you are not getting the calls, please correct your telephone numbers with the office staff.

Thursday Folders

Regular communication to parents is important to ensure that parents are kept informed about school activities. Notices, reminders and other communications are distributed on Thursday and sent home in the Thursday Folder, which is to be returned to school the following day

Recommended Time Allocation for Homework

Grades Kdg. – 5th

All students, TK-5th grade, will have assigned homework, Monday through Thursday nights. Unless otherwise stated, homework is due the following day. In addition, all students need to either read or be read to every day including Friday, Saturday, Sunday and during vacation. Students may also be assigned long-range or weekend projects, particularly in the upper grades. Examples of such assignments include book reports, essays, research reports, models, maps, oral and visual presentations.

It is recognized that individual student differences will affect the amount of time spent on homework. In addition to assigned homework, students are expected to do at least 45-60 minutes of reading outside of the school day. Parents are expected to make sure students practice basic math facts, such as addition, subtraction, multiplication and division for 15 minutes daily in order to master their basic facts quickly.

Suggested times for:

TK & Kindergarten up to 10 minutes homework plus daily reading

Grades 1-3 from 10 to 40 minutes homework plus 45 minutes of daily reading

Grades 4-5 from 30 to 60 minutes homework plus 60 minutes of daily reading

HOMEWORK

A. PURPOSES

In planning homework, emphasis should be placed on the value of the assignment. The assignment of homework is used to:

1. strengthen basic skills
2. reinforce study habits
3. extend classroom learning
4. develop initiative, responsibility, and self-direction
5. stimulate independent thinking
6. increase range and scope of interest, and
7. foster worthwhile use of leisure time

B. BASIC PRINCIPLES

To be effective in meeting with these purposes, homework must be carefully planned in accordance with the following principles:

1. The purpose of the assignment and its relation to what has been learned in the classroom must be clearly defined by the teacher and understood by the students.
2. The teacher will explain to the student not only what to do, but how to do it.
3. The assignment should grow out of classroom activities and should be meaningful, interesting, and varied.
4. To be effective as a learning aid, the homework assignment must be collected and reviewed by the teacher.
5. Homework is an important part of the instructional program and should be reflected on the students' grade in a positive way:
 - a. credit is given for homework turned in by the students.
 - b. parents are to be informed of the students' lack of homework production.

C. RESPONSIBILITY OF PARENTS

Parents can help the child make the best use of the time which is spent on home study by following these suggestions:

1. Take an active interest in the work the child is doing.
2. Provide a comfortable, quiet, well-lighted place to do homework.
3. Schedule an appropriate time for the child to study.
4. Give encouragement and direction, but do not do the assignments for the child.
5. Confer with the teacher if the child is having difficulty with the assignment.
6. Check the neatness of the child's work.

D. PARENT EXPECTATIONS

Research shows that parental involvement positively impacts student achievement.

1. Attend school meetings and special events, initiate contact with teachers and volunteer at school. Take part in School Site Council and special activities.
2. Help your child with their homework. Remember that your role is not to teach a new skill, but to make sure that you provide your child with the environment and encouragement to complete the work.
3. Make sure you schedule time for your child to read each day.




SCHOOL RULES AND CODES OF CONDUCT

DISCIPLINE PHILOSOPHY

Horace Mann Elementary School is a proactive community committed to providing a safe and positive learning environment with high expectations and accountability through self-empowerment.

