



July 2017

Dear Parents/Guardians,

On behalf of the Horace Mann staff, I want to extend a warm welcome to your family for the 2017-2018 school year. There is a lot of news to share so please read this letter completely. We will open the school year on **Wednesday, August 16, 2017** with many changes. In order to help you plan for the first few days of school, I am providing the following information:

**New Positions:**

Please welcome the following new staff members:

- Ms. Robi Jonas will be our new 1<sup>st</sup> Grade SEI teacher.
- Sophia Rueda will be our new Kinder ALA teacher.
- Mr. Sanchez is leaving Horace Mann to be the Assistant Principal at Washington Elementary.

**Ice Cream Social**

The Ice Cream Social is our official welcome back to school. It will be on **Saturday, August 12, from 12:00 p.m. – 2:00 p.m.** Please come out and meet your child’s teacher, sign up to volunteer, and kick off what will be a wonderful school year!

**Student Drop off and Pick-Up**

Parking is available on the street on all four sides of the campus. Rolling car drop off is on the 7<sup>th</sup> street side of the school. School bus drop off is on the 6<sup>th</sup> street side. Parking is at a premium. Please always be considerate of other community members when driving around the campus. For your information, there is **NO parking** in the bus loading zones and **NO parking** in the **Staff Parking Lot**. Due to safety and the limited amount of parking available at Horace Mann, we’ve found it necessary to reserve our parking lot for staff members only.

**Start and End Times** (Minimum days use a different schedule)

State Preschool 8:00 a.m.-11:00 a.m. & 12:00 p.m.-3:00 p.m.  
 Grade TK- 3<sup>rd</sup> 8: 06 a.m.-1:56 p.m.  
 Grades 4<sup>th</sup>-5<sup>th</sup> 8:06 a.m.-2:06 p.m.

**Lunch /Recess Times** (Minimum days use a different schedule)

TK 12:40 p.m.-1:25 p.m.  
 Kindergarten 12:40 p.m.-1:25 p.m.  
 Grades 1<sup>st</sup>-3<sup>rd</sup> 11:40 a.m.-12:25 p.m.  
 Grades 4<sup>th</sup>-5<sup>th</sup> 12:10 p.m.-12:50 p.m.

**Kindergarten**

There is a TK and Kindergarten orientation on **August 16<sup>th</sup> from 8:00 a.m. - 9:30 a.m.** Kindergarten students leave with their parents at 9:30a.m. and return for the first day of school on **Thursday, August 17<sup>th</sup>**. Kindergarten is dismissed daily at 11:56 a.m. from **August 17<sup>th</sup>-25<sup>th</sup>**. The first full day of kindergarten is **Monday, August 28<sup>th</sup>**. TK and Kindergarten parents must pick up their children in their classroom. Teachers will let you know their dismissal process for picking up and meeting students at the end of the day.

**Back to School Night**

Back to School Night for Horace Mann is Tuesday, **August 29<sup>th</sup> from 6:00 p.m. – 7:00 p.m.**

**Uniforms**

All students are required to wear the school uniform. The Horace Mann uniform consists of a dark blue polo shirt and khaki pants, shorts or skirt. **Only 5th grade students may wear a light blue shirt.** Please buy coats or jackets in school colors: navy blue, white, or khaki. Clearly mark your child’s clothing with their names on them. This makes it easier to identify lost clothing.

**Classroom Supplies**

Teachers will determine which supplies are needed every year. Your child’s teacher will have a list of needed supplies available at the Ice Cream Social. Throughout the year, all students will take a folder home on **Thursday’s** with school information. Please return the folder the very next day (Friday). Please remember to check your child’s back pack and/or ask them for the folder in order to stay abreast of



school information. If the folder is lost, we will expect parents to provide a replacement folder for continued receipt of school information.

### Parent Organizations

Horace Mann is fortunate to have a hardworking Parent Teacher Organization. Team Horace works hard to raise funds for student activities and is always looking for parent support and ideas. Please join our wonderful parent organization. School Site Council (SSC) and the School English Language Advisory Committee (SELAC) are two additional opportunities for parents to provide input towards the direction of our school. Please look out for information about meeting times and become active in Horace Mann School.

### Field trips

Due to our wonderful International Baccalaureate program, Horace Mann students enjoy many fieldtrips. We try to provide affordable and free opportunities for all students. However, some field trips are associated with costs and unfortunately, we cannot make these exciting opportunities happen without the associated fees. Your child’s teacher will provide you with an idea of how much money will need to be budgeted for field trips. Please begin to set aside as much as you can to help us ensure that all Horace Mann students will be able to enjoy these excellent experiences.

### Food Prices

**Breakfast \$1.75**  
**Reduced Breakfast 30¢**  
**Milk 50¢**  
**Lunch \$2.75**  
**Reduced Lunch 40¢**

One bonus meal is provided for every pack of 10 meals purchased as long as there is no negative balance on the account at the time meals are paid for. All students currently enrolled in the Free/Reduced lunch program will receive an application in the mail. If you would like your child(ren) to remain enrolled in the Free/Reduced lunch program, you must fill out and resubmit your application. Returning students who qualified for Free or Reduced Price meals last year will retain their same meal status until **September 28<sup>th</sup>, 2017**, or when a new application for 2016-2017 is received and approved. After September 28<sup>th</sup>, 2017, students **without** a new application on file will become full pay. First-time and new students to the District must fill out an application and will not receive free meals while waiting for their applications to be approved. Please send money for meals with your children until applications are approved. I’m very sorry but we are not allowed to give credits for purchases made prior to application approval.

