HORACE MANN LABORATORY SCHOOL

STUDENT/PARENT HANDBOOK OF POLICIES AND PROCEDURES

2026-2027

Horace Mann Laboratory School
Northwest Missouri State University
800 University Dr.
Maryville, MO 64468

Handbook Summarizes District Policies and Rules

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. For schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook.

The student handbook summarizes school policy and contains general guidelines and information. In the event of a conflict between this handbook and a Northwest policy or regulation, the Northwest policy or regulation takes precedence and controls.

This handbook's content may be changed from time to time throughout the school year. An up-to-date version will be maintained online at:
https://www.nwmissouri.edu/horacemann/handbooks.htm.
It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

If you have any questions regarding this handbook, please contact the building director.

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Table of Contents

Strategic Initiatives (Part 1)

- Mission, Vision, and Values
- The Philosophy and Purpose of the School
- Affiliations
- University Collaboration
- Northwest Student Employees
- Northwest Practicum, Observation, and Field Experience
- Elementary Program Organization
- Role of the Family
- Parent Advisory Council

General Information (Part 2)

- Access to and Release of Student Information
- Change of Address/Telephone Number
- Civility Policy
- Communication Protocol
- Emergency Closings and Cancellations
- Library Checkout & Fees
- Notice of Non-discrimination
- Non-discrimination in School Nutrition Programs
- Parent Advisory Council
- Parent-Teacher Conferences
- Photo Permissions and Student Information
- Student Laptop Agreement
- Student Use of Technology Resources
- Tobacco-Free Policy
- Trauma-Informed Schools Initiative
- Visitors to the Building
- Volunteering in Park Hill
- Wellness Policy

Policies and Procedures (Part 3)

- Access to and Release of Student Information

PART 1: STRATEGIC INITIATIVES

MISSION

Horace Mann Laboratory School is an integral component of the Northwest Missouri State University teacher education program. *"A Higher Education Begins Here"* focuses on student success-every student, every day.

VISION

Horace Mann Laboratory School will provide exceptional learning for TK-6 children and teacher education programs

CORE VALUES

1. Unwavering focus on student success
    a. Through an exemplary elementary education
    b. Through an exemplary pre-service clinical experience
2. Active, connected, and collaborative learning environment
    a. Through modeling best practices
    b. Through effective communication among colleagues and stakeholders
3. Scholarship-lifelong learning and being leaders in our fields
    a. Through on-going professional development
    b. Through dissemination of best practices
4. Respect diversity and ethical behavior
    a. Through the care and support of our stakeholders
    b. Through a commitment to established policies and procedures
5. Strategic thinking and performance excellence
    a. Through research collaboration with Department of Professional Education
    b. Through data analysis

THE PHILOSOPHY AND PURPOSE OF THE SCHOOL

Horace Mann Laboratory School (HORACE MANN LABORATORY SCHOOL) is a Transitional Kindergarten through Grade Six Elementary School in Maryville, Missouri. It is part of the Northwest Missouri State University School of Education and serves a threefold mission: teacher education and preparation, research, and exemplary education for the children who attend the school.

Since its establishment in 1906, Horace Mann Laboratory School has been committed to the education of children. The Lab School has been an exemplar of developmental, social, and academic education through an inquiry-based learning environment.

- Every child is an individual with special talents, learning styles, and developmental readiness.
- Horace Mann Laboratory School provides the learning environment to help each and every child succeed through creativity, development of critical skills, through development of personal awareness, and community responsibility.
- We work in partnership with parents, community, teachers, and children to support and enhance the learning of each child.
- Horace Mann Laboratory School is part of the School of Education and promotes research and professional inquiry.

- The School of Education prepares pre-service teachers for their professional life with various bachelors and master level programs. The school provides a role in this preparation.

The Horace Mann Laboratory School serves as a clinical teaching environment for students in Northwest's School of Education. Horace Mann is a learning community of children, families, master teachers, support staff, administrators, practicum students, graduate assistants, and faculty members.

The Horace Mann logo includes a shield. The shield design incorporates a rich history with current best practices to bring the best educational opportunity to our students. The shield is separated into three parts that represent parents, students, and practicum students, with Horace Mann making up the fourth section.

- ***Parents*** are an integral part of Horace Mann. Involving parents in daily activities, field trips, lessons, evening programs and activities, and communicating school events.
- ***Horace Mann students*** receive a one of a kind of education where students can learn at their own pace, are engaged in the learning process, and are encouraged to develop to their full potential.
- ***Practicum students*** have a hands-on learning experience where best practices and current strategies are in place.
- Horace Mann brings it all together and links them to create a learning environment where ***"A Higher Education Begins Here.***

AFFILIATIONS

HORACE MANN LABORATORY SCHOOL is a member of the International Association of Laboratory Schools

UNIVERSITY COLLABORATION

HORACE MANN LABORATORY SCHOOL is part of the School of Education at Northwest Missouri State University. The Horace Mann Director consults with the Dean on issues that affect personnel, budget, and proposed policy changes. The Horace Mann Director and faculty make decisions concerning curriculum, admissions, and grade/class placement.

NORTHWEST STUDENT EMPLOYMENT

Northwest students are offered various paid work experiences on campus. Working at HORACE MANN LABORATORY SCHOOL provides university students with classroom, after school

childcare, and office experience. All university students are required to complete a background check and are expected to maintain a professional attitude and code of ethics while working at HORACE MANN LABORATORY SCHOOL.

NORTHWEST PRACTICUM, OBSERVATION, AND FIELD EXPERIENCE

Northwest professors work with HORACE MANN LABORATORY SCHOOL teachers to provide learning opportunities for university students. These opportunities allow students to observe and apply concepts taught in university courses. University students work closely with the classroom teacher to create and teach lessons with individual, small groups, and large groups of children. These experiences provide research-based learning and instruction under the guidance of university professors and HORACE MANN LABORATORY SCHOOL teachers.

ELEMENTARY PROGRAM ORGANIZATION

Horace Mann Laboratory School serves children in grades Transitional Kindergarten through Sixth. In each level, the core subjects of comprehensive literacy, mathematics, science and social studies are taught. Elementary children receive instruction from specialized teachers in music, art, and physical education. The methods of instruction emphasize the development of critical thinking and inquiry through differentiated learning based on constructivist theories. The rigorous curriculum, which is determined by the Horace Mann faculty, in collaboration with university departments, emphasizes the application of learning through the integration of technology and active learning activities.

To facilitate this instruction and learning, levels TK-6 have access to iPads and laptop computers. Each student in grades 1-6 is assigned a laptop computer for the school year. All classrooms are equipped with interactive board technology and document cameras.

ROLE OF THE FAMILY

As a family of HORACE MANN LABORATORY SCHOOL children, it is our hope that parents and extended family will support and serve HORACE MANN LABORATORY SCHOOL by attending school events, volunteering time and talents, as well as by partnering with teachers. Time and talents of parents enrich the school community providing examples, models, mentors, and curriculum alignment. An advisory committee (PAC) made up of parents and faculty meet regularly to plan and organize events. Family members will have the opportunity to complete surveys, volunteer and assist throughout the school year.

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) expresses their individual and collective opinions on issues affecting Horace Mann Laboratory School policy and student life. All parents and teachers are members of the PAC. The PAC board is made up of parents elected to the offices of President, Vice President, Treasurer, Secretary, Communications Coordinator, New Families Coordinator, Wellness Committee Coordinator, and Ways and Means Coordinator. Monthly meetings are held to allow parents and the Horace Mann Director to collaborate and communicate on topics of mutual benefit. The goal is to promote and maintain positive attitudes among the community, parents, children, faculty, staff, and administration while allowing for input and advice on school policy and procedures. There are many ways and levels of participation. As Horace Mann Lab School families, we are committed to taking part in the educational programs and activities that take place at school. Please consider your talents and interests and share them with us. You will

have the opportunity to sign up for committees at the Back-to-School picnic if you want to participate in that way.

