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August 2010

Dear Mirman School Parents:

The Parent Student Manual comprises the communally expected and enforced standards of behavior and communication that help make the educational experience at Mirman School both unique and safe. With our commitment to safety underscoring our usual spirit of cooperation and understanding, we will continue to foster and perpetuate the creative, productive and enjoyable community life of the school. In the 21st century, safety takes on dimensions that most of us never even imagined in our youth. The digital world is a reality that Mirman School must embrace and use as part of its educational framework. As the school fully embraces the school-wide one-to-one laptop program, we have also taken measures to include firm procedures and directives about computer and internet procedures, approved behaviors and safety concerns. Because our school's academic integrity supersedes all else, I want to underscore the importance of your thorough understanding and knowledge of the regulations and sanctions involved. In the end, we know that our students will continue to develop into the productive and responsible academicians and citizens of the 21st century.

Entrusting your children's education to Mirman School and pledging your parental support to that end ennobles our institution and sustains it. Grateful for your presence and participation, we look forward to a fruitful educational partnership with you.

Sincerely,

A handwritten signature in black ink, appearing to read "John Thomas West". The signature is written in a cursive, flowing style with a large initial "J".

John Thomas West
Headmaster

MISSION STATEMENT

Mirman School is an independent co-educational school designed to meet the needs of academically highly gifted children ages 5 to 14. The school recognizes that the innate intellectual potential of the child is not enough to ensure the actualization of giftedness; there must be nurture to maximize nature. Having recognized that highly gifted children learn differently, the school is committed to providing an academically appropriate learning environment that is stimulating, secure and joyful, with an age appropriate social and emotional setting in which highly gifted children can blossom and maximize their potential. The school values the many facets and faces of giftedness in the diversity of its programs and its student population. Furthermore, children are encouraged and guided to utilize their intellect and their compassion in a constructive way to help society and their fellow men and women.

Goals:

- To provide an atmosphere in which each child can learn based upon ability and without artificial boundaries or stops for grade level.
- To stimulate the highly gifted child's desire to learn with superior teachers who support and develop each child's unique potential to the fullest.
- To provide the students with a safe and nurturing environment within which they feel safe to explore, develop, take risks, and grow intellectually, physically, socially, and morally.
- To foster in children the ability to think critically, to become problem solvers, to encourage a love and appreciation for the arts, to develop physical fitness, and to become independent lifelong learners.
- To provide appropriate academic challenges and opportunities for highly gifted children, while nurturing age appropriate social and emotional growth.
- To strengthen and guide highly gifted children to utilize their giftedness and compassion to contribute to society and benefit their fellow men and women.
- To provide the parents of highly gifted children with information, support and opportunities for involvement in forging a partnership to encourage their children's growth and development.
- To share with other educators the methods, techniques and strategies that have evolved at Mirman School for working with highly gifted children.

ADMINISTRATION DIRECTORY

| | |
|----------------------------|---|
| Jocelyn Balaban | Director of Gifted Relations & Administrative Liaison |
| Jan Barry | School Accountant |
| Julie Clark-Hansen | Dean of Lower School |
| Alison Denner | Assistant to Assistant Head of School and Dean of Lower School |
| Sarkis Dovlatyan..... | Network Administrator |
| Craig Fine | Director of Campus Operations and Security |
| Becky Riley Fisher..... | Director of Admissions |
| Galen Gary..... | Executive Assistant to the Headmaster and Board of Trustees |
| Leslie Mirman Geffen..... | Director of Alumni Affairs & External Relations |
| Aida Gharapetian | Director of Accounting |
| Toy Kelly | Administrative Assistant |
| Grant Olds | Director of Technology |
| Meg Paulson..... | Director of Advancement |
| Ronna Perel..... | Controller |
| Luis Rodriguez..... | Director of Athletics |
| David Royal..... | Chief Financial Officer |
| Velear Schrupp | Librarian |
| Sheila McHugh Simmons..... | Assistant Head of School and Dean of Upper School |
| Rita Anne Smith | Registrar |
| Julie Tepper..... | School Counselor |
| John Thomas West | Headmaster |
| Robert W. Woolley | Director of Publications and Marketing |

MIRMAN SCHOOL FOR HIGHLY GIFTED CHILDREN
BOARD OF TRUSTEES
2010-2011

Board Chair
Beth Quillen Thomas
Community Leader/Alumnae Parent

Darlene Boyd Ph.D.
Director
Gifted Students Academy
UCI Center for Educational
Partnerships

Howard C. Deshong, III Ph.D.
Managing Member
Galileo Partners, LLC
Current Parent

Jonathan Flicker
President, New Vitality LLC
Alumni Parent

Deborah Beckmann Kotzubei
Retired Attorney/Gifted
Education Consultant
Current Parent

Wally Marks
Real Estate Developer
Alumni Parent

Alan Mirman
Attorney at Law
Mirman and Bubman, LLP
Alumni Parent

Yvette Nall
Property Management
Alumni and Current Parent

Joe Norton
Educator

Andrew Pauly
Attorney at Law
Alumna Parent

Barbara A. Rosenbaum
CPA
Alumni Parent

Allan Schare
Attorney at Law
McDermott Will & Emery, LLP
Current Parent

Father Jesse Vaughan
Headmaster
St. Michael's Episcopal Day
School
Carmichael, CA

Trustees Emeriti
Michael Agran
Marilyn McDaniel
Beverly Mirman
Dr. Norman Mirman

FACULTY DIRECTORY

Lower School Faculty

Rooms 1

5 and 6 year olds

Mrs. Diane Baca

Ms. Mari Cueno

Rooms 2

6 and 7 year olds

Ms. Ellen Brown

Ms. Jessica Butterfield

Rooms 3

7 and 8 year olds

Mrs. Bonnie Muler

Ms. Jennifer Ordoñez

Mrs. Ryan-Marie Preuss

Rooms 4

8 and 9 year olds

Dr. Julia Candace Corliss

Ms. Veronica Gonzales

Rooms 5

9 and 10 year olds

Mrs. Jessica Crain

Mrs. Ramona Otto

Art

Ms. Karin Durup - Department Chair

Mrs. Ana Genzon - Rooms One

Computer Arts and Sciences

Mrs. Tracy Walker

Drama

Mr. Jeff Maynard

Library Science

Mrs. Velear Schrupp

Music

Mr. Paul Kay- Department Chair

Mr. Tim Weed

Physical Education

Mrs. Lucy Leonardi- Department Chair

Mr. Michael Coleman

Mr. Luis Rodriguez

Science

Ms. Arpa Ghazarian (Rooms 5)

Ms. Celine Maullin (Rooms 1-4)

Spanish

Mrs. Ana Genzon

FACULTY DIRECTORY

Upper School Faculty

Art

Ms. Karin Durup - Department Chair

Computer Arts and Sciences

Ms. Nia Ujamaa - Department Chair

English

Mrs. Wendy Samson - Department Chair

Ms. Marjorie Zinman

Library Science

Mrs. Velear Schrupp

Mathematics

Mr. Larry Wiener - Department Chair

Ms. Alana Brazis

Mr. Michael Sewell

Music

Mr. Paul Kay - Department Chair

Mr. Tim Weed

Physical Education

Mrs. Lucy Leonardi - Department Chair

Mr. Michael Coleman

Mr. Luis Rodriguez

Science

Mr. Norm Brennan - Department Chair

Ms. Arpa Ghazarian

Social Studies

Mr. Peter Brady - Department Chair

Mr. Darrel Lee

Theater Arts

Mr. Jeff Maynard - Department Chair

World Language

Latin: Mrs. Jacque Myers - Department Chair

Spanish: Ms. Giselle Grams

French: Mrs. Judith Sacks

Mandarin: Mrs. Guangyu Yuan

VOICE MAIL DIRECTORY
ADMINISTRATIVE/FACULTY VOICE MAIL DIRECTORY
2010-2011

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|---|-----|
| Director of Gifted Relations & Administrative Liaison Mrs. Jocelyn Balaban..... | 217 |
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FACULTY

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MIRMAN SCHOOL PARENTS' SERVICE LEAGUE DIRECTORY

2010-2011

The Parents' Service League was formed to create a communal expression of service to the school. All parents automatically become members by paying their requisite dues at the beginning of the school year. Parents are encouraged to take an active role in the PSL and to serve Mirman School student population. In order to discuss the business of the organization, PSL meetings are held on the third Thursday of the month, at about 8:00 a.m. in the Leonard M. Ross Family Auditorium, following the morning breakfast.

EXECUTIVE COMMITTEE

| | | |
|----------------------------|---------------------------------------|--------------|
| President | Dana Wolf danawolf@me.com | 818 776-9066 |
| Vice President | Hope Mulbarger mulby@sbcglobal.net | 818 345-3570 |
| Treasurer | Deborah Kotzubei kotzubei@mac.com | 310 288-0356 |
| Recording Secretary | Dreama Gose Hsu hsugose@yahoo.com | 310 459-8561 |

Immediate Past Presidents

| | |
|---|--------------|
| Rinaldo Veseliza rinaldoves@yahoo.com | 310 396-3530 |
| Cynthia Sherrill csherrill@earthlink.net | |

COMMITTEE CHAIRS/CO-CHAIRS

| | | |
|---------------------------|---------------------------------------|--------------|
| <u>Allocations</u> | Susan Berman drsusanberman@aol.com | 818 728-4506 |
|---------------------------|---------------------------------------|--------------|

Annual Giving

| | | |
|---------------|---|--------------|
| Chairs | Cynthia Sherrill csherrill@earthlink.net Rinaldo Veseliza rinaldoves@yahoo.com | 310 396-3530 |
|---------------|---|--------------|

Upper School Vice Chairs

Randi Frisch 310 454-5888
randi@legalworks.us
Paul Green
pgreen@anonymouscontent.com

Lower School Vice Chairs

Sharmini Kumar 661 618-8522
sharmkumar@yahoo.com
Kain Kumar

Breakfast Club

Oliver Oertel 310 339-6844
ooinla@gmail.com
John Paul Gladwell 323 463-8442
johnpaulgladwell@mac.com
James Irwin 818 781-3437
jirwinportal@aol.com
David Shapiro 818 755-9210
dfsandsons@mac.com

Community Service

Lisa Anderson 818 888-4816
lisanderson@speakeasy.net
Rosalyn Davis 323 385-2347
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Family Events

Wendy Knoller 818 342-4420
wendy.knoller@me.com
Allison Saviano 818 755-9883
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Trudi Callon Mesa 323 965-7963
trudicm@aol.com
Pam Schaller 323 463-7776
pam@gardenofeden.us.com

Hospitality

Clarissa Coyoca Borkowski 310 383-8112
clarissacoyoca@gmail.com
Alison Kandler 310 586-9222
alison@alisonkandler.com
Deborah Stark 310 346-3327
briandeb@mac.com