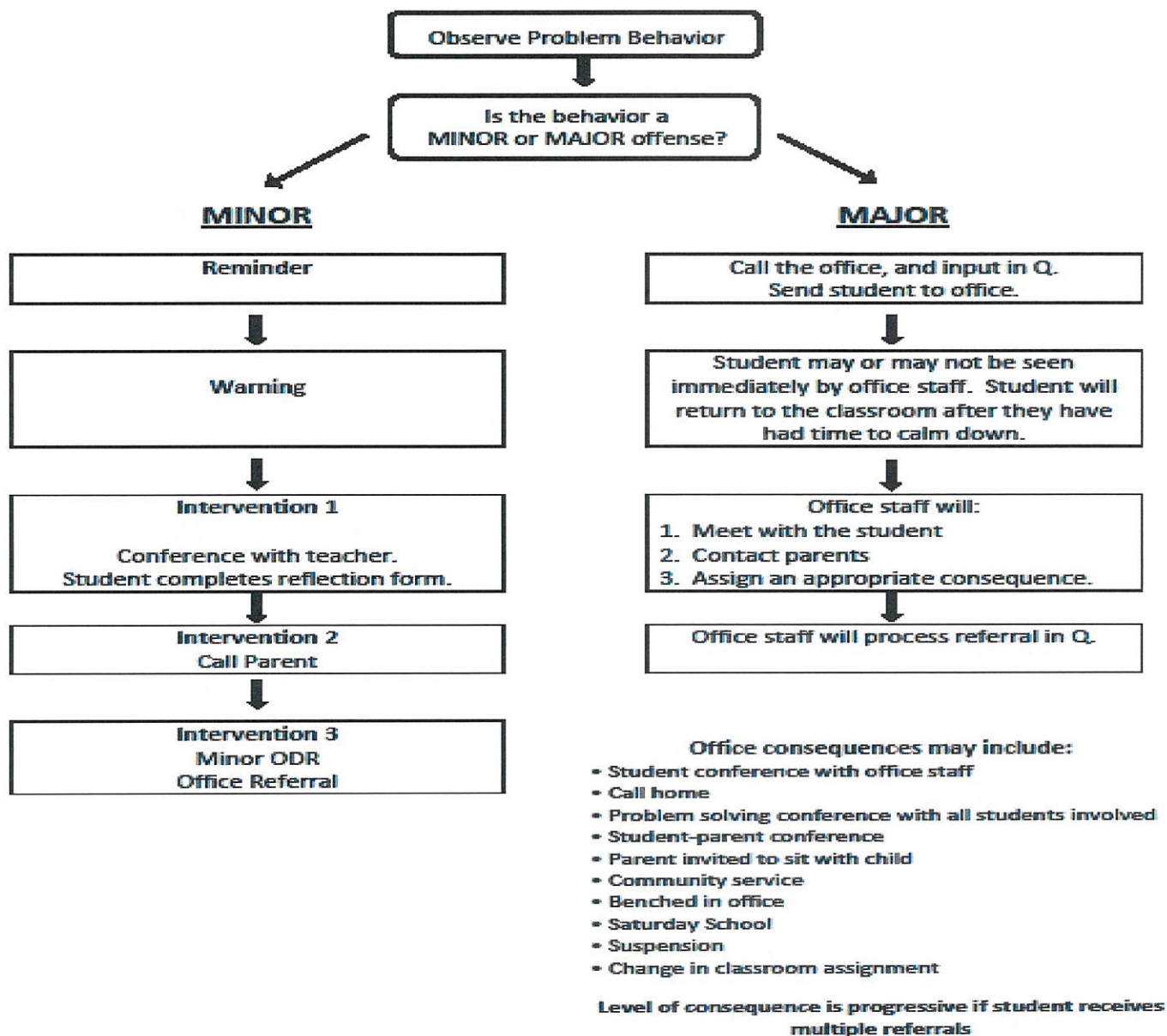
Horace Mann Elementary School Behavior Matrix

"That's the Bulldog Way!"

