



PARENT/STUDENT
INFORMATION MANUAL
2011-12

TABLE OF CONTENTS

Introduction from the Headmaster	4
Map of the School.....	5
Mission Statement/Goals	6
Directories Administrative.....	7
Board of Trustees.....	8
Faculty	9
Voice Mail.....	11
Parents' Service League	15
General Information	
Arrival and Dismissal	16
Breezeway Wrought Iron Gate	16
Drop Off and Pickup Procedures	16
Lower School Morning Drop Off	16
Upper School Morning Drop Off	16
Lower School Back Gate Pickup	17
Upper School and Mixed US/LS Back Gate Pickup	17
Outer Lot and Adjacent Parking	17
Exiting the Western Driveway.....	18
Special Arrangements	18
After School Programs	18
Rainy Day Pickup.....	18
Use of Office Telephone, Cell Phones and Message Policy	19
Electronic Devices	19
Electronic Communication	19
Newsletter.....	19
Mirman School Emergency Preparedness Card	20
Restrooms	20
Rosters	20
Character Education	20
Attendance Policy.....	20
Tardiness Policy	21
Medical Policies	21
Immunization.....	22
Administration of Medicine.....	22
Parent/Guardian Physician Responsibility.....	22
Injuries.....	23
Food Allergy and Anaphylaxis Policy.....	23
Lunches	23
Subscription Breakfast Program	25
Birthdays.....	25
End of the Year Parties.....	25
Balloon Policy	25
Classroom Placement	25
Gift Giving Policy	26
Parent Conferences	26
Evaluation Reports	26
General Homework Policies	26
Behavioral Policies	27
Classroom Visitations.....	27
Library	27
Elevators	28
Uniforms.....	28
Additional Uniform/Grooming Policies	28

Hot Lunch/Free Dress/Food Drive	29
Spirit Days	29
Lost & Found.....	29
Lower School	
Grading	30
Academic Probation	30
Homework Policies.....	31
Behavioral Probation	31
Suspension.....	32
After School Classes.....	32
Field Trips	33
Athletics.....	33
Sports Team Uniforms.....	33
Community Service	34
Upper School	
Upper School Grading	35
Academic Probation	35
Homework Policies.....	36
Behavioral Probation	37
Behavioral Suspension	37
Lockers	38
Mirman School Honor System	38
Field Trips	38
Athletics.....	39
Sports Team Uniforms.....	39
Community Service	39
Emergency Preparedness	
Earthquake and Fire Procedures	41
Campus Preparedness	41
Parent Preparedness.....	41
Alternative Routes to Mirman School	
Directions TO Mirman School from the Westside	42
Directions FROM Mirman School to the Westside	42
2011-2012 School Calendar	43
Parent Covenant	45

August 2011


Dear Mirman School Parents and Students:

In the words of our founders, Dr. and Mrs. Mirman, "Education at the Mirman School includes a commitment to the development of higher level thinking skills, differentiated and individualized instruction, and the use of advanced technological tools and programs in all aspects of the curriculum. Equally important is the school's commitment to the 'hidden curriculum' – the aspects of education that involve values, codes, and styles of behavior that help our intellectually highly gifted students enhance their natural sensitivity and care about others." With a renewed commitment to social and emotional needs of our highly gifted children, we present this year's Parent/Student Information Manual. Ostensibly, the manual serves as this "hidden curriculum" handbook, the codified communally expected and enforced standards of behavior and communication that make Mirman School the best possible environment where our students can blossom and realize their potential. These community qualities cannot, however, be achieved without our combined commitment to foster traits of character, civility, empathy, and a spirit of communal reconciliation in the face of wrongdoing to the individual or the institution. There are always consequences for making poor choices. But in the end, all disciplinary actions are opportunities for learning, not licenses for retribution or punishment.

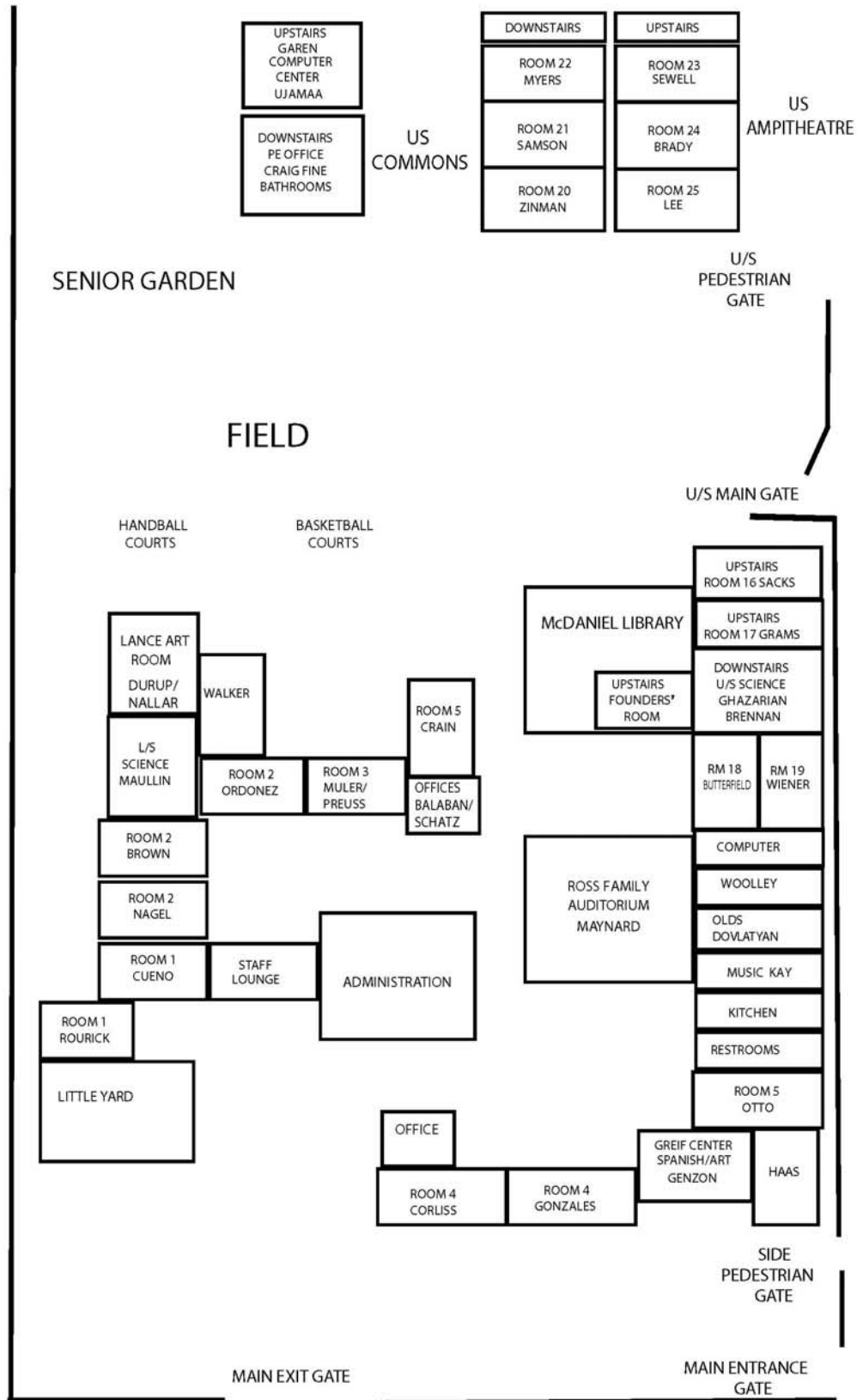
The manual should also be read and understood within the context of Mirman's ongoing development of 21st century educational goals. In the 21st century, safety takes on dimensions that most of us never even imagined in our youth. Even in the legal arena, rules about student misuse of the Internet and school computers continue to evolve toward a more stringent set of sanctions. The digital world is a reality that Mirman School must embrace and use as part of its educational framework. Having fully embraced the school-wide one-to-one laptop program, we have also taken measures to include firm protocols 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 the sanctions involved. Ultimately, we know that our students will continue to develop into the productive and responsible academicians and global citizens of the 21st century.

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

Sincerely,



John Thomas West
Headmaster



MISSION STATEMENT

Mirman School is passionately committed to the education of highly gifted children.

We are dedicated to:

- academic excellence;
- the social, emotional and physical development of the student;
- depth, complexity and differentiation tailored to each student's needs and abilities;
- and developing creatively productive and ethical world citizens.