Kitchen Coordinator

Monica Cortez-Moore 310 938-1342
monicamoore04@gmail.com

| | | |
|-----------------------|---------------------------------------|--------------|
| <u>Library</u> | Deborah Kotzubei kotzubei@mac.com | 310 288-0356 |
| | Nikki Carlin nikkicarlin@gmail.com | 310 622-5472 |

Lunch Program Liaisons

| | |
|--------------------------------------|--------------|
| Anessa Karney anessak@pacbell.net | 310 472-5878 |
| Nadia Rostamian reis1@hotmail.com | 310 454-3244 |

Monday Lunch

| | |
|--|--------------|
| Kaarina Mononen kaarinamononen@yahoo.com | 310 394-6771 |
| Chloe Park sheispong@gmail.com | 213 820-7380 |
| Annabeth White annabeth.white@sbcglobal.net | 818 509-0281 |

Tuesday Lunch

| | |
|---|--------------|
| Alissa Duel adduel@yahoo.com | 323 798-5311 |
| Ronit Gravori ronitgravori@yahoo.com | 310 755-8332 |
| Dana Yariv danay@sbcglobal.net | 818 990-9914 |

Wednesday Lunch

| | |
|--|--------------|
| Nahal Agahi mnagahi@aol.com | 818 981-4245 |
| Svetlana Gayduk gsvet2006@gmail.com | 310 458-7267 |
| Zina Pistor ponderz@aol.com | 310 382-0412 |

Thursday Lunch

| | |
|--------------------------------------|--------------|
| Emil Cristea cecdd@yahoo.com | 818 262-6224 |
| Anessa Karney anessak@pacbell.net | 310 472-5878 |

Friday Lunch

| | |
|--|--------------|
| Faye Montgomery fayebh@sbcglobal.net | 310 271-6590 |
| Sandra Rivas infinity90000@yahoo.com | 323 267-0924 |
| Muriel Tunzini murieltunzini@yahoo.fr | 424 298-8782 |

Mirman Global Village

Chair and ICDG Facilitator

Andrea Wiley 323 291-0012
cleanheartprod@aol.com

ICDG Co-Chairs

Alaine Brandt 310 446-4413
alainejb@aol.com
Rosalyn Davis 323 385-2347
rosalynvdavis@aol.com
Alison DeGuere 818 784-4490
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Chloe Park 213 820-7380
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Annabeth White 818 509-0281
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Celebrations Co-Chairs

Ramsey Avery 818 970-1955
ramseyavery2@mac.com
Joan Morisaki 310 204-2309
joanmorisaki@yahoo.com
David Schaller 323 463-7776
david@gardenofeden.us.com

Recycling Co-Chair

Pamala Tyson Mudd 818 763-2673
brnuance@aol.com

Music Boosters

Bill Roberts 818 343-4680
william.roberts@csun.edu
Jeanne Roberts 818 343-4680
jroberts@getty.edu

New Family Welcoming Committee

Mentoring Program Team

Joanna Gardner 626 458-4274
joannag64@gmail.com
Sharmini Kumar 661 618-8522
sharmkumar@yahoo.com

Rooms 1 Event Coordinators

Oliver Oertel 310 339-6844
ooinla@gmail.com
Nikki Carlin 310 622-5472
nikkicarlin@gmail.com

| | | |
|--------------------------------------|---|--------------|
| Rooms 2-US Event Coordinator | Nicole Lake nicole.lake@sbcglobal.net | 818 997-4175 |
| <u>Newsletter</u> | Deborah Stark briandeb@mac.com | 310 346-3327 |
| | Grace Wen grace.wen@yahoo.com | 626 437-7511 |
| | Billy Bartels billybox@mac.com | 310 901-2448 |
| | Laura Davidov laura_davidov@yahoo.com | 310 275-2233 |
| <u>Nominating</u> | Andrea Wiley cleanheartprod@aol.com | 323 291-0012 |
| <u>Party Book</u> | | |
| Co-Chairs | Mona Oh mona_oh@yahoo.com | 310 970-2866 |
| | Meghan Schumacher meghan@meghans.net | 818 728-1623 |
| Co-Chair & Room 5 Liaison | Nazila Yadegar nyadegar@aol.com | 310 858-8088 |
| Rooms 1 & 2 Liaison | Erin Denton ejobrien@pacbell.net | 818 528-7499 |
| Rooms 3 & 4 Liaison | Karen Shapiro littlief2@mac.com | 818 755-9210 |
| Upper School Liaison | Lisa Petrus lgpetrus@gmail.com | 818 986-9536 |
| <u>Photo Central</u> | Arlene De Guzman arlene_deguzman2003@yahoo.com | 818 625-8918 |
| | Antonio Perez perez.tony@gmail.com | 818 355-5485 |
| | Billy Bartels billybox@mac.com | 310 901-2448 |
| | Catherine Davis threelefts1right@mac.com | 310 391-1371 |
| <u>Promotions</u> | Kelly Stedman kmsted@hotmail.com | 805 492-6546 |

Room Parent Coordinators

Gina McKay 310 775-0277
gina@mckaynet.com
Karen Miron 818 344-6015
kmirhome@aol.com

School Store

Tina-Marie Gauthier 818 981-9190
tinamgauthier@earthlink.net
Robyn Fener 310 474-2892
robyn_gf@hotmail.com
Robyn Norris 323 938-3555
rdnorris@sbcglobal.net

Spring Fair

Robyn Norris 323 938-3555
rdnorris@sbcglobal.net
Nikki Carlin 310 622-5472
nikkicarlin@gmail.com
Mona Oh 310 970-2866
mona_oh@yahoo.com
Vivian Zachary 310 923-2141
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Spring Fair Auction

Cynthia Csato 310 210-3700
ctakacs@takacsclaw.com
Brenda Reynolds 310 770-7762
brendasreynolds@gmail.com
Grace Wen 626 437-7511
grace.wen@yahoo.com

Spring Fair Photo Book Coordinator

Karen Kushell 818 501-8599
kushellkaren@me.com

Spring Fair Raffle

Ruth Loomis 310 962-8774
ruthloomis@earthlink.net
Leana Golubchik 310 902-7971
leana@usc.edu

Theatre Guild

Wendy Knoller 818 342-4420
wendy.knoller@me.com
Millie Friedman 818 849-5968
millief@tectonicstheartofbuilding.com

| | | |
|-----------------------------|---------------------------|--------------|
| <u>Theme Lunches</u> | Lynn McMullen | 818 990-5501 |
| | lynnmcmullen@aol.com | |
| | Joanna Gardner | 626 458-4274 |
| | joannag64@gmail.com | |
| | Julie Jazayeri | 310-470-1945 |
| | julianne10@aol.com | |
| | Nicole Lake | 818 997-4175 |
| | nicole.lake@sbcglobal.net | |
| Joan Morisaki | 310 204-2309 | |
| joanmorisaki@yahoo.com | | |
| Susan Roush | 818 222-8427 | |
| susan_roush@yahoo.com | | |

| | | |
|---|-----------------------------|--------------|
| <u>Uniform Exchange/Lost & Found</u> | Nikki Carlin | 310 622-5472 |
| | nikkicarlin@gmail.com | |
| | Vivian Zachary | 310 923-2141 |
| | vivianzachary@earthlink.net | |

| | | |
|------------------------------------|---------------------|--------------|
| <u>Upper School Liaison</u> | Karen Kushell | 818 501-8599 |
| | kushellkaren@me.com | |

PAST PSL PRESIDENT

| | | |
|-----------|------------------|--------------|
| 2006-2007 | Laura Schare | 818 788-3731 |
| | laura@schare.com | |

GENERAL INFORMATION

Arrival and Dismissal

Academic activities begin promptly at 8:00 a.m. In order to begin academic activities promptly at 8:00 a.m., children should arrive at school by 7:45 a.m. Students, who enter the classroom after 8:00 a.m. disrupt the lesson, detract from their fellow classmates' learning environment and are deprived of optimal teaching time. Classroom doors open at 7:45 a.m. in order for children to unpack and prepare for the day.

- Lower School classes end at 3:00 p.m.
- Upper School classes end at 3:15 p.m., except for confirmed "Rainy Day" dismissals (see Rainy Day Pickup pg. 27) when dismissal occurs at 3:00 p.m.
- The Western Driveway, Pedestrian/Security Gate is open from 7:15-8:00 a.m. and for special daytime programs and events.
- For admission to the school at other times, please follow posted instructions at the Eastern Driveway, Pedestrian/Security Gates at the front of the school.
- The Upper School Back Gate is open from 7:15-8:00 a.m. and from 3:00-3:45 p.m.

Breezeway Wrought Iron Gate

For security purposes, the wrought iron gate in the Breezeway will be kept closed from 8:15 a.m. until 3:00 p.m. This is done in order to ensure that all visitors enter through the Front Office, sign in and receive a visitor's pass.

Drop Off and Pickup Procedures

The entrance to the school is the driveway at the west end of the property on Mulholland Drive. To ensure student safety and instill responsibility, children are encouraged to exit their cars at the appropriate drop off location and walk **unescorted** to their classrooms. In order to build independence and self-reliance, parents are strongly encouraged not to walk students to class. **For safety reasons, children should always exit from the passenger side of the car.**

Lower School Morning Drop Off

All Lower School children and Lower School/Upper School mixed carpools are to exit their cars at the Launching Pad, the area directly in front of the flagpole west of the Front Office. Backpacks, lunches and clothing should be organized, and students should be prepared to disembark as the car pulls up to the Launching Pad. **Parents should remain in their car** while staff members

assist children from the cars. As cars move cautiously forward to exit from the East Campus Gate, additional cars proceed forward to the Launching Pad. Under no circumstances should a parent park in the Handicapped Parking spot or an assigned parking space in order to drop a child off at school. Due to safety considerations, it is imperative that drivers avoid passing stopped vehicles without the assistance of a staff member. Additionally, backing up is prohibited for safety reasons. Students are only allowed to walk in the parking lot when accompanied by an adult in specified crosswalks.

Upper School Morning Drop Off

Upper School students and Upper School/Lower School mixed carpools are to exit their cars at the Back Gate, next to the Upper School complex. Cars then proceed directly out to Mulholland Drive. Upper School students who arrive after 8:00 a.m. are dropped off at the Launching Pad.

While Mirman School parents are always welcome on campus, they are asked not to accompany their Upper School students to the locker area at morning drop off or afternoon pickup. Student independence should be encouraged during the middle school years. In addition, congestion in this area prevents students from accessing their lockers.

Lower School Back Gate Pickup

The 3:00 p.m. pickup is for individual Lower School students and carpools consisting of only Lower School students.

