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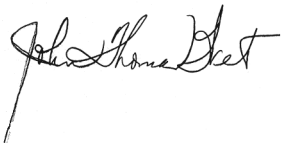
August 2009

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 style with a long, sweeping underline that extends to the left.

John Thomas West
Headmaster

MIRMAN SCHOOL CAMPUS MAP

Field

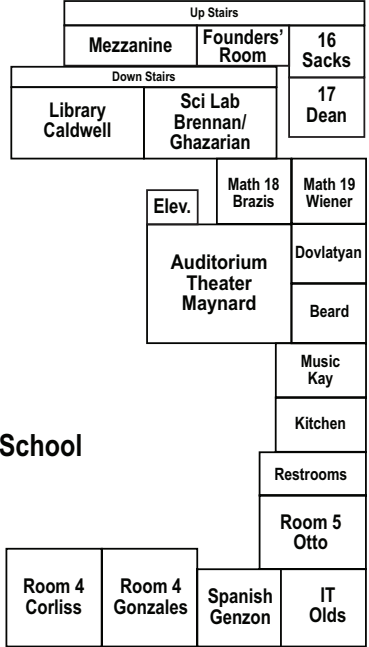
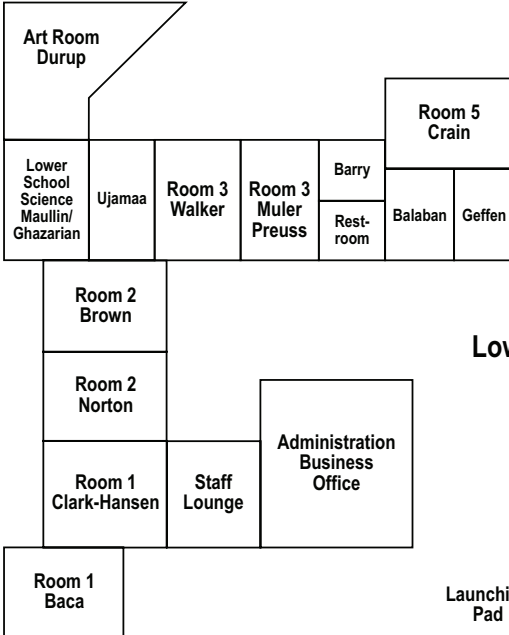
Upstairs	
Garen Research Center Garrard	
Downstairs	
Fine	PE Office Leonardi Rodriguez Coleman
Restrooms	

Upper School

Downstairs	Upstairs
22 Myers	23 Sewell
21 Samson	24 Brady
20 Zinman	25 Lee

**Handball
Courts**

**Basketball
Courts**



Lower School

**Launching
Pad**

**Parking
Area**

**Lower School
Yard**

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 the Mirman School for working with highly gifted children.

ADMINISTRATION DIRECTORY

Jocelyn Balaban	Director of Gifted Relations & Administrative Liaison
Jan Barry	Accountant
DeVere Beard	Dean of Upper School Academic and Student Life
Lora Caldwell	Librarian
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, External Affairs & Community Affairs
Toy Kelly	Administrative Assistant
Grant Olds	Director of Technology
Ronna Perel	Controller
Luis Rodriguez	Director of Athletics
David Royal	Chief Financial Officer
Sheila McHugh Simmons	Assistant Head of School and Director of Lower School
Rita Smith	Registrar/Assistant to Assistant Head of School
Julie Tepper	School Counselor
John Thomas West	Headmaster
Rob Woolley	Chief Advancement Officer

MIRMAN SCHOOL FOR HIGHLY GIFTED CHILDREN
Board of Trustees Roster
2009-2010

Board Chair
Beth Quillen Thomas
Community Leader/Alumnae Parent

Richard A. Boolootian Ph.D.
Director, Science Destinations

Wally Marks
Real Estate Developer
Current Parent

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

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

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

Beverly Mirman
Founder

Jonathan Flicker
CEO Pinnacle Marketing
Current Parent

Dr. Norman Mirman
Founder

Lois Golde
Senior VP
Financial Planning and Analysis
Alumna Parent

Yvette Nall
Property Management
Alumna and Current Parent

Lynn Kaufman
Capital and Environmental Planner
Alumnae Parent

Andrew Pauly
Attorney at Law
Alumna Parent

David Kay
Vice Chair
Informatics Department, UC
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

