



# Horace Mann Elementary School

Family Handbook 2023-2024

Office Hours	8:00am-4:00pm
Phone Number	(216) 529-4257
Absence Line	(216) 529-4307
Fax	(216) 227-5828
Website	<a href="http://horacemann.lakewoodcityschools.org">horacemann.lakewoodcityschools.org</a>
Principal	Mrs. Sanya Henley
Secretary	Mrs. Barb Rochford

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## District Information

### Lakewood Board of Education

Mr. Michael J. Callahan, President

Ms. Linda Beebe, Vice President

Ms. Nora Katzenberger

Ms. Emma Petrie Barcelona

Mrs. Betsy Shaughnessy

Mrs. Maggie Niedzwiecki, Superintendent

Mr. Kent Zeman, Treasurer

### Vision of a Lakewood Graduate

In June 2019, the Lakewood Board of Education adopted a new strategic vision for the Lakewood City Schools. The Vision of a Lakewood Graduate consists of six core competencies that will guide the District as it develops instructional strategies that will help our students succeed post-graduation in an ever-changing, complex and global world.



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## Non-Discrimination Notice

The Lakewood City School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or genetic information in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following people have been designated as Coordinators to handle inquiries regarding non-discrimination policies:

Section 504 Officer: Lisa Bruening  
Director of Student Services  
(216)529-4201

Address:  
Taft Center for Innovation  
13701 Lake Avenue  
Lakewood, OH 44107

Title IX Officer: Jeff Schlade  
Executive Director of Human Resources  
(216) 529-4215

## Elementary School Hours

Children learn by attending school. **Coming to school promptly and on a regular basis is extremely important.** Please help your child organize appropriate materials and arrive on time.

8:45	Students can enter classrooms
9:00	Instruction begins, tardy bell
3:05	All classes dismissed

Students who arrive late to school (after 9:00 a.m.) must check in at the office before reporting to the classroom. If a pattern of late pick-up develops (after 3:15 p.m.), a responsible adult will be required to come to the Main Office to sign out the student.

## District Mascot and Colors

Mascot: Lakewood Ranger

Colors: Purple and Gold



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# School Procedures and Information

## Arrival and Dismissal

**Arrival:** Students may enter through any door if NOT getting breakfast.

**Breakfast and Lunch:** Menus can be found on the Lakewood City Schools website. Click on “Departments” and select “Nutrition Services”. Students may enter through the gym doors at 8:40 for breakfast.

**Dismissal:** Please wait in your car in the car line for dismissal. You will be signaled to move up to a cone to pick up your student(s). Display the green card provided indicating the name(s) of the student(s) to be picked up. If you need to get out of your car, please park.

## Attendance and Punctuality

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, a student must satisfy academic and attendance requirements. In order for a student to satisfy the academic and academic and attendance requirements, the following attendance guidelines must be followed:

### Absences

1. All absences must be authorized by the caregiver/guardian by phone prior to, or the day of the absence from school. For the safety of all students, report absences by 9:00 a.m. on the day of absence.
2. Written notice from a physician will be required to authorize any absence in excess of 10 days in a school year. It is recommended that all absences due to a doctor’s visit be documented by a written note from the physician and submitted to the school office.
3. Students, who are habitually truant per House Bill 410, face possible juvenile court action. Habitual truancy is defined as 30 or more consecutive, unexcused school hours; 42 or more unexcused school hours in a month; or 72 or more unexcused school hours in a school year. A student who is considered to be habitually truant will be referred to their school’s Attendance Intervention Team.
4. Failure to participate and comply may result in an immediate truancy filing on the student and possible filing against the caregiver/guardian through juvenile court. Additionally, if the caregiver/guardian fails to participate, it may result in a mandatory referral to the Cuyahoga County Department of Children and Family Services.

### Absence Procedures

When a student meets the threshold hours for either excessive absence or habitual truancy, a letter will be sent notifying caregivers of next steps, which may include meeting with the Attendance Intervention Team and/or developing an attendance intervention plan.