ADMINISTRATION DIRECTORY

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

MIRMAN SCHOOL BOARD OF TRUSTEES

2011-2012

Board Chair

Wally Marks

Real Estate Developer/Alumni Parent

Susan Berman, Ph.D.
Chief Operating Office, The Help Group
Current and Alumni Parent

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

Mark A. Brooks
Educator/Attorney at Law

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

Deborah Beckmann Kotzubei
Retired Attorney/Gifted Education Consultant
Current Parent

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

Yvette Nall
Property Management
Alumna and Current Parent

Joe Norton
Educator

Andrew Pauly
Attorney at Law
Alumna Parent

Barbara A. Rosenbaum
CPA
Alumni Parent

Allan Schare
Attorney at Law
Theodora Oringer Miller & Richman PC
Current and Alumni Parent

Beth Quillen Thomas
Community Leader
Alumnae Parent

Rinaldo Veseliza, AIA, LEED, AP
Director of Sustainability/Architect
Cumming Corp.
Current Parent

Chris Yoon, Ph.D.
Associate Professor
School of Education
Azusa Pacific University

Trustees Emeriti

Michael Agran

Marilyn McDaniel

Beverly Mirman, In Memoriam

Dr. Norman Mirman, In Memoriam

FACULTY DIRECTORY

Lower School Faculty

Rooms 1

5 and 6 year olds
Ms. Mari Cueno
Ms. Stephanie Rourick

Rooms 2

6 and 7 year olds
Ms. Ellen Brown
Mrs. Ann Marie Nagel

Rooms 3

7 and 8 year olds
Mrs. Bonnie Muler
Ms. Jennifer Ordoñez
Mrs. Ryan-Marie Preuss

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

Computer Arts and Sciences

Mrs. Tracy Walker

Art

Ms. Karin Durup - Department Chair
Ms. Ana Genzon - Rooms One
Ms. Kate Nallar – Co-Teacher

Creative Dramatics

Mr. Jeff Maynard

Library Science

Mrs. Velear Schrupp

Music

Mr. Paul Kay- Department Chair
Mr. Tim Weed

Physical Education

Mrs. Lucy Leonardi - Department Chair
Mr. Michael Coleman
Mr. Luis Rodriguez

Science

Ms. Arpa Ghazarian (Rooms 5)
Ms. Celine Maullin (Rooms 1-4)

Spanish

Ms. Ana Genzon

FACULTY DIRECTORY

Upper School Faculty

Art

Ms. Karin Durup - Department Chair
Ms. Kate Nallar – Co-Teacher

Computer Technology

Ms. Nia Ujamaa - Department Chair

English

Mrs. Wendy Samson - Department Chair
Ms. Marjorie Zinman

History

Mr. Peter Brady - Department Chair
Mr. Darrel Lee

Library Science

Mrs. Velear Schrupp

Mathematics

Mr. Larry Wiener - Department Chair
Ms. Jessica Butterfield
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

Theatre Arts

Mr. Jeff Maynard - Department Chair

World Language

Latin: Ms. Jacque Myer - Department Chair
Spanish: Ms. Giselle Grams
French: Mrs. Judith Sacks
Mandarin: Mrs. Guangyu Yuan

VOICE MAIL DIRECTORY
ADMINISTRATIVE/FACULTY VOICE MAIL DIRECTORY
2011-2012

Director of Gifted Relations & Administrative Liaison	
Mrs. Jocelyn Balaban	217
School Accountant	
Ms. Jan Barry.....	243
Dean of Lower School	
Mrs. Julie Clark-Hansen	203
Assistant to Assistant Head of School & Dean of Lower School	
Ms. Alison H Denner	214
Network Administrator	
Mr. Sarkis Dovlatyan.....	253
Director of Campus Operations and Security	
Mr. Craig Fine	208
Director of Admissions	
Mrs. Becky Riley Fisher.....	207
Executive Assistant to the Headmaster & Board of Trustees	
Mr. Galen Gary.....	210
Director of Accounting	
Ms. Aida Gharapetian.....	247
Director of Annual Giving and Alumni Relations	
Ms. Olivia Haas	201
Administrative Assistant	
Mrs. Toy Kelly	200
Technology Assistant	
Mrs. Ana Sofia Nallar.....	204
Director of Technology	
Mr. Grant Olds.....	204
Director of Advancement	
Mrs. Meg Paulson.....	246
Controller	
Ms. Ronna Perel	259
Athletic Director	
Mr. Luis Rodriguez.....	339
Chief Financial Officer	
Mr. David Royal	249

Librarian	
Mrs. Velear Schrupp.....	227
Assistant Head of School & Dean of Upper School	
Mrs. Sheila McHugh Simmons.....	260
Registrar	
Mrs. Rita Anne Smith.....	202
School Counselor	
Dr. Naomi Schatz	209
Headmaster	
Mr. John Thomas West.....	211
Director of Publications and Marketing	
Mr. Robert W. Woolley.....	212