FACULTY DIRECTORY

Lower School Faculty

Rooms 1	5 and 6 year olds	Mrs. Diane Baca Mrs. Julie Clark-Hansen
Rooms 2	6 and 7 year olds	Ms. Ellen Brown Mr. Joe Norton
Rooms 3	7 and 8 year olds	Mrs. Bonnie Muler Mrs. Ryan-Marie Preuss Mrs. Tracy Walker
Rooms 4	8 and 9 year olds	Ms. Veronica Gonzales Dr. Julia Candace Corliss
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		Ms. Nia Ujamaa
Drama		Mr. Jeff Maynard
Library Science		Mrs. Lora Caldwell
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	Dr. Susan Garrard - Department Chair
English	Mrs. Wendy Samson - Department Chair Ms. Marjorie Zinman
History	Mr. Peter Brady - Department Chair Mr. Darrel Lee
Library Science	Mrs. Lora Caldwell
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
Theater Arts	Mr. Jeff Maynard - Department Chair
World Language	Spanish: Mrs. Nancy Dean - Department Chair French: Mrs. Judith Sacks Latin: Ms. Jacque Myers Mandarin: Mrs. Guangyu Yuan

**VOICE MAIL DIRECTORY
ADMINISTRATIVE/FACULTY VOICE MAIL DIRECTORY
2009-2010
ADMINISTRATION**

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Ms. Karin Durup	222
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**MIRMAN SCHOOL PARENTS' SERVICE LEAGUE DIRECTORY
2009-2010**

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 the 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 BOARD

Co-President	Cynthia Sherrill	310 396-3530 csherrill@earthlink.net
	Rinaldo Veseliza	rinaldoves@yahoo.com
Vice President	Dana Wolf	818 776-9066 danawolf@roadrunner.com
Immediate Past President	Shelly Flicker	310 471-5279 flickerfamily@mac.com
Treasurer	Karen Miron	818 344-6015 kmirhome@aol.com
Ad Hoc Treasurer	Bill Roberts	818 343-4680 heco009@csun.edu
Recording Secretary	Dana Yariv	818 990-9914 danay@sbcglobal.net

COMMUNITY CHAIRS/CO-CHAIRS

Annual Giving Chairs	Joanna Gardner	626 458-4274 joannagardner@sbcglobal.net
	Jed Sherwindt	sherwindt@evercore.com
Co-Chairs (Upper School)	Randi Frisch	310 454-5888 randi@legalworks.us
	Paul Green	pgreen@anonymouscontent.com
Co-Chairs (Lower School)	Deborah and Jacob Kotzubei	310 288-0356 kotzubei@mac.com
Breakfast Club	Helene Silverstone-Held	310 475-7956 davidheld@roadrunner.com
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	Oliver Oertel	310 728-1623 ooinla@gmail.com
	David Shapiro	818 755-9210 dfsandsons@mac.com

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	Julie Goodman	818 995-6806 jgoodman13@gmail.com
	Jeanie Stone	310 470-0852 stonejeanie_us@yahoo.com
Library	Allison DeCamara	818 789-3852 adecamara@roadrunner.com
	Deborah Kotzubei	310 288-0356 kotzubei@mac.com
Lunch Program Liaisons	Pam Bergman	310 471-1727 pjbergman@mac.com
	Helene Toomey	310 472-1712 helenetoomey@gmail.com
Monday Lunch	Helene Toomey	310 472-1712 helenetoomey@gmail.com
	Elina Leal	310 274-6056 plastico1@sbcglobal.net
	Kaarina Mononen	310 394-6771 kmononen@yahoo.com
Tuesday Lunch	Lisa Petrus	818 986-9536 llpetrus@roadrunner.com
	Wendy Camacho	818 876-0235 wendycamachola@aol.com
	Suzanne McRae	818 883-6250 suzymac364@roadrunner.com
Wednesday Lunch	Helene Silverstone-Held	310 475-7956 davidheld@roadrunner.com
	Zino Pistor	310 393-3050 ponderz@aol.com
Thursday Lunch	Roseanne Tenenbaum	310 446-3406 2manykidz@gmail.com
	Jerry Katz	310 470-9250 talentcentral@mac.com
	Christopher Shining	310 930-5681 chris3dl@mac.com
	Steven Cohen	818 757-7333 radman@earthlink.net