PART 2: GENERAL INFORMATION

Access to and Release of Student Information

Parent Access to Records
All parents may inspect and review their student's education records as indicated under the Family Educational Rights and Privacy Act (FERPA). The same access to records is available to either natural parent, regardless of divorce, or visitation rights. Access to non-custodial parents may be denied with evidence the parent's rights have been terminated, denied visitation, or that the parent's rights to inspect records have been legally modified. All requests should be made to the Horace Mann Director with an expectation of at least two business days to comply.

Grade Cards and Newsletters
Regular communication with parents is made through weekly newsletters, regular updates on the Brightwheel app, and quarterly grade cards. Every effort will be made to share these communications with the non-enrolling parent unless the school is provided with legal documentation indicating the parent's rights have been limited or revoked. To receive records, the school must be provided with the parent's current email and mailing address. Please contact the Horace Mann Office to update your email and mailing address.

Records Transfer Requests
Section 167.020 requires that school districts enrolling a transfer student must request records from all schools previously attended by the student within two business days of enrollment. In addition, school districts that receive a request for records of a transferring student must respond to the request within five business days of receipt of the request. This section also specifies that school districts may disclose education records to law enforcement or juvenile justice authorities.

Change of Address/Telephone Number
Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Civility Policy
Horace Mann has adopted a civility policy. The policy relates to the use of civility in relationships and communication among school officials, students, parents, and members of the public. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the school. Examples of uncivil behavior include but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or (4) behavior that is out of

control. Parents who violate the civility policy may be restricted from being present on school property or have restrictions placed on their communications with school personnel.

Communication Protocols
If you have a question concerning your child, please reach out directly to the classroom teacher or Horace Mann Director for assistance. Communications can occur through Brightwheel, email, phone call to the school office (660) 562-1233, or in person. Faculty and staff emails are available on the Horace Mann website.

Website https://www.nwmissouri.edu/horacemann/index.htm
Visit the parent resources on the Horace Mann website for the most recent calendars, lunch menus, handbooks, and other relevant resources.

Emergency Closings and Cancellations
When school is closed or canceled due to inclement weather or emergencies, an official announcement will be issued through Textcaster, Brightwheel, the Horace Mann Facebook page, and KNIM Radio. Horace Mann will also utilize the Textcaster notification system to alert members by text messaging.

To sign up for Textcaster visit: http://my.textcaster.com/asa/Default.aspx?ID=871c8832-44ab448c-afa5-c6945abb95c9.

Inclement Weather Policy
Horace Mann Laboratory School will be closed due to inclement weather IF the Maryville Public Schools are closed before school begins. Horace Mann Laboratory School will NOT begin late or dismiss early due to weather unless Northwest deems it necessary. Please use your best judgment and there is no penalty to children if they arrive late or leave early when weather conditions exist. Horace Mann does not participate in online learning (AMI) for snow days.

Notice of Non-Discrimination
Horace Mann Laboratory School does not discriminate based on race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.

Non-discrimination in School Nutrition Programs
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) which is found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: program.intake@usda.gov.

Parent Advisory Council

All parents of children enrolled at Horace Mann Laboratory School and the Leet Center Preschool are members of the Parent Advisory Council. Meetings will be communicated through school platforms.

Parent-Teacher Conferences

Parent-Teachers Conferences are scheduled twice per year and are a good time for teachers and parents to collaborate on school success. Additional conferences can be scheduled with the classroom teacher, as needed.

Photo Permissions and Student Information

As a laboratory school, documentation and research guide the practices and educational experiences that take place. Teachers photograph and videotape children for educational purposes, documentation, assessment, and professional development.
By signing the handbook consent page, parents/caregivers give consent for child(ren) to be photographed, and/or videotaped for educational purposes and for media submissions to take place. Throughout the school year, the university or school might take pictures or video and release personal information including the child's name, grade, and parents' names.

Examples might include but are not limited to:

- A special event or program at a school that might be covered by a newspaper or television station, resulting in student interviews and pictures
- Award-winning students who might have their names and photos published in a local newspaper, a school newsletter, and marketing materials
- The school posts photos of school activities on web pages and social media
- Educational presentations for practicum student education, scholarly conference presentations, and publication in scholarly journals

Parents with questions or concerns should contact the Horace Mann Director. Exclusion of this policy will be applied for foster children and children in protective custody. Parents must provide documentation.

School Materials – Selection of School Materials
Materials for the classrooms at Horace Mann Laboratory School will be selected by the grade level/area professional personnel, in consultation with other university staff members and the Horace Mann Director, as appropriate. It is the responsibility of the professional staff to select instructional materials of the highest quality that will support the educational curriculum in all content areas and will meet the grade-level expectations of the school.

The value, impact, and appropriateness of any textbook, library or other instructional material will be judged as a whole, considering the purpose of the material rather than individual and/or isolated expressions or incidents of the work. Professional staff members will communicate with parents about the nature of curriculum materials and classroom studies. Upon request, materials will be available for parents to view. Multicultural, disability-aware, and gender-fair concept criteria will also be used in the selection of materials.

Reconsideration of materials will be reviewed at least annually by the professional staff. Horace Mann Laboratory School recognizes that situations of concern to parents/guardians may arise in the operation of the school. Such concerns are best resolved by first addressing them at the level or subject area where the concern originated through communication with the appropriate staff member(s). The parent/guardian may also direct their concern to the Horace Mann Director after discussion with appropriate personnel.

The Horace Mann Director will be responsible for handling any concerns brought to them. Input from the professional staff and others, as appropriate, will be used in the decision made by the Horace Mann Director on reconsiderations and/or concerns.

SPECIAL EVENTS/TRADITIONS – Events & traditions may require suspension or revision due to health or university protocols.

Back to School Night
The annual Back to School Night is held before the first day of school. Families may bring school supplies, visit with teachers, and talk with other families. Finalize paperwork, parking passes, and other materials will be given to families at this time. Please see school communication for dates and times.

Kindergarten Orientation
Kindergarten families will have the opportunity to spend time with the Kindergarten teacher before school begins to meet the teachers, and visit about class procedures, curriculum, expectations, and how we will work as partners to provide the best experience for your child. Kindergarten families will receive communication directly from the Kindergarten teacher.

Popcorn Fridays
Popcorn Fridays are a long-held tradition at Horace Mann and the Leet Center as a simple fundraiser for the Parent Advisory Council. Children may bring 50 cents on Fridays to purchase a

bag of freshly popped popcorn. Families are also welcome to host classrooms or the school to the treat by contacting the Parent Advisory School President to set up payment.

Bearcat Breakfast of Champions
Breakfast of Champions is held one morning during Homecoming week in the Horace Mann gym. Breakfast is served in the morning to all Horace Mann and Leet Center families. Northwest football players and cheerleaders are invited to eat, sign autographs, and interact with our families. There is no charge or RSVP required for this event.

Bearcat Family Dinner
Families are invited to join us for lunch and early dismissal on the last day of school before the Fall Break for a traditional family meal. An RSVP is required and payment is required in advance through Marketplace.

Music Programs
The children perform twice a year at the direction of the Horace Mann Music Teacher. Parents may be asked to supply basic props or dress their child in specific clothes to facilitate the event. Performances are held in the winter and in the spring at Ron Houston Theater. The event may be moved if the Ron Houston Theater becomes unavailable.

Track and Field Day
The children will participate in field day events hosted by the Horace Mann PE teacher and university students. The children are required to wear tennis shoes and appropriate clothing for athletic movement. Parents are welcome to attend and cheer on their athletes.

Art Show
This annual event offers a display of art created by our children using a variety of art media. The event is hosted by the Horace Mann Art Teacher and displayed in the Horace Mann and Leet Center hallways. Families may participate in an art scavenger hunt for a chance to win a door prize.

Last Day of School Awards and Sixth-Grade Graduation
The Awards Ceremony is held just prior to the Sixth Grade Graduation on the last day of school and is an early dismissal day.

