



HORIZON
ACADEMY

*...inspiring children with
learning disabilities*

STUDENT/PARENT HANDBOOK

2017-18

EXAMPLE OF ELEMENTARY CLASSROOM SCHEDULE

8:15 – 8:30	Drop Off
8:35 – 10:15	Language Arts Block (reading, spelling & writing)
10:15 - 10:30	Snack
10:30 - 11:20	PE
11:20 - 12:10	Math
12:10 – 12:40	Lunch
12:40 – 12:50	Fitness Break
12:50 – 1:40	Specials—Art, Music, Social Skills & Daily Living Skills
1:40 - 2:30	Unit Studies
2:30 - 2:50	Oral Language & Comprehension
2:50 – 3:00	Pack-Up
3:00	Dismissal –Elementary Team
3:15	Dismissal—Middle and Upper Teams

Student Supply List 2017-18

Backpack

Water bottle

Gym shoes, if not worn daily

3 boxes of tissues

3 pack (large) Clorox wipes

1 microfiber towel (for iPad)

1 small pump bottle of antibacterial hand soap

12 pack Dixon Ticonderoga pre-sharpened #2 pencils

1 package (50-60 count) heavy-duty paper plates

1 package plastic forks

1 package plastic spoons

1 set of iPad compatible ear bud

No other supplies are necessary; school supplies will be provided.

This Student/Parent Handbook expresses pertinent policies of the Horizon Academy. This Handbook is not a binding contract and the policies contained herein are subject to change at any time without prior notice.

A.B.C.'s of HORIZON ACADEMY

ARRIVAL AND DEPARTURE TIMES

Students may arrive between 8:15 to 8:30 a.m. daily. They may enter the building once the OPEN Flag is displayed. **Elementary Team** departure time is between 3:00 & 3:15p.m. **Middle and Upper Team** dismissal is between 3:15 & 3:30 p.m. These times should be carefully respected to provide the staff with time to do the necessary planning for each student. (See Early Care and After Care if needed).

ASSIGNMENT NOTEBOOK

Each student will have an assignment notebook. Using the assignment notebook is an important skill for students to learn. Teachers also use this tool to communicate with parents about assignments. Parents are expected to look over their student's assignment notebook and sign it on a daily basis.

ATTENDANCE

Daily attendance is imperative to ensure the continuity of education. Other than illness, each student should be present every school day. Students can arrive at 8:15 and get settled in for classes beginning at 8:30 a.m. Classes end at 3:00 for Elementary Team and 3:15 p.m. for Middle & Upper Team. Whenever possible, doctor and dental appointments should be scheduled after school. A school calendar is included to assist in planning family vacations, so that no school is missed.

Please keep your child home if he/she is ill (examples: fever, rash, severe cold, vomiting, pink eye). This will protect your child and the children attending Horizon Academy. **Parents are required to call Horizon Academy (913-789-9443) before 8:30 a.m. to report absences. A message may be left on the answering machine if the call is made prior to office hours. A call is required each day a student is absent.** In the event of an extended illness, please notify the school as to the expected duration. If an absentee call is not received by 8:30 a.m., the school will contact the parent at home or work to verify the student's absence.

BACKPACKS

Each child needs to carry a backpack to keep track of his/her belongings.

BOARD OF TRUSTEES, HORIZON ACADEMY

This is a group of dedicated individuals, business people and community leaders, who hire the head of school, develop the policies for the school and oversee the financial operation of Horizon Academy.

President:	Steve Heeney
Vice President:	Kelly St. Clair
Secretary:	Andrew Trucksess
Treasurer:	Todd Bauer
Past President:	Mike Koeppen
Of Counsel:	Fred Crouch

CELL PHONE POLICY

Students are permitted to bring their cell phone to school. However, they must check their phone into their homeroom teacher upon arriving to school. That student can pick it up at the end of the day. Any student who fails to turn in their cell phone and is caught with it in their possession will have their phone confiscated. Students must request their phone be returned to them at the end of the day.

CHILD ABUSE OR NEGLECT

Under Kansas law, Horizon Academy staff members are mandated reporters who must make a report to the Department for Children and Families if they have reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse. This includes situations when staff members are informed of the abuse or neglect of a student or see marks of abuse on a child.

CONFERENCES- students are required to be present with parents at conferences.

- **New student intake**—a short meeting to prepare new students, answer questions from student or family, and to schedule the 6-week review date
- **6-week review**—student shares personal poster board; teacher and ancillary staff shares data and observations, parent input is considered, and initial IEP is reviewed and/or modified.
- **Formal Conferences** are held **three times** during the school year: October, January, and May. The May meeting is the **Annual Review**—an inter-disciplinary team meeting to include student, parents, teachers, and support personnel.

Conferences can be arranged anytime by appointment; call to schedule a conference time.

COOPERATIVE SEARCH

The faculty and staff of Horizon Academy recognize and highly regard the student's privacy. However, there may be occasions where the student, concealing either a dangerous, illegal, or stolen item, can jeopardize this privacy. If staff or faculty feels that either of the above situations exists, they may ask the student to perform a cooperative search which may involve emptying pockets, exposing waist band, exposing socks and/or removing shoes. This search will take place in the presence of at least two staff members. The staff will not touch the student during the cooperative search process. The student completes the search on him/herself following staff directions.

If the student refuses a cooperative search, the student's parents will be contacted and requested to come to the school. The outcome may be that the parent will find the item and/or will take the student home. Staff and administration regarding the consequence to the student, relative to the findings in a cooperative search and/or to the student's refusal to participate in a cooperative search, will make a decision.

DEVELOPMENT OFFICE

All fundraising on behalf of Horizon Academy or use of Horizon Academy's name needs to be approved through the Development Office. This office is in charge of annual fundraising for operation and marketing of the school.

DISCRIMINATION/HARASSMENT PROCEDURE

Horizon Academy admits students of diverse backgrounds, races, creeds, colors, religions genders, sexual orientations, gender identities, national origins, ethnicities, ancestries, disability statuses, and other statuses and allows all students to receive the rights, privileges, programs and activities

generally accorded or made available to the students at the school. It does not discriminate on any of the statuses listed above in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Horizon Academy will not tolerate discriminatory language, gestures, or symbols that would be seen as demeaning to any of the statuses listed above. Persons believing that they are the subject of discrimination or harassment should follow the grievance policy.

DRESS CODE

In keeping with the educational purpose of Horizon Academy, students are expected to dress and groom themselves appropriately. Each student is expected to keep his or her person and clothing clean and neat. The following rules will be enforced for all students, male and/or female.

- All students must dress according to the Horizon Academy dress code.

PANTS, WALKING SHORTS OR SKORTS

KHAKI or NAVY

- * to just above the knee
- * with or without pleated fronts *
- with or without elastic waist
- * track pants must be navy and may have red or white stripes on the side of the leg.

JEANS

BLUE DENIM/DARK WASH

(without embellishment or rips/tears and fully covering backside)

SHIRTS

NAVY, RED or WHITE

- * with or without a collar
- * no emblem other than Horizon Academy logo
- * cannot be ragged or torn

SWEATSHIRTS (optional)

NAVY, RED, WHITE or GREY

- * hoodless (NO HOODED SWEATSHIRTS)
- * with or without Horizon Academy logo
- * no other emblem or logo

SWEATERS (optional)

NAVY, RED, WHITE, or GREY

- * plain cardigan

- All shirts must be **tucked into** pants, shorts, or skorts.
- Shorts, skirts, or skorts may not be “rolled down” at the waist. The length of shorts and/or skirts must be equal to or longer than the fingertip of the individual while standing in a relaxed position.
- **Minimal jewelry** may be worn: only one bracelet or watch per arm, only one ring, and only one necklace.
- Hair must be kept clean and be appropriate for school; it must be kept out of the eyes, and may not be dyed a color (i.e. pink, orange, green, blue, purple, etc.).
- **Grooming for young men:** beