The A-B-C’S Of Horace Mann School: 
A Guide for Families

Academic Standards
State academic standards are in place for reading, writing, mathematics, and science. You can look up these standards at the Minnesota Department of Education website at https://education.mn.gov/mde/fam/stds/. Interested in instructional practices, click to find SPPS Expectations.

Annual AHERA Asbestos Notification
In 1987, the Federal Asbestos Hazard Emergency Response Act (AHERA) took effect requiring school districts to develop and implement an asbestos management plan. This Act requires that employees, students and/or their parents/guardians are informed annually about management plan activities such as asbestos inspections and asbestos response action activities.

Individual Building Management Plans can be found in the Office. AHERA requires these plans be available to the public during normal business hours for inspection. Our building has a computer available, upon request, for the staff/public to view these records. Requests for copies of these records, either in paper or electronic format, should be forwarded to the Facilities Department, Environmental Health & Safety, at 651-744-1800.

Attendance
Parents/guardians are responsible for informing the school of the reason for any absence, tardy, or early exit. Please call the school office each day your child is absent. Call 651.293.8965 and choose option one. For an absence known in advance, you may send an email or note to your child’s teacher.

The school has the right to accept or deny a parent’s request for excused absences. For the protection of the students, children will not be released from school during school hours without parent/guardian verification of the release.

We work with the Ramsey County Family truancy intervention program, School Attendance Matters (SAM) to improve student attendance. The school’s goal is to intervene with the student and family early to prevent school failure that results from poor attendance.

Parents/guardians and school officials have the duty to assure that a child attends school. Under Minnesota State Law, students who have 3 or more days of unexcused absences are considered truant. Chronic tardiness or early exits may be included as truancies.
Children do best when there is good communication between families and schools. Please contact us with any questions or requests.

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

**Examples of Unexcused Absences**
- Staying at home to baby-sit
- Oversleeping
- Missed bus or traffic
- Waiting to change schools
- Vacation
- Too cold outside

**Late Arrivals and Early Exits**
All students arriving after 7:30 a.m. or leaving before 3:00 p.m. must check in or out at the school office.

**Bicycle Riding**
Students may ride bicycles to Horace Mann School under parent/guardian supervision. We are unable to supervise. Students must wear a helmet. Bikes must be locked in our bike racks. The school will not be responsible for any lost or damaged bikes or locks.

**Bus Riding**
You received an email with bus route information on August 12. Your address and daycare information must be correct for the bus route by August 16 to have a bus stop for the start of school (see iUpdate). Transportation is not able to make any major route changes between August 21 and the second week of school. Bus stop postcards are postmarked Aug. 24-25 and families should receive them within 2-4 business days. Please contact Judy on August 30 if you haven’t received your postcard.
All students should be out at their bus stops at least five minutes prior to the scheduled pickup time. Buses may run behind during the first few days of school, so we ask parents to be patient and not call until it is 20 minutes past the pickup or drop off time. You can also download the MySPPS app in the Apple App Store or Google Play to get bus updates.

Bus transportation is a privilege not a right! Each student has the right to a safe
and enjoyable ride to and from school. Good conduct of all students ensures a safe and enjoyable ride for all students. That includes waiting for the school bus and traveling to and from school. The most important thing you can do is to talk about bus safety and the rules for the bus frequently with your child. Each individual student is responsible for following the guidelines.

If students do not follow the established behavior guidelines, there are several consequences including:

1. Student Conference, being assigned a seat, or being assigned a seat partner.
2. Family Conference with the principal and attending bus safety class during a time chosen by the teacher.
3. Attending bus safety school with a parent on a Saturday morning.
4. Being suspended from riding the school bus temporarily.
5. Being removed from the school bus for the remainder of the school year.

Revocation of a student’s bus riding privileges is not an exclusion, expulsion, or suspension under the Fair Pupil Dismissal Act of 1974. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

At the beginning of each school year, all Horace Mann students will receive bus training. In addition, each student will receive a brochure from the district transportation department outlining student responsibilities and safety issues. If you move during the school year, contact the school office for new bus stop information.

Kindergarten and First Graders should have a bus tags for bus riding. Tags will be handed out during Kindergarten conferences or on the first day of school. No new bus stops will be added or changed until the 2nd week of school.

