HORACE MANN LABORATORY SCHOOL

STUDENT/PARENT HANDBOOK OF POLICIES AND PROCEDURES

2019-2020
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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 K-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 (HMLS) is a 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 that 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 masters level programs. The school provides a role in this preparation.

**AFFILIATIONS**

- HMLS is a member of the International Association of Laboratory Schools

**GOVERNANCE**

- HMLS is part of the School of Education. The Principal/Director consults with the Dean on issues that affect personnel, budget, and proposed policy changes. The Principal/Director and faculty make decisions concerning curriculum, admissions, and grade/class placement.
BELIEVE IN YOURSELF
EVERYONE HAS A VOICE
ALWAYS DO YOUR PERSONAL BEST
RESPECT OTHERS
COLLABORATE-COLLABORATE-COLLABORATE
ACHIEVE GREAT THINGS
TEACH OTHERS
SHOW SPORTSMANSHIP
ROLE OF THE FAMILY

As family of HMLS children, it is our hope that parents and extended family will support and serve HMLS 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.

SPECIAL EVENTS/TRADITIONS

- Back to School Picnic
  The annual Back to School Picnic is held before the first day of school. Families are able to bring school supplies, visit with teachers, talk with other families and enjoy a meal together. Final paperwork, parking passes, and other materials will be given to families at this time. Please see school communication for date and times.
- Kindergarten Orientation
  Kindergarten families will have the opportunity to spend time with the Kindergarten teacher before school begins to meet the teachers, 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
- Bearcat Breakfast of Champions
- Thanksgiving Lunch
- Fall Music Program
- STEM-A-Thon
- Spring Music Program
- Art Show
- Track and Field Day
- Last Day of School Awards
- Sixth Grade Graduation

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 PAC. The PAC board is made up of parents elected to the offices of President, Vice President, Treasurer, Secretary, Public Chair and Volunteer Chair. 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.

Four committees are in place to provide direction for programs and activities at HMLS:

- Policies and Procedures
- Public Relations and Marketing
- Fund Raising
- Foundations

UNIVERSITY COLLABORATION

NORTHWEST STUDENT EMPLOYMENT and GRADUATE ASSISTANTSHIPS
Northwest students are offered various paid work experiences on campus. Working at HMLS provides university students with classroom, after school child care, 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 HMLS.

Graduate Assistants (GAs) work 20 hours per week in our classrooms, working closely with the Master’s level teacher. When the teacher is not in the classroom, the Graduate Assistant is the teacher on record for the classroom. GAs are completing a Master’s Degree and are taking courses while working at HMLS.

NORTHWEST PRACTICUM, OBSERVATION, AND FIELD EXPERIENCE
Northwest professors work with HMLS 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 group, and large groups of children. These experiences provide research based learning and instruction under the guidance of university professors and HMLS teachers.

ELEMENTARY PROGRAM ORGANIZATION
Horace Mann Laboratory School serves children in grades 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, physical
education, and band (5th and 6th grades). 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 K-6 have access to iPads and laptop computers. Each student in grades 3-6 is assigned a notebook for the school year. All classrooms are equipped with SMART board technology and document cameras are also available.

A master level teacher staffs each classroom. A master level teacher has completed a master’s degree in education and continues to receive training in best practices. In addition to the master level teachers, classrooms have access to graduate assistants. The graduate assistants have obtained a bachelor’s degree and are certified teachers who work 20 hours a week at HMLS while completing a master’s program at Northwest Missouri State University. In addition, pre-service teachers may be assigned to classrooms for practicum experiences. The time pre-service teachers are in the classroom varies with the practicum. Practicum experiences include: reading/language arts, content (Math, Science, and Social Studies), Spanish, Music, Art, and Early Childhood.

POLICIES AND PROCEDURES

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 HMLS website and updated periodically. Parents are encouraged to refer to the electronic edition for the latest information on school policies. Throughout the school year, communications are supplemented by other sources of information.

School to Family Communication
- Classroom News: Teachers will provide regular updates of classroom activities through class specific web-pages and/or newsletters.
- Back Pack Mail: the principal, the school nurse, teachers, and PAC or community groups periodically send important and informative notices home. 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.
• Weekly Update via email: A weekly update is prepared by the school principal. A calendar of upcoming school-based events is included each week. Please ensure current email address is on file.