	Walkways, Hallways & Stairs	Playground	Cafeteria & Auditorium	Computer & Chromebook Lab	Library	Office	Restroom	Dismissal Gate
 We are RESPECTFUL	<ul style="list-style-type: none"> * Hands and feet to yourself 	<ul style="list-style-type: none"> * Hands and feet to yourself * Listen to all adults * Wait your turn * Play in your designated area 	<ul style="list-style-type: none"> * Hands and feet to yourself * Use good manners * Use quiet voices 	<ul style="list-style-type: none"> * Raise your hand for help * Eyes on your own screen * Be gentle when using devices 	<ul style="list-style-type: none"> * Handle books respectfully * Use quiet voices 	<ul style="list-style-type: none"> * Use quiet voices * Wait patiently until an adult can help you 	<ul style="list-style-type: none"> * Respect privacy of others * Wait your turn 	<ul style="list-style-type: none"> * Hands and feet to yourself
 We are RESPONSIBLE	<ul style="list-style-type: none"> * Walk silently in walkways, hallways, and stairs 	<ul style="list-style-type: none"> * Return all equipment to storage * Follow all game/area rules and referee's decision * Eat during your assigned time 	<ul style="list-style-type: none"> * Walk in quietly * Keep it clean 	<ul style="list-style-type: none"> * Stay on school approved websites * "Quit" all running programs * Keep it clean 	<ul style="list-style-type: none"> * Use shelf markers correctly 	<ul style="list-style-type: none"> * MUST have a note from an adult, or called by office staff to enter office. 	<ul style="list-style-type: none"> * Use, flush, wash, leave * Keep it clean 	<ul style="list-style-type: none"> * Stay inside the gate, and wait patiently * Listen carefully for your name to be called
 We ACT SAFELY	<ul style="list-style-type: none"> * Always walk & face forward 	<ul style="list-style-type: none"> * Freeze when bell rings and walk to line when you hear the whistle 	<ul style="list-style-type: none"> * Stay seated in your assigned spot 	<ul style="list-style-type: none"> * Sit properly in chair 	<ul style="list-style-type: none"> * Stay seated properly in the reading corner 	<ul style="list-style-type: none"> * Only adults may open security door * Stay seated on the chairs 	<ul style="list-style-type: none"> * Keep water off the floor 	<ul style="list-style-type: none"> * Remain seated or stand by the gate

As team players... We listen attentively, we follow directions, and we do our BEST!

Horace Mann Elementary School Discipline Flow Chart



Back-To-School-Night

Parents have the opportunity to meet their child's teacher and to learn about the classroom program for the coming year. This night is intended **for parents only**. Check the calendar for the date of Back to School Night.

Family Food Drive

During the Fall, Mann students will be asked to bring canned and dried food items to help families in our area who are battling hard times. Students are asked to bring dried food items such as flour, sugar, rice, beans, pasta, instant mashed potatoes, powdered milk, Jell-O and instant pudding mixes. They may also bring canned food items such as fruits and vegetables, canned chili and stews, spaghetti sauce, coffee, etc. No glass jars or perishable food items are collected.

Field Trips

Parent donations and school funds provide a variety of field trips. Each teacher is encouraged to take at least one trip that supports the curriculum during the school year. Written parent permission is required for all field trips.

Fifth Graders are Special

While all of our students are special, we believe that it is a unique and special time when a child reaches the fifth grade and the conclusion of their elementary education. Throughout the year, there are specific learning activities and awards designed to enhance our fifth graders' academic, social and emotional development. As each activity approaches, specific details will be provided. Students and parents need to know in advance that students are expected to act responsibly, fairly and with respect at all times, and should students choose to not meet academic or behavior expectations, as well as arrive to school on time and wear their uniform daily. A student may be excluded from participating from specific activities.

These activities may include:

- Special Field Trip
- College Day Speakers
- Sports Day
- Autograph Day
- Promotion
- EOY Picnic/Bowling
- Movie Night

Fifth Grade Minimum Qualifications to be a Potential Class Speaker

1. Have a cumulative grade point average of 3.8 or higher in grades 4 and 5.
2. Have received no marks of "N" in work habits or citizenship.
3. SBAC score is at exceeding standards level.
4. Have a disciplinary record that is clear and shows that they have followed the Bulldog Way.
5. Have met or exceeded their AR points every month.
6. Have a school attendance record that is free from excessive unexcused absences or tardies.

Open House

This is a special evening for students to accompany their families on a visit to their classrooms. It gives the children an opportunity to explain what they have learned and to display examples of their schoolwork. Everyone is invited to attend. Check the calendar for the date of Open House.

Picture Day

All students and staff will have individual and class pictures taken by a photography company. Pictures can be purchased in various packages. Picture day is generally within one or two months after school begins and generally a second photo day is held in the Spring.