All Lower School students are accompanied to the Back Gate area where afternoon pickup begins promptly at 3:00 p.m.

Parents are asked not to get out of their car at afternoon pickup. Cars pull up, student names are called and staff members assist children into their cars.

Walking through the parking lot with children is dangerous and should be avoided.

Dogs are not allowed on campus and should not be brought on to campus when students are being dropped off or picked up at the Launching Pad or Back Gate.

Back Gate pickup may not be used as an opportunity for a parent/teacher conference. Teachers are on duty to assure student safety and to assist with the efficient departure of Mirman School students.

Any child not picked up by 3:45 p.m. will be accompanied by a staff member to the Front Office.

A parent or authorized adult who arrives after carpool has ended should park at the Eastern Driveway Security Gate and proceed to the Front Office in order to sign their child out of school.

The school is aware of the fact that on a rare occasion, traffic or an emergency occurs that prevents the timely pickup of a child. Therefore, each family is allowed three days of free after school supervision. For any additional days, the Business Office will charge a \$15.00 fee for any child picked up by 5:00 p.m. For any child picked up after 5:00 p.m., a fee of \$25.00 will be charged.

Upper School and Mixed Upper School/Lower School Back Gate Pickup

The 3:15 p.m. pickup is for all individual Upper School students and carpools consisting of Upper School students and/or Upper School/Lower School mixed carpools.

Upper School students join Lower School students in the Back Gate area. All Lower School Back Gate pickup policies apply.

Outer Lot and Adjacent Parking

Parking in the paved area outside the black wrought iron fence is available to employees and Mirman School families. The exceptions to this rule include parking in named spaces and spaces with cones. This is Los Angeles County land, not school property.

Parking is also available on the west side of the campus, 16190 Mulholland Drive. This land belongs to the Bel Air Presbyterian Church. The church allows the Mirman School community to use this property free of charge. Please be considerate of this privilege. The Handicapped Parking signs in this area refer to Sunday parking only. The exceptions to this rule include parking in named spaces and spaces with cones.

- Parking inside the fence is reserved for employees at all times.
- Parking is not available to the Mirman School community at any time in front of adjacent property.
- Parking within painted lines is necessary in order to facilitate emergency and other vehicles. Adults must escort all children in school parking lots and walk within the boundaries of the painted lines.
- Instructions provided by printed signs in the parking lot should be adhered to at all times.
- Caution, courtesy and cooperation must be exercised in the parking areas given the safety needs of our students and the close proximity of neighboring schools.
- At no time are children to be dropped off outside the gates and left to enter the school unescorted.

- These safety procedures should be relayed to any adult authorized to bring a child to or from the school. This includes relatives, neighbors, nannies, and housekeepers.

Exiting the Western Driveway Left onto Mulholland

Given the traffic on Mulholland Drive, no cars are allowed to make a left turn onto Mulholland between 7:30 and 8:30 a.m. Rather, turn left into the front parking lot, continue across the Westland School outer parking lot and exit at the westernmost driveway.

Special Arrangements

Early pickup is strongly discouraged. When unavoidable, early pickup requires that a parent report to the Front Office to sign his/her child out. Front Office personnel will then send for the child. If a parent knows in advance that he/she will need to pick his/her child up early, he/she should inform the teacher and Front Office at the beginning of the day.

Students are responsible for all work missed due to an early pickup.

Should the occasion arise when a parent cannot pick up his/her child, it is necessary to inform the Front Office. The designated driver should be directed to come to the Front Office for pickup. Students are not released to strangers. No student will be released to any adult not listed on the child's yellow Mirman School Emergency Preparedness Card.

After School Programs

The After School Program is a beneficial and highly appreciated educational experience at Mirman School. After School Classes are dismissed at 4:00 p.m., unless otherwise stated. The following is the procedure for pickup: A parent should arrange for his/her child to be picked up in a timely manner at the conclusion of the After School Class.

Students attending an After School Class should be picked up at the appropriate classroom by the parent or preapproved driver. Teachers remain in the classroom with their students until parents/approved drivers have picked up all children.

The Business Office will charge a \$15.00 supervision fee for any child picked up after 4:15 p.m. Parents who consistently arrive late will be asked to remove their child from the class. If a child is normally part of a carpool and is attending an After School Class, it is the parent's responsibility to make sure that all other members of the carpool who are not enrolled in the After School Class are picked up promptly at the regular dismissal time.

Rainy Day Pickup

In the case of heavy rain, Rainy Day Pickup will be announced. Parents should be aware that no method of dismissal is ideal on rainy days. However, Mirman School and its staff work diligently to assist parents in a relatively prompt manner given the circumstances.

Rainy Day Pickup signifies that all Lower School and Upper School students will be dismissed at 3:00 p.m. On Rainy Day Pickup days, all students remain indoors until their car arrives at school. Specific Rainy Day Pickup procedures are mailed home early in September.

If you have any questions regarding Rainy Day Pickup, call the Rainy Day Hotline: 310-775-8435. Every effort will be made to determine Rainy Day Pickup by 1:00 p.m., however, due to changing conditions, a Rainy Day Pickup could be called after 1:00 p.m.

If a parent has questions regarding pickup when severe weather conditions might affect an athletic game or practice, he/she should call the Sports Hotline: 310-775-8430. Every effort will be made to determine their status by 1:00 p.m., however, due to changing weather, an athletic practice could be called after 1:00 p.m. In addition, away games cannot be canceled until the competing school has notified us. This may delay putting the message on the Hotline.

Should there be extreme weather conditions or natural disasters of any kind in the area, parents should turn to KNX (AM 1070) or KFWB (AM 980) for notification about school closures.

The school also has subscribed with Blackbaud, an emergency automated phone system, to contact the entire Mirman School community simultaneously in case of a disaster or matter of concern to the entire parent body and staff. In order for parents to receive this call, their phone number contact information must be up-to-date.

Use of the Office Telephone, Cell Phone and Message Policy

Because of the large volume of visitors and of calls received at the Front Office, it is not possible for the school to function as a message service for children. Parents should discuss carpool and after school arrangements with their child(ren) ahead of time. Unless it is an extreme emergency, the school cannot relay messages to children during the school day. In case of illness, the office staff will contact parents for the child.

In order to control the large number of phone calls made by children on the Front Office phone, it is necessary for students to receive a signed Phone Pass from a teacher.

It is permissible for a student to carry a cell phone in his/her backpack or stored in a locker for use on campus before the beginning of class at 8:00 a.m. and after dismissal at 3:00/3:15 p.m. Phones must be turned off during school hours. Any student using a phone during the school day will have the phone confiscated. The phone may be picked up at the Front Office by the child's parent.

If a lunch, book, homework, or musical instrument, etc. is dropped off for a child, the item should be brought to the Front Office. Students will be notified and will pick up the item.

Electronic Communication

All Mirman School employees may be contacted by email by typing the employee's first name initial, last name @mirman.org.

Example: jdoc@mirman.org

The Mirman School website can be reached for all pertinent policies, procedures and calendar items. The URL is <http://www.mirman.org>.

In order to ensure much needed rest and relaxation for Mirman School employees, phone calls and all electronic communication will take place between 7:30 am on Monday morning through 3:30 pm on Friday.

Newsletter

Mirman School is proud of its informative newsletter, *The Mustang Gazette*, manned by diligent PSL volunteers. The newsletter is available each Wednesday at 2:00 p.m. while school is in session. Information regarding current and upcoming events is available. The URL is <http://pslnews.mirman.school.net>. The user name is *newsletter* and the password is *mustang*.

To go to each teacher's website, open the newsletter, click on the teacher and input username *teacher* and password *16180*.

Mirman School Emergency Preparedness Card

Every student, new and returning, must have a completed, up-to-date yellow Mirman School Emergency Preparedness Card on file in the Front Office before school begins in August. It is critical that this information be kept current since it is the only way the school can contact a parent in case of an emergency, whether it be fire, earthquake or sudden illness. Parents should list only local names and addresses. Parents should be sure to notify the Registrar

immediately of any change in address, telephone or emergency contact numbers during the year.

Permission to administer Tylenol pertains to emergency situations only.

On a daily basis, no over-the-counter medicines are stored in the Front Office or administered to any student.

Restrooms

For purposed of safety, the restrooms located next to Room 5O, 3MP and the PE Office are for student use only. Adults are asked to use the two restrooms in the Front Office, the one restroom inside the McDaniel Library as well as outside the McDaniel Library.

Rosters

The Roster, which contains the addresses, phone numbers and emails of all families, is distributed in September at the Lower School and Upper School Curriculum Nights. It is published strictly for the private use of Mirman School families. The Roster is not to be used for any other purpose, including business solicitations or referrals. Please respect the privacy of the information within the Roster. Replacement or extra copies may be purchased in the Front Office at a cost of \$5 per copy. It is also available on the school website under Parent Information.

Any family that does not choose to have their information listed should notify the Registrar. All Roster information should be communicated to the Registrar. Any new or updated information will be published in the newsletter.

Character Education

Mirman School is a member of the Character Counts education program. All students are encouraged to act according to the six pillars: caring, citizenship, fairness, respect, responsibility, and trustworthiness. Some years ago, students voted to add cooperation, perseverance and friendship to this list.

Attendance Policy

Enrollment at Mirman School implies that a child will be available for instruction throughout the year. No child will be excused for extended periods of time for reasons other than ill health, nor will homework assignments be prepared in advance. Mirman School does not excuse students for theatrical jobs, training or contests that detract from their educational experience.

Work permit requests should be placed in an envelope and delivered to the Front Office. Completed forms will be returned to the parent in 24 hours.

The Dean of Lower School or Dean of Upper School sign all student work permits. The school seal and signature signifies that the child has satisfactory grades, attendance and health. Such a permit allows a child to work at will after school, on weekends and holidays. It does not “permit” nor condone absence from school or tardiness due to a theatrical job, training or performance.

As an independent school for highly gifted children, Mirman School is exempt from California Education Code 48225.5. As a result, Mirman School students are not excused from absences for temporary work in the entertainment industry. Studio tutoring does not satisfy Mirman School academic requirements.

If a child is unable to attend school, it is the parent’s responsibility to notify the Registrar in the morning.

Students with ten or more absences during the school year jeopardize their academic status at the school. A notice to this effect will be mailed home. The notice is meant simply as a reminder of the school policy. Mirman School takes into consideration a child’s attendance when determining whether to issue a contract for the following academic year.

Student attendance is part of a child’s transcript and can adversely affect a child’s ability to be accepted to another independent school.

All homework/assignments must be made up following an absence. In order to provide a weekend in which to make up missed class work, all assignments are due the Monday following the child’s return to school.