FACULTY

ROOMS 1	
Ms. Mari Cueno.....	205
Ms. Stephanie Rourick	231
ROOMS 2	
Ms. Ellen Brown.....	230
Mrs. Ann Marie Nagel.....	267
ROOMS 3	
Mrs. Bonnie Muler and Mrs. Ryan-Marie Preuss.....	228
Ms. Jennifer Ordoñez	226
ROOMS 4	
Ms. Veronica Gonzales.....	257
Dr. Candee Corliss.....	216
ROOMS 5	
Mrs. Jessica Crain.....	224
Mrs. Ramona Otto	220
ART (Rooms 1)	
Ms. Ana Genzon.....	250
ART (Lower School Rooms 2-5 and Upper School)	
Ms. Karin Durup.....	222
Ms. Kate Nallar	223
COMPUTER (Lower School)	
Mrs. Tracy Walker.....	229
COMPUTER (Upper School)	
Ms. Nia Ujamaa.....	218
ENGLISH	
Mrs. Wendy Samson.....	234
Ms. Marjorie Zinman.....	233
FRENCH	
Mrs. Judith Sacks.....	331
HISTORY	
Mr. Peter Brady	237
Mr. Darrel Lee	238

LATIN	
Mrs. Jacque Myers.....	235
LIBRARY SCIENCE	
Mrs. Vear Schrupp.....	227
MANDARIN	
Mrs. Guangyu Yuan	338
MATH	
Ms. Jessica Butterfield.....	232
Mr. Michael Sewell	242
Mr. Larry Wiener.....	241
MUSIC	
Mr. Paul Kay	221
Mr. Tim Weed	337
PHYSICAL EDUCATION	
Mr. Michael Coleman.....	335
Mrs. Lucy Leonardi	239
Mr. Luis Rodriguez.....	339
SCIENCE (Lower School)	
Ms. Celine Maullin (1-4).....	244
Ms. Arpa Ghazarian (5).....	254
SCIENCE (Upper School)	
Mr. Norm Brennan	269
Ms. Arpa Ghazarian.....	254
SPANISH (Upper School)	
Ms. Giselle Grams	236
SPANISH (Lower School)	
Ms. Ana Genzon	250
THEATRE	
Mr. Jeff Maynard.....	225

MIRMAN SCHOOL PARENTS' SERVICE LEAGUE DIRECTORY
2011-2012

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

EXECUTIVE BOARD

President	Hope Mulbarger (818) 345-3570 mulby@sbcglobal.net
Vice President	Deb Stark (310) 346-3327 debstarkpasadena@me.com
Treasurer	Leana Golubchik (310) 902-7971 leana@usc.edu
Recording Secretary	Joan Morisaki (310) 204-2309 joanmorisaki@yahoo.com
Immediate Past President	Dana Wolf (818) 776-9066 danawolf@me.com

GENERAL INFORMATION

Arrival and Dismissal

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

- Lower School classes end at 3:00 p.m.
- Upper School classes end at 3:15 p.m., except for confirmed "Rainy Day" dismissals (see Rainy Day Pickup pg. 18) when dismissal occurs at 3:00 p.m.
- The Western Driveway, Pedestrian/Security Gate is open from 7:15-8:00 a.m. and for special daytime programs and events.
- For admission to the school at other times, please follow posted instructions at the Eastern Driveway, Pedestrian/Security Gates at the front of the school.
- The Upper School Back Gate is open from 7:15-8:00 a.m. and from 3:00-3:45 p.m.

Breezeway Wrought Iron Gate

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

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

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

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

Exiting the Western Driveway Left onto Mulholland

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

Special Arrangements

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

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

Should the occasion arise when a parent cannot pick up his/her child, it is necessary to inform the Front Office. The designated driver should be directed to come to the Front Office for pickup. Students are not released to strangers. No student will be released to any adult not listed on the child's 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 room or outdoor area where the After School Class meets. Teachers remain in the classroom or outdoor area with their students until parents/approved drivers have picked up all children. If a parent does not find their child at the appropriate area, they should check with the Front Office.

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 and will not be allowed to sign up for further classes. Children who do not comply with the Mirman code of conduct while in After School Classes may be removed 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 cars arrive at school. Specific Rainy Day Pickup procedures are distributed in September and published in the school newsletter.

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 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.

In order to instill the Character Counts pillar of responsibility, no books, backpacks, laptops, lunches, musical instruments, etc., will be delivered to children after the beginning of the school day.

Electronic Devices

Headphones, CD players, iPods, iPads, eReaders and other electronic devices are not allowed on campus or in the classroom without teacher pre-approval. The school is not responsible for damaged or lost equipment.

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 accessed for all pertinent policies, procedures and calendar items. The URL is <http://www.mirman.org>.

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

Newsletter and Mirman School Website

The Communications Committee of the PSL helps keep the Mirman community informed about all of the exciting goings-on around Mirman School, utilizing a weekly newsletter, *The Mustang Gazette*, and the Mirman School website as tools of communications.