**Counseling**

Saint Paul Public Schools provide counseling services for its public schools. The counselor teaches whole class lessons, works with individual and small groups of students, and supports staff. The counselor may visit a student’s home to talk with the student’s parents in an effort to develop an appropriate program for the child.

**Discipline**

Horace Mann School follows the [SPPS Rights and Responsibilities Handbook](https://www.spps.org). We are a community of students, teachers, support staff and parents working together to assure that students learn. A key to successfully working together is mutual respect.

Horace Mann School’s discipline plan is based on three rules:
● Be safe.
● Be respectful.
● Be responsible.

We teach, model, and practice these three rules throughout the school year. When students make a mistake or a poor choice, we re-teach, model, and practice the correct behaviors. We provide some examples below, but share some of your own too. Make sure your child knows and understands the rules and guidelines.

Be safe
● Stay off the top of the playground equipment.
● Keep hands and feet to yourself.
● Stay seated.
● Be where you are supposed to be.
● Walk and keep a calm body
● Keep passwords private and don’t share private info.
● Report concerns to an adult.
● Follow adult directions.

Be respectful
● Use kind and caring words.
● Greet teachers and classmates.
● Respect student work.
● Give personal space.
● Use materials, books, and technology for schoolwork.
● Use camera only with permission.
● Keep bathrooms and all areas clean.
● Wait your turn.
● Take turns and share.
● Include others.

Be responsible
● Take care of yourself.
● Be on time and ready to learn.
● Follow classroom rules.
● Do your best work.
● Protect your iPad.
● Use toilet quickly & quietly.
● Wash hands.
● Resolve conflicts peacefully or seek adult help.
● Use equipment properly and put it away.
● Pay attention to the speaker or performance.
If proactive approaches are unsuccessful, we use appropriate consequences with students. Any inappropriate behaviors that occur outside of school, but are connected with a school behavior or have a negative impact in school may also result in discipline. Our first aim is to educate the child, our second is to make restitution, and our third is to reinforce the appropriate behavior.

Consequences for Behavior
- Verbal or nonverbal praise or redirection
- Take a break (student directed/teacher directed)
- Apology of action
- Fix-it
- Special privileges or loss of privilege
- Social conference with peer or student and teacher
- Take a break in a buddy room (teacher directed)
- Parent/guardian contact to recognize success or discuss chronic concern
- Student conference with teacher and/or principal
- Family conference with teacher and/or principal
- Dismissal or Suspension

We ask parents/guardians to read the above section with your child. Discuss what the section means. Make sure your child knows and understands the rules, guidelines, and consequences.

Bullying Policy
The official definition of bullying, school district policies, and procedures can be found in the SPPS Rights and Responsibilities Handbook. The simple school definition of bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

School staff members are not always aware when students are bullied or are bullying. However, the school will work to prevent bullying by teaching and modeling positive behavior and empowering the students to support each other. The school will investigate, respond to, remediate, and discipline bullying behavior that has not been prevented successfully.

Car Riders Drop-Off & Pick-Up
Students may be dropped off (AM) in front of the school’s red Eleanor Ave door or on Bayard Ave to enter Door 7 to the cafeteria. All of the school side of Eleanor Ave is a “No Parking” zone from 7:00a.m.-3:00 p.m. When you drop off your child, please drive west on Eleanor so he or she can jump out curbside.

Since there is no parking or stopping on Eleanor, please feel free to park on Kenneth or Bayard if you want to come in with your child. If you must park on the opposite side, please cross at the corners.
At the end of the day, please park on the school side of Kenneth or Bayard and wait for your child. Students may be picked up (PM) after they exit the Kenneth Door anywhere on the school side of Kenneth and Bayard. Staff members will escort them around the block. If you must park on the opposite side of the street, please cross your child at the corners.

If you notice any problems, please provide the school with the license plate number and description of the vehicle.

**Class Lists**
Class lists will be posted at the main entrance (Door 1) by noon on August 23. Students will be listed only by first name and last initial. You may also see your child’s teacher through the [Campus Parent link](#).