• School Calendar: HMLS calendar is available on the website. In the office space (BH 136) a master calendar lists all programs and activities including teacher meeting dates.

• Website: www.nwmissouri.edu/horacamann.

• Facebook: Like us on Facebook www.facebook.com/horacemannlaboratoryschool/ and check out updates, information and photos.


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.

Family to School Communication

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<tr>
<th>Faculty and Staff Contact Information</th>
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<tr>
<td>Kindergarten</td>
</tr>
<tr>
<td>Mrs. Nancy Farlow</td>
</tr>
<tr>
<td>Mr. Bryan O’Neal</td>
</tr>
<tr>
<td><a href="mailto:nfarlow@nwmissouri.edu">nfarlow@nwmissouri.edu</a></td>
</tr>
<tr>
<td><a href="mailto:boneal@nwmissouri.edu">boneal@nwmissouri.edu</a></td>
</tr>
<tr>
<td>First &amp; Second Grades</td>
</tr>
<tr>
<td>Mrs. Michelle Vaught</td>
</tr>
<tr>
<td>Mrs. Brandy Haughey</td>
</tr>
<tr>
<td><a href="mailto:Mrs221@nwmissouri.edu">Mrs221@nwmissouri.edu</a></td>
</tr>
<tr>
<td><a href="mailto:brandyh@nwmissouri.edu">brandyh@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Third/Fourth Grade</td>
</tr>
<tr>
<td>Mrs. Andrea Mason</td>
</tr>
<tr>
<td>VACANT</td>
</tr>
<tr>
<td><a href="mailto:almason@nwmissouri.edu">almason@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Fifth/Sixth Grade</td>
</tr>
<tr>
<td>Mrs. Andrea Blackford</td>
</tr>
<tr>
<td>Mr. Bryan O’Neal</td>
</tr>
<tr>
<td><a href="mailto:ablackford@nwmissouri.edu">ablackford@nwmissouri.edu</a></td>
</tr>
<tr>
<td><a href="mailto:boneal@nwmissouri.edu">boneal@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Resource/Library</td>
</tr>
<tr>
<td>Mrs. Mary Shields</td>
</tr>
<tr>
<td><a href="mailto:mshield@nwmissouri.edu">mshield@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Art</td>
</tr>
<tr>
<td>Mrs. Lori Atkins</td>
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<td><a href="mailto:latkins@nwmissouri.edu">latkins@nwmissouri.edu</a></td>
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<tr>
<td>Music</td>
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<tr>
<td>Mrs. Jill Horton</td>
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<tr>
<td><a href="mailto:jhorton@nwmissouri.edu">jhorton@nwmissouri.edu</a></td>
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<tr>
<td>PE</td>
</tr>
<tr>
<td>Mrs. Gina McNeese</td>
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<tr>
<td><a href="mailto:gscott@nwmissouri.edu">gscott@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Nurse</td>
</tr>
<tr>
<td>Mrs. Cara Shell</td>
</tr>
<tr>
<td><a href="mailto:cshell@nwmissouri.edu">cshell@nwmissouri.edu</a></td>
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<tr>
<td>Bearcat Club Coordinator</td>
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<tr>
<td>Mr. Jake Buls</td>
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<tr>
<td><a href="mailto:5533346@nwmissouri.edu">5533346@nwmissouri.edu</a></td>
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<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Ms. LaTessa Ruehter</td>
</tr>
<tr>
<td><a href="mailto:latessa@nwmissouri.edu">latessa@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Principal</td>
</tr>
<tr>
<td>Mrs. Laura King</td>
</tr>
<tr>
<td><a href="mailto:lmking@nwmissouri.edu">lmking@nwmissouri.edu</a></td>
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THE SCHOOL DAY
Horace Mann Laboratory School operates on the same yearly schedule as the University, with a few exceptions. These are noted in the yearly calendar. An extended summer program is offered during the month of June to currently enrolled children.

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 4:30 p.m. Monday through Friday. The Horace Mann office phone number is 660-562-1233. LaTessa Ruehter, Horace Mann and Leet Center secretary is available to help you during this time.