The Mustang Gazette is emailed directly to parents each Sunday evening that school is in session, highlighting upcoming events of interest to the Mirman community, with occasional special issues reporting urgent news. In addition, Mirman events are recapped on the Mirman School website at www.mirman.org, in the News section and on the Parents page. Every family is responsible for keeping informed by reading the weekly newsletter, as it contains pertinent information about school activities and links to weekly classroom announcements. Families are also encouraged to visit the Parents page of the Mirman School website on a regular basis to learn more about awards and accolades earned by Mirman students, celebrations and community service projects, assemblies and

athletic events, music and math competitions, plays and parent volunteer opportunities, and much more. Certain content on the Mirman School website is password protected. When prompted, input the user name *newsletter* and the password *mustang*.

The Communications Committee welcomes submissions from all members of the Mirman community, from announcements of upcoming events to articles summarizing past events, field trips, classroom activities, promotions, and other news arising out of the Mirman experience. We also welcome volunteers to take pictures at school events to be featured in photo galleries housed on the Mirman website. Information on how to submit announcements, articles, and photos is included on the Parents page of the Mirman School website and also in *The Mustang Gazette*.

Teachers at Mirman School also maintain individual webpages, highlighting classroom-specific activities, events, projects, and policies. Teacher webpages are found through the Faculty Directory on the Mirman School website. When prompted, input the user name *website* and the password *16180*.

Mirman School Emergency Preparedness Card

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

Permission to administer Tylenol pertains to emergency situations only.

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

Restrooms

For purposes of safety, the restrooms located next to Room 50, 3MP and the PE Office are for student use only. Adults are asked to use the two restrooms in the Front Office, the one restroom inside and outside the McDaniel Library, as well as next to the PE Office in the Upper School complex.

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 \$10 per copy.

Any family that does not choose to have their information listed should notify the Registrar. All Roster information should be communicated to the Registrar.

Character Education

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

Attendance Policy

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

Work permit requests should be placed in an envelope and delivered to the Front Office. Completed forms can be picked by the parent in 24 hours from the Front Desk.

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

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

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

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

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

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

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

Tardiness Policy

Tardiness impedes academic progress. It is very important that children arrive at school on time. Children should arrive at school by 7:45 a.m. in order to begin their first academic class promptly at 8:00 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 Mirman School Emergency Preparedness Card be completed in full, turned in on time and kept up to date. This information is vital during an emergency. When a child becomes ill at school, parents will be contacted immediately by Front Office personnel.

Immunization

Per California law, a parent can sign a Waiver of Health Examination for School Entry 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 more than one student at Mirman School comes down with a vaccine-preventable disease, it is the school's responsibility to report the outbreak to the local Health Department. Depending on the number of grade levels or students affected, the Health Department has the right to exclude from school any child not inoculated from the infectious disease in question for the incubation period of the disease. For example, in the case of chicken pox or pertussis, waived (unvaccinated) children could be excluded from school for up to twenty-one days.

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

A new immunization school law goes into effect for middle and high school students as of July 1, 2011. Assembly Bill 354 requires all students in public and private schools entering grades 7, 8, 9, 10, 11 and 12 to receive a pertussis booster vaccine before they can enter school in the 2011 - 2012 school year. The required vaccine is called Tdap (tetanus, diphtheria, and acellular pertussis). After this school year, the pertussis booster will only be required for students entering the 7th grade.

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

The school insurance company requires that parents/guardians complete a Waiver, Release, and Indemnity Agreement for administration of medication during school hours.

1. A new form is required for each prescription or prescription change at any time during the school year.
2. Parents/guardians are encouraged to cooperate with the physician to develop a schedule, so the necessity for taking medications during school hours is minimized or eliminated.
3. Parents/guardians may administer medications to their children on a scheduled basis as arranged with the school.

4. Students will not be permitted to carry prescribed, over-the-counter medications, including cough drops or other medicinal substances on the school campus with the following exception:
 - a. Those Upper School students who are required to carry a inhalers for treatment of allergy/asthma per Physician Statement and Parent/Guardian Consent form.
 - b. Age of the student must be identified by Physician and Parent/Guardian.
 - c. Those students required to wear fanny packs with an EpiPen for life threatening allergies per physician statement and Parent/Guardian Consent Form.
5. Lower School students must go to the Front Office for inhalers for treatment of allergy/asthma per Physician Statement and Parent/Guardian Consent Form.
6. Students exhibiting any form of stress should be escorted to the office for inhaler treatment of allergy/asthma.
7. Students will be assisted by the school staff with administration of prescribed medication only according to the physician order, instruction, and procedure. The school will keep prescribed medication in a secured cabinet. The school will not stock or dispense any over-the-counter medication for daily use.
8. Tylenol will only be stocked with Emergency Preparedness supplies. Only students who have written parental approval on the 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 & Anaphylaxis Policy

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

Lunches

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

Students may not be required to make up homework, complete class assignments, classroom projects, or utilize laptop computers during their scheduled lunch/play period. A student's inability to complete homework, class

assignments or class projects is reflected on their progress report and report card. A student's grades may be adversely affected by a student's inability to complete work in a timely manner.