**Community Education Classes**
After school Community Education classes begin at 2:00 p.m. Students meet in the Cafeteria for a snack and then a supervisor connects them with the teacher. There are Fall, Winter, and Spring Sessions. Classes typically begin in October. Look for a flyer and check the Perspectives for more details.

**Discovery Club**
Discovery Club is a fun and nurturing child care program that supports learning and development after school, on non-school days, and during summer break. Visit [spps.org/discoveryclub](http://spps.org/discoveryclub) for more information.

**Emergency Procedures**
If a child is injured or becomes ill during the school day, the school nurse or other school personnel will attempt to reach the parent/guardian at all available phone numbers. If the parent/guardian cannot be reached, the emergency numbers listed on your emergency information card will be called. Please be sure to keep us informed of your current phone number, address, and email address. If we cannot reach you and the child appears to be seriously ill or injured, he/she will be taken to the hospital listed on your emergency card, or to Regions Hospital by the paramedics.

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

**English Language Learning**
English Language Learning is provided for students whose native language is other than English. The EL Teacher provides language development through speaking, listening, reading, and writing in collaboration with the classroom teachers. Service may be provided to EL students in the child’s regular classroom or in the EL classroom.

**Evaluation & Conferences**
Evaluation is a daily process and one in which teachers, parents, and children work together. There will be conferences in November and March. We provide progress reports in November and March and mail one home in June. In addition, our teachers are available to meet at any mutually agreed upon time. If your child does not bring the newsletter/planner home, please call your child’s teacher. Students in K-2 also use a digital communication and work-sharing platform called Seesaw.

**Extended Day for Learning (EDL)**
This after-school program provides additional enrichment, instruction, and support for our students in arts, band, reading, writing, math, and technology. Students who are eligible receive school bus service. EDL begins after school at 2:00 p.m. with a snack and concludes at 3:45 p.m.

**Family Involvement/Input in Decision Making**
During the school year, monthly PTA meetings will provide engagement opportunities for families. PTA meetings are held in the library from 6:30-7:30 p.m. once a month. Look for further details published in the Perspectives and on the PTA website.

**Field Trips**
Field trips are a part of learning and community building at Horace Mann School. Parents/guardians provide permission through iUpdate at the beginning of the year. This form signifies your approval for walking field trips within one mile of the school and field trips requiring busing. Students will not be allowed to go on field trips without completion of this online permission slip. Phone or verbal permission will NOT be accepted. Teachers will send home notices reminding families of an upcoming field trip. We like to send approximately one adult per ten students depending on the field trip. Inform your child’s teacher if you’d like the opportunity to chaperone.

**Fundraising**
The Horace Mann School PTA is responsible for schoolwide fundraising.
Fundraising opportunities include the Scholastic Book Fairs, Spring Plant Sale, the Readathon, and the Silent Auction. The 4th and 5th grade classrooms conduct fundraising for the Eagle Bluff Environmental Learning Center experience through the Boo Bash and school store sales. Other events, such as the Sock Hop, Make It Take It Night, and the Spring Carnival may raise funds, but are intended first as community-builders.

Health Information
The school nurse is present 1 day a week. A health assistant is present 5 days a week. Student Wellness provides services to students to enhance educational achievement by the modification or removal of health-related barriers to learning. The goal of the program is to assist students to be self-sufficient in managing their health care within age appropriate expectations thereby preparing all students for life. The nurse screens vision and hearing in Kindergarten and 1st Grade. The nurse screens vision in 5th Grade. Vision and hearing can also be screened throughout the school year at parent/guardian request.

Is my child well enough to go to school?

- If your child has had a fever of 100 degrees or more, the child must stay home for 24 hours after the temperature has returned to normal without the use of fever-reducing medication.
- If your child has vomited or had diarrhea, the child must stay home for 24 hours after the last episode.
- If you are unsure whether your child is well enough to go to school, contact the Office at 651.293.8965.

Medications at School
The school nurse or office staff are able to administer prescription and over-the-counter medication during the school day when the medicine is necessary for the health of the student and cannot be administered at home. Directions for medication are as follows:

- A written order by a prescribing health professional and written authorization by the parent/guardian must be provided to the school.
- The medication must be brought to school in a container appropriately labeled by a pharmacist or the prescribing health professional.
- Over-the-counter medication must be in the original bottle with correct instructions.
- Health professional orders must be renewed annually or whenever medication, dosage, or administration changes.