Arrival Procedure PLEASE NOTE NEW PROCEDURE
Parents are encouraged to bring children to their classrooms between 7:35 - 7:50 a.m. Children in grades 1-6 can be dropped off at the east side of parking lot 57. Each morning a staff member will be at the outdoor drop off location to greet children as they come to school. Signage will be visible at the designated drop off and pick up location. Parents wishing to walk their children into the school in the morning will need to park their vehicles in the designated parking lot(s) and walk their children into the building. The main center entrance to Brown Hall is located on the east side of the building facing the Jones Student Union. Please enter the building through these doors. Kindergarten parents may use the circle drive, with a 45 minute parking limit, to escort their children to the Kindergarten classroom.

Dismissal Procedure
Parents picking children up at 3:15 p.m., will need to enter parking lot 57 from the west side and line up in the pick-up line. Cars must be attended at all times. Children in grades 1-6 who are classified as “car riders” will exit Brown Hall through the east center doors (facing Jones Student Union) and walk to the pick-up location. Children will be supervised at all times and will be allowed to leave with authorized pick-up person(s) only. A staff member will assist in this procedure each afternoon. Parents wishing to walk into the school to pick up their children after school will need to find an appropriate parking space in designated parking lots. Kindergarten children will remain in the kindergarten classroom until a parent or designated person picks up the child. If children attend after school Bearcat Club, a student employee will take them to Bearcat Club. Kindergarten families may use the circle drive for child pick-up.
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 cases involving 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.

**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. Families will receive one hangtag that is to be displayed on the rearview mirror while on campus. An additional hangtag can be requested if needed. Between 7:30 a.m. and 5:00 p.m., you can park in designated parking lots while on Horace Mann business or visiting Horace Mann. This does not allow you 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 you may receive a ticket for parking in the drive along yellow curbs even with the Horace Mann parking permit. Please remember that the circle drive is limited to 45 minute parking only. If you receive a ticket you may appeal your ticket at Campus Safety. Towing can occur and is at owners expense.

Please refer to the parking policies brochure for more information regarding parking on campus or you can contact Campus Safety at 660-562-1254 with questions or concerns.

**Bicycles**

Children may ride their bicycles to school. 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.

**ATTENDANCE**

- **Absenteeism**
Regular attendance is very important for a child’s success in school. Our goal is to have 100% average daily attendance. Children are not to be on school grounds prior to 7:35 a.m. (exception: Bearcat Club). School will begin promptly at 7:50 a.m. daily.

- **Tardiness**
  Any child arriving after 7:50 a.m. will be considered tardy. Children arriving tardy will need to check in at the reception station before going to class for tardy admittance. Parents will be notified following the sixth tardy occurring in a single session. Excessive tardiness as well as absences can attribute to poor academic performances and place hardships on the child to make up missed work.

- **Leaving during the school day**
  Children are not to leave the school grounds for any reason unless the parents and/or the authorized person check out the student at the secretary’s station. Notification should be given to the classroom teacher and office concerning the need to bring the child to school tardy or to take the child out of school early.

- **Excessive absences**
  Parent-school communication is critical when absences occur. The school will work with families when special circumstances arise. The school works in conjunction with the Nodaway County Prosecuting Office and Nodaway County Juvenile Office to assure compliance with Missouri’s mandatory attendance requirements.

- **Absence notification**
  When your child will be absent, please call the school nurse, Cara Shell, 660-562-1979, before 8:30 a.m. Mrs. Shell will call to verify any child’s absence after 9 a.m. It is the responsibility of the parent to make arrangements with the teacher for any assignments missed.

**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.

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
- Undergarments must be covered at all times
- Hats, caps, bandanas or any other distracting items

**APPROPRIATE BEHAVIOR AND ACTIONS**

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 encourages 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 actions. Teachers will contact parents, use the classroom safe place and utilize many approaches to achieve student success.