### **Tardiness**

1. Students are expected to arrive at school at least 10 minutes prior to the start of their first class.
2. All students are to be in their assigned seats with all materials prior to the start of the school day. Any student who reports to class after the start of the school day will be marked tardy.
3. For habitual tardiness, the administration will impose consequences that may include, but are not limited to, loss of privileges, caregiver meetings, and/or formal documentation.

## Before and After School Child Care

Horace Mann partners with Brownstone and St. Peter's for before and after school care. Please call the office for more information

## Before and After School Conduct

We do not provide supervision of students prior to 8:45 a.m. and after 3:05 p.m. Please remind your child that he/she is expected to go directly home after school. Students are not permitted on the playground before or after school without adult supervision. The playground is closed when it is being used by before and after school child care programming. Children having difficulty with appropriate behavior before or after school could result in consequences.

## Bicycles

Bike riders are reminded to walk bikes on school property to ensure the safety of others. Remember to remind children to wear a helmet, lock their bike, and register it with a license. Riding a bike to school is a privilege and can be suspended or discontinued at any time. Please note: Due to safety factors, students are not permitted to bring skateboards, scooters or rollerblades on school property.

## Breakfast

Breakfast is an available option for all students. Times for breakfast are listed in the arrival section. Please see the school menu each month for offerings and prices. Students may not leave the cafeteria until the 8:45 a.m. bell.

## Cell Phones, Electronic Devices, and Smartwatches

All student personal cell phones/electronic devices/smartwatches shall be turned off and put away in his/her backpack while on school property. In the occasional instance in which a caregiver needs to contact a child, or vice versa, the school office phone must be used. Student email, cell phones, electronic devices, and smartwatches should not be used to communicate with families during the school day.

At the principal's discretion, students' confiscated cell phones/electronic devices/smartwatches may be held in the office, and may be returned to the caregiver or guardian rather than the student. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. If illegal activity is suspected, the device will be turned over to the Lakewood Schools Security Office and/or the Lakewood Police Department. The district, the school and its staff are not responsible for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

The Lakewood City School District provides electronic devices (ex. Chromebooks, iPads) for students to use for educational purposes. Use is subject to the Acceptable Use Policy. Misuse of technology will be subject to the consequences in the technology behavior matrix below.

Lakewood City Schools Elementary Technology Behavior Matrix				
	Off-Task Behavior	Harmful Behavior	Physical Abuse of Equipment	Digital Citizenship & Safety
<b>Examples</b>	Changing settings Unrelated websites Sharing passwords Manipulating others' computers or work Improper handling	Bypassing filters Accessing or using inappropriate, obscene or violent content or language Hacking Disrupting service to computers (ex. deleting software)	Attempted or actual damage to keyboard, screen, etc. Theft	Sending harmful, mean messages Pranking Sharing or posting information Causing embarrassment and humiliation
<b>1st Offense</b>	Warning Possible seat change	Loss or limited access to computer for specified time caregiver contact by teacher	Meeting to review expectations with student and stakeholders Loss or limited access to computer for specified time	Refer to Lakewood City School District's Harassment, Intimidation, Bullying policy. Some cyberbullying crosses the line into criminal behavior. Behavior may result in referral to law enforcement.
<b>2nd Offense</b>	Loss or limited access to computer for specified time caregiver contact by teacher	AUP assignment from principal Loss or limited access to computer for specified time	Monitored setting for computer usage for specified time (ex. 1:1 supervision during recess)	
<b>3rd Offense</b>	AUP assignment from principal Loss or limited access to computer for specified time	Conference with administrator or DARE Officer	Use of paper/pencil assignments in lieu of computers for specified time	
<b>Notes:</b> <ul style="list-style-type: none"> <li>Monetary compensation may be charged at ANY level/offense for physical or technology damage and repair</li> <li>This is an adapted version of the district's Acceptable Use Policy (AUP) and board policy 7540.07, which can be found on our district website</li> </ul>				

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## Code of Conduct and Behavior Expectations

In order for our school to maintain a productive learning environment, standards of conduct have been established. Expected conduct will be based on respect and responsibility in a manner that provides students with guidelines in a positive manner. Along with classroom procedures, students are taught expectations for common areas such as the cafeteria, playground, hallway and restrooms. In addition, these expected positive behaviors, which focus on respect and responsibility, are posted throughout the school.