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

- A statement from the physician or public clinic that provides
immunizations.

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

For additional health information go to https://www.spps.org/studentwellness.

**Homework**

At Horace Mann School, we assign homework to students. The purposes of homework are to develop study skills and habits, to practice important skills such as reading, to master important information such as math facts, or to extend learning through activities such as writing or projects.

Grade level teams will provide clear expectations to families at the start of each year. Students should average no more than:

- 10 minutes a night in Kindergarten,
- 20-30 minutes a night in Grades 1-3, or
- 40-50 minutes a night in Grades 4-5.

We believe that students should be able to do the work independently. If students need more than simple family support, please contact your child's teacher.

We believe that choice is an important motivator for students. If your student has an interest, please inform your child's teacher.

We believe that family time and extracurriculars are an important part of a child's development. Whether your child needs extra rigor, more time, or modification to assignments, please contact your child's teacher.

Our partnership in homework will ensure each child's success.

**Independent Use of the Internet**

As a student at Saint Paul Public Schools, your child may need to use the Internet or use an email account as part of the educational experience. We will teach, model, and practice appropriate use of Internet and email and steps to follow if something inappropriate is found. The District uses technical measures to prevent access to sites that may be controversial, inappropriate, or may contain advertising. Even with these measures, it is impossible to completely filter Internet content. It is important that students are responsible users of the Internet and District resources. Purposeful or repeated inappropriate use of the Internet by a student will result in having their Internet privileges revoked.
Insurance
The school district does not provide any type of health, dental or accident insurance for injuries incurred by your child at school.

iPads
Horace Mann School students have an iPad for a learning tool. iPads will be handed out in the fall. Students in Grade K-4 use the iPad in school. Students in Grade 5 will have the option of bringing the iPad home for use beginning after fall conferences. Consult our District website for important details and the Family iPad Handbook. For specific dates and iPad use in the school, contact your child’s teacher.

Items Not Allowed at School
Bikes, skateboards, scooters, rollerblades and hard baseballs are not permitted for use during the school day in order to help insure the safety of students on the playground. Electronic devices such as cell phones, video games, or other valuable toys are not to be used at school. Toys, especially toy guns or blades, should be left at home unless there is a request from school. Personal tablets, iPod/MP3 players, or e-Readers may be used for instructional purposes if arranged with the classroom teacher. The school accepts no responsibility if any item is lost, stolen, or damaged unless it has been given to the teachers for safekeeping.

Leaving School During School Hours
If your child needs to leave school during the school day for any reason, written permission signed by the parent/guardian should be sent to school for the child. If an emergency arises and you need to pick your child up, please come to the office and we will send for your child. You must sign your child out in the office sign-out book.

- If your child is a walker and wants to go home with a friend after school, both your child and the other child need to bring a note.
- A child who walks cannot ride a bus with a friend.
- Students who ride a bus are not allowed to take a different bus home with a friend.

Library
The library is an integral part of the reading and writing program. Kdg-5th Grade teachers schedule library time. Our library TA and the teacher determine the number of books and loan length. The student must replace books that are lost or destroyed. Parent/guardian/community volunteers are still necessary for the library operation. Please contact Lynda Imholte for details.

Lockers
Lockers are provided for students in the hall area outside the classroom. Horace
Mann School is not responsible for the loss or theft of student property unless it has been given to the teacher for safekeeping.

**Lost & Found**
The lost and found is located by Door 5 to the playground. Please label your child’s clothing and other personal items with your last name. This makes it easier for lost items to be returned to their rightful owners. During conferences and at the end of the year, we display the lost and found in the main hall. Then we wash and donate the items that have been left at school. Please check the lost and found regularly.

**Lunch & Breakfast Information**
Detailed information is located at [http://ns.spps.org/](http://ns.spps.org/). Breakfast is available for free to all. Click here to see the pricing chart for lunch, milk, and other items. We request that everyone complete a free or reduced price meal application each year in [iUpdate](https://iupdate.spps.org/). Lunch/milk money should be paid online at the Nutrition Service website, [https://paypams.com/](https://paypams.com/). If you send checks or money, please be sure to list your child’s name on the envelope.