The principal will intervene if a conflict cannot be resolved in the classroom and the parents will be contacted. A protocol is in place in the absence of the Horace Mann Principal. Administrator in Charge personnel include the Phyllis and Richard Leet Center Director, Resource Specialist, and School of Education Dean. Behavior that is detrimental to self or others will require immediate action. Actions taken by the principal may include loss of privileges, in school suspension, detention, out of school suspension, or expulsion. Abusive language, physical aggression/fighting, theft/vandalism, bullying/harassment will result in in-school or out-of-school suspension. Subsequent actions may result in expulsion as determined by the principal and Department of Professional Education chair. At any time, children deemed unable or unwilling to accept the commitment necessary to be successful will be expelled from Horace Mann Laboratory School.
**Homework**
Homework is recognized as a valuable component of the educational process. Homework is reinforcement of skills already taught and is an extension of classroom concepts or enrichment. Assigned homework helps build a foundation for independent study and life-long learning. The extent of homework generally increases with the grade level. If a parent is concerned about the amount of time a child spends on homework, this concern should be expressed to the teacher. Although homework is the child’s responsibility, parents are encouraged to assist the child in establishing effective home study habits. Horace Mann expects the cooperation of parents in seeing that assigned homework is completed and returned to the classroom teacher.

**PROGRESS AND GRADE REPORTING**
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 reports will be sent home quarterly. Teachers will communicate regularly with parents to assess a child’s progress toward skill mastery.

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.

**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.

- **Missouri Grade Level Assessments**: Online assessment for children in grades 3-6
- **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
Aimsweb is a universal screening assessment and progress monitoring tool for reading, math, spelling, and writing for grades K-8. Aimsweb is a form of curriculum based measurement uses a brief assessment to measure overall performance of key foundational skills at each grade level.

**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.

**LUNCHES**

Lunch will be on a prepay basis. Parents can send a check/cash with their child to the classroom teacher. The money will go to the Horace Mann office and 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, the principal will notify parents.

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**
Kindergarten – Sixth Grade ................................................................. $2.65
Adult ........................................................................................................... $4.40
Extra Milk ........................................................................................................ $0.50
Special Event Adult Meal .............................................................................. $4.70

**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.

**LUNCH GUESTS**
Parent, grandparents, siblings, etc. are encouraged to eat lunch with their children. Please notify the Horace Mann secretary the day before if at all possible, but we understand if time allows in your schedule and you drop in. **Fast Food and carbonated beverages are not allowed in the lunchroom.** Please help us set healthy eating practices for our children. The Horace Mann Café is located next the library, which provides a wonderful opportunity to spark literacy discussions and books are available in the Café for use when children are done eating lunch. Lunch should be relaxed and enjoyable and the Horace Mann Café provides this atmosphere.

**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
BEARCAT CLUB BEFORE AND AFTER SCHOOL PROGRAM

Bearcat Club is before and after school child care for children in preschool through sixth grade. Before school care begins at 6:15 a.m. until 7:40 a.m. After school care is available from 3:15 p.m. until 5:30 p.m. Families may utilize Bearcat Club as needed. Preschool children attend Leet Center Bearcat Club in the preschool classroom and children in grades K-6 attend Horace Mann Bearcat Club in the gym. A sign is posted by the gym door indicating the location if children are not in the gym.

The cost is $3.00 per hour and rounded to the nearest quarter hour. Children receive snacks, homework and reading time, and physical activity. **Late fee of $1.00 per minute after 5:30 p.m. will be charged. Mr. Jake Buls is the Bearcat Club Coordinator. His email: s533346@nwmissouri.edu

ENRICHMENT CLUBS

Throughout the school year enrichment clubs are offered. In the past enrichment clubs have included Chess Club, Math Club, Nutrition, Bearcat Choir, Technology Club, Crocheting, Cooking, etc... The schedule of clubs depends on availability of instructors, Northwest children, and student interests. At the beginning of the school year, a survey will be given to all children to determine interests and the survey will be used to plan future clubs. Sign up for clubs will be made available to all families and clubs will take place at HMLS.
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.

Visitors Policy
For the safety of our children, visitors and parents are to register at the reception desk. Visitors will receive a visitor’s badge to be worn while in the building. In order to maintain children’s time on task and decrease interruptions, we ask that visits be prearranged with the classroom teacher.