Friday Lunch	Faye Montgomery	310 271-6590 fayebh@sbcglobal.net
	Julie Goodman	818 995-6806 jbgoodman13@gmail.com
	Sandra Rivas	323 267-0924 infinity90000@aol.com
Theme Lunches	Lynn McMullen	818 990-5501 lynnmcmullen@aol.com
	Joanna Gardner	626 458-4274 joannagardner@sbcglobal.net
	Chris Shining	310 930-5681 chris3dl@mac.com
	Susan Roush	818 222-8427 susan_roush@yahoo.com
	Joan Morisaki/ Dan Duncan	310 204-2309 joanmorisaki@yahoo.com
Mirman Global Village	Andrea Wiley	323 291-0012 cleanheartprod@aol.com
	Rozmin Tirmizi	310 278-6627 risani@yahoo.com
	Pamala Tyson Mudd	818 763-2673 bronuance@aol.com
	Alison DeGuere	818 784-4490 deviating@sbcglobal.net
	Ramsey Avery	818 970-1955 ramseyavery2@mac.com
	Mona Oh	818 487-2144 mona_oh@yahoo.com
	Dreama Gose Hsu	310 459-8561 hsugose@yahoo.com
	Sharmini Kumar	661 618-8522 sharmkumar@yahoo.com
Music Boosters	Janet Kwuon-Lee/ Stefan Lee	818 760-0831 jkwuon@reedsmith.com stefan.lee@usc.edu
	Bill Roberts and Jeanne Roberts	818 343-4680 jroberts@getty.edu
New Parent Liaisons	Diane Birnholz	310 838-2298 diane@birnholz.com
	Oliver Oertel	310 728-1623 ooinla@gmail.com
Newsletter	Grace Wen	626 405-0880 grace.wen@yahoo.com
	Deborah Stark	626 229-7565 briandeb@mac.com
	Billy Bartels	310 901-2448 billybox@mac.com

Newsletter Information Technology Liaison	Christopher Shining	310 930-5681 chris3dl@mac.com
Party Book	Meghan Schumacher/ Oliver Oertel Mona and Steve Oh	310 728-1626 meghan@meghans.net 310 970-2866 mona_oh@yahoo.com
Photo Central	Lisa Stern Arlene De Guzman/ Anthony Perez Janet Kwuon Lee	818 884-4209 las@sternexec.com 818 986-6888 arlene_deguzman2003@yahoo.com 818 760-0831 jkwuon@reedsmith.com
Promotions/Events	Catherine Tripodis	818 389-7518 ctripodis@gmail.com
Raffle	Ruth Loomis	310 962-8774 ruthloomis@earthlink.net
Room Parent Coordinators	Janet Kwuon Lee Kathryn Hasty	818 760-0831 jkwuon@reedsmith.com 818 781-3437 hastyirwin@roadrunner.com
School Web Store	Tina-Marie Gauthier	818 981-9190 tinamgauthier@earthlink.net
Spring Fair	Hope Mulbarger Dana Wolf Robyn Norris Susan Gaylord	818 508-1685 mulby@sbcglobal.net 818 776-9066 danawolf@roadrunner.com 323 938-3555 rdnorris@sbcglobal.net 818 980-7851 sugaylord@sbcglobal.net
Spring Fair Auction	Lynn McMullen Dana Yariv Shelly Flicker Deborah Kotzubei Catherine Oppenheim Jill Williams	818 990-5501 lynnmcmullen@aol.com 818 990-9914 danay@sbcglobal.net 310 471-5279 flickerfamily@mac.com 310 288-0356 kotzubei@mac.com 310 391-1371 threelefts1right@mac.com 310 204-3737 jillpwilliams@ca.rr.com

Student/Parent Activities	Wendy Knoller	818 342-4420 wendy.knoller@knollwood.tv
	Allison Saviano	818 755-9883 allison.saviano@sbcglobal.net
	Karen Kushell	818 378-1309 karenbuy@mac.com
Theatre Guild	Marilu Henner	323 874-0229 mdhenner@aol.com
	Shelly Flicker	310 471-5279 flickerfamily@mac.com
Uniform Exchange/ Lost & Found	Allison DeCamara	818 789-3852 adecamara@sbc.net
	Deborah Stark	626 229-7565 briandeb@mac.com
	Vivian Zachary	310 923-2141 vivianzachary@earthlink.net
Past PSL Presidents	Diane Birnholz	310 838-2298 diane@birnholz.com
	Lori Cohen	818 757-7333 lorisuecohen@gmail.com
	Laura Schare	818 788-3731 laura@schare.com

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) 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.