Coffee with The Principal

Parents are invited to meet with the principal and enjoy refreshments while having an opportunity to find out about our school programs. Check the parent monthly calendar for times and dates.

Red Ribbon Week

Red Ribbon Week runs early in October. Red Ribbon Week has been an annual event at schools throughout the United States since 1986. Red Ribbon activities are intended to present a unified, positive and visible commitment toward a safe and drug-free America.

Spirit Days

Student council plans special days monthly for students. However, every Awards Day is Spirit Day and the children are allowed to wear their "Bulldog" shirt with jeans. **This is the only day** the students are allowed to wear jeans and only if they wear their "Bulldog" shirt. A "Friday Free Dress Pass" may be earned by students who have followed all the rules in a given week.

Other Special Events

During the school year, we have a variety of special events for the students and families, such as:

College Day	Talent Show	Halloween Parade	Fall Festival
	Pajama Reading Day	Reading Celebration	Monthly Spirit Day

SPECIAL PROGRAMS & SERVICES

Child Care Programs (EEELP)

Early Education & Extended Learning Program (EEELP) and After School Education and Safety Program (ASES) Our after school program provides supervised activities that supports the elementary program and incorporates GUSD grade level academic standards to meet the needs of individual students. This includes activities such as homework assistance, study skills, arts, crafts, table games, physical activities, organized games, and includes a nutritional snack. EEELP is open from 6:30 a.m.-6:00 p.m., Monday – Friday. ASES is open after school until 6:00 p.m., August – June only. Some programs have a fee. For further information, call 818-956-0369.

Chorus - Students in grades 4-5 may participate in choral music when the program is available. The program is directed and supervised by a choral director. Practices are usually held once a week with performances twice a year (when available).

Computers/Technology

In addition to our wonderful computer lab, every classroom is equipped with at least one computer that has Internet access and may be used for whole group instruction in the classroom. Each classroom visits the computer lab once a week and computer skills are taught by the teacher.

Chromebooks

All students in grades 3-5 will borrow their own device to use in class and at home. Students are responsible to bring the device to school fully charged.

Second Step/Restorative Practice

The Second Step curriculum is taught by teachers in grades K-5 to enable students to better handle everyday conflicts and be empathetic toward others.

English Language Development Programs

An ELD (English Language Development) program is offered to students with limited English proficiency. Teachers use a variety of instructional strategies to ensure that students learn to read, write, and speak English as quickly as possible while continuing to acquire information in content areas such as history/social science and science. Students are integrated with fluent English students throughout the day while participating in instructional opportunities to meet their individual needs.

G.A.T.E. (Gifted and Talented Education)

GATE is a program offered in grades 4-5 to students who have scored 95% or higher on the STAR test and then score 90% or higher on the OLSAT. High-achieving students may also be recommended to participate by their classroom teacher, the principal, school psychologist, or their parent. The Mann GATE program includes before or after school instruction throughout the year, as well as differentiated instruction within the regular classroom.

Instrumental Music

An optional instrumental music program is available for students in grades 4-5. The music teacher instructs students one day of the week during the regular school day. The District has a limited number of instruments that may be rented. Students may also rent from local music stores. There is a year-end performance.

Insurance

A low-cost, optional student insurance policy is available to all students. Parents are encouraged to study the application when it is sent home at the beginning of the school year.

Library

Each class at Mann is given an opportunity to visit the school library for 30 minutes each week. Students may check out books provided they have returned the book(s) from the previous week. Lost or damaged library books must be replaced at the student's expense.

Lost And Found

The lost and found is located below the two-story building. Please mark your child's clothing and other articles with their names so they may easily and promptly be returned.

Physical Education Program

A credentialed physical education teacher provides a sequential, balanced program for 120 minutes per week for all students in grades 4-5. In TK through third grade, the classroom teacher is responsible for the physical education program, averaging 20 minutes per day, throughout the school year. A specific curriculum has been developed and all teachers have been trained in its implementation. Physical education equipment includes: hula hoops, cones, Frisbees, jump ropes, balls in various sizes, volleyball nets, tennis rackets, hockey sticks, pucks, and softball equipment. As with all outdoor activities, physical education classes are curtailed and moved indoors based upon inclement weather or unhealthy air alerts from air quality control authorities.