Emergency Alerts
In the event of a school wide emergency, we will communicate information immediately via email and text alert. HMLS uses TEXTCASTER Alerts: http://my.textcaster.com/asa/Default.aspx?id=871c8832-44ab-448c-afa5-c6945abb95c9

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

SCHOOL CLOSINGS
Inclement Weather Policy
Horace Mann Laboratory School will be closed due to inclement weather IF the Maryville Public Schools are closed before school begins. HMLS will NOT begin late or dismiss early due to weather unless Northwest deems it necessary. Please use your best judgement and there is no penalty to children if they arrive late or leave early when weather conditions exist. Decisions made in the early morning hours or late evening hours will be given to KNIM and KXCV radio stations. We encourage parents to sign up for the Horace Mann Text Caster; you will receive texts regarding HMLS. Sign up at: http://my.textcaster.com/servepopup.aspx?id=1003

Extended care (K-6) is available for children that are enrolled in after school child care BEARCAT CLUB on days Horace Mann is closed for inclement weather. Horace Mann DOES NOT dismiss early (during the school day) for inclement weather. Parents may choose to pick up
their child early due to hazardous road conditions. Safety is top priority. **If Northwest is closed, school and child care are also closed.**

**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 or graduate assistants 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. If children do not have appropriate clothing for the weather they will not be able to play outside. Remember that children will be outside for recess, so please provide appropriate shoes for your child to run and play outside. Please consider your child’s safety when choosing footwear for recess.

**SNACKS FOR CELEBRATIONS, PARTIES, AND ACTIVITIES**
Please check with classroom teachers about treats or snacks for classroom parties or activities. Special considerations to allergies and dietary restrictions are needed. Food items should be nutritional and commercially prepared items. Check with your child/ren’s teacher to see if there is a signup list for classroom parties.

**BEARCAT PASSES**
Bearcat Passes will be issued to all children who attend HMLS. 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.

**SCHOOL PHOTOS**
School photos of all children are taken early in the school year. Group class pictures are taken in February. 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.
**ELECTRONIC DEVICES**

Electronic devices, including cell phones, brought from home should be kept in backpacks unless specifically needed in the classroom. HMLS is not responsible for the loss or damage of such devices. Teachers may ask children to bring personal devices to school as part of the curriculum. Teachers will inform parents on an individual basis when these types of personal devices are allowed.

**FIELD TRIPS**

The following is a list of guidelines for school Field Trips to ensure the safety of all children. Field trips, by their nature, create an added liability for the teachers and school. Your support of the following guidelines is greatly appreciated.

1. Children are to be transported on Northwest Bearcat or Maryville R-II buses. If parents want to provide transportation home from a field trip, a written statement must be provided to the teacher and the office, at least one day prior to the field trip. During the field trip parents will not be able to withdraw their child from the field trip and drive them home.
2. Parents are not allowed to provide transportation to Horace Mann children for a field trip. Only under special circumstances will children be allowed to travel to field trips with parents. These must be approved by the principal.
3. Electronic devices on field trips are the student’s responsibility at all times.
4. Prior to departure on a field trip, the teacher will provide the office and the principal with a listing of cell phone numbers of the bus driver and teachers/adults on the bus for emergency contacts.
5. The principal and teachers will develop a contingency plan for supervision of children whose parents are late picking up their children at the end of a field trip.

**SCHOOL MATERIALS**

**SELECTION OF INSTRUCTIONAL 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 principal, 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, taking into account the purpose of the material rather than individual and/or isolated expressions or incidents of the work. Professional staff members will communicate with parents 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 Laboratory principal after discussion with appropriate personnel.

The principal 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 principal on reconsiderations and/or concerns.

LIBRARY MATERIALS
The Horace Mann Laboratory School library is part of the university campus and intended for use by Horace Mann and university children. Children may check out books and return them in a timely manner. Overdue book notices will be sent home with children. The librarian will be in contact if a book has not been returned. Fees and replacement costs will apply to books that are not returned. Some books 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 contain a section titled “Upper Intermediate (UI) only. The section will be located in a section to be decided by the librarian and library staff. Parents will be notified if a child wants to check out a book in this section to ensure parents have given permission.

WELLNESS POLICY GOALS AND PROCEDURES
- Promote student health
- Reduce and/or prevent student obesity
- Facilitate children learning of lifelong healthy habits
- Increase student achievement

It is the policy of HMLS 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, provided 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

**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
  - Emphasize knowledge and skills for a lifetime of regular physical activity
  - 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’s 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
  - Swimming Unit for 3rd-6th levels
  - Climbing wall
  - Smile Mile
  - Track and Field Day

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. The principal 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.