Every effort should be made to schedule a child(ren)’s medical and dental appointments after school hours. Additionally, it is imperative that family vacations coincide with school holidays.

Tardiness Policy

Tardiness impedes academic progress. It is very important that children arrive at school on time. Children should arrive at school by 7:45 a.m. in order to begin their first academic class promptly at 8 a.m. All students who arrive after 8:00 a.m. should go directly to the Front Office to sign in as tardy. Students then proceed to their classroom. Children who fail to do so remain marked absent for the purpose of school records.

Students who arrive on campus in a timely manner but do not arrive in class until after 8:00 a.m. will be marked tardy. Students have a responsibility to be seated and ready for class at 8:00 a.m.

Students with ten or more tardies during the school year jeopardize their academic status at the school. A notice to this effect will be mailed home. The notice is meant simply as a reminder of the school policy. Mirman School takes into consideration a child's attendance record when determining whether to issue a contract for the following academic year.

Student tardiness is part of a child's transcript and can adversely affect a child's ability to be accepted to another private school.

Students are responsible for all classroom work missed due to tardiness.

Medical Policies

No student will be admitted the first day of class until all required medical forms have been filled out completely and received by the Registrar.

Children who show signs of a cold or any illness should remain at home for their own protection and that of other children. Children who arrive at school with a fever or develop a fever during the course of the day will be sent home. Children may return to school twenty-four hours after the fever subsides.

Children with head lice or contagious conditions, like conjunctivitis, must remain at home until the condition has been treated and no chance of contagion exists. These students should report to the Front Office with proof of treatment before returning to the classroom.

Call the Registrar to notify the school of any illness/condition.

It is imperative that the yellow Mirman School Emergency Preparedness Card be completed in full, turned in on time and kept up to date as the information is used to contact parents when children become ill at school. When a child becomes ill at school, parents will be contacted immediately by Front Office personnel.

Immunization

Per California law, a parent can sign an exemption of immunization if it is contrary to his/her personal beliefs. At the same time, the law stipulates that the children of parents who sign the exemption may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school. If a parent signs a waiver, it is hoped that they do so for deeply held personal beliefs.

If more than one student at Mirman School comes down with a vaccine-preventable disease, it is the school's responsibility to report the outbreak to the local Health Department. Depending on the number of grade levels or

students affected, the Health Department has the right to exclude from school any child not inoculated from the infectious disease in question for the incubation period of the disease. For example, in the case of chicken pox or pertussis, waived (unvaccinated) children could be excluded from school for twenty-one days.

If children have chicken pox, pertussis or any other contagious illness, they must bring a signed note from a pediatrician verifying that the child is no longer contagious, and that the child is well enough to attend school

Administration of Medicine

Legislation (E.C.11753.1) provides that students who require medication prescribed by a physician during school hours can be assisted by designated school personnel. The following policies and procedures were instituted to address the requests to administer medication to children and to meet the concomitant requirements of the school's insurance company.

It is the policy of Mirman School that no student shall be assisted with the administration of medication during school hours without a written statement from a licensed physician responsible for the medical management of the student and written consent from the child's parent/guardian. No student shall carry prescription, over-the-counter medication, or other medicinal-like substances on school grounds with the exception of those identified in line item #4. Compliance with the following guidelines is mandated.

Parent/Guardian and Physician Responsibility

All requests for administration of medications must be signed and validated by a licensed physician on the Physician Statement Form (MS-01). The parent or guardian must complete the Parent/Guardian Consent (MS-02). Both documents must be filed with the Registrar for each individual child for whom a request to administer medication is made. The school insurance company requires that parents/guardians also complete a Waiver, Release, and Indemnity Agreement for administration of medication during school hours.

1. A new form is required for each prescription or prescription change at any time during the school year.
2. Parents/guardians are encouraged to cooperate with the physician to develop a schedule, so the necessity for taking medications during school hours is minimized or eliminated.
3. Parents/guardians may administer medications to their children on a scheduled basis as arranged with the school.
4. Students will not be permitted to carry prescribed, over-the-counter medications, including cough drops or other medicinal substances on the school campus with the following exception:

- a. Those Upper School students who are required to carry a inhalers for treatment of allergy/asthma per Physician Statement and Parent/Guardian Consent form.
 - b. Age of the student must be identified by Physician and Parent/Guardian.
 - c. Those students required to wear fanny packs with an EpiPen for life threatening allergies per physician statement and Parent/Guardian Consent Form.
5. Lower School students must go to the Front Office for inhalers for treatment of allergy/asthma per Physician Statement and Parent/Guardian Consent Form.
 6. Students exhibiting any form of stress should be escorted to the office for inhaler treatment of allergy/asthma.
 7. Students will be assisted by the school staff with administration of prescribed medication only according to the physician order, instruction, and procedure. The school will keep prescribed medication in a secured cabinet. The school will not stock or dispense any over-the-counter medication for daily use.
 8. Tylenol will only be stocked with Emergency Preparedness supplies. Only students who have written parental approval on the yellow Mirman School Medical Emergency Preparedness card will be allowed to receive Tylenol during an emergency.
 9. Parents/guardians will assume full responsibility for the supply, appropriate transportation and maintenance of each medication.
 10. Each individual medication that the school accepts is to be contained in a separate pharmacy container. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. Student name
 - b. Physician name
 - c. Name of medication
 - d. Dosage, schedule, and how administered
 - e. Date of expiration of prescription
 11. Parents/guardians should pick up unused medications from the School Office during and at the close of the school year. Medications remaining after the last day of school will be discarded.

Injuries

In the event that Mirman School students are injured during Mirman School activities on or off campus, including field trips and organized sports, the school carries School Time Accident Coverage. The basic benefit of \$1,000,000, and usual and reasonable benefits are provided on full excess basis for covered expenses. This means that covered charges will be paid when they are in excess of another plan providing medical expense benefits. Treatment for the injury must be provided within 90 days after the accident. If a child is injured during school activities, parents should contact the Chief Financial Officer in the Business Office.

Food Allergy & Anaphylactic Policy

Due to the increasing number of students with peanut allergies and the life threatening nature of these allergies, it was determined that Mirman School would join the ranks of hundreds of schools that have become, to the best of their ability, peanut free. The presence of peanuts, tree nuts, their products or oils on campus is prohibited. This means that these products must be excluded from student snacks, lunches, class parties, and all school functions. This information should be passed along to anyone who prepares food for a Mirman School child(ren) to take to school.

Lunches

Mirman School adheres to the belief that all children need a reasonable daily lunch period. Lunchtime affords children an opportunity to relate socially to classmates, provides a break in routine, allows students to return to class fortified and refreshed, and supplements needed physical exercise.

Students may not be required to make up homework, complete class assignments, classroom projects, or utilize laptop computers during their scheduled lunch/play period. A student's inability to complete homework, class assignments or class projects is reflected on their progress report and report card. A student's grades may be adversely affected by a student's inability to complete work in a timely manner.

Students may not lose their entire play time at lunch or recess for behavioral issues.

The Parents' Service League offers subscription lunch service through California Fresh Foods. A pre-ordered lunch is served buffet style and includes one hot entree, fresh fruit, vegetables, dessert, and bottled water for \$6.60 per day, Monday through Friday. For copies of the menu or specific information concerning ordering lunch, visit California Fresh Foods at <http://www.californiafreshfoods.com>.

In keeping with the school's ecological concerns, the school has been designated to have "waste free lunches." Information pertaining to the waste free lunch is shared in the August mailing.

What Does a Waste-Free Program Look Like?

| A typical lunch (Disposable) | A waste-free lunch (Reusable) |
|---|--|
| - sandwich sealed in plastic bag | - sandwich/main dish, fresh fruit/vegetables, and treats in reusable lunch container |
| - fruit/vegetables in plastic bags | - cloth napkin |
| -prepackaged chips, cookies, fruit/granola bar, cheese, and fruit leather | - stainless steel fork/spoon |
| - prepackaged yogurt, applesauce, pudding | - reusable drink container/thermos |
| - crackers, pretzels, chips, other snack foods sealed in plastic bags | - reusable lunchbox |
| - plastic fork/spoon | |
| - paper napkin | |
| - lunch carried in paper/plastic bag | |

In addition, the PSL organizes Hot Lunch/Free Dress/Food Drive Days. Students who bring a food donation to school that day may take part in Hot Lunch/Free Dress.

When preparing lunches, keep the following requirements in mind:

1. Children should bring well-balanced lunches to school that do not include candy, gum, soft drinks, anything in glass bottles, foods that must be heated or refrigerated or peanuts, tree nuts, their products and oils.
2. Utensils should be included when necessary.
3. Hot water for children's prepared soups or other dried foods is not available.
4. Heated food should be placed in a thermos.
5. Children should bring a nutritious snack for recess time.
6. Children who do not order lunch through California Fresh Foods may order milk or water on a yearly basis. Milk/water order forms are provided in the summer mailing.
7. Names should be placed on children's lunches.
8. It is required that lunches be carried in reusable containers.
9. The PSL has provided recycling containers for plastic bottles in the lunch areas. These bottles are recycled. The proceeds from their sale support our Global Buddies Program.
10. For health and sanitation reasons, unclaimed lunch boxes will be disposed of every Monday morning.

In an emergency, and if there is extra food, California Fresh Foods will provide individual meals for the cost of \$7.50. Students who forget their lunches are issued a lunch pass by the Registrar for the day. Parents are notified by email of this transaction.

Subscription Breakfast Program

The PSL also offers a subscription breakfast program for children and parents on Thursday morning. A PSL mailing provides complete information on this option.

Birthdays

Lower School children may celebrate their birthday at school by bringing individual, (peanut free) nutritious treats to class. Arrangements should be made with the classroom teacher several days in advance. The teacher will then send an email with approved birthday refreshment options. Individual teachers may set their own guidelines for the observation of birthday celebrations at school. Balloons and party paraphernalia are not allowed.

Gifts may not be shared nor handed out at school.

Party invitations must be mailed directly to the children's homes. In order to avoid hurt feelings, the school encourages parents to invite all class members or all the boys and all the girls, unless the parent is just inviting several close friends. Children should not discuss their birthday party plans at school unless it is a class party.

Parents are asked not to celebrate teacher birthdays.

In Upper School there is no homeroom time available for celebrations. Therefore, birthdays should be celebrated outside of school and invitations mailed directly to a child's home. School lockers may not be decorated for birthday observations.

The above recommendations also pertain to Bat and Bar Mitzvah celebrations. When in doubt, ask yourself how your child would feel to be excluded. As a school community, it is admirable to model the compassion and sensitivity we wish to instill in our children.

End of the Year Parties

If the teacher so desires, Mirman School endorses a simple age appropriate in-class end of year party. The school does not sanction off-campus parties. Such parties cannot be organized using school facilities or structures. The organization of such off-campus end of year parties is not a Room Parent responsibility. For liability purposes, teachers are instructed in the Faculty Handbook not to attend off-campus events that are not sponsored by the school.

As always, parents are asked to act as role models when it comes to compliance with school policies and regulations.

Naturally, parents are free to socialize in any manner they see fit during their summer vacation.

Gift Giving Policy

Believing in the tradition that “It is better to give than receive,” Mirman School advocates a voluntary policy for those wishing to give a token of appreciation to an individual member of the faculty or staff. In keeping with this policy, room parents are instructed not to collect for a group gift at either the winter holiday or end of the year. Anyone wishing to show their appreciation should send either a note of thanks or a modest individual gift.

This policy is published in the Personnel Manual. Parents who act contrary to school policy put members of the faculty in the uncomfortable position of behaving contrary to school rules and Character Counts pillars, which they teach to their students on a daily basis.

Parent Conferences

Mirman School prides itself on its open communication between teachers and parents. While specific Parent Conferences are scheduled on November 29th and 30th, 2010, the school encourages parents to make appointments earlier in the year to meet their child(ren)’s teacher at a conveniently agreed upon date if necessary. These conferences can replace or be in addition to the November 29th and 30th conference.

If a parent leaves a message on the teacher’s voice mail or e-mail, the teacher will respond to discuss the parent’s concern and/or schedule an appointment at his/her earliest convenience. Teachers will be happy to talk concerning a child(ren)’s class work, homework or academic progress.

Parents should be aware of the fact that between their teaching schedule and supervisory duties, it is often not possible for teachers to return phone calls or emails until after the school day ends at 3:00/3:15 p.m.

Evaluation Reports

The administration and faculty feel that semester grading, with interim Progress Reports, provide students with the opportunity for greater depth and focus in their studies and the parents with regular and timely feedback.

| | |
|--------------------|-----------------|
| November 29 and 30 | Progress Report |
| January | Report Card |
| March | Progress Report |
| June | Report Card |

The evaluation of students is the sole professional responsibility of the classroom instructor and is not subject to change.

General Homework Policy

Mirman School feels that homework is a meaningful part of the educational process. Homework is given for review, remediation and enrichment. It is directly related to the subject matter taught in class.

1. Each student is responsible for assigned homework. Valuable study skills are acquired by taking responsibility for the careful, consistent and timely completion of homework. Parents can best help by providing a quiet, specific area in which children may do their homework and study.
2. Homework is generally given each day, though not in every subject. All homework is to be completed and turned in on time.
3. Grades are adversely affected when classroom projects/assignments are handed in late.
4. When students are absent due to illness or for any reason, they are expected to make up all homework assignments. Students should choose a "study buddy" in each class, whom they can call for assignments or information in case of absence.
5. Homework assignments will not be given in advance for absences unrelated to illness.
6. If a child is absent for three days or more due to illness, teachers will prepare a homework packet for the parent or the "study buddy" to pick-up at the end of the day.
7. Parents are asked not to request that their children be excused from homework for any reasons, nor are they to ask for extensions. Family obligations should not preclude the learning of lifelong lessons of responsibility.
8. Parents will be contacted if there is a homework problem. If a parent has any concerns or questions about homework, he/she should contact the teacher.
9. Tests or quizzes missed during an absence should be made up in a timely manner determined by the teacher.

Behavioral Policies

At Mirman School an underlying atmosphere of respect pervades the classrooms and campus. Children have the right to a safe and caring environment. Students are academically stimulated, expectations are clear and consequences are consistent in order to avoid behavioral problems. Teachers work with students to establish rules of class conduct. The school believes strongly in communication and working in partnership with parents to solve problems that arise.

The school does not condone physical/verbal/cyber harassment or bullying of any kind. Such actions are considered suspendable offenses. Extreme offenses may result in expulsion. A child who brings any kind of weapon, drugs or alcoholic beverage on campus will be subject to immediate expulsion.

If a parent believes that another child has treated his/her child inappropriately, he/she should contact the teacher immediately. If the teacher's response is not considered adequate, the parent should inform the Assistant Head of School or Dean of Lower School. These Division Heads will call a meeting of the Affective Review Committee and act in accordance with school rules.

It is the school's responsibility to address behavioral issues. Parents may not take it upon themselves to do so.

Classroom Visitations

As occasions arise during the school year, Lower and Upper School teachers will offer opportunities for students to give a presentation of interest to the parents or to observe a particularly interesting lesson or activity. Visitations are scheduled with the classroom teacher with permission of the Assistant Head of School and/or Dean of Lower School. The Front Office should be notified in advance of any visitation.

Mirman School welcomes alumni visitors. However, in order to safeguard the learning environment of the classrooms, they are only allowed to visit friends and teachers in Upper School at lunchtime.

Library

The Mirman School McDaniel Library, located on the lower floor and mezzanine level of the Annenberg Center for Communications, is open on Monday through Friday from 7:15 a.m. to 4 p.m. The library houses books, encyclopedias, reference sources, and periodicals as well as electronic resources for use by the student, teacher and parent population. The lower floor houses Lower School books while Upper School stacks and computers are located on the mezzanine.

Rooms 1 students may check out books for a week. Rooms 2 through Rooms 5 students may check books out for two weeks at a time. Upper School students may check out books for three weeks.

Overdue notices are given to students on the second and third week after the due date. Parents will be notified after the fourth week and billed for replacement of books that are not returned or renewed after five weeks. Money will be refunded if the book is found and returned before the replacement copy has been ordered. A minimum fee of \$10.00 is charged for paperbacks, while the hardback fee minimum is \$20.00.

A supervised library period is provided daily from 7:15 a.m. to 7:45 a.m.

Parents are welcome to sit with their child(ren) in the library after school while awaiting a sibling involved in an After School Program. Parents are responsible for the child's behavior at this time. Food and drink are not allowed in the library.

Book Buddies is an ongoing program in which families are provided with the opportunity to donate books to the McDaniel Library to celebrate a special occasion, such as a birthday, to honor someone or to commemorate an event. The child's name is placed on a prominently displayed bookplate presented during the child's library class. At Open House and Grandparents' Day in the spring, an annual Book Festival is held at which time books selected by the librarian or faculty are made available for donation. A yearly book sale also takes place in the fall.

Elevators

All campus elevators are to be used by adults. Persons with physical disabilities and injured students may also make use of this device.

Uniforms

The dress code is designed to promote a neat, orderly and attractive appearance that fosters pride and self-esteem. All students are expected to wear appropriate school uniforms every day. In some instances a student will be asked to remove the non-uniform item. In other instances a parent will be called and required to bring the proper uniform item if a student comes to school in an incorrect uniform.

Uniforms should be labeled clearly with the child's name. Iron-on or sew-on nametags are available through the Dennis Uniform Company. Parents may contact the Dennis Uniform Company at:

www.dennisuniform.com
20920 Victory Blvd.
Woodland Hills, CA 91367
(818) 887-5376

A percentage of the sales on all uniform items purchased at the Dennis Uniform Company are donated to Mirman School at the end of each school year. Uniforms can also be purchased through the Mirman School Parents' Service League Uniform Exchange.

For safety reasons students are required to wear sport shoes during physical education classes. Students may keep an additional pair of shoes in their lockers/backpacks for this purpose.

Uniform jackets are required as cold weather garments, with the exception of rainy days when suitable rain gear is appropriate. It is recommended that students arrive at school dressed for the elements on rainy days. Rainy day attire may include a raincoat, umbrella and rain boots.

Additional Uniform/Grooming Policies

1. Extreme hairstyles, fads or coloration are not allowed.
2. While clear lip-gloss and/or lip balm are appropriate, make-up of any sort is prohibited.
3. Colored tee shirts are not allowed under uniform shirts.
4. Sandals, flip-flops or any backless shoes, platforms, high heels, or Uggs are not acceptable.
5. Crocs and similar footwear are allowed, but they must be replaced with appropriate gym shoes for physical education and athletics.
6. Headphones, CD players, palm pilots, iPods, and other electrical equipment are not allowed on campus or in the classroom during the academic day. The school is not responsible for lost or stolen equipment.
7. Cell phones must remain off between 8:00 a.m. and 3:00/3:15 p.m..
8. Baseball hats may be worn for protection from the elements.
 - a. They must be worn with the brim forward.
 - b. Exceptions may be made for medical reasons.
 - c. They are only to be worn outdoors.
9. Camouflage items are not appropriate school wear at any time.
10. Girls' skirts must be no higher than two inches above the knee.
11. Rolled skirts are not allowed.
12. Short shorts and rolled/folded shorts are unacceptable.
13. Students may not decorate their uniforms with buttons, patches or non-uniform insignia or designs.
14. Only white, black, navy, or gray leggings/tights/socks may be worn with the Mirman School uniform.

15. Items that are a distraction to the child and his/her classmates are discouraged. Examples include excessively large jewelry and headbands.

Unauthorized items and equipment will be confiscated. Items may be retrieved by a parent in the Front Office.

Parents of children who wear non-uniform items will receive a notice. Compliance to school uniform requirements is taken into consideration when determining whether to issue a contract for the following academic year.

* See Upper School Uniform Policy

Hot Lunch/Free Dress/Food Drive Days

Several times a year the PSL provides a hot lunch to all students. Children who bring a food item to donate to the needy, are allowed to wear Free Dress on these days.

Students who are not required to wear uniforms on Hot Lunch/Free Dress/Food Drive days should keep the following clothing stipulations in mind: No torn clothes of any type, no short shorts, tank tops, crop tops, spaghetti straps, sandals, flip-flops, high-heeled shoes, camouflage or inappropriate tee shirts.

Students who do not comply with school uniform regulations on these special days will lose the free dress option for future events.

Spirit Days

A specific number of Spirit Days are determined each year. Spirit Days are non-uniform days for those students wearing the designated spirit items. On these days, students are allowed to wear appropriate jeans/shorts with the designated spirit items, i.e. shirt, hat, shoes.

Lost and Found

All items brought to school should be clearly marked with a child's first and last name. All lost items can be claimed at the Lost & Found shed located on the Lower School Campus behind Rooms 2. However, all unclaimed items, labeled or unlabeled, will be sold periodically at uniform exchange sales. Unclaimed lunchboxes will be disposed of each Monday morning at 9:00 a.m.

LOWER SCHOOL POLICIES

Lower School Grading

Lower School students in Rooms 2, 3, 4, and 5 receive four written evaluations as to their progress in all subjects.

Progress is reported orally to parents of students of Rooms 1 throughout the quarter or at the November 29th and 30th Parent Conference. It is conveyed in narrative form in January, March and June.

December and March Progress Reports for students in Rooms 2 through 5 generally contain grades only.

January and June Report Cards for students in Rooms 2 through 5 contain grades and a narrative account.

Students in Rooms 2, 3 and 4 are graded as follows:

| | |
|---|-----------------------|
| O | Outstanding Progress |
| S | Satisfactory Progress |
| M | More Progress Needed |

In order to prepare for the transition to Upper School standards and expectations and to more clearly recognize strengths and specific areas needing improvement, Lower School students in Rooms 5 are assigned letter grades of A, B, C, and U.

| | |
|---|---|
| A | signifies that the student succeeded admirably at meeting class requirements. |
| B | signifies that the student met class requirements. |
| C | signifies that the student met minimal class requirements. |
| U | signifies unsatisfactory work. |

Progress Reports for Rooms 2, 3, 4, and 5 are issued at a Parent/Teacher Conference on November 29th and 30th. An additional Progress Report is mailed home in March.

The January and March Report Cards are mailed home.

In addition to Progress Reports, the Lower School has a Lower School Special Report to Parents form designed to communicate areas of special concern from the classroom teacher to the parent. These forms are not a permanent part of the child's record but suggest the need for a phone call, email or parent/teacher conference.

Lower School Academic Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip in academic performance. The administration and faculty consider each case with care and sensitivity before making specific recommendations for or against academic probation. However, the school holds the position that a Mirman School student accepts fundamental levels of academic and personal responsibility as part of being a student at Mirman School.

Conditions warranting academic probation include but are not limited to:

- Any student who, in the judgment of the faculty and administration, indicates a serious lack of interest or positive involvement in the learning process, a lack of academic integrity or a lack of willingness to pursue academic excellence will be reviewed for possible academic probation by the Academic Review Committee. The Academic Review Committee consists of the child's homeroom teacher in coordination with specialists and the Dean of Lower School. Each case will be considered on its individual merits.
- Any student who receives three or more Special Report to Parents forms in a single grading period is subject to academic probation.
- Any student in Rooms 2 and 3 who receives 2 or more M's on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.
- Any student in Rooms 4 who receives two or more grades at or below an S- on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.
- Any student in Rooms 5 who receives 2 or more grades at or below a C+ on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.
- Any student in Rooms 5 who receives a grade of U is placed on automatic academic probation and must raise the grade before the next grading period in order to earn a contract for the following year.

In order to provide needed academic support, parents of students in Rooms 2 through 5 must be advised in writing via a Special Report to Parents form of a child's academic struggle(s) prior to the issuance of an S-, M or C+ on a Progress Report/Report Card.

Parents of any student in jeopardy of dropping a full grade in any subject should receive a Special Report to Parents form advising them of the situation.

Academic probation is determined upon the issuance of grades at the two Progress Reports or Report Cards. Upon the issuance of grades, parents will

be asked to attend a meeting of the school administration and academic teachers. At that time, grades will be delineated and conditions of probation determined. A letter stating the conditions of probation will follow.

The child has until the next grading period to meet Mirman School academic standards. At the end of the next grading period, a second parent conference, attended by administration and academic teachers, will be scheduled. The student will either be taken off academic probation, have the probation period extended or have the contract withheld or withdrawn for the following academic year.

Part of the conditions of the probation program will be regular academic counseling appointments with an appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of the sustained self-control and organized work habits necessary to academic success at Mirman School may be advised to seek outside testing by a school-approved learning specialist. Test results shared with teachers will be used to devise a plan of action to remediate academic difficulties.

Contracts are withheld when advancement to the next academic level at Mirman School is considered detrimental to a child's emotional, social and academic well being. Special care is given at Rooms 3 and 5 to ensure that students are prepared for the next level of academic challenge.

Lower School Homework Policies

The rule of thumb for Lower School homework is: Homework is rarely assigned in Rooms 1. As students become more proficient at reading, the skill should be practiced at home for approximately 10 minutes per night. Twenty minutes of homework is assigned in Rooms 2, 30 minutes in Rooms 3, 40 minutes in Rooms 4, and 50 minutes per night is assigned in Rooms 5. These times refer to sustained work. Nightly reading is not included in this time, nor is the need to study for tests. Homework is not given on weekends or holidays. No more than two tests may be given in any one week. No tests are given on Mondays, and no additional homework assignments may be given in a subject that is being tested in any given week.

Lower School Behavioral Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip dramatically in behavioral performance. The administration and faculty consider each case with care and sensitivity before making specific recommendations for or against behavioral probation. However, the school holds the position that a Mirman School student accepts fundamental levels of behavioral and personal responsibility as part of being a student at Mirman School.

Any child who initially acts contrary to school rules, policies or procedures will meet individually with the teacher in order to remediate the behavior.

If the child acts contrary to school rules, policies or procedures a second time, the teacher contacts the parent(s) to inform him/her of the continuing nature of the problem. At the same time, the teacher should complete a Special Report to Parents form. The teacher, the Dean of Lower School and School Counselor sign the form to acknowledge their awareness of the continuing nature of the problem. The Special Report to Parents form does not become part of the child's permanent record. It is a written form of communication.

Consequences for the child include, but are not limited to, the writing of a personal apology for the behavior. The child's parents should sign the letter. Again, actions should be taken by the teacher with the support of the parents to remediate the behavior.

A third infraction would result in suspension, depending on the seriousness of the infraction. It would require a meeting of the Affective Review Committee. The Lower School Affective Review Committee consists of one teacher from each level, any specialist involved in the incident, the Dean of Lower School and/or School Counselor.

A written plan of action for the child is generated and shared with the parents at a Parent/Teacher Conference. At that time, acceptable behaviors will be delineated and conditions of probation determined. A letter stating the conditions of probation will follow.

Conditions warranting behavioral probation include but are not limited to: Any student, who in the judgment of the faculty and administration, consistently exhibits an attitude that impedes the academic progress and/or has an adverse affect on the academic atmosphere of the classroom, exhibits a lack of integrity, or a lack of willingness to adhere to school rules, regulations and policies will be reviewed for possible behavioral probation by the Lower School Affective Review Committee. Each case will be considered on its individual merits.

Part of the conditions of the probation program will be regular counseling appointments with an appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of the sustained self-control and adherence to acceptable behavioral standards can be advised to seek outside testing by a school approved learning specialist. Test results shared with teachers will be used to devise a plan of action to remediate classroom behavior. At the end of the stated behavioral probation period, the students will either be taken off behavioral probation, have the probation period extended or have their contract withheld or withdrawn for the following academic year.

Lower School Academic Suspension

Acts that result in immediate suspension include but are not limited to verbal/physical/cyber harassment, unacceptable language, destruction of school property, theft, misuse or destruction of the personal property of another member of the Mirman community, or disrespect to a member of the school faculty, staff or administration. Students who receive three Special Report to Parents forms are subject to suspension.

Students who take part in plagiarism are subject to suspension. All Mirman School students are thoroughly instructed in the proper use of school computers. All students and their parents sign an Acceptable Use Policy, AUP. Any misuse of technology on or off campus that hinders the efficient and safe instructional atmosphere at Mirman School is considered a serious offense subject to immediate suspension or expulsion.

The above policies are guidelines and, in certain circumstances, due to the seriousness of a student's behavior, the school may find it necessary to take appropriate immediate disciplinary action, including suspension and/or expulsion. The school reserves the right to do so in any situation.

See General Information, Behavioral Policies

After School Classes

At various times during the school year, extra-curricular classes/activities are offered to different age groups. Most of the classes/activities are offered after school, usually from 3:10 - 4:00 p.m. once a week for a period of 4 to 8 weeks. Only members of the faculty and professional organizations offer after school classes. Information on classes, fees and schedules will appear in the *The Mustang Gazette*. Anyone wishing information on after school classes should contact Ms. Celine Maullin, Director of the After School Program.

See General Information, After School Programs for Pickup Procedures.

Field Trips

During the school year, students participate in a variety of field trips. Younger students may make short visits, lasting a few hours, in conjunction with classroom studies or projects. Students in Rooms 4 travel to Sacramento.

Parents must sign a permission slip in order for their child to participate in required field trips. Occasionally, there are small fees required for admission to these events.

Transportation for all field trips is provided on school buses, arranged and paid for by the school.

Athletics

The Mirman School Athletic Department offers a broad athletic program. As a participating member of the San Fernando Valley Private School League in both the Elementary and Junior High Divisions, the following opportunities are offered to students:

| | |
|---------------------|---|
| Fall (Sept.-Nov.) | Rooms Five and Upper School Girls' Basketball Upper School Boys' Flag Football |
| Winter (Jan.-March) | Rooms Five and Upper School Boys' Basketball Rooms Five and Upper School Co-ed Track & Field |
| Spring (Apr.-May) | Rooms Five and Upper School Girls' Volleyball Rooms Five and Upper School Boys' Soccer or Baseball |

Students in good standing, academically and behaviorally, earn the privilege of representing Mirman School on an athletic team.

See Rainy Day Pickup for cancellation of athletic practices or games due to severe weather conditions.

The Mirman School Athletic Department also offers an After School Intramural Program to students in Rooms 1 through 4. Information on these sports opportunities is publicized in *The Mustang Gazette*.

Simultaneously, all students participate in the President's Physical Fitness Program.

Sports Team Uniforms

Rooms Five students who participate in organized team sports receive information on team uniform items before the season starts.

Students in Rooms 5 wear their regular uniform to school and change into their team uniform after school on the days they have scheduled games.

Community Service

In order to prepare students to successfully meet and deal with the academic pressures of today as well as the professional demands of tomorrow, Mirman School has integrated community service into its curriculum. In the Lower School all classes have a community service project for the year. Information pertaining to community service will be provided to students in their classrooms and to parents on Curriculum Night.

UPPER SCHOOL POLICIES

Upper School Grading

Upper School students receive letter grades, of A, B, C, and U.

- A signifies that the student succeeded admirably at meeting class requirements.
- B signifies that the student met class requirements.
- C signifies that the student met minimal class requirements.
- U signifies unsatisfactory work.

If a grade of U is earned at the end of a grading period, the student is placed on automatic academic probation. The grade must be raised by the next grading period in order to have a contract issued for the following year.

Grades are issued in elective classes. Successful completion of elective classes is necessary for the receipt of a diploma and final transcript.

Grades are issued for Upper School 2nd, 3rd and 4th year Human Development classes. Successful completion of the 2nd, 3rd and 4th year Human Development courses is necessary for the receipt of a diploma and final transcript.

November 29th and 30th and March Progress Reports contain grades only.

All January and June Report Cards contain grades and a narrative account.

Upper School parents are invited to conference with any or all of their child(ren)'s teachers at the designated date on November 29th and 30th or at any time that is convenient to both the parent and the teacher during the semester.

All Progress Reports and Report Cards will be mailed home to Upper School parents. Parents who schedule a meeting with the teacher for the November 29th and 30th Parent/Teacher Conference should bring the Progress Report with them.

In addition to Progress Reports and Report Cards, the Upper School has an Academic Report to Parents form designed to communicate areas of special concern from the classroom teacher to the parent. Academic Report to Parent forms do not become a part of a child's permanent record.

Upper School Academic Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip in academic performance. The administration and faculty consider each case with care and sensitivity before making specific recommendations for or against academic probation.

However, the school holds the position that a Mirman School student accepts fundamental levels of academic and personal responsibility as part of being a student at Mirman School. Conditions warranting academic probation include but are not limited to:

- Any student who, in the judgment of the faculty and administration, indicates a serious lack of interest or positive involvement in the learning process, a lack of academic integrity, or a lack of willingness to pursue academic excellence will be reviewed for possible academic probation by the Academic Review Committee. The Academic Review Committee consists of the child's five academic content teachers and an administrative representative. Each case will be considered on its individual merits.
- Any student who receives two grades of at or below a C+ in academic content areas (English, world language, math, science, social studies) is subject to automatic academic probation.
- Any student who receives a grade of U at the end of a grading period is put on automatic academic probation. The grade must be raised by the next grading period in order to have a contract issued for the following year.

In order to provide needed academic support, parents of Upper School students must be advised in writing via an Academic Report to Parents form of a child's academic struggle(s) prior to the issuance of a C+ or below on a Progress Report/Report Card.

Parents of any student in jeopardy of dropping a full grade in any subject should receive an Academic Report to Parents form advising them of this situation.

Academic probation is determined upon the issuance of grades at the two Progress Reports or Report Cards. Upon the issuance of grades, parents will be asked to attend a meeting of the school administration and academic teachers. At that time, grades will be delineated and conditions of probation determined. A letter stating the conditions of probation will follow.

The child has until the next grading period to meet Mirman School academic standards. At the end of the next grading period, a second parent conference, attended by administration and academic teachers, will be scheduled. The student will either be taken off academic probation, have the probation period extended or have the contract withheld for the following academic year.

Part of the conditions of the probation program will be regular academic counseling appointments with an appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of the sustained self-control and organized work habits necessary to academic success at Mirman School may be advised to seek outside testing by a school-

approved learning specialist. Test results shared with teachers will be used to devise a plan of action to remediate academic difficulties.

Contracts are withheld when advancement to the next academic level at Mirman School is considered detrimental to a child's emotional, social and academic well-being.

Upper School Homework Policies

In the First Year of the Upper School, students may be assigned as much as 20 minutes a night of homework for the five academic solids (English, social studies, math, science, world language). Additionally, study may also be necessary from time to time for other classes. No homework is given to First Year students over the weekend. The weekend is defined as Friday, Saturday and Sunday. Homework may not be assigned on a Thursday that is due on Monday. However, work may be assigned on a Thursday that is due on a Tuesday, providing it is work that can be done on Thursday and/or Monday night.

In the Second Year of Upper School, students may be assigned up to 20 minutes a night of homework for the five academic solids. Additional study may also be necessary from time to time for other classes. On weekends, students in the Second Year of Upper School may be given the equivalent of one night's homework. If a student has a test scheduled for a Monday, the studying for that test will be considered the weekend homework.

During the last two years of Upper School, students may be assigned up to 30 minutes of homework for the five academic solids, including the equivalent of one night's homework over the weekend, considered to be Friday, Saturday and Sunday. Additional study may be necessary from time to time for other classes. If a student has a test scheduled for a Monday, the studying for that test will be considered the weekend homework.

It is important for students to remember that review is an important element of any academic class. Along with review, all classes have periodic tests and long-term assignments that require work outside of class.

Assignments are posted in each classroom as well as on the teachers' web page. Teacher web page information is provided through the newsletter. Click on the teacher and enter the username *teacher* and password *16180*.

Tests for all Upper School classes are also posted online:

http://www.google.com/calendar/embed?src=dlee%40mirman.org&ctz=America/Los_Angeles

Tests or quizzes missed during an absence should be made up in a timely manner determined by the teacher.

Upper School Behavioral Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip dramatically in behavioral performance. The administration and faculty consider each case with care and sensitivity before making specific recommendations for or against behavioral probation. However, the school holds the position that a Mirman School student accepts fundamental levels of behavioral and personal responsibility as part of being a student at Mirman School.

Any child who initially acts contrary to school rules, policies or procedures will meet individually with the teacher in order to remediate the behavior. A Special Report to Parents behavior form will be mailed home at this time.

A second infraction results in a meeting with the Dean of Upper School and/or School Counselor. Consequences include but are not limited to a personal apology for the behavior and/or the writing of a sincere letter of apology. The letter of apology must be signed by both parents to attest that they are aware of the situation.

A third infraction would require a meeting of the Affective Review Committee. The Upper School Affective Review Committee consists of the five academic content teachers, any specialist involved in the incident, the School Counselor and Dean of Upper School. Each case will be considered on its individual merit. A written plan of action for the child is generated and shared with the parents at a Parent/Teacher Conference. At that time, acceptable behaviors will be delineated and conditions of probation determined. A letter stating the conditions of probation will follow.

Conditions warranting behavioral probation include but are not limited to:

- Any student, who in the judgment of the faculty and administration, consistently exhibits an attitude that impedes the academic progress and/or has an adverse affect on the academic atmosphere of the classroom, exhibits a lack of integrity, or a lack of willingness to adhere to school rules, regulations and policies will be reviewed for possible behavioral probation by the Upper School Affective Review Committee. Each case will be considered on its individual merits.
- Part of the conditions of the probation program will be regular counseling appointments with an appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of the sustained self-control and adherence to acceptable behavioral standards can be advised to seek outside testing by a school-approved learning specialist. Test results shared with teachers will be used to devise a plan of action to remediate classroom behavior. At the end of the stated behavioral probation period, students will either be taken off behavioral probation, have

the problem period extended or have their contract withheld or withdrawn for the following academic year.

Upper School students who receive a third Out of Uniform notice will be subject to a Time of Reflection with the Dean of Upper School from 7:15 a.m. to 7:45 a.m. The date will be determined between the child's parents and the Dean of Upper School.

Upper School Behavioral Suspension

All Mirman School students are thoroughly instructed in the proper use of school computers. Students and their parents sign an Acceptable Use Policy, AUP. Any misuse of technology on or off campus that hinders the efficient and safe instructional atmosphere at Mirman School is considered a serious offense subject to immediate suspension or expulsion.

Acts that result in immediate suspension include but are not limited to verbal/physical/cyber harassment, unacceptable language, racial slurs and/or epithets, destruction of school property, theft, misuse or destruction of the personal property of another member of the Mirman community, or disrespect to a member of the school faculty, staff or administration.

Students who take part in plagiarism and who fail to adhere to the Mirman School Honor System are subject to suspension. See Mirman Honor System

The above policies are guidelines and, in certain circumstances, due to the seriousness of a student's behavior, the school may find it necessary to take appropriate immediate disciplinary action, including suspension and/or expulsion. The school reserves the right to do so in any situation.

Lockers

All Upper School students are issued a school lock and locker. Books, binders, backpacks, computers, and any additional school materials must be stored in the locker at all times when not in use. Items found around the campus will be collected and brought to the Lost & Found shed located behind Rooms 2 in the Lower School. However, any unsecured laptop will be brought to the Upper School, Garen Computer Lab. The natural consequences include:

- Laptop computer and network use may be suspended or revoked. That is, students may be asked to return their laptop for a period of time commensurate with the infraction (including full loss of privileges for the remainder of the year). This rule is explained in detail in the Acceptable Use Policy (AUP).

While Mirman School parents are always welcome on campus, they are asked not to accompany their Upper School students to the locker area at morning drop off or afternoon pickup. Student independence should be encouraged

during the middle school years. In addition, congestion in this area prevents students from accessing their lockers.

Lockers will be cleaned out on a quarterly basis. The outside of the lockers may not be decorated or marked in any manner. Magnetic devises may be employed in the inner locker only.

Mirman School believes that academic success is a hollow achievement without principled reasoning and ethical decision-making, and in the spirit of Character Counts, students are asked to sign an Honor System Agreement concerning locker use.

The Mirman School Honor System

As a trustworthy, respectful, responsible, fair, and caring citizen of Mirman School, I _____, choose to live according to the rules and regulations delineated in Mirman School's Honor System. At the same time, I understand and accept that failing to live up to these standards will result in consequences.

I agree to keep my books, folders, binders, computer, clothing, and all materials in the locker assigned to me. I will never leave my laptop or any other materials on the ground, benches, fields, or stairs. I will never open the locker of any other student. I will not put anything in anyone else's locker, nor will I take anything out of any other student's locker.

Consequences

If I violate this policy, I understand that it will result in disciplinary action up to and including suspension. If I fail to place my possessions in my locker when not in use, I assume responsibility for any loss and relieve the school of all liability. If I fail to secure my laptop computer when not in use, I understand that I will lose this privilege for a period of time. If I use digital technology to threaten, harass and/or be critical of the school, teachers, school administrators or fellow students, I understand that it will result in disciplinary action up to and including expulsion. If at the end of the school year, I fail to return all property issued to me by the school, I understand that I will be financially liable for the lost school material.

This Honor System is signed by each Upper School student prior to the beginning of each school year.

Field Trips

During the early fall, Third and Fourth Year Upper School students spend part or all of a week participating in outdoor education trips. These extended co-curricular trips not only have educational value but also are intended to build

class unity, to solidify friendships between students and teachers, and to create lasting memories.

Academically integrated day trips for Upper School One and Two are also provided. Information will be forthcoming in the fall.

The school administration makes every effort to keep the cost of field trips reasonable. In case of severe financial hardship, families can apply for financial assistance.

Athletics

The Mirman School Athletic Department offers a broad athletic program. As a participating member of the San Fernando Valley Private School League in both the Elementary and Junior High Divisions, the following opportunities are offered to students:

| | |
|---------------------|---|
| Fall (Sept.-Nov.) | Rooms Five and Upper School Girls' Basketball Upper School Boys' Flag Football |
| Winter (Jan.-March) | Rooms Five and Upper School Boys' Basketball Rooms Five and Upper School Co-ed Track & Field |
| Spring (Apr.-May) | Rooms Five and Upper School Girls' Volleyball Rooms Five and Upper School Boys' Soccer or Baseball |

Students must be in good standing, academically and behaviorally, in order to earn the privilege of representing Mirman School on an athletic team.

See General Information, Rainy Day Pickup for cancellation of athletics practices or games due to severe weather conditions.

Simultaneously, all students participate in the President's Physical Fitness Program.