Student Use of Technology Resources
Students will have access to web-based tools, digital resources and applications that support curricular objectives. These online services and tools are only permitted for the use and benefit of the school for the purpose of student learning. All students in grades 1-6 will be issued a laptop for classroom use. All laptops and iPads are the property of Northwest.

Technology Agreements
Parents and students will be required to accept responsibility through a laptop agreement, outlining the care and handling and expectations for student use of school laptops. Included in this agreement is an acknowledgment that students will be responsible for damages to the laptop. Technology Agreements must be signed and returned to school to participate in lessons using technology and to participate in field trips.

Technology Safety Protocols
The classroom teacher is the manager of their student's laptops. Students and families will not be able to download software or make changes to the computer setup. Students are strongly discouraged from providing any personal information or to interact on social media and chat rooms. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

In some instances, a student's laptop may be sent home if consent is provided by the Horace Mann Director, classroom teacher, and the parent. Consent is typically granted in the event of an extended illness or factors that deem digital learning necessary. Parents are responsible for the supervision of students when using the laptop or the internet. Students should never be left unsupervised with access to online material.

Tobacco & Alcohol-Free Policy
Students, staff members and visitors are prohibited from possessing or using alcohol, tobacco, tobacco products and smoking-related products (including, but not limited to, any electronic smoking devices, such as, e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes).

Visitors to the Building
Families and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours or by appointment. Visitors must sign or check in at the building office prior to proceeding elsewhere in the building. When planning to visit, please contact the office at least one day in advance so the building director can set a schedule.

The Horace Mann Director has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. Visitors may be asked to present identification and will be asked to wear a visitor's tag.

Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions. In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office by 8 am if they would like to purchase a school lunch. Bringing outside restaurant food is strongly discouraged. To assure health and safety, animals are not allowed on school property

without prior approval, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from the Horace Mann Director. Animals may not be left unsupervised in fenced outdoor classrooms. For student safety, any waste left by an animal must be disposed of immediately in a waste receptacle by the owner.

Volunteering at Horace Mann

School volunteers are an integral part of the success of students and staff at Horace Mann Laboratory School by serving in ways such as reading with students, assisting teachers, tutoring, or chaperoning students on field trips. We encourage anyone interested in supporting Horace Mann to get involved and volunteer. School volunteers must be preapproved by the Horace Mann Director. Volunteers may be subject to completing a Minors on Campus training or a criminal background check at the expense of the volunteer depending on the scope of their volunteer role. Please see the Horace Mann Director for more information.

Wellness Policy

Horace Mann Laboratory School recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive institution wellness program. Therefore, the institution will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The institution will establish a wellness committee that consists of the school nurse, physical education teacher, school food service representative, at least one Parent Advisory Council member, a contracted food service nutritionist, and the wellness committee coordinators. The Wellness Committee will meet at least two times per year. Meeting dates and agendas will be posted on the institution's website in advance of each meeting and advertised in a manner designed to reach students, staff and members of the community. Students, staff and members of the community are encouraged to attend committee meetings and provide input on the institution's wellness program. Meetings, records and votes of the wellness committee will be maintained on the institution website.

Wellness Program Coordinators

The Horace Mann Director/School Nutrition Program Coordinator: Breanne Poston and Office Manager/School Nutrition Director: Alyssa Godsey will serve as the Wellness Program Coordinators. Wellness coordinators, in consultation with the wellness committee, will monitor the implementation and evaluation of this policy. Wellness program coordinators are responsible for ensuring Horace Mann Laboratory School follows this policy.

Wellness Policy Goals and Protocols

- •Promote student health
- •Reduce and/or prevent student obesity
- •Facilitate children learning of lifelong healthy habits
- •Increase student achievement
- •Instruction in the prevention and spread of illness.

It is the policy of HORACE MANN LABORATORY SCHOOL that all foods and beverages made available on campus during the school day are consistent with the "Missouri Eat Smart" nutrition guidelines.

- Dark green or orange vegetables or fruits are offered three times a week
- Fresh fruits or raw vegetables are offered 1-3 times a week
- A food item containing whole grains is offered at least one time a week
- Only the following will be offered daily: low fat (1%) skim (nonfat) and skim (nonfat) chocolate milk
- Water is available in the Café
- Soda pop will not be consumed in the Café
- Reduced-fat and/or fat free salad dressing are offered
- Sack lunches, provides by parents as an alternative to the hot lunch, will not contain fast food

The wellness committee is responsible for monitoring the implementation of the school's wellness program by:

- Assuming responsibility for the assessment of existing policies and procedures
- Measuring implementation of the school's wellness policy and procedures
- Ensuring that the school meets the goals of the wellness policy and procedures

Nutrition Education

Horace Mann's nutrition education goal is to integrate nutrition education with the physical education program and with the core curriculum taught at every level in order to provide children with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, Horace Mann will:

- Provide children with adequate nutritional knowledge including, but not limited to:
    - The benefits of healthy eating ○ Essential nutrients ○ Nutritional deficiencies
    - Safe food preparation, handling and storage
- Provide children with nutrition related skills that minimally include the ability to:
    - Understand and use food labels ○ Apply the principles of the Dietary Guidelines for Americans and My Plate ○ Critically evaluate nutrition information, misinformation and commercial food advertising
- Provide instructional activities that stress the appealing aspects of healthy eating and are hands on, culturally relevant, developmentally appropriate and enjoyable.
- Ensure that Northwest Dining Dietician, wellness committee, nurse, and other faculty promote healthy eating to children and parents through newsletter articles, notices home, and food or beverages provided within the classroom

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the institution's instructional program. It is the policy of Horace Mann Laboratory School that all foods and beverages sold to students during the school day on any property under the jurisdiction of the institution will meet the U.S. Department of Agriculture (USDA) school meal nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through institution-sponsored fundraisers, unless an exemption applies. For food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day,

the U.S. Department of Agriculture (USDA) school meal nutrition standards do not apply, but the institution will provide a list of healthy options. For the purposes of this policy, the school day is the time period from the 30 minutes before the official school day to 30 minutes after the official school day.

Nutrition Promotion and Education
The institution will provide nutrition education aligned with the Missouri Learning Standards and Grade-Level Expectations (GLEs) in health and physical education in all grades. In addition, the institution will disseminate nutrition messages and other nutrition related materials received from the USDA to students, staff and the community through a variety of media and methods. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that support nutrition education and promotion.

Physical Activity and Education
The institution will provide physical education and opportunities for physical activity aligned with the Missouri Learning Standards health and physical education in all grades. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that support physical education and physical activity.

Horace Mann's physical activity goal is to assist children in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, Horace Mann will:

•Develop a sequential program of appropriate physical education for every student. The program will:

- Provide at least 90 minutes of physical education during the school week o Emphasize knowledge and skills for a lifetime of regular physical activity o Devote at least 50 percent of physical education class time to actual physical activity in each week, with as much time as possible spent in activity
- Meet the needs of all children
- Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in children' interests
- Provide time to the elementary school for supervised daily recess. Recess will be held outdoors when possible
- Prohibit the use of physical activity as a form of discipline or punishment and ensure that physical education and recess will not be withheld as punishment
- Children will participate in a health fair annually in the spring and participate in a fall screening
- Children will have additional opportunities in special events throughout the year that allows for additional physical activities to include but are not limited to:
    - Jump Rope for Heart o Swimming Unit for 3rd-6th levels
    - Climbing wall o Smile Mile o Track and Field Day

Other School-Based Activities
The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

Assessment
The local wellness program will be assessed at least once every three years. The assessment will measure the institution's level of compliance with implementing the local wellness program and a description of the progress made in attaining the goals of the program. Wellness program coordinators will report the results of assessments to the Parent Advisory Council, and the results of each assessment will be made available to the public upon request. The wellness program coordinators will make recommendations for modifications to the wellness policy in accordance with these assessments, and the Board will revise the wellness policy as it deems necessary based on these recommendations. Administrative procedures will be revised accordingly.

Records
The wellness program coordinators will maintain records necessary to document compliance with law, including a copy of the policy; documentation of community involvement, including sign-in sheets or other documentation of the names of those who provided input to the committee; documentation of triennial assessments; and documentation that assessment findings were shared with the public.