School Psychologist

A school psychologist is assigned to Mann five days per week to do testing and evaluation of students referred by the Student Success Team.

School Based Coordinated Programs (SBCP)/Title I

The State of California and Federal funding, through the blending of several programs such as GATE, School Improvement and Economic Impact Aid, provides funds for many of our extra services and programs. This includes educational assistants, a teacher specialist, library and computer lab assistants, computer equipment and software, books and instructional supplies and materials. Parents, teachers, administrators, staff, and students participate in an on-going assessment, evaluation, and improvement of instructional programs that serve all students.

Special Education Programs

Students identified as having special education needs may be served in a variety of ways. Placement is contingent upon the results of extensive testing, evaluation, assessment, and observation by specially trained personnel followed by an Individualized Education Program (IEP) team meeting with the parents.

SAI - Core

The Resource Specialist Program is designed for those students who have a specific learning disability which may be affecting their achievement in one or more academic areas and which may require special interventions for less than half of the school day.

SAI - Special Day

The SAI class is designed for those students whose learning disability affects their overall academic achievement and requires special intervention for more than 50% of the school day. These children are regularly mainstreamed, as needed, into the general education program with the assistance of special education personnel.

The Speech and Language Program

The Speech and Language Program is designed for those students who demonstrate a significant delay or disorder in one or more of the following areas: articulation, language, voice or fluency.

EARTHQUAKE / DISASTER PREPAREDNESS PLAN

Please make sure...

that your child's emergency cards are kept current at all times. Notify the school office **IMMEDIATELY** if there is a change of address or phone number.

STUDENTS WILL ONLY BE RELEASED TO PARENT OR FAMILY LISTED ON EMERGENCY CARD OR RELEASE TAG. ADULTS WILL NEED TO SHOW ID.

It is state law (California Education Code #49408) that parents must provide the school with up-to-date information necessary for emergency situations.

The goal of the Horace Mann Elementary School Emergency Disaster Plan is the protection of students and employees should a major disaster occur. The plan identifies members of the school's disaster teams and outlines responsibilities. The plan is updated and revised annually by the school's Safety Committee. In accordance with Glendale Unified School District policy for the release of students during an emergency, parents can expect the following procedures to occur at Mann School.

Procedures for release of children to authorized adults:

- 1. Go to the "Parent Check-In Point" on Garfield to sign for your child.**
- 2. Go to the "Parent Release Point" on Garfield to pick up your child.**
- 3. All other school entrances will be locked to assure student safety.**
- 4. Adults will need to show ID.**

Basic Action Following A Disaster/Earthquake

- When it is safe, teachers and students will evacuate the building and go directly to their designated classroom line-up area on the playground.
- Teachers will take roll and report the names of the missing or injured to the school emergency center. All students will put on their identification/emergency release tags.
- School teams (Search and Rescue, First Aid, Triage, etc.) will report to their stations.
- District employees will remain with and supervise students until they are picked up.
- Parents can check students out at designated areas at the Garfield gates.

LOCKDOWN

In a school-wide lockdown situation, all the doors and gates will be locked. All students will take shelter in the nearest classroom. No student will be released to go home until an "all clear" is given.

We will be practicing the various safety drills, earthquake, fire, and lockdown throughout the year to ensure student preparation and safety.

APPENDIX A

SEXUAL HARASSMENT

California Education Code, Section 231.5 requires that each district have a written policy regarding sexual harassment. Glendale Unified School District's Board Policy 5145.7 (below) is in compliance with this requirement.

Sexual Harassment (GUSD Board Policy 5145.7): The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleged sexual harassment.

Regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the district procedures or otherwise requests action on the student's behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation.

- Even where a parent/guardian or student does not wish to disclose the student's identity, district staff will limit the effects of alleged harassment and prevent its recurrence without initiating formal action.
- Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential.
- These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school's policies on sexual violence.
- This also applies to harassment based on race, color, national origin, disability, or age.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedure. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

A. **Instruction/Information:** The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that such harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sex-based harassment should be made.
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable.