## Communication

**E-Mail:** The Lakewood School District provides access to email for education purposes as well as to enhance home/school communication during the staff members working hours. While email may be an efficient way of communicating, it should not be assumed that any email correspondence is entirely private and confidential. However, the District undertakes a number of measures to ensure the security and integrity of its technological resources.

**School Newsletter:** Each school sends a monthly e-newsletter to families to inform them about recent activities in the school. School news from the principal, various staff members, PTA/PTO and other reports are shared. The newsletter is also posted on the school website.

**Teacher Communication:** Teachers use various methods to communicate with caregivers. It is important to check your child's book bag every evening for important communications.

## Crossing Guards

Adult school guards are provided by the Lakewood Police Department and are under that department's direction. Crossing guards are stationed to ensure the safety of all children.

## DARE Program

The DARE program is presented to all fifth graders by the Lakewood Police. These lessons cover several weeks and teach students about the dangers of taking drugs and alcohol as well as help students build strong decision-making skills.

## Fees

Each child receives a fee slip for her/his grade level in the fall. Please return fee slips as soon as possible. Checks and money orders must be made payable to: Lakewood City School District. Cash will be accepted only if it is the exact amount. If fees cannot be paid promptly, payment arrangements can be made by calling the school office. Caregivers who are eligible for the waiver of student fees should complete and return the appropriate form as soon as possible. School fees can also be paid online at [lakewoodcityschools.org](http://lakewoodcityschools.org) and click on [student fees/EZpay](#).

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## Field Trips

Throughout the school year, teachers plan various field trips that relate to the curriculum. In order to go on each field trip, students must have written permission from a caregiver/guardian. For many field trips there is a cost for entrance, which is the responsibility of the family. The cost of transportation for field trips is the responsibility of the school district. In some cases PTA, PTO or other creative budgeting means may be used to fund field trips.

## Lost and Found

Misplaced or last items will be placed in the lost and found directly outside of the main office entrance.

## Lunch

Students may pack a cold lunch or buy a hot lunch, and lunches are not to be shared. Please see the school menu for offerings and prices. In home packed lunches, beverages and foods should be in containers and packages which provide each child with independence for self-serving and consumption. Gum is not allowed at school; please do not include it in your child's lunch. Students may purchase a snack for an extra fee. On the district website, Nutrition Services contains a wealth of information, including elementary snack options, dietary information, free or reduced lunch applications and information about setting up EZpay for students.

## Moving

You are responsible to notify the office when you move. This will facilitate you getting timely mailings. If you should move to another school district, it is necessary to sign the Records Release Form authorizing the school to forward academic records to the new school.

## Parent/Caregiver Notification and School Information

At the beginning of each school year, you are required to update student emergency contact forms online through the Registration Gateway program. This is a very important document as the numbers on this form are used to contact you should it be necessary. **Please inform the office immediately of any changes in your information.**

## Parent/Caregiver-Teacher Conferences

Caregiver-Teacher Conferences are held to discuss your child's progress after the end of the first grading period.

## Party Invitations

Please do not send invitations to children's parties to school to be distributed. It is recommended that caregivers get to know your child's friends and their families, making exchanging invitations natural and convenient.

## Physical Education

All children must have a pair of athletic shoes for all physical education activities. When the weather permits, physical education may be held outdoors. A written excuse from caregiver/guardian is required if a child is



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unable to take physical education on a particular day. Recess activities will also be limited for that day. A doctor's excuse is required for a prolonged period of absence from physical education and recess.

## PTA

HME has a very active PTA. Our president is Melanie Whiting. If you would like more information on meetings and how to join, please reach out to [ptahoracemannelementary@gmail.com](mailto:ptahoracemannelementary@gmail.com) or call the office.