PART 3: POLICIES AND PROCEDURES

Applications and Admissions

Horace Mann Laboratory School is open to any student through an application process. Application forms may be obtained from the Horace Mann office. Upon completion of the application, consideration for approval of admission to Horace Mann Laboratory School will begin. The admissions committee will review all applicants to Horace Mann Laboratory School. Efforts will be made to maintain a demographic profile similar to elementary schools in our service area. If an applicant has been expelled from another public or private school for a Safe School Law infraction, Horace Mann Laboratory School will not accept the applicant during their expulsion period.

A waiting list will be maintained in chronological order by the date that all application materials are received in the school office. When vacancies occur, the parent/guardian of the prospective children will be contacted. If the parent/ guardian wishes to proceed with the application the admissions committee will review the application in accordance with the screening procedures and admission standards. The Horace Mann Director will be responsible for the final decision to accept or deny the application. The parents will be notified by telephone or in writing of the decision.

Children, in good standing, who are enrolled in Horace Mann Laboratory School will be offered re-enrollment in the succeeding year as long as the student's enrollment is continuous and fees are kept current. Current Horace Mann families are required to submit an updated enrollment each year by July 1st to maintain accurate records and billing procedures. Failure to meet the July 1st deadline may result in denial for summer school and may result in placement on the waitlist for the upcoming school year. Continued enrollment may be denied at the fall, spring, or summer semesters for families with outstanding tuition or lunch balances.

Enrollment
Children must be five (5) years of age by August 1 to enroll in Kindergarten. All applicants for Kindergarten will complete the admission process. Special consideration is given to siblings, prior enrollment in the Leet Center and date the application was received by HORACE MANN LABORATORY SCHOOL office.

Arrival and Dismissal Procedures
Horace Mann Laboratory School operates on a similar yearly schedule as the University, with a few exceptions. These are noted in the yearly calendar.

School Hours
7:50 a.m. -3:15 p.m. Monday through Friday

The Horace Mann office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. The Horace Mann office phone number is 660-562-1233. Alyssa Godsey, Horace Mann and Leet Center Office Manager is available to help you during this time.

Arrival Procedure
School officially begins at 7:50 AM. Staff members will be posted outside to receive children from 7:30-8:00 AM. Families are invited to enter the building to walk their child to class and make connections with the classroom teachers.

Dismissal Procedure
School dismissal will begin at 3:15 PM. Families are invited into the building to pick up their children at the classroom door or they may pull their car into the Horace Mann car line for dismissal. Children not picked up at the classroom door are escorted to the designated Horace Mann waiting spots to be released when school personnel identify the parent or approved adult in the car line. To ensure student safety, families choosing to pick up in the car line are asked to remain in their car until their child is loaded into the car by school personnel.

Bearcat Club - If children will attend the after-school Bearcat Club, a student employee will escort them to Bearcat Club.

Bicycles and Walkers - Children authorized to ride a bike or walk home or to a parent's office must have a written communication filed with the school office.

Please communicate clearly with your classroom teacher on how your child plans to go home. Consistency would be very appreciated as we work to be efficient and have your child ready to go when you arrive to pick them up. **Any changes in your child's dismissal plan must be communicated before 2:45 PM through our 660-562-1233 office phone line.** Please do not rely on Brightwheel or email to communicate last-minute changes as our teachers may not have the opportunity to check this resource until after the children are dismissed.

For the safety of your child, Horace Mann Laboratory School will release your child/ren only to the parent/guardian or others you have authorized to do so. In casesinvolving the courts, Horace Mann Laboratory School will follow filed court guidelines. The custodial parent is responsible for providing all appropriate court documents to the school.

Authorization to release your child/ren to another party must be made in writing on the enrollment form. Changes to the authorized people to pick up any child must be made in person at the Horace Mann Laboratory School office.

Attendance and Absences

Horace Mann Laboratory School is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/ guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Nodaway County prosecutor, in accordance with Missouri law.

Daily Absence Reporting:

- Parents/guardians should notify the school by telephone or Brightwheel each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- Students who are absent without a parent or guardian's excuse may be considered truant.
- All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- The school encourages parents to schedule doctor and dental appointments after school hours.
- Excessive absences may affect a student's academic achievement.

Requests to Leave School:
Parents/guardians must notify the school office if their child needs to leave for an appointment and sign them out at the reception desk.

Tardiness:
A student is tardy if she or he is not present at the start of the school day at 7:50AM. A student arriving late to class after 10 minutes will be marked as Tardy in the permanent attendance record. A student arriving late to school must report to the receptionist's desk for a tardy pass. On days with severe weather, safety is valued over arriving on time. On these days, students will not be marked tardy.

Upon arrival to school grounds:
Once arriving at school, students must remain on school grounds and in the building until dismissal unless signed out by a parent/guardian.

Bearcat Club - After School Childcare
Bearcat Club is an optional childcare service offered as a convenience for working parents or any parent requiring childcare after school. Parents MUST sign up for this service in advance.

After School Care
The Bearcat Club After School childcare program is offered from 3:15-5:30 PM. The cost is $5.00 per hour and rounded to the nearest quarter hour. Children receive snacks, structured activities, and physical activity. **A late fee of $1.00 per minute after 5:30 p.m. will be charged.

Bearcat Passes
Bearcat Passes will be issued to all children who attend Horace Mann Laboratory School. Bearcat passes will be honored at all college events sponsored by the Northwest Athletic Department, including but not limited to home football, basketball, soccer, softball, and baseball games. The tickets can also be used for ENCORE events.

Behavior Management
Children learn Bearcat Expectations on the first day of school. Horace Mann Lab School uses a conscious approach to behavior that creates opportunities to build social-emotional and communication skills that will help them manage themselves, resolve conflict and develop positive behaviors.

Relationships are the core of our school. Our goal is to provide every student with the language and skills to problem solve, be proactive and be responsible for their own behavior. The school and classroom culture encourage choosing appropriate words and actions. Conflict is part of life and presents us with an opportunity to learn and seek solutions. Teachers and children will work together to create a safe, cooperative and respectful classroom community.

We believe consequences are opportunities to teach children to feel, reflect and be responsible for their choices. Consequences provide learning opportunities and help children take responsibility for their actions. Teachers will contact parents, use the classroom safe place and utilize many approaches to achieve student success.

The Horace Mann Director will intervene if a conflict cannot be resolved in the classroom and the parents will be contacted if disciplinary action is needed. Aprotocol is in place in the absence of Horace Mann Director then the Resource Specialist will act as the Supervisor in Charge. Behavior that is detrimental to self or others will require immediate action. Actions taken by the Director may include loss of privileges, in-school suspension, detention, out-of-school suspension, or expulsion. Abusive language, physical aggression/fighting, theft/vandalism, and bullying/harassment may result in in-school or out-of-school suspension. Subsequent actions may result in expulsion as determined by the Director and School of Education Dean.At any time, children deemed unable or unwilling to accept the commitment necessary to be successful may be expelled from Horace Mann Laboratory School.

Horace Mann Beliefs:

- *All children want to have appropriate behavior.* It is the job of the teacher and parent/caregiver to provide a safe structure to set children up for success and to coach children when their behavior falls outside of the school expectations.

- *Behavior is communication***.** Listening to children requires not only listening to their words but also to their behaviors. Horace Mann staff receive training in the three-brain state model employed in Conscious Discipline which embraces the core principles of safety, connection, and problem solving.

- *Consistency provides a sense of security for children.* Horace Mann utilizes the BEARCATS expectations school-wide to provide a clear and consistent messaging for children.

- *Children deserve respect and confidentiality.* Misbehavior is treated as a learning opportunity for the child and the teacher/caregiver. Listening to children can often allow the teacher/caregiver to gain a deeper understanding of the child's developmental level and the intent behind their behavior. Children are always spoken to in a respectful tone and confidentiality is maintained at all times. Opportunities for learning from natural consequences aid children to recognize the importance of making appropriate choices. Corporal punishment is never employed at Horace Mann.