B. **Disciplinary Actions**

1. Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
2. Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

C. **Record Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sex sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Sexual Harassment (GUSD Administrative Regulation 5145.7): The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/ compliance officer(s) may be contacted at:

Assistant Superintendent of Educational Services
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111, Ext. 1208
publicinfo@gusd.net

- A. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
 2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the student.
 3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs or activities available at or through any District program or activity.

B. Examples of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome or offensive leering, sexual flirtation, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or other overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-gender class.
7. Massaging, grabbing, fondling, stroking, or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects.
11. Sexual assault, sexual battery, or sexual coercion.

C. Reporting Process and Complaint Investigation and Resolution:

1. Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.
2. In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.
3. When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the District's uniform complaint procedures.
4. If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

D. Confidentiality:

1. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4954)
2. However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
3. When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

E. Response Pending Investigation:

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs on school grounds or outside school-sponsored or school-related programs or activities.

F. Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted. A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct.
5. Be provided to employees and employee organizations.

UNIFORM COMPLAINT POLICY PROCEDURES

Glendale Unified School District Board Policy 1312.3: The Board of Education recognizes that the District has a primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, and bullying in accordance with the uniform complaint procedures. The District shall follow Uniform Complaint Procedures when addressing complaints regarding failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and/or alleging discrimination in state or federal laws consolidated categorical aid programs, child development and child nutrition programs, special education programs, and career technical and technical education programs.

1. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)
2. The District shall follow uniform complaint procedures when addressing any complaints alleging district non-compliance with the following: providing reasonable accommodations to a lactating student (BC 222), legal requirements related to the implementation of the local control and accountability plan (BC 52073), legal requirements related to foster youth, homeless students, assignment of a student to a course with no educational content (BC 51228.3), and the physical education instructional minutes requirement for students in elementary school.
3. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, and deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, harassment, intimidation, and bullying for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the program through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination, harassment, intimidation, and bullying complaints shall be investigated in a manner that protects the confidentiality of the parties, and the facts and the integrity of the process. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. As appropriate for any complaint alleging discrimination, harassment, intimidation, and bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

The District's Williams Uniform Complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials.
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff.
3. Teacher vacancies and misassignments.

Glendale Unified School District Administrative Regulation 1312.3:**Purpose and Scope:**

- A. These procedures, set out in sections 4600-4657 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board, apply to the filing, investigation and resolution of a complaint regarding an alleged violation by a local agency of federal or state laws or regulations governing educational programs including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees. The purpose of this chapter is to establish a uniform system of complaint processing for specified programs or activities, which receive state or federal funding, and include the following programs:
1. Consolidated Categorical Aid programs as listed in Educational Code Section 64000(a).
 2. Career/Technical Education established pursuant to Education Code Sections 52300 through 52480.
 3. Child Care Development programs established pursuant to Education Code Sections 8200 through 8493.
 4. Child Nutrition programs established pursuant to Education Code Sections 49490 through 49560.
 5. Special Education programs established pursuant to Education Code Sections 56000 through 56885 and 59000 through 59300.
 6. Complaints which allege unlawful discrimination, harassment, intimidation, and bullying or non-compliance with laws relating to pupil fees, based on age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by a local agency which is funded directly by, or that receives or benefits from, any state financial assistance.