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

The Parents' Service League offers subscription lunch service through California Fresh Foods on Monday through Friday. Lunch is served buffet style and includes one hot entree, fresh fruit, vegetables, dessert, and bottled water.

- Pre-ordered lunch: \$6.60 per day
- Walk up lunch with cash: \$7.50
- Walk up lunches without cash \$8.50 (Parents will be billed directly.)

For copies of the menu or specific information concerning ordering lunch, visit California Fresh Foods at <http://www.californiafreshfoods.com>.

In keeping with the school's ecological concerns, the school has been designated to have "waste-free lunches."

What Does a Waste-Free Program Look Like?

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

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

When preparing lunches, keep the following requirements in mind:

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

provide individual meals for the cost of \$7.50 if the student has cash. Otherwise there is a charge of \$8.50 billed directly to parents. Students who forget their lunches are issued a lunch pass from the Front Office.

Subscription Breakfast Program

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

Birthdays

Lower School children may celebrate their birthdays at school by bringing (nut/peanut-free) nutritious treats to class. Appropriate birthday refreshment options are posted on individual teacher websites. 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. This includes leaving gifts at the Front Desk to go home with a student. The Front Office staff will not receive these gifts to pass out to students.

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 may 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. Students are allowed free dress on their birthdays and receive a treat from the Front Office.

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 Personnel Manual 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.

Balloon Policy

For the sake of the environment, the Mirman School campus has a "No Balloon" policy.

Classroom Placement

At the end of each school year, administration, homeroom teachers and specialists meet to determine student placement for the next school year. Numerous considerations, including academic, social, gender, age, etc., are taken into account. Teacher requests are not included in this professional process.

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.

Gifts will not be distributed by Front Office personnel.

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 21 and 22, 2011, 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 21 and 22 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	Progress Report
January	Report Card
March	Progress Report
June	Report Card

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

General Homework Policy

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

1. Each student is responsible for assigned homework. Valuable study skills are acquired by taking responsibility for the careful, consistent and timely completion of homework. Parents can best help by providing a quiet, specific area in which children may do their homework and study.
2. Homework is generally given each day, though not in every subject. All homework is to be completed and turned in on time.
3. Grades are adversely affected when classroom projects/ assignments are handed in late.
4. When students are absent due to illness or for any reason, they are expected to make up all homework assignments. Students should choose a “study buddy” in each class, whom they can call for assignments or information in case of absence.
5. Homework assignments will not be given in advance for absences unrelated to illness.

6. If a child is absent for three days or more due to illness, teachers will prepare a homework packet for the parent or the "study buddy" to pick-up at the end of the day.
7. Parents are asked not to request that their children be excused from homework for any reasons, nor are they to ask for extensions. Family obligations should not preclude the learning of lifelong lessons of responsibility.
8. Parents will be contacted if there is a homework problem. If a parent has any concerns or questions about homework, he/she should contact the teacher.
9. Tests or quizzes missed during an absence should be made up in a timely manner determined by the teacher.

Behavioral Policies

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

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

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

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

Classroom Visitations

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

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

Library

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

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

Overdue notices are given to students on the second and third week after the due date. Parents will be notified after the fourth week and billed for replacement of books that are not returned or renewed after five weeks. Money will be refunded if the book is found and returned before the replacement copy has been ordered. A minimum fee of \$15.00 is charged for paperbacks, while the hardback fee minimum is \$25.00.

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'/Grandfriends' 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) 703-7493

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. Cell phones must remain off between 8:00 a.m. and 3:00/3:15 p.m.
7. Hats may be worn for protection from the elements (e.g. heat, cold).
 - a. Baseball hats must be worn with the brim forward.
 - b. Exceptions may be made for medical reasons.
 - c. Hats are only to be worn outdoors.
8. Camouflage items are not appropriate school wear at any time.