- *It is age-appropriate for children to test their boundaries.* As children are exploring with their autonomy, it is normal for them explore the boundaries of their independence. These moments are viewed as teachable moments.

- *Children can be taught conflict resolution strategies.* Horace Mann teaches children how to solve "small" problems on their own. "Small" problems include conflicts that cause "small" feelings of annoyance, embarrassment, boredom, etc. "BIG problems" always need to be taken to an adult. These are situations that are scary, dangerous, illegal, threats, extended and reoccurring conflict, etc. There are nine choices to solve 'Small problems.' Children require explicit instruction on how and when to use these choices: make a deal, tell them to stop, apologize, talk it out, share and take turns, wait and cool off, walk away, go to another game, ignore it.

- *Parents/Caregivers are partners.* Parents/caregivers are viewed as partners in education. Teachers and parent/caregivers maintain open lines of communication to partner in helping children find success in academics, behavior, and social skills.

Horace Mann Bearcat Expectations

The Bearcat Expectations are taught school-wide with reinforcement of these expectations with explicit instruction on how these expectations pertain to each classroom environment. The first column provides the expectation with the second column offering further explanation. Teachers use these expectations as a guide and may find other opportunities to expand on these expectations to aid specific management situations.

B **B**elieve in yourself	• HM encourages a can-do attitude. We discourage children from using negative comments about themselves or others. • Instead of "I can't"; we encourage "I'll try" or "Can you help me learn this?"
E **E**veryone has a voice	• Everyone gets to speak without interruption. • Everyone gets to contribute their thoughts and ideas. • Hurtful words can steal someone's safety to share their voice.
A **A**lways do your personal best	• • Nobody expects perfect, we expect your best. • You can do hard things. Take responsibility for actions and personal improvement
R **R**espect others	• Treat others with kindness. • Be mindful of the feelings of others.
C **C**ollaborate, Collaborate, Collaborate	• • Invite and allow others to join you. • Work together to solve conflicts. Find new ways to solve problems.
A **A**chieve great things	• Greatness comes in the failed attempts as well as the successful attempts Greatness requires • practice
T **T**each others	• Help others learn the things you know • Be a learner when others are teaching
S **S**how sportsmanship	• Sometimes we have to let others be the winner and celebrate their success. • When we win, be mindful how it feels for those who did not win.

Bicycles
Children may ride their bicycles to school. Children riding home alone must have written permission on file with the school office. A parking rack, located at the circle drive, is provided for bicycles. Once bicycles are parked, they will remain parked until classes are dismissed for the day. Bicycles should be locked to the parking rack.

Horace Mann Laboratory School is not responsible for bicycles being harmed or stolen. Parents are asked to review bicycle road rules with their children. When riding on university walkways/drives, bicycles should yield to pedestrians.

Communications
Communication is very important to us and we provide various forms of communication throughout the school year. This handbook will be posted on the HORACE MANN LABORATORY SCHOOL website and updated periodically. Parents are encouraged to refer to the electronic edition for the latest information on school policies. The Brightwheel app is the primary source of communication for Horace Mann. Please contact the Horace Mann Director if you need assistance getting connected through Brightwheel. Throughout the school year, communications are supplemented by other sources of information.

- *Back Pack Mail:* Important and informative notices are periodically sent home by the Director, the school nurse, teachers, PAC or community groups. It is a good practice to check your child's bag nightly and/or to ask your child each day to show you the flyers and schoolwork he/she has brought home from school.
- *Classroom News:* Teachers will provide regular updates of classroom activities through class specific communications and/or newsletters.
- *Facebook:* Like us on facebook www.facebook.com/horacemannlaboratoryschool/ and check out updates, information and photos.
- *School Calendar:* HORACE MANN LABORATORY SCHOOL calendar is available on the website. In the office space a master calendar lists all programs and activities including teacher meeting dates.
- *TEXTCASTER Alerts:* Weather alerts, emergency notifications, special programs and events http://my.textcaster.com/asa/Default.aspx?ID=871c8832-44ab-448c-afa5c6945abb95c9
- *Website:* www.nwmissouri.edu/horacemann.
- *Weekly Updates via email:* A weekly update is prepared by the Horace Mann Director. A calendar of upcoming school-based events is included each week. Please ensure current email addresses are on file. These updates are also posted on our website and sent out through Brightwheel.

Please be sure to inform the office if you change your address, telephone number, email address or place of employment during the school year. We rely on these records to contact you quickly in the event of an emergency.

Thank you for your cooperation in this extremely important matter.

Dress and Appearance
Dress codes for the children rest with the student, parents, and the school. Dress, hair, and grooming are not to disrupt the teaching or learning process or cause undue attention to an individual student. Children are expected to dress neatly and appropriately, to be clean, and to dress for the weather. Undergarments must be covered at all times

Children are responsible for their own clothing and should be reminded to keep track of what they wear to school. It is helpful if clothing is labeled with the child's name. A lost and found area will be available at any time for children and parents to find lost items. Twice a year the lost and found items not claimed are taken to a local charity.

Items that should not be worn to school include:

- Clothing that promotes drugs, alcohol, or tobacco products
- Clothing that is excessively revealing such as mini-skirts, short-shorts, spaghetti straps, loosely fitting and/or low-cut halter tops, tube tops, mesh shirts, or shirts that expose the midriff
- Hats, caps, bandanas or any other distracting items
- Flip flops or shoes that slide easily off the feet during play

Electronic Devices
Electronic devices, including cell phones and smartwatches, brought from home should be kept in backpacks unless specifically needed in the classroom. Devices used to photograph or post to social media are prohibited. Horace Mann Laboratory School is not responsible for the loss or damage of such devices.

Emergency Alerts
In the event of a school-wide emergency or school closure, the Horace Mann Director will communicate information immediately via email and text alert. Horace Mann Laboratory School uses TEXTCASTER Alerts: http://my.textcaster.com/asa/Default.aspx?ID=871c8832-44ab448c-afa5-c6945abb95c9

Emergency Drills
Fire, tornado, and intruder drills are held at regular intervals throughout the year and are coordinated with Campus Safety.

Field Trip Volunteer Guidelines
At Horace Mann we value the involvement and practicum students in our field trip experiences. To help you prepare for this experience we have a few guidelines we ask our adult participants to follow.

1. Please leave other children at home. This is an educational field trip for the children in the assigned classroom. We appreciate your attentiveness in placing your focus on the educational aspect of the trip.

2. Familiarize yourself with the general instructions given to the students prior to the field trip and support the teacher with positive reminders for students, as needed.

3. Teachers may assign adult participants to assist in the supervision of small groups of children. The Teacher reserves the right to assign and/or reassign students to groups.

4. Know exactly how many students are in your group and learn their names and faces. Please be sure that all are present before moving from one place to another.

5. Always be safety conscious. Continuously monitor your group's activities. Alert the teacher immediately if you need assistance with a child or children in your group.

6. Be on time for designated arrivals and departures.

7. As a field trip participant, you:
   a. May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes or look-a-likes in any form
   b. May not be under the influence or consume alcohol or illegal substances
   c. May not possess articles that can be used as weapons
   d. May not administer medications to students

8. Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group without directions from the classroom teacher.

9. We appreciate your support in guiding students to demonstrate appropriate behaviors. However, the classroom teacher is responsible to make decisions about discipline. Report any major and/or continued infractions to the teacher as soon as possible.

10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.

11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.

12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.

13. To ensure that you are able to devote your full attention to the important responsibilities of chaperon-ing, restrict cell phone use to emergencies only.

14. Please do not post photos of students other than your own on your personal social media.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience.

Homework

Children in all grade levels should plan to read at home daily for at least 20 minutes. Classroom homework is at the discretion of the classroom teacher. Parents are asked to support their student in any work sent home.

Library Information and Policies

The Horace Mann Laboratory School library is part of the university campus library system. It is intended for use by Horace Mann families, as well as, university faculty, staff, and students.

Children may check out books for two (2) weeks with the exception of Kindergarten which checks out a new book each week. Books may be renewed up to 2 additional times.

Horace Mann Library checkout rules for each grade level:

TK/Kindergarten- 1 book for 1 week
1st/2nd Level- 2 books for 2 weeks
3rd-4th Level- 4 books for 2 weeks
5th/6th Level- 4 books for 2 weeks

Care should be taken with the library books. Book responsibility agreements will be sent home each school year with the following book care pledge for parents and their child(ren) to sign.

I pledge to:

- be **responsible** for the books that I check out—**I** need to take care of them and not lose them.
- handle the books carefully and with clean hands.
- turn the pages carefully.
- use a bookmark.
- never write or make marks in the books.
- put books in a safe place away from younger family members and pets.
- never have food or liquid near the books.
- bring damaged books to the librarian; do not try to repair them myself.
- return the book(s) on or before the due date. I must return the book(s) before I will be allowed to check out another one.
- take responsibility in paying the nonrefundable $25.00 replacement and processing fee for books lost or damaged beyond repair.

Some books in the library deal with mature subject matter. Teachers try to monitor appropriate book selection for the children, but parents need to be aware of what children are reading. With this in mind, the library will maintain a separate shelving section of Upper Intermediate (UI)

titles. Parents of students entering grade 4 will be provided a UI permission form to sign and return. New families to Horace Mann in grades 5 or 6 will also be given a permission form. Children in grades 4-6 wanting to check out a designated UI book MUST have a signed parent permission form on file with the librarian.

Checkout days for your child(ren) vary by grade and school year. Make sure you know what day your child has library to ensure their books are returned on time. Books need to be returned to the drop box near the front desk at arrival each morning. Overdue book notices will be sent home with children weekly. After the third consecutive late notice, the librarian will contact parents for a status check of the book(s).

Lost and Damaged Books

Please be aware that library books are becoming more and more expensive. The average cost of a library-bound hardback children's book is now around $28.00, including processing fees. Many parents experience "sticker shock" when they are presented with a bill for lost library books. **Books determined to be lost or damaged will be assessed a $25.00 nonrefundable fee *per title* for the replacement and processing costs.**

It is also important to know that the library cannot accept used or new copies of missing items in place of paying the replacement cost. Many of our books are purchased with special library bindings to make them more durable for heavy use.

Before notifying the school of a lost book, ask your child to look in the following locations:

Around the House backpack • car • *other* car • car trunk • toy box • bookshelves • under and around furniture • in your bedroom • under your bed • toy box • boxes if you are preparing to or have just moved

Around Town

public library • grandma and grandpa's house • cousin's house • daycare center • babysitter's house • friend's house • doctor's office • mom's job • dad's job • church

Around School check with the librarian • classroom • desk • Bearcat Club • lost and found

Students learn about book care during library lessons throughout the school year. However, accidents do happen but we encourage students to be responsible by keeping their library books in a safe place away from food, water, pets, and younger siblings. In cases where books are damaged, we urge students to return the book to the library as soon as possible to be repaired by the librarian. We ask that repairs to books are not attempted by the student or parent at home.

If a book is lost or damaged beyond repair, the parent or guardian will be required to pay to replace the book. The payment must be made before additional books can be checked out. **Payment for a lost or damaged book is nonrefundable.** If the missing item is located after payment, it becomes the property of your family or may be donated back to our library. Unpaid debts remaining at the end of the school year will be billed to the family's 919 account.

Lunches
Lunch will be on a prepay basis. Parents can send a check/cash with their child to the office. A receipt will be sent home with your child. Parents can bring money to the reception desk and the secretary or student employee will provide a receipt for lunch money. The amount paid will be credited to the student's lunch account. At the end of each month cycle a statement balance will be sent home with every student. If the amount is a negative balance, blue slips will be sent home with balance information and a Brightwheel message will be sent to families.

The meal charge for the school is set annually by Northwest Dining with the approval of the Board of Regents. Free/reduced lunches are available for qualifying families upon meeting of state/federal requirements. The federal lunch form is required to meet federal guidelines for reduced or free lunches. We encourage all families to complete the federal form to participate in the reduced/free lunch program.

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. As participants in the USDA free & reduced lunch program, federal law and the regulations for the National School Lunch Program require schools to make accommodations for children who are unable to eat the school meal as prepared because of a disability.

In order to make substitutions for items in reimbursable meals, the school must have on file a written statement signed by a licensed physician indicating what the child's disability is, what foods must be omitted from the child's diet, and what foods must be substituted.

Horace Mann may make substitutions for persons who have special needs that do not meet the definition of disability under Federal law. In these instances, the administration office must have a written statement signed by a recognized medical authority (e.g., nurse or physician's assistant) indicating what foods require substitution.

The purpose of requiring a written statement is two-fold. First, it ensures that the nutritional integrity of the school meal with the requested substitution. More importantly, it ensures that decisions about specific food substitutes are made by persons who are highly qualified to prescribe them. Therefore, this requirement helps to protect both the child and the food service personnel who are working to meet the child's needs.

MEAL PRICES The prices below are reflective of 2026-2027

TKindergarten –Sixth Grade…….. $3.42
Adult……...$5.50
Extra Milk……...$0.55
Special Event Adult Meal ……..$6.50

Menus
Lunch menus are prepared to meet the nutrition guidelines set by the state. Lunch menus will go home via email each month and will also be posted on the school website. For those without email a hard copy will be sent by request. Parents are asked to read the menu, plan ahead and pack sack lunches according to their child's likes and dislikes.

Sack Lunches
Refrigeration of sack lunches is not provided. Families are encouraged to send sack lunches in and insulated lunch bag with an ice pack. Microwaves are available and staff will assist in heating meals if items are sent in microwave safe containers. Please remember to pack any needed silverware.

USDA Non-Discrimination Statement:
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Medical Policies and Procedures
AIDS and HIV
Northwest Missouri State University policy guidelines will be followed (adopted 9/89)

CHILD ABUSE
Section 210.115, RSMo, mandates reporting the suspicion of abuse and neglect 1975 (Revision, 1982), for all specified caretakers of children.

Drug/Alcohol Policy

Drug/Alcohol-Horace Mann Laboratory School recognizes its share of the responsibility for the health, welfare, and safety of all children. Therefore, the use of, sale of, attempt to transfer, possession of or being under the influence of intoxicants, alcohol or other physical/mind altering chemicals (drugs) are prohibited on school property, at school sponsored activities or in any vehicle being used to transport children to and from school.

Tobacco-The policy of Horace Mann Laboratory School prohibits children' use of tobacco products on school property or at school functions. This includes activities away from Horace Mann Laboratory School. Children are not permitted to leave school grounds for the purpose of smoking or chewing tobacco. Children are not permitted to possess cigarettes, lighters, chewing tobacco or drug paraphernalia. These items may be confiscated and disciplinary action will result. Infractions of these rules will result in parent contact, suspension and possible legal action.

Handwashing

Children will be taught proper hand washing procedures. Parents should reinforce this behavior with their child(ren) at home.

Head Lice

Head lice checks will be performed periodically. If a student appears with head lice (lice and/or nits), parents or guardians will be contacted and the child will be sent home with appropriate instructions on treatment (shampoo) and other measures required to treat the nits at home. The school nurse will determine if the student is "nit free" before the student is permitted to return to class.

Immunizations

The Missouri School Immunization Rule (19 CSR 20-28.010 Immunization Requirements for school children) was revised and effective as of August 1994. Immunization requirements are also updates yearly. The rule reflects the immunization requirements established for school attendance and also requires children to be appropriately immunized by the first day of school in August. Children must either be adequately immunized, in the process of completing immunizations (according to Section 167.181 RSMo), or appropriately exempted (Section 176.181 RSMo) in order to attend school. Children will not be allowed in school or the Leet Center for Children and Families until all immunizations are up to date and all records are provided to the school.