## Recess

Children will have outdoor recess unless the temperature or wind chill is below 19 degrees, it is raining, or the principal makes a determination for any other reason (i.e., snow, ice, etc.). **Please have children dress appropriately for the weather as all will go outside when the weather allows.** Toys, balls, cards, etc., should not be brought to school to use during the lunch hour or recess.

## Student Release

To ensure the safety of your child, students will only be released to those that are designated on the student information contact list. In addition, identification may be required upon request.

## Student Activities

Throughout the school year, teachers and other staff members offer a variety of options to participate in after-school activities. These may include, but are not limited to: 5th grade basketball, math club, spanish club etc.

## Student Fundraising

Students may not seek donations or buy/sell goods for individual profit, school-sponsored fundraisers, or other causes during the school day or at school-sponsored functions.

## Telephone Landline

Lakewood City Schools uses a Voice Over Internet Protocol phone system. If the phone system is not functioning, a land line is available, and the number at Horace Mann is (216) 221-1423. This line is not answered or monitored when the main phone line is working properly.

## Treats and Celebrations

Should you choose to send a treat for a special occasion, families must schedule it with the classroom teacher ahead of time, and drop the treat off at the office. The teacher may set aside a few minutes for the treat, or they may send it home. For the health and safety of our students, treats must follow these guidelines:

- The treat must be small, individually wrapped, and store bought. This allows us to avoid concerns over food allergies because the ingredients are listed on the package.
- Treats should not require utensils or need refrigeration. Treats that need to be cut into pieces are not acceptable.
- Families should consider sending a favor or small trinket instead of food.
- Please save decorative items (balloons, flowers, etc) for your home.
- **We reserve the right to refuse a treat that does not follow these guidelines.**

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Should you have specific concerns about your child's allergies, please consult the health information section and/or the school health aide.

## Unauthorized Absences-Vacations

Taking a student out of school for a vacation is an unauthorized absence that is subject to the requirements and consequences of House Bill 410 (see Attendance). Be mindful that it is not possible for elementary students to make up the instruction they have missed, as much of their instruction is interactive.

## Visitor Procedures

Visitors will be greeted via intercom outside of the building. Upon entrance, the visitor must report directly to the school office to sign-in at the SchoolPass kiosk (ID required). At the completion of the visit, visitors must sign out in the office. All meetings must be pre arranged with the teacher or staff member.

# Health Services and Guidelines

Health personnel are available on a daily basis. The purpose of health services at school is to perform screenings as scheduled, assess illnesses and injuries, give first aid as needed, assist with medical needs and medications, to notify caregivers and give advice about medical attention if necessary.

Children entering school are required to have immunizations according to the State of Ohio Immunization Requirements. These include DTP (diphtheria, tetanus, and pertussis), MMR (measles, mumps, and rubella), Polio vaccine, Hepatitis B, and Varicella (chicken pox).

During the school year, several screenings are done to ensure the good health of our students. These include vision, hearing, dental, speech/language, and physical screenings. If you do not want screenings done, please notify the principal.

A primary goal is the prevention and control of contagious illnesses. The following guidelines are in place to protect all of our students:

- A student should be free of vomiting, diarrhea, and fever (temperature over 100.4) for **24 hours** before returning to school in order to prevent the spread of illness to others. If your child is ill in the morning before school, keep her/him at home.
- A physician must evaluate a rash, and if medication is ordered for a contagious condition, **24 hours** of treatment must be complete before returning to school. The child must bring a note from the doctor stating that the rash is not contagious.
- Strep throat, conjunctivitis (pink eye), ringworm, impetigo, and other skin infections must be treated as prescribed by your physician for at least **24 hours** before your child may return to school; after returning to school, areas should be covered until healed.

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These guidelines are suggested for the good of all students. A child who returns to school before being completely well runs a greater risk of infecting others. Illness such as chicken pox, flu, and strep could be serious and possibly life threatening to some students. We strive to keep children healthy and with your help, school can be a healthy place.

### **Medication Administration Procedures**

Students who are to take medication at school are required to:

1. Return a completed Caregiver Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 (available in school office or District website).
2. The student who has been diagnosed with asthma must have caregiver/guardian and Physician complete the Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 (available in school office or District website).