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 HMLS office.
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. Children, in good standing, who are enrolled in Horace Mann Laboratory School will be guaranteed enrollment in the succeeding year as long as the student’s enrollment is continuous and fees are kept current. 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.

**TUITION AND FEES**
Parents will be billed for tuition according to the tuition schedule listed below. The tuition schedule is approved by the Board of Regents.

<table>
<thead>
<tr>
<th>Children per Family</th>
<th>Annual Cost</th>
<th>10 Month Payment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,315.00</td>
<td>$231.5</td>
</tr>
<tr>
<td>2</td>
<td>$4,398.50</td>
<td>$439.85</td>
</tr>
<tr>
<td>Sibling discount 10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$6,482.00</td>
<td>$648.20</td>
</tr>
<tr>
<td>Sibling discount 10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HORACE MANN FINANCIAL POLICY**

**Option 1: Annual Billing**
One (1) tuition charge for the complete amount. **This bill for the 2019-2020 tuition school year will be due in its entirety on August 15, 2019.**

**Option 2: Semi-Annual Billing**
Two (2) charges for the 2019-2020 school year. **The first payment will be due August 15, 2019 and the second payment will be due on January 14, 2020.**

**Option 3: Monthly Billing**
Ten (10) month installment charges for the 2019-2020 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: August, September, October, November, December, January, February, March, April, and May.**
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**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>July 13—must be submitted yearly for consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Ages</td>
<td>Kindergarten – 6th Grade</td>
</tr>
</tbody>
</table>
| Required Items | Horace Mann registration/enrollment  
Federal free/reduced meal form completed  
Statement of Need |
| Criteria | Financial Need Statement  
Horace Mann application in the HM office by July 13  
Signed free/reduced lunch form in the HM office by July 13 |
| Format | Paper submission of free/reduced form to secretary by July 13 |
| Description | To assist families for whom HM education would otherwise be unattainable. Tuition assistance forms are submitted and reviewed annually |
| Amount | Range from $200 to $500 |
| Notification | August 1 |
| Contact | LaTessa Ruehter  
Horace Mann Laboratory School  
Brown Hall 138  
660.562.1233  
latessa@nwmissouri.edu |

**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 principal. 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.

**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.

**HAND WASHING**
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, medication identification, 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 principal, 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.

FREQUENTLY ASKED QUESTIONS
Who do I talk to if I have a question? You can talk to the Horace Mann Office Manager, LaTessa Ruehter, student employees at the reception desk, or Principal, Laura King.

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. The 919 number will allow you to enter the Northwest CATPAWS account to view billing information.
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.

What is CATPAWS? CATPAWS is the Northwest software platform for the sharing and viewing of classes, transcripts and billing. Horace Mann parents can view tuition billing. This account includes all Northwest billing information.

Where is the lunch menu? The lunch menu is on the Horace Mann website. www.nwmissouri.edu/horacemann. Go to the website and click on the PARENT/STUDENT tab in the blue bar at the top of the screen. Click on LUNCH MENU for the current lunch menu.

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 three options for tuition payment. See page 27-28 for details.

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, secretary, or student employee at reception desk. Checks are made out to Horace Mann Lab School. You will receive a receipt when payment is made.

MEAL PRICES
Kindergarten – Sixth Grade………………………………………………………... $2.65
Adult………………………………………………………………………... $4.40
Extra Milk……………………………………………………………………...$0.50
Special Event Adult Meal …………………………………………………………..$4.70

Special event meal includes the annual Thanksgiving meal and any other special events that may occur during the school year.

What is the Back to School Picnic?
The annual Back to School Picnic is held the Thursday before school begins from 5:--7:00 p.m. All families are encouraged to attend to bring school supplies, visit with teachers, meet new families, greet old friends and share a meal together. Bring the whole family. This is a causal event with family and friends. The picnic is held on the east side of Brown Hall by the main entrance doors. Plates, silverware, napkins, drinks, and meat will be provided. Families are welcome to bring a potluck food item to share with others.