Illness and Injury • Illness or injury at school

In case of injury or severe illness, parents or guardians will be notified immediately for appropriate instructions. The school's responsibility is for first aid care only. The right to give treatment goes no further than what is necessary to protect life and to comfort the individual(s) until additional treatment can be secured by the parents or guardians. Emergency contact individuals recorded on the child's initial enrollment form, has provided permission for the school to release emergency information to the emergency contact individual. The child will be released to the emergency contact individual if the parent/guardian cannot be reached. Standing orders will be followed when giving first aid care.

Guidelines for keeping children home

Children with a temperature of 100 or greater, children who are vomiting or children with diarrhea will be sent home. Children must be fever free for 24 hours, without fever reducing medications before returning to school. Children who have been vomiting or suffering from diarrhea need to be symptom free for 24 hours before returning to school, unless approved by school nurse before return.

Northwest Missouri State University and the Horace Mann Laboratory School reserve the right to act as necessary, in their opinion, in a life-threatening situation. Northwest Missouri State University and Horace Mann Laboratory School will ensure that the child is taken home or medical care given as promptly as it may be arranged. For the child's safety, school personnel, including the nurse, will not transport a seriously injured student. If parents cannot provide transportation, Campus Safety will transport the student. A responsible adult will accompany the child in the absence of the parent.

Medication

All medication will be stored in a locked cabinet and dispensed from the school nurse's office. Medication prescribed by a doctor must be in the original container and have a pharmaceutical label to be accepted and dispensed at the school. The information on the container should include the name of the child, current date, name of medication, time to be administered, dosage, and any other specific instructions. Over the counter medication will be given if requested by parent/guardian and if it is accompanied by a note with the time of the last dose given and it must be in the original container. Acetaminophen (Tylenol), TUMS, and cough drops may be given at school with parent/guardian permission in accordance with Horace Mann Laboratory School standing orders. The school nurse will be responsible for giving medication. If she is not there, the director, secretary, or designated trained school staff member will administer the medication.

Screenings

Routine health screenings take place the first two weeks of school. Grades K-3 and 5th are screened as well as all new children to Horace Mann Laboratory School. Screenings include height, weight, head lice, vision, hearing, blood pressure, and scoliosis (5th grade only). The results of screenings are mailed home or are available in the Nurse's office. Re-screenings are done for those children who do not pass the initial screenings. Referrals are made, if needed, after rescreening results are assessed.

Outdoor Exploration

Outdoor exploration/recess is an extension of the classroom and is a time for physical activities to take place. Outdoor play is vital and allows children to play freely and develop socially, emotionally and physically. Children are expected to participate unless they are excused for medical reasons and are expected to go outdoors unless the weather is too severe. Children play outside in all weather (including light rain and snowy days).

Three principles guide outdoor play:

- Expectation of fair play and consideration of others
- Targeted exclusion is not permitted
- Equipment must be used safely and responsibly at all times

The teachers, instructional aides, or student workers will supervise play periods. See the Wellness Policy and Procedures for further information.

During the winter months students go outside as often as possible. Children will need a heavy coat, gloves, hats, socks and snow boots. Remember that children will be outside for recess, so please provide appropriate shoes for your child to run and play outside. Flip-flops and shoes that slide off the feet are not appropriate.

Parent/Teacher Conferences

Parent/teacher conferences are an important step in keeping the parents informed and reporting student progress. Parent/teacher conferences are held in the fall and the spring. They may also be held at other times throughout the year at the request of the parent or teacher. Parents are encouraged to contact their child's teacher(s) at any time during the year when they feel a conference is necessary.

Assessment at Horace Mann Laboratory School is based on a mastery of standards and educational objectives. Horace Mann will use the Missouri Learning Standards to assess mastery at each grade level. Progress reports to parents consist of formal and informal results of ongoing formative assessments. Progress grade reports will be sent home quarterly. Teachers will communicate regularly with parents to assess a child's progress toward skill mastery.

Assessment

In an inquiry-based classroom, assessment is continuous and uses a wide range of information and sources. Differentiation allows children to express their understanding in various ways with the same goal: mastery of skill. Horace Mann uses multiple assessments to measure master of skills as no single assessment can produce a comprehensive view of student achievement.

- *Aimsweb* is a universal screening assessment and progress monitoring tool for reading, math, spelling, and writing for grades K-6. Aimsweb is a form of curriculum-based measurement uses a brief assessment to measure overall performance of key foundational skills at each grade level.
- *Classroom Assessments* are created and administered in accordance with measuring mastery of content taught in the classroom. Most often a preassessment and a post assessment is administered to measure growth.
- *Developmental Reading Assessment (DRA)* is a researched-based assessment used to determine a child's independent reading level. It enables teachers to systematically observe, record, and evaluate growth in a child's reading performance.
- *Missouri Assessment Program (MAP):* Online standardized assessments for children in grades 3-6. Assessments are administered in the Spring by the Missouri Department of Elementary and Secondary Education and reports are available in the Fall of the next school year.

Progress Reports

The purpose of a progress report is to communicate a student's progress toward learning standards and demonstration of skills. The progress report is not to compare one child to another. It is a way to measure how well a child is meeting grade level standards. The marking system used on the progress reports consists of the following:

4 = Demonstrates exceptional application and mastery of learning objective
3 = Achieves grade level mastery of learning objective
2 = Achieves partial expectation of the grade level learning objective
1 = Demonstrates minimal understanding of grade level learning objective

Progress Reports are provided four times per year: Fall parent/teacher conference, mailing in January after first semester, spring parent/teacher conference, and end of school reports are mailed within two weeks after the last day of school.

Parent Parking
Parking on the Northwest Missouri State University campus is limited, restricted and controlled by the University Campus Safety Office. Campus Safety has authorized Horace Mann Laboratory School parent parking permits. Parents must provide the make, model, year, and license plate number to receive a parking permit.

Families will receive two hangtags that should be displayed on the rearview mirror while on campus. Between 7:30 a.m. and 5:00 p.m., parents can park in designated parking lots while on Horace Mann business or visiting Horace Mann. This does not allow parents to park in disabled parking locations. The Horace Mann parking permit is not to be used for parking to attend class, work or other campus activities.

The circle drive is a DRIVE not a parking lot and a ticket will be issued for parking in the drive along yellow or red curbs even with the Horace Mann parking permit. Horace Mann Laboratory School cannot appeal tickets on parent behalf. Towing can occur and is at the owner's expense.

Please refer to the parking policies brochure under parent resources on the Horace Mann website for more information regarding parking on campus or you can contact Campus Safety at 660562-1254 with questions or concerns.

Photos
School photos of all children are taken early in the school year. Group class pictures are taken in the Spring semester. School pictures appear in the yearbook. Parents will receive information on individual and group pictures and purchase various packets as they wish. Each child will have his/her individual picture taken for the school yearbook, even if a packet is not purchased.

School Records
Any parent/guardian who wishes to review their child's file may do so. Arrangements to review the files should be made through the office of the director. The release of records to any outside agency will be made available only with the written authorization of the parent/guardian. In case of transfer to another school records are sent directly to that school after receipt of a request from the transferring school. If there is an outstanding bill records may not be released until the bill is paid in full.

Snacks for the Classroom
Please check with classroom teachers about treats or snacks for classroom parties or activities. Special considerations to allergies and dietary restrictions are needed.

Student Safety
Horace Mann faculty and staff take the safety and security of our children seriously and take measures to ensure their safety. Brown Hall has security cameras at all entrances. University Police, located on the west side of the Northwest campus, are committed to working closely with Horace Mann faculty and staff. University Police is staffed with officers 24 hours a day, 365 days a year. Representatives from the Missouri State Highway Patrol will visit Brown Hall as a statewide initiative to increase the visibility of law enforcement in Missouri schools.

Entry to Horace Mann is regulated and entry is open throughout the day at the main entrance after checking in at the front desk. Families and staff in the building are discouraged from opening locked doors for other individuals to enter the building. University students and faculty are encouraged to use alternative entrances to access classes on the second floor. Individuals with a disability will be granted access to the elevator on the 1st floor.