**Media Permission**
During the school year, staff of the Saint Paul Public Schools and media representatives may want to interview, photograph or videotape your child for use in publications, television reports, school district homepages, public presentations, or our school web page. If you do not wish to have any photos of your child published, please complete the form. The pictures may be of groups of students or individuals and the student’s names may be used. Your address and phone number will NOT be published or given to others for any reason. Per Horace Mann School policy, children’s full names are not posted on the school’s website.

**MySPPS App**
Stay up to date on what’s happening with the new MySPPS app. Follow District and school news, school bus status, view menus, and much more. Just search Google Play or the Apple App Store for “MySPPS” and download the MySPPS app.

**Newsletters & Social Media**
Every Friday the Principal emails home the Perspectives, a weekly newsletter, to families and posts it on the Horace Mann School website. Classroom teachers also send home or post newsletters on the website. Find our school on Facebook @SPPSHoraceMannSchool. Join the closed Facebook group, Horace Mann School & PTA. Find the principal on Twitter @SPPS_PrinLitwin. A paper copy of this Family Handbook will be published and distributed in September with the PTA’s Family Directory.
Our Mission
To provide a safe, respectful school community that builds upon our tradition of high expectations for all students; nurtures the uniqueness of each child; and ensures that families are connected, informed, and involved.

Our Vision
Imagine every student making a year’s growth or more academically, socially, and emotionally. Imagine every student prepared for the next academic year, middle school, and beyond—learning how to learn and how to create achievement through effort. Imagine a supportive school community united, learning with and from each other, to achieve this vision.

Technology is vital to our vision and is used by both students and staff to personalize learning, enhance creativity, and improve communication. Imagine innovation at every grade level!

Parent Teacher Association (PTA)
This Horace Mann School organization provides a means for parent/guardian, school staff, students, and community members to work together to support and improve the programs of the school. It fosters communication and interaction among the school, the home, and the community. All families are welcome to attend the monthly meetings and assist at family events and activities. There is a small membership fee to have voting rights. The PTA plans various fundraising projects that benefit the students through field trips, artists in residence, special programs, supplies, and materials. The PTA also plans family events and special projects for the school community.

Parents Rights to Know Act / Pesticide Applications in School
In accordance, with MN Statue 123.B.575, Parents Right to Know Act, all parents, guardians and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled application may be so notified by providing five self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law. This statute also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have questions regarding this notice, contact the school office. Please note that nothing in this law affects the duty of a parent/guardian or a student to comply with the compulsory attendance law. In other words, any student must have an excused absence if they are not present.
Permission Forms
During the summer you received an email to complete iUpdate. Saint Paul now uses online forms rather than paper. Update your contact and personal information for the school year. Complete permission forms for field trips, iPads, media, Internet use, and Extended Day for Learning (EDL). Complete a Free & Reduced Price Lunch Application.

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

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

Recess
Saint Paul Public Schools Wellness Policy is designed to ensure a healthy level of activity for all students. Teachers will balance Physical Education class with recess when a student is asked to miss recess for behavior or missing work.

Children will go outside for fresh air and exercise for a portion of the scheduled school day. Please be sure your child comes to school with appropriate outdoor clothing. The students go outside nearly every day unless the NOAA Wind Chill or Heat Index charts deem it unsafe. The only exception to this rule is a medical note from the doctor indicating that a child may **not** participate.

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

- Stay in play area.
- Line up quickly when called.
- Take turns and share.
- Include others.
- Use kind words.
- Resolve conflicts peacefully or seek adult help.
School Hours
Horace Mann School Office hours are 7:00a.m. - 3:30p.m. Horace Mann’s student contact hours are 7:15a.m. - 2:00p.m. Students should arrive at the school grounds no earlier than 7:00 a.m. unless they are enrolled in Discovery Club. At 7:00am, students will be allowed to enter the building. At the end of the school day, all students should leave the building promptly unless they are engaged in a school approved and supervised activity.