Sports Team Uniforms

Upper School students who participate in organized team sports receive information on team uniform items before the season starts.

Team uniforms may not be worn on non-game days. Upper School students on teams may wear their team uniform to school on the days they have scheduled games.

Community Service

In order to prepare students to successfully meet and deal with the academic pressures of today as well as the professional demands of tomorrow, Mirman School has integrated community service into its curriculum.

Upper School community service involves opportunities both on and off campus. As an option, Upper School students may perform their community service activity in conjunction with their church, synagogue or other appropriate institution. In addition, students, parents, teachers, and friends are encouraged to join together by participating in such organizations as One Voice, the Revlon Run/Walk, or Big Sunday. Upper School students must perform a required number of hours of service in our local community each year (1st and 2nd year: 5 hours, 3rd and 4th year: 8 hours).

Upper School students are also required to perform 3 hours of school service. Performing such helpful tasks as volunteering at the Friday morning Global Buddies Recycling program, working at the Front Desk, volunteering at the Tuesday Morning Math Club, and stuffing envelopes for the Admissions Department can fulfill this obligation.

School and community service totals carry over from year to year.

Community service forms can be found online at the Newsletter website, under Upper School.

Each year, the Upper School Seniors are afforded the opportunity to work with a Lower School classroom where they serve as mentors and classroom aides. Traditionally, Seniors participate in the curriculum by helping students with their class work, reading and other tasks.

Completion of service requirements is necessary for receipt of a diploma and a final transcript.

By encouraging a tradition of service to the community, Mirman School hopes to foster in our students a dedication to making the world a better place.

Information pertaining to community service will be provided to Upper School students at an Upper School Assembly. Mrs. Leslie Mirman Geffen provides information and/or suggestions on community service.

EMERGENCY PREPAREDNESS

Earthquake and Fire Procedures

Mirman School has developed the following procedures for earthquakes, fires, evacuation, and lock down drills with information from the American Red Cross and local emergency preparedness agencies.

Campus Preparedness

In the event of an emergency occurring during school hours, Mirman School has safe drinking water, a 3-day supply of food, first aid supplies, blankets, pillows, and additional emergency supplies. These items are checked and replenished on an ongoing basis. Provisions have been made for the safety of students on campus during the event of a fire.

Parent Preparedness

In light of the above, Mirman School requires that parents provide a 72-hour dose of any prescribed medication needed by their child(ren). All medications must be clearly labeled with the child's name, dosage, time to be administered, and purpose. These medications will be stored in a special First Aid Kit on campus.

In addition, Tylenol will be stocked with Emergency Preparedness supplies. Only students who have written parental approval on the yellow Mirman School Emergency Preparedness Information Request Form are allowed to receive Tylenol during an emergency.

Given the nature of emergency situations, it is imperative that all parents complete and return the Student Information Request form to the Front Office at the start of the school year. Please be sure to include any cellular phone numbers, as they are frequently more reliable than other forms of communication. It is important that all changes to this form occurring during the course of the year be reported promptly to the Registrar.

For additional information on Earthquake/Emergency Preparation, please consult the Los Angeles Fire Department Website: <http://lacity.org.lafd/eqindex.htm>.

ALTERNATIVE ROUTES TO REACHING MIRMAN SCHOOL IN CASE OF CLOSURE OF THE MULHOLLAND BRIDGE

Directions TO Mirman School from the Westside

Alternative A:

Exit the 405 Freeway at Mulholland Drive; turn right (instead of left); cross the lower bridge to Sepulveda; turn right on Sepulveda and go through the tunnel; at the first stop light, Royal Hills, turn left; follow Royal Hills until it becomes Westfall; turn left on Dellvale; turn left again on Calneva; follow Calneva bearing left onto Mulholland Drive; school is ½ mile on the right.

Alternative B:

Exit the 405 Freeway at Mulholland Drive; turn right (instead of left); cross the lower bridge to Sepulveda; turn right on Sepulveda; go north to Ventura Blvd.; turn left on Ventura Blvd. and go several miles to Hayvenhurst (Gelson's is on the SE corner); turn left on Hayvenhurst; turn right when it forks and follow it up the hill; turn left on Calneva; follow Calneva bearing left onto Mulholland Drive; school is ½ mile on the right.

Alternative C:

Continue on the 405 Freeway past the Mulholland Drive Exit to the Ventura Freeway 101 going West; get off at Hayvenhurst; go south on Hayvenhurst past Ventura Blvd. (Gelson's is on the SE corner); continue on Hayvenhurst; turn right when it forks and follow it up the hill; turn left on Calneva; follow Calneva bearing left onto Mulholland Drive; school is ½ mile on the right.

Directions FROM Mirman School to the Westside

Alternative A:

Turn left onto Mulholland Drive from the school parking lot; go west approx. ½ mile to Calneva; turn right on Calneva and follow it to Hayvenhurst; turn right on Hayvenhurst and follow it north to Ventura Blvd.; at Ventura Blvd., you have two options:

- Turn left and go a few blocks to Balboa Blvd.; turn right and pick up the Ventura Freeway 101 going east to the 405 Freeway South.
- Turn right and go along Ventura Blvd. 1.5 miles; there you will find an on-ramp to the 405 Freeway South; to access the 405 Freeway, use the left lane before you get to Sepulveda.

Alternative B:

Turn left onto Mulholland Drive from the school parking lot; go west approx. ½ mile to Calneva; turn right on Calneva; go ½ mile to Dellvale and turn right; at the top of the hill at the intersection of Dellvale and Westfall turn right;

follow Westfall down the hill until you get to Sepulveda; turn right on Sepulveda, go through the tunnel and pick up the 405 Freeway south at Skirball Center Drive.

2010-2011 SCHOOL CALENDAR

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| August 27 | Upper School 1 Orientation Upper School 1 Laptop Orientation for new students New Student Ice Cream Social Upper School 2 Laptop Orientation for new students |
| August 31 | First Day of School Rooms 1 Coffee |
| September 6 | Labor Day – No School |
| September 7 | New Parent Reception |
| September 9 | Rosh Hashanah – No School |
| September 16 | PSL Meeting Lower School Curriculum Night |
| September 17 | Teacher In-Service – Student Free Day |
| September 21 | Picture Day Applying Out Meeting, Session One |
| September 23 | Upper Curriculum Night |
| September 25 | Mirman Western Style Family Picnic |
| September 29 | Applying Out Meeting, Session Two |
| October 4 | Departure of US 3 Outdoor Ed Trip |
| October 6 | Return of US 3 Outdoor Ed Trip |
| October 14 | Mirman Admissions Information Evening |
| October 15 | Spirit Day – Mirman Wear |
| October 17 | Departure of US 4 Outdoor Ed Trip |
| October 21 | PSL Meeting |
| October 27 | Picture Make-Up Day |
| October 29 | Boo Breakfast/Halloween Parade/Poetry Treat US Dance |
| November 1 | Second Quarter Begins |
| November 4 | Mirman Admissions Information Evening |
| November 10 | Full Evacuation Drill dismissal at 2 PM |
| November 11 | Veteran’s Day – No School |
| November 15-19 | Book Fair |
| November 18 | PSL Meeting |
| November 19 | Hot Lunch/Free Dress/Food Drive |
| November 24-26 | Thanksgiving Vacation |
| November 25 | Alumni Breakfast |
| November 29-30 | Parent Conferences – Pupil Free Day |
| December 10 | Spirit Day – Shoes/Socks |
| December 16 | Community Service: One Voice |
| December 17 | Holiday Program - Noon Dismissal for Winter Break |

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| January 3 | Classes Resume |
| January 7-9 | Third Year Play |
| January 9 | ISEE testing on Campus |
| January 14 | Third Quarter, Second Semester Begins |
| January 17 | Martin Luther King, Jr. Day – No School |
| January 20 | PSL Meeting |
| February 9 | Hot Lunch/Free Dress/Food Drive |
| February 10-11 | Teacher In-Service – Student Free Days |
| February 13-16 | CAIS/WASC Accreditation |
| February 14 | Spirit Day – Red and Pink |
| February 17 | PSL Meeting |
| February 18 | Teacher/Staff Appreciation Lunch |
| February 21 | President’s Day – No School |
| February 28 | First Semester Sports Awards Assembly |
| March 7-11 | Upper School Science Fair |
| March 17 | Spirit Day/Wear Green PSL Meeting |
| March 18 | Fourth Quarter Begins Hot Lunch/Free Dress/Food Drive |
| March 28 | Spring Break Begins |
| April 11 | Classes Resume |
| April 18 | Passover – No School |
| April 20 | Earth Day |
| April 21 | PSL Meeting US Dance |
| April 20-21 | Rooms 4 Sacramento Trip |
| April 22 | Good Friday – No School |
| April 29 | Noon Dismissal for Spring Fair Setup |
| April 30 | Spring Fair |
| May 3-4 | Rooms 5 Multicultural Plays |
| May 6 | High Tea for PSL Volunteers |
| May 12 | Open House |
| May 13 | Grandparents’/Grandfriends’ Day – Early Dismissal |
| May 16 | New Parent Orientation WrAP ERB Writing test Rooms 4 – US |
| May 17 | WrAP ERB Writing test Rooms 4 – US |
| May 19 | PSL Meeting |
| May 30 | Memorial Day Holiday – No School |
| June 3-4-5 | Senior Musical |
| June 6 | Matriculation Assembly |

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| June 7 | LS followed by US Academic Awards Assemblies Second Semester Sports Assembly |
| June 8 | Hot Lunch/Free Dress/Food Drive Field Day |
| June 9 | Last Day of Classes Graduation |

Parent Covenant

I understand that all members of the school community must behave in a way that supports the essence and character of Mirman School. Thus, as a parent of a child enrolled at Mirman School:

1. I will abide by school rules and policies and will support the Mission Statement through actions such as encouraging inclusion and embracing diversity.
2. I will actively communicate with other members of the school community openly, directly, promptly, and constructively, without resorting to gossip and rumor.
3. I will treat Mirman faculty and staff members with the professional respect due to them.
4. I will model appropriate ethical behavior for my children and others and will exemplify integrity, inclusion, compassion, and respect for all.
5. I will fulfill my volunteer obligations and will be an active participant in educational opportunities for parents.
6. I will commit to reading and responding to oral and written communication from the school, including school publications such as *The Mustang Gazette* and Parent/Student Information Manual.

I understand that my signature below indicates that I will adhere to the items listed in this covenant, in the Parent/Student Information Manual and in the (Re) enrollment Contract for the duration of the 2010-2011 school year. Failure to sign or acknowledge the Parent Contract does not constitute a lack of accountability.

Print Parent Name

Print Parent Name

Signature

Signature

Date

Date

Detach, Sign and Return to Front Office