The employees of Horace Mann are mandated reporters of suspected child abuse and threats/acts of school violence. Employees will report in a timely manner directly to the Director, who will verify the appropriate authorities are contacted. Information concerning these incidents will be shared with other school personnel on a need-to-know basis in an effort to protect the child's identity during the process of the investigation. It is not the responsibility of the school to investigate the validity of these incidents. The responsibility of the school is timely reporting to the appropriate authorities trained to investigate the given situation and assist with the investigation as appropriate. These specific incidents include:

- Any instance of suspected abuse against a child.
- 'Threat/Act of School Violence' or 'Threat/Violent Behavior' which includes intent to exert physical force to cause serious physical injury to another person while on school property, including the school bus, or while involved with school activities.
- School administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any felony or act that if committed by an adult would be a felony.

HORACE MANN TUITION AND BILLING

The Board of Regents sets the tuition schedule based on recommendations made by the Dean of the School of Education and Horace Mann/Leet Center Director. Tuition and other charges are billed through the Student Accounts Services Department in monthly installments unless parents indicate they wish to pay the annual amount at the time of enrollment.

Horace Mann Tuition
Horace Mann provides a 10% sibling discount for siblings residing in the same household and are enrolled in Horace Mann classrooms. Sibling discounts are not available to siblings enrolled in the Leet Center programs. A one-time discount of $75 is granted to families who pay the full annual tuition by August 15th. Tuition payments may be paid annually or through 10 monthly installments with the 1st installment due by August 15th.

HORACE MANN FINANCIAL POLICY

Option 1: Annual Billing

One (1) tuition charge for the complete amount. This bill for the 2026-2027 tuition school year will be due in its entirety on August 15, 2026.

Option 2: Monthly Billing

Ten (10) month installment charges for the 2026-2027 school year. Tuition and fees will be charged monthly over a ten month period (July-April). The charges will be due on the 15th of the following month (August-May). Payments will be made by the 15th of each month (with the exception of December due on the 10th)

**For all Billing Options: A 1% finance charge will be assessed to any unpaid balances. Failure to comply with the monthly due date will result in a letter from Northwest Missouri State University and Horace Mann.

**With all of the options Northwest/Horace Mann reserves the right to discontinue enrollment if accounts do not have a zero balance at the beginning of the fall (August) and spring (January). Failure to make regular payments could result in your account being turned over to an outside collection agency. Please see the Horace Mann Handbook for further detailed information on the policy and procedures.

All avenues will be taken to work with families to ensure that children can remain at Horace Mann. .

HORACE MANN LABORATORY SCHOOL TUITION ASSISTANCE

Tuition Assistance is available to assist families for whom Horace Mann education would otherwise be unattainable. Tuition assistance forms should be submitted annually by July 1st and will be reviewed with final decision being determined by August 15th.

Applicant ages are for students Transitional Kindergarten-6th Grade.

Required documents include: Horace Mann registration/enrollment, Federal Free or Reduced Meal Form completed, Statement of Need completed. All documents can be found on the Horace Mann website or by emailing the Office Manager, Alyssa Godsey, at abeattie@nwmissouri.edu.

FREQUENTLY ASKED QUESTIONS

Who do I talk to if I have a question? You can talk to the Horace Mann Office Manager, Alyssa Godsey, or Horace Mann Director, Breanne Poston.

What is a 919 number? Every student, faculty, and staff member at Northwest Missouri State University are given their own unique Northwest identity in the form of a nine digit identify code. Parents of Horace Mann children are given this number. If you are already a student or employee of Northwest, you have a 919 identification.

Why do I need a 919 number? Northwest billing and Horace Mann tuitions are processed using 919 identities instead of social security numbers. The Horace Mann office will initiate the 919 process for our parents.

How do I get a 919 number? You will apply for the 919-identification number through the Horace Mann Office, which will receive it after the sharing of identifying individual information to ensure correct identification and implementation of billing with Northwest Missouri State University Bursar standards.

How do I pay my tuition bill? Tuition is billed through Northwest Cashiering located on the first floor of the Administration Building. Checks are made out to Northwest Missouri State University. There are two options for tuition payment.

How do I pay for school lunches? Horace Mann lunches are paid separately from tuition billing. Horace Mann school lunches are paid at Horace Mann and can be given to the classroom teachers or student employee at the reception desk. Checks are made out to Horace Mann Lab School. You will receive a receipt when payment is made.

HORACE MANN LABORATORY SCHOOL FORMS

ARTSONIA - Our school is a member of Artsonia.com (www.artsonia.com), the largest online student art museum. Artsonia showcases art work from thousands of schools around the world. Artsonia's goals are to develop children' pride and self-esteem, increase their multicultural understanding through art and involve parents and relatives in student education and accomplishments. You will receive a letter from Mrs. Atkins in the back to school packet that will seek your permission to showcase your child's artwork on the Horace Mann gallery on Artsonia. Please read the letter, sign and return as soon as possible. This form will be sent home with your student.

TECHNOLOGY CHECKOUT CONTRACT for grades TK-6

(This contract allows children to use technology at school and take the laptop to and from school if applicable)

Acceptable Use Rules

1. The laptop is an educational tool and should be used in that capacity only.
2. The student is responsible for the laptop at all times. The school is not responsible for laptops left in classrooms, hallways, or non-school properties.
3. The laptop should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of music files (CDs) and software applications.
4. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Keep your password CONFIDENTIAL.
5. Do not EAT or DRINK near your laptop.
6. Avoid touching the screen. When cleaning is necessary, use a soft cloth.
7. Do not mark the laptop in any way with markers, stickers, etc.
8. Do not remove University labels or asset tags.
9. Do not insert foreign objects into openings of the laptop.
10. Laptops must come to school fully charged with power cords daily.

Internet Use Rules

1. Children agree to adhere to the Horace Mann Internet use policy signed by each student at the beginning of the school year.
2. The laptop issued to you is University property and all content (software, email, Internet usage) will be monitored AT ALL TIMES. Content found that is related to illegal or unethical activities will be reported to the authorities.
3. School staff has the right at any time to spot check student laptops.

Home Use Rules

1. Children are responsible for the care of their laptops.

2. Each laptop **MUST** be secured in the Horace Mann provided laptop sleeve or backpack while in transit.
3. Do not leave laptops in vehicles. Computers cannot tolerate extremes in temperature.
4. Parents/guardians are encouraged to be 'nosy' and interact with their children about his/her work on the laptop.
5. Laptops must be recharged before returning to school.
6. Laptops **with power cords** must be carried to school every day in your laptop backpack.
7. If a laptop is stolen, the police and school office must be notified immediately in order for the laptop to be traced and disabled.
8. If a laptop is lost, the school office must be notified as soon as possible.
9. Parents are responsible for the replacement cost of lost laptops, power cords, or Horace Mann issued laptop backpacks.
10. Parents/guardians are responsible for monitoring his/her child's use of the laptop at home. School policies continue to apply when using the computer online at home.

PHOTO PERMISSIONS AND STUDENT INFORMATION

As a laboratory school, documentation and research guide the practices and education experiences that take place. Teachers photograph and videotape children for educational purposes, documentation, assessment, and professional development.

Throughout the year many photo opportunities are submitted for local media coverage and for the HORACE MANN LABORATORY SCHOOL Facebook and Twitter pages. Media submissions may include child's name, grade, parents' names.

By signing the handbook consent page you give consent for your child(ren) to be photographed, videotaped for educational purposes and for media submissions to take place. If you have questions or concerns please see the Horace Mann Director for more information**.**

PLEASE SIGN AND RETURN THE FORM BELOW
DURING THE FIRST WEEK OF SCHOOL

HORACE MANN LABORATORY SCHOOL HANDBOOK

I have read the 2025-2026 HORACE MANN LABORATORY SCHOOL handbook and agree to support the rules of the school and understand the policies and procedures outlined in the handbook.

Date _____

Student Name _____**Grade** _____

Student Name _____**Grade** _____

Student Name _____**Grade** _____

Parent Names _____

Parent Signatures _____