### Student Supervision

Students are supervised from 7:30 a.m. - 8:00 a.m. in the cafeteria where breakfast is available at the above prices. Please do not send students to school before 7:30 a.m., as there is no campus supervision. Dismissal is at 1:56 p.m. for TK- third grade. Grades 4 & 5 are dismissed at 2:06 p.m. All students should be picked up at their assigned dismissal times. You may pick up your child(ren) at the 7<sup>th</sup> street drop –off zone. Teachers will let you know their dismissal process for picking up and meeting students at the end of day. Please take note that the office staff cannot be responsible for providing supervision for your child(ren) before or after school. Please contact our after school program, Think Together or arrange after school supervision for your children. For the safety of all of our students, our campus is closed until 6:00 p.m. to the public to and all outside activities.

### Yard and Lunch Supervision Needed

We are always in need of volunteer supervisors. This is a great opportunity for you to get to know your child’s friends as well as enjoy the experience of helping children make good choices. See the information below to become a Yard Duty Volunteer.

### Volunteers

Horace Mann’s success is based partly on our huge volunteer base. Please start thinking about how you can best serve Horace Mann and sign up to help. We appreciate and value the important role that all of our volunteers play in the success of our school. If you are planning on volunteering at the school more than eight (8) hours during the school year, you will be considered a long-term volunteer and are subject to the following District requirements: You are required to place an application to become a volunteer, make sure a TB test is taken within the last 60 days or have chest x-ray results (if applicable) and make an appointment for fingerprints taken by SJUSD at a nominal fee of \$10. Fingerprint results from other agencies or educational institutions are non-transferable; therefore, you will be required to take your fingerprints through SJUSD. Returning long-term volunteers are not required to do the fingerprinting process again, however, you must fill out a returning volunteer form annually. It is your responsibility to follow up on the status of your fingerprints. It is a great



idea to start completing the necessary paperwork and procedures then call (408) 535-6139 x15013 to schedule your fingerprint appointment NOW!

Every teacher needs a room parent, an art docent, a Thursday folder captain and other volunteer spots. You can help our school in more than one way. Classroom activities include, but are not limited to:

- working with small groups of children on art projects, writing exercises, computer activities, challenge work, providing additional support in math and language arts, etc.
- integrating your talents, hobbies and abilities into our classroom curriculum (i.e. cooking projects, science lessons, music lessons, PE, etc.)
- miscellaneous help to the teacher for whole group activities (journal writing, field trips, art projects, etc.)

Activities outside of the classroom include, but are not limited to:

- preparing materials for classroom projects (cutting, gluing, etc.)
- grading and filing papers
- stuffing Thursday envelopes

Additionally, there are other ways to help school-wide. Some of these include lunch duty, yard duty, and help in the media center. Other opportunities will be presented as they come about during the school year.

Fill out a form for your desired position at our Annual Ice Cream Social on **Saturday, August 13<sup>th</sup>, 2016, from 12:00 p.m.-2:00 p.m.**

### **Emergency Information**

Please attend our Ice Cream Social to update your student's emergency information. A report with your most current information will be provided. Please make any changes if applicable and return to the office staff that same day. If you are unable to attend the Ice Cream Social please contact our office at (408) 535-6237 or email Chris Jimenez at [cjimenez@sjusd.org](mailto:cjimenez@sjusd.org) to update any emergency information we may need.

### **Tardy/Absence Reporting**

A first bell will ring at 8:00 a.m. signaling that students should start lining up in their designated areas. A second bell will ring at 8:05a.m. as a signal that instruction has begun. Students are considered tardy if arriving after 8:05a.m. Tardy students must report to the office to receive a tardy slip.

All absences must be called in to the school absence reporting line at (408) 535-6237. It is not enough to tell the classroom teacher. All absences must be verified within five school days. If verification has not been received within the five-day period, the absence(s) will be considered unexcused and the student is at risk of becoming truant

I have an open-door policy for our community. You are welcome to drop by at any time to express any concerns or have your questions addressed. If I am available, I will meet with you. If I am not available please feel free to make an appointment with our school secretary, Hortencia Martin.

The school office will reopen on **Tuesday, August 8<sup>th</sup>**. If your child will NOT be attending the first day of school, please notify the school as soon as possible at (408) 535-6237. Office hours will be 7:30-4:00 pm. **Class lists will be posted on the office windows on Saturday, August 12<sup>th</sup> at 12:00 pm at our annual Ice Cream Social.** Class assignments will NOT be given out over the phone. There will be NO changes made to class assignments.

### **Attachments**

**I have attached the following documents to this letter:**

- **Your invitation for our Annual Ice Cream Social on Saturday, August 12, 2017 @ 12:00 p.m.-2:00 p.m.**
- **San Jose Unified School District's Instructional Calendar for the 2017-2018 school year.**
- **2017-2108 Bell Schedule**
- **Student Health Update Form. Complete and return this form during the ice Cream Social to receive your free Ice Cream!**

**We all look forward to a spectacular 2017-18 school year. Let the fun begin!**



San Jose Unified  
School District

Lori Gustafson  
Principal

Lori Gustafson, Principal  
Horace Mann Elementary, an IB School

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“Inspiring and Preparing for Success”