At the Back to School Picnic school personnel are available to help with the following:

- Completion of paperwork (enrollment, health forms, immunizations, tuition payment)
- Obtain parking passes (you will need car make and model, license plate number) each family can receive two parking passes.
- Pay for school lunches
- Tuition questions

Parent Advisory Council members will be available to answer questions about volunteering, committee participation, and to provide school information.

**What is the Thanksgiving Meal?**
The Thanksgiving meal is a Horace Mann tradition that dates back many years. On the last school day before Thanksgiving we join together for a traditional Thanksgiving meal with our families in the Jones Union Ballroom and Boardroom. Family members attend with children and we celebrate friendship and learning. Children go the Union with their teachers, meet their families and as a family you can choose where you want to sit. Northwest Dining with the help of dietetic children serves the meal. At the conclusion of the meal, school is dismissed and families are able to leave together.

**Where do I drop off and pick up my child?** You will enter parking lot 57 from the west side and form a line to drop-off or pick-up your child. The pick-up line will form with the first car on the east side of the parking lot and other cars lining up behind. Cars must be attended at all times. Children will enter and exit the building using the main entrance located on the east side of Brown Hall facing the Jones Student Union. An adult will be at the drop-off location from 7:35-7:50 a.m. and from 3:15-3:25 p.m.

**Can I make tuition payments over the phone?** Yes. You can make payments over the phone with the Bursar’s Office. Call 660-562-1376.

**HMLS FORMS**

**ARTSONIA**

Our school is a member of Artsonia.com ([www.artsonia.com](http://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. McIntosh 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.
LAPTOP/TECHNOLOGY CHECKOUT CONTRACT (This contract allows children technology use in the classroom & to take the laptop to and from school)

Classroom Technology:

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 K-6 have access to iPads and laptop computers. Each student in grades 3-6 is assigned a notebook for the school year. All classrooms are equipped with SMART board technology and document cameras are available.

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.
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.

SIGN AND DATE THE CHECKOUT FORM AND RETURN TO SCHOOL DURING THE FIRST WEEK OF SCHOOL

33
HORACE MANN LAPTOP/TECHNOLOGY CHECKOUT CONTRACT

Student

I have read and agree to the Horace Mann Laptop/Technology Checkout Contract. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Internet Usage Policy.

Printed Student Name: ________________________________________

Student Signature: ________________________________________

Date: ________________

Parent

I have read and agree to the Horace Mann Laptop/Technology Checkout Contract. I understand my responsibilities as a parent/guardian. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences as addressed in the Internet Usage Policy.

I am giving consent for my child to participate in the usage of the classroom technology & follow the rules of use noted in the Laptop/Technology Checkout Contract.

I am giving consent for my child to bring the laptop home & follow the rules of use noted in the Laptop/Technology Checkout Contract.

Printed Parent/Guardian Name: ________________________________________

Parent/Guardian Signature: ________________________________________

Date: ________________

Printed Parent/Guardian Name: ________________________________________

Parent/Guardian Signature: ________________________________________

Date: ________________
Horace Mann Billing Options: Please complete and return to school

Option 1: Annual Billing
One (1) tuition charge for the complete amount. The bill for the 2019-2020 tuition school year will be due in its entirety on August 15, 2019. Please be aware that if the bill is not paid in its entirety by the due date it will accrue a 1% finance charge for every billing cycle left with an outstanding balance. Failure to comply with the monthly due date will result in a letter from Northwest Missouri State University and Horace Mann.

Option 2: Semi-Annual Billing
Two (2) charges for the 2019-2020 school year. The first payment will be due August 15, 2019 and the second payment will be due on January 14, 2020.

Option 3: Monthly Billing
Ten (10) month installment charges for the 2019-2020 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: August, September, October, November, December, January, February, March, April, and May.

**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.

2019-2020 Horace Mann Billing Cycle

Enrolled Student: ___________________________________ 919# __________________________

Circle desired billing option: ANNUAL SEMI-ANNUAL MONTHLY
PHOTO PERMISSIONS AND STUDENT INFORMATION
As a laboratory school, documentation and research guide the practices and education experiences that take place. Teachers will 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 HMLS Facebook and Twitter pages. Media submissions may include child’s name, grade, and 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 Laura King 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 2019-2020 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 __________________________________________________________________
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