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

- o A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - o A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book class apparatus, musical instrument, clothes, or other materials or equipment.
 - o A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- B. This procedure does not apply to the following complaints which will be referred to the proper agency for investigation:
1. Allegations of child abuse shall be referred to the applicable County Department of Social Services (DPSS), Protection Services Division, or appropriate law enforcement agency.
 2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Public Social Services for licensed facilities and to the appropriate Child Development regional administrator for licensing-exempt facilities.
 3. Discrimination issues involving Child Nutrition programs or Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complaints will only be referred to the OCR if there is no state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding, agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his or her complaint is transferred to OCR by the Superintendent or Designee.
 4. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transfer.
 5. Allegations of fraud shall be referred to the responsible DFEH Division Director and the Department's Legal Office.
- C. As used in this procedure, the term:
1. "Appeal" means a request made in writing to the District Board of Education or the California Department of Education by a complainant requesting reconsideration or a reinvestigation of the District's decision.
 2. "Complainant" means any individual including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal state laws or regulations, including allegations of unlawful discrimination in programs and activities funded directly by the state or federal government or receiving any financial assistance from the state or federal government.
 3. "Complaint" means a written signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.
 4. "Complaint Investigation" means an administrative process used by the District for the purpose of gathering data regarding the complaint.
 5. "Complaint Procedure" means an internal process used by the District to process and resolve complaints.
 6. "Days" mean calendar days unless designated otherwise.

Administration of the Complaints

- A. Parents, pupils and members of the public are encouraged to discuss their concerns or complaints of alleged non-compliance first with the site administrator or appropriate program manager. If such a discussion does not resolve the problem, it may be brought to the attention of District-level administration in the form of a written complaint. The District is primarily responsible for compliance with federal and state laws/regulations and ensures the person(s) assigned to investigate complaints is/are knowledgeable about the laws/programs that he/she is assigned to investigate.
- B. The complainant may file a formal written complaint according to the following procedures:
1. A complaint filed pursuant to this procedure shall be filed with the Superintendent of the District ("District Superintendent") or the designee whose offices are located at 223 North Jackson Street, Glendale, California 91206.

- a. The District Superintendent or the designee will maintain a log of complaints received, providing each with a code number and a date stamp.
 - b. The District Superintendent or the designee shall ensure the confidentiality of the parties and facts during the investigation of the complaint.
2. Such a complaint alleging unlawful discrimination, harassment, intimidation and bullying shall be filed within six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination.
 - a. Such a complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation and bullying prohibited by this part.
 3. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 4. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, the Superintendent or designee shall help him/her file the complaint.
- C. Within five (5) days of receipt of a complaint, the designee shall:
1. Determine whether the complaint has been timely filed.
 - a. If the complaint has not been timely filed, the designee shall deny the complaint, unless the time for filing is extended. A request for such extension shall be made in writing to the District Superintendent, setting forth the reasons for the extension. The District Superintendent may extend the period for filing for good cause for a period not to exceed ninety (90) days following the expiration of the time allowed.
 - b. If the complaint has been timely filed, the designee shall proceed with the investigation of the complaint.
 2. Refer the complainant to the proper agency for filing a complaint that is not covered by this procedure.
 3. Appoint a program manager to conduct the local investigation, except that a complaint regarding child abuse shall be immediately referred to the proper agency.
 4. Apprise the complainant of the availability of mediation (third party involved to hear and judge confidential information about the complaint) to resolve the dispute. Mediation shall involve the following elements: trained mediator; agreement consistent with laws and regulations; agreement sent to each party; follow-up agreement provisions for compliance; and, completion within sixty (60) days.
 5. Provide the complainant with a copy of District policy and appeal procedures in English and the primary language of the complainant which may be responded to either in English or the complainant's primary language.

Investigation and Resolution of the Complaint

- A. Each written complaint shall be investigated within ten (10) business days of receipt by the program manager, who shall:
1. Provide an opportunity for the complainant or complainant's representative or both and the local educational representative to present information or evidence relevant to the complaint either orally or by way of written documents in English and the primary language of the complainant which may be responded to either in English or the complainant's primary language.
 2. Provide an opportunity for the parties to meet and discuss the complaint or to question each other or each other's witnesses.
 3. Obtain statements from other individuals who were witnesses to the alleged violation or who can provide relevant information concerning the alleged violation.
 4. Review documents that may provide information or evidence regarding the alleged violation.
 5. Prepare and submit to the Superintendent or designee a written report and recommendations containing findings and disposition of the complaint, corrective action, if any, and rationale for the disposition of the complaint.
- B. Cooperation During the Investigation of the Complaint
1. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.
 2. Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.