9. Girls' skirts must be no higher than two inches above the knee.
10. Rolled skirts are not allowed.
11. Short shorts and rolled/folded shorts are unacceptable.
12. Students may not decorate their uniforms with buttons, patches or non-uniform insignia or designs.
13. Only white, black, navy, or gray leggings/tights/socks may be worn with the Mirman School uniform.
14. Items that are a distraction to the child and his/her classmates are discouraged. Examples include excessively large jewelry and headbands.
15. Tattoos or temporary tattoos are prohibited.

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

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

* See Upper School Uniform Policy

Hot Lunch/Free Dress/Food Drive Days

Several times a year the PSL provides a hot lunch to all students. Children who bring a food item to donate to the needy receive hot lunch and are allowed to wear free dress on these days.

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

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

Spirit Days

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

Lost and Found

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

LOWER SCHOOL POLICIES

Lower School Grading

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

Progress is reported orally to parents of students of Rooms 1 throughout the quarter or at the November 21 and 22 Parent Conference. It is conveyed in narrative form in January, March and June.

January 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 21 and 22. An additional Progress Report is mailed home in March.

The January and June Report Cards are mailed home.

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

Lower School Academic Probation

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

Conditions warranting academic probation include but are not limited to:

- Any student who, in the judgment of the faculty and administration, indicates a serious lack of interest or positive involvement in the learning process, a lack of academic integrity or a lack of willingness to pursue academic excellence will be reviewed for possible academic probation by the Academic Review Committee. The Academic Review Committee consists of the child's homeroom teacher in coordination with specialists and the Dean of Lower School. Each case will be considered on its individual merits.
- Any student who receives three or more written communications concerning his/her academic performance in a single grading period is subject to academic probation.
- Any student in Rooms 2 and 3 who receives 2 or more M's on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.

- Any student in Rooms 4 who receives two or more grades at or below an S- on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.
- Any student in Rooms 5 who receives 2 or more grades at or below a C+ on a Progress Report or Report Card in math, language arts (reading, writing, grammar, mechanics, spelling), social studies, Spanish, or science is subject to automatic academic probation.
- Any student in Rooms 5 who receives a grade of U is placed on automatic academic probation and must raise the grade before the next grading period in order to earn a contract for the following year.

In order to provide needed academic support, parents of students in Rooms 2 through 5 must be advised in writing 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 written communication advising them of the situation.

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

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

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

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

Lower School Homework Policies

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

Lower School Behavioral Probation

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

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

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

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

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

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

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

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

Suspension

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

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

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

See General Information, Behavioral Policies

After School Classes

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 room or outdoor area where the

After School Class meets. Teachers remain in the classroom or outdoor area with their students until parents/approved drivers have picked up all children. If a parent does not find their child at the appropriate area, they should check with the Front Office.

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 and will not be allowed to sign up for further classes. Children who do not comply with the Mirman code of conduct while in After School Classes may be removed 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.

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.

Electronic devices are only acceptable to and from field trip locations. However, the school is not responsible for the loss, damage or theft of any device.

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 5 and Upper School Girls' Basketball Upper School Boys' Flag Football
Winter (Jan.-March)	Rooms 5 and Upper School Boys' Basketball Rooms 5 and Upper School Co-ed Track & Field
Spring (Apr.-May)	Rooms 5 and Upper School Girls' Volleyball Rooms 5 and Upper School Boys' Soccer or Baseball

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

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

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

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

Sports Team Uniforms

Rooms 5 students who participate in organized team sports receive information on team uniform items before the season starts.

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

Community Service

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

UPPER SCHOOL POLICIES

Upper School Grading

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

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

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

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

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

November 21 and 22 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 21 and 22 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 21 and 22 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 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 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 written communication advising them of this situation.

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

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

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

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

Upper School Homework Policies

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

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

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

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

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

Tests for all Upper School classes are also posted online:

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

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

Upper School Behavioral Probation

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

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

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

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

Conditions warranting behavioral probation include but are not limited to:

- Any student, who in the judgment of the faculty and administration, consistently exhibits an attitude that impedes the academic progress and/or has an adverse affect on the academic atmosphere of the classroom, exhibits a lack of integrity, or a lack of willingness to adhere to school rules, regulations and policies will be reviewed for possible behavioral probation by the Upper School Affective Review Committee. Each case will be considered on its individual merits.
- Acts that result in immediate suspension include but are not limited to verbal/physical/cyber harassment, unacceptable language, racial slurs and/or epithets, destruction of school property, theft, misuse or destruction of the personal property of another member of the Mirman community, or disrespect to a member of the school faculty, staff or administration.
- Students who take part in plagiarism and who fail to adhere to the Mirman School Honor System are subject to suspension. See Mirman Honor System