**Ohio's Inhaler Law:** permits students to carry their own inhalers.

Students using inhalers must follow the same guideline required above. The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 must be completed to ensure that the student and school personnel know what to do if the inhaler fails to operate.

3. If your student has a severe allergy and will have an epipen at school, please provide the Authorization to Possess and Use an Epipen (Epinephrine Auto Injector) Form#5330, as well the Allergy Action Plan to the school. If your child plans to carry an epipen during the school day, you must provide a second epipen that will be locked up in the schools health center (available in school office or District website).

These policies are for **any medication**, prescription and over-the-counter medicines. We will not administer any medication at school or on school field trips without a Caregiver Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 Completed and signed by the caregiver/guardian and physician. For further information, the full policy can be reviewed on the district website at [lakewoodcityschools.org](http://lakewoodcityschools.org)

## **District Policies and Procedures**

*Please note that the following policies are District policies encompassing K-12 students.  
Please refer to applicable sections as they pertain to the grade level of your child(ren).*

**Civility: Board Policy 8105**

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Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, **mutual respect, civility and orderly conduct** among the district employees, caregivers/guardians, students, and members of the public. It is also the intent of this policy to encourage positive communication and to discourage disruptive, volatile, hostile or aggressive communications or actions. Furthermore, this policy is intended to maintain a safe, harassment-free environment for teachers, students, administrators, other staff, caregivers/guardians and the public. It is not the intent of the district to deprive any person of his/her right to freedom of expression. Furthermore, it is not the intent of the district to deprive any person of his/her rights and/or responsibilities under law, other policies of the Board of Education, collective bargaining agreements and/or administrative guidelines. The district encourages the public's cooperation with and adherence to this policy.

### **Closing of School/Emergency Closings**

- When school must be closed for weather conditions or an emergency, the official announcement will be broadcast over local radio and/or television stations. Additionally, you will be contacted by a "Blackboard Connect" phone call.
- Should severe weather occur while students are in school, caregivers will be notified via "Blackboard Connect" and/or text messages.
- DO NOT CALL THE SCHOOL as telephone lines must be kept open for emergency calls.
- Please note that caregivers and guardians have the option of keeping their children home in bad weather, even when schools remain open. That day will be regarded as an excused absence for the student and they will be allowed to make up all work without penalty.

### **Dress Code**

#### A. SAFETY

Safety and security require that, at the middle school and high school levels, IDs are part of the student dress code. At these levels IDs must be worn and visible at all times. Students may not conceal their identity. Violations will be dealt with in a serious manner.

Masking under board policy 8450.01 is not applicable to this section.

#### B. ACCEPTABILITY

Final decision as to acceptability of attire rests with the school administration. We acknowledge there are specialized programs within the district and those programs may require attire outside of the designated dress code. All exceptions must be approved by school administration.

#### C. PHILOSOPHY

Student dress codes need to support equitable educational access and not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Our LCS Dress Code is designed to address recent controversy and conversation both across the nation and locally about overreaching and detrimental dress codes for some PreK-12 school students.

#### D. VALUES & BELIEFS

Our values and beliefs are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff must understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers should be able to focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline must be minimized whenever possible.
- Staff should refer all disciplinary concerns to the building administration and should not approach students directly regarding concerns/violations

#### E. GOALS OF OUR STUDENT DRESS CODE

Our student dress code aims to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses the gender with which they identify
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

#### F. DRESS CODE BASICS

The primary responsibility for a student's attire resides with the student and caregivers/guardians. The district and each school within are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Restrictions are necessary to support the overall educational goals of the district.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.

2. Students Must Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoe requirements are permitted (for example for sports)

High-school courses with curricular attire (professionalism, public speaking, job readiness) may include assignment-specific dress, but should not focus on covering of the body or promoting culturally-specific attire.

### 3. Students May Not Wear:

- Violent language or images. Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Sunglasses inside of the building
- Crop Tops, Halter Tops, Spaghetti straps or bathing suits (except for aquatics)
- Hats/Headwear that conceal the student's identity
- Hoods inside of the building

BOE approved 2/22/2022