School Visits and Phone Calls
We welcome you to visit Horace Mann School. At times, we may require parent/guardian visits to be scheduled and/or limited in the educational interests of the children. We do require that all itinerant staff, parents, guardians, and visitors to the school sign in at the office and take a name badge in the best interest of children’s safety. We will inform your child of any emergency telephone messages you may need to convey to your child.

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

Social Work
Saint Paul Public Schools provide school social work services for each of its public schools. The social worker primarily works with identified Special Education students. The social worker may visit a student’s home and talk with the student’s parents in an effort to develop an appropriate program for the child. Our social worker also assists in our family truancy intervention program.

Special Education
When a parent/guardian or staff member perceives that a child is experiencing significant difficulties with some aspect of the educational process, two 8-week interventions are conducted. Data is collected from these interventions in order to ensure a student has specific, unique needs. If there are still difficulties after interventions, a referral is made to the Child Study Team. The Child Study Team consists of the Parents/Guardians, Homeroom Teacher, Principal, and appropriate Special Education staff members (Special Education teachers, Speech/Language clinician, Social Worker, School Psychologist, and/or School Nurse). If a child qualifies for Special Education assistance, a plan is developed with the Child Study Team.

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

**Student Records**
Student records are maintained for each student attending school for the purpose of keeping an accurate account of the student's educational history and progress. Copies of the file are available upon a parent/guardian request and will be provided within two days.

**Testing**—Contact the school for a calendar of scheduled tests.
- English Language Students: ACCESS from WIDA is used to determine an EL student’s progress in academic English.
- Talent Development and Acceleration Services (TDAS): The Cognitive Abilities Test (CogAT) identifies students who are eligible for TDAS services within the school district. All SPPS students in Kindergarten take the screener. Students in Grade 2 take the full test. A parent/guardian may also request that we administer a test in other years.
- Proficiency in Reading, Math, & Science: Grades 3-5 take the Minnesota Comprehensive Assessments (MCAs) online. These assessments are used as benchmarks to evaluate how well the school and student groups are progressing towards academic standards.
- Reading: The Formative Assessment System for Teachers (FAST) is used to determine student reading proficiency and growth in Grades K-5.

**Treats and Celebrations**
Saint Paul Public Schools Wellness Policy is designed to foster healthy eating habits for students. For birthday celebrations, we do not allow food treats because of the wellness policy and food allergies. There are many options if parents/guardians wish to recognize their child’s birthday including coming to lunch with your child, buying a book to read and donate to the class, special bookmarks, pencils, or even stickers.

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

**Volunteers**
We welcome and appreciate all volunteering in the school. Each family is
encouraged to donate at least four hours each year. Some tasks for which volunteers are always needed include tutoring/mentoring students, classroom assistance, library checkout and shelving, office help, proctoring tests, field trips, and helping at school events. To volunteer, please contact your child’s teacher or contact the Tutoring Coordinator at 651.293.8965.

**Walking to School**

Horace Mann has for many years improved the safety of traditional School Patrol crossings by forming unofficial walking lines. There are several lines available depending on where patrol members live. You may join these lines if you live near these streets. You do not need to register your child. You can show up at the approximate times listed below and introduce your child to the current patrol member or contact the patrol supervisor, Mark Castillo, for more details.

These lines are dependent upon patrol availability of 4th and 5th grade students. A new line may be created based on student numbers. Parents/guardians are encouraged to meet other parents the first days of patrol and form a buddy system list of names and numbers. This list could be shared with the patrol supervisor in the event of illness or changes in the patrol format.

Kindergarten-2nd Grade Teachers will identify the walkers in the class with a tag for the child’s backpack. The teacher will send them with the patrols at the end of the day unless otherwise notified. We request that parents/guardians notify teachers of any changes before the school day begins with a note or email.

Walking students meet at the corner of Eleanor and Wilder and the corner of Kenneth and Eleanor at the end of the school day. Students will walk home with patrol members from there.

**Guidelines**

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

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

The following are corners and approximate times of past patrol crossings:
- (6:55am) Cleveland and Hartford
- (6:55am) Cleveland and Cretin
- (7:00 am) Eleanor and Fairview
- (7:00am) Kenneth and Ford Pkwy
- (7:05am) Cleveland and Highland Pkwy
- (7:10am) Kenneth and Eleanor

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