Upper School Behavioral Suspension

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

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

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

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

Lockers

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

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

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

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

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

The Mirman School Honor System

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

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

Consequences

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

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

Field Trips

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

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

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

Athletics

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

Fall (Sept.-Nov.)	Rooms 5 and Upper School Girls' Basketball Upper School Boys' Flag Football
Winter (Jan.-March)	Rooms 5 and Upper School Boys' Basketball Rooms 5 and Upper School Co-ed Track & Field
Spring (Apr.-May)	Rooms 5 and Upper School Girls' Volleyball Rooms 5 and Upper School Boys' Soccer or Baseball

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

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

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

Sports Team Uniforms

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

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

Community Service

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

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

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

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

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

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

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

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

Information pertaining to community service will be provided to Upper School students at an Upper School Assembly. Community and school service suggestions and forms can be found on the Upper School Home Page: <http://www.mirman.org/upper-school>.

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 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 Emergency Preparedness Card to the Registrar 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: lafd.org/eqbook.pdf.

**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.

2011-2012 SCHOOL CALENDAR

August 26	US1/New to US Orientation Faculty and Staff Luncheon Ice Cream Social
August 29	First day of school Rooms 1 Parent Coffee
September 5	Labor Day (School closed)
September 6	New Parent Reception
September 12	After School Classes begin
September 15	PSL Meeting LS Curriculum Night
September 17	Western Style Family Picnic
September 20	Picture Day Applying Out Meeting #1
September 22	US Curriculum Night
September 23	Teacher In-Service (Pupil Free Day)
September 27	Applying Out Meeting #2
September 28	Spirit Day (Mirman wear)
September 29	Rosh Hashanah (School closed)
October 2-6	US4 Outdoor Trip, Crow Canyon, CO
October 3-5	US3 Outdoor Trip, Santa Barbara, CA
October 7	No US4 students today 12n Dismissal (in observation of Yom Kippur)
October 12	Spirit Day Mirman Admissions Info Evening
October 13	Mirman Admissions Info Evening
October 17-19	ERBs (Rms 4 & 5)
October 20	PSL Meeting
October 26	Picture Make Up Day
October 31	Halloween Boo Breakfast, Poetry Treat and Costume Parade
November 2	2 nd Quarter Begins
November 10	Fire and Full Evacuation Drill/2p
November 11	Veteran's Day (No School)
November 14-18	Mirman Book Fair
November 17	PSL Meeting
November 18	Hot Lunch/Free Dress/Food Drive
November 21 & 22	Parent/Teacher Conferences (Pupil Free Days)
November 23-27	Thanksgiving Holiday
November 24	Alumni Breakfast
December 9	Spirit Day
December 15	<i>One Voice</i> Community Service Event
December 16	Holiday Program at Bel Air Pres Church 12n Dismissal
December 17-January 1	Winter Break (School closed)
2012	
January 3	School resumes After School classes resume
January 6, 7, 8	3 rd Year Play
January 8	ISEE testing on campus

2011-2012 SCHOOL CALENDAR

January 16	Martin Luther King, Jr. Day (School closed)
January 17	2 nd Semester Begins
January 19	PSL Meeting
February 8	Hot Lunch/Free Dress/Food Drive
February 10	Teacher In-Service (Pupil Free Day)
February 14	Spirit Day (Wear red)
February 16	PSL Meeting
February 17	Teacher/Staff Appreciation Luncheon
February 20	Presidents' Day (School closed)
February 27	1 st Semester Sports Awards Assembly
March 5-9	Mirman Science Fair
March 15	PSL Meeting
March 16	Hot Lunch/Free Dress/Food Drive
March 19	4 th Quarter Begins
March 20	Pops Concert
March 24-April 8	Spring Break (School closed)
April 8	School resumes
April 18-19	Rooms 4 Sacramento Trip
April 20	No Rooms 4 Students
April 24	LS Earth Day Celebration
April 25	Spring Fair Kick-off Games
April 27	12n Dismissal
April 28	Spring Fair
May 2	New Parents to US Info Night
May 10	Open House
May 11	Grandparents'/Grandfriends' Day 11:30a Dismissal
May 14	New Parent Orientation
May 14-18	ERB Testing (Rooms 4 through US4)
May 17	PSL Meeting
May 18	Appreciation Luncheon for PSL Volunteers
May 28	Memorial Day (School closed)
June 1, 2, 3	4 th Year Musical
June 4	Matriculation Ceremony
June 5	LS & US Awards Assemblies 2 nd Semester Sports Awards Assembly
June 6	Field Day Hot Lunch/Free Dress/Food Drive
June 7	Graduation 12n 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 emails and 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 2011-2012 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

Print, sign and return to Front Office