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, 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 rod 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 the 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: jdoe@mirman.org

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

The Upper School website is <http://dbeard.mirmanschool.net/>

Newsletter

The 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.mirmanschool.net>. The user name is *newsletter* and the password is *mustang*.

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 September. 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.

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.

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.

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 or training 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 Assistant Head of School signs 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, waived (unvaccinated) children could be excluded from school for twenty-one days.

If children have chicken pox 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 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.

The Parents' Service League offers subscription lunch service through California Fresh Foods. Lunch is served buffet style and includes one hot entree, fresh fruit, vegetables, dessert, and bottled water for \$6.00 per day, Monday through Friday. For copies of the menu or specific information concerning ordering lunch, contact California Fresh Foods at hotlunch@comcast.net or leave a message at the HOTLUNCH HOTLINE (818) 885-7856.

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

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 may 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 suggested that lunches be carried in reusable bags or containers.

9. Recycling containers for aluminum cans and plastic bottles are located in the lunch areas in order to encourage children to minimize waste.
10. For health and sanitation reasons, unclaimed lunch boxes will be disposed of every Monday morning.

Students who forget their lunch will be asked to share with their friends, unless the parent notifies the teacher otherwise. The school does not maintain a supply of extra lunches. In an emergency, and if there is extra food, California Fresh Foods will provide individual meals for the cost of \$7.00.

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 these options.

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. 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 30th and December 1st, 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 30th and December 1st 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 30 and December 1st	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 Upper 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 Upper 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, or high heels are not acceptable.
5. Uggs, 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 used 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. Students may not decorate their uniforms with buttons, patches or non-uniform insignia or designs.
13. Only white, black or navy leggings/tights may be worn with the Mirman School uniform.

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.

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. Favorites have included Hawaiian Shirt Day and Athletic Shirt Day. Spirit Days are non-uniform days for those students wearing the designated spirit shirt. On these days, students are allowed to wear appropriate jeans/shorts with the designated spirit shirt.

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 Rooms 1 parents throughout the quarter or at the November 30th - December 1st 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 30th -December 1st. 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 Assistant Head of 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 2 S-’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 an Academic 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.

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 Parent Form. The teacher, Assistant Head of School and School Counselor sign the form to acknowledge their awareness of the continuing nature of the problem. The Special Report to Parent 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 Assistant Head of 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.

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. In addition, parents and students in Rooms 3 through Rooms 5 sign a Laptop Use Policy, LUP. 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.

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.

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.

Please see Rainy Day Pickup for cancellation of athletics practices or games due to severe weather conditions.

See General Information, Rainy Day Pickup.

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 POLICES

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 3rd and 4th year Human Development classes. Successful completion of the 3rd and 4th year Human Development courses is necessary for the receipt of a diploma and final transcript.

November 30th - December 1st 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 30th - December 1st 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 30th- December 1st 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 will be provided on Curriculum Night.

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

Upper School student behavior will be recognized under the auspices of the Character Counts Program.

See General Information: Character Counts

The Character Counts form was developed as a vehicle to educate a student about the differences between acceptable and unacceptable behavior. Students who are cited for positive behavior will be recognized each month. However, students who repeatedly violate the Upper School's rules may be subject to a time of reflection with the Dean of Upper School on Wednesday morning between 7:15 and 7:45 a.m. The Dean of Upper School will determine who is eligible for this method of counseling and will provide notice to the student and his/her family before this action takes place.

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. At this point, it is up to the teacher's discretion to use the Character Counts Recognition Form.

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. At this point, the Character Counts Recognition Form will be used and the parents notified. Parents who receive the form should contact the Dean of Upper School.

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.

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

See Mirman Honor System

All Mirman School students are thoroughly instructed in the proper use of school computers. Students and their parents sign an Acceptable Use Policy, AUP, and a Laptop Use Policy, LUP. 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.

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.

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 Laptop Use Policy (LUP). It and the Appropriate Use Policy (AUP) is explained in detail and discussed at a parent orientation in the fall.

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.

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.

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, helping at the Annual Fair, the Front Desk, 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 Upper School website, <http://dbeard.mirmanschool.net>, under the student section.

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.

2009-2010 School Calendar

August 28	Upper School 1 Orientation Upper School 1 Laptop Orientation New Student Ice Cream Social
August 31	First Day of School Rooms 1 Coffee Upper Laptop Orientation
September 7	Labor Day – No School
September 8	Rooms 5 Laptop Orientation
September 10	New Parent Reception
September 11	Intercultural Discussion Group, ICDG
September 12	Mirman Western Style Family Picnic
September 17	PSL Meeting Lower School Curriculum Night
September 18	Teacher In-Service – Pupil Free Day
September 22	Picture Day Applying Out Meeting, Session One
September 24	Upper Curriculum Night
September 25	Spirit Day – Funny Hat Day Mobile Fingerprinting
September 28	Yom Kippur - No School
September 30	Applying Out Meeting, Session Two
October 5	Secondary School Night
October 7	Departure of US 3 & 4 Outdoor Ed Trip US 1 and 2 Day Trip
October 8	US 1 and 2 Day Trip Rooms 4 Laptop Orientation
October 9	Return of US 3 & 4 Outdoor Ed Trip
October 13	Annual Giving Reception
October 15	PSL Meeting
October 20-22	ERBs for Rooms 4 through US4 Annual Giving Phonathon
October 22	Mirman Admissions Information Evening
October 23	Full Evacuation Drill dismissal at 2 PM
October 27	Picture Make-Up Day
October 30	Boo Breakfast/Halloween Parade/Poetry Treat Upper School Dance
November 2	First Day of Second Quarter
November 10	Rooms 3 Parent Laptop Orientation
November 11	Veteran’s Day – No School
November 16-20	Book Fair
November 19	Mirman Admissions Information Evening PSL Meeting
November 20	Hot Lunch/Free Dress/Food Drive, Thanksgiving meal

November 25-27	Thanksgiving Vacation
November 26	Alumni Breakfast
November 30	Parent Conferences – Pupil Free Day
December 1	Parent Conferences - Pupil Free Days
December 17	Community Service: One Voice
December 18	Holiday Program - Noon Dismissal for Winter Break
January 4	Classes Resume
January 8-10	Third Year Play
January 10	ISEE testing on Campus
January 15	Third Quarter, Second Semester Begins
	Semester Break – Pupil Free Day
January 18	Martin Luther King, Jr. Day – No School
January 21	PSL Meeting
January 27	Global Awareness Day
February 10	Hot Lunch/Free Dress Food Drive Day, Carnival Rio
February 11-12	Teacher In-Service – Pupil Free Days
February 15	President’s Day – No School
February 17	Lower School Instrumental Musical Recital
February 18	PSL Meeting
February 19	Teacher/Staff Appreciation Lunch
March 1	First Semester Sports Awards Assembly
March 8-12	Upper School Science Fair
March 12	Hot Lunch/Free Dress/Food Drive Day, Caribbean
March 13	SFVPSL Track Meet
March 17	Spirit Day/Wear Green
March 18	PSL Meeting
March 19	Fourth Quarter Begins
March 23	Pops Concert
March 25	Pops Concert
March 26-28	Thespian Festival
March 29	Spring Break Begins
April 12	Classes Resume
April 15	PSL Meeting
April 16	Spirit Day, Hawaiian Shirt
April 18-19	Heritage Festival Anaheim
April 21	Berkeley Hall Track Meet Rooms 5-US2
April 21/22	Rooms 4 Sacramento Trip
April 22	Earth Day
April 23	Rooms 5 Colonial Day Fair
April 23-25	JCL Convention
April 30	Noon Dismissal for Spring Fair Setup

May 1	Spring Fair
May 4-5	Rooms 5 Multicultural Plays
May 6	High Tea for PSL Volunteers
May 7	Laurel Hall Track Meet
	Upper School Dance
May 8-11	Music Concert in San Francisco
May 13	Open House
May 14	Grandparents'/Grandfriends' Day
May 17	New Parent Orientation
	WrAP ERB Writing test Rooms 4 – US
May 18	WrAP ERB Writing test Rooms 4 – US
May 20	Rooms 4 Violin Concert
	PSL Meeting
May 25	High School Senior Graduation Reception
May 26	Math Day
May 31	Memorial Day Holiday – No School
June 4-5-6	Senior Musical
June 7	Matriculation Assembly
June 8	LS followed by US Academic Awards Assemblies
	Second Semester Sports Assembly
June 9	Hot Lunch/Free Dress/Food Drive Day
	In and Out Burger
	Field Day
June 10	Graduation -Noon Dismissal

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 2009-2010 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 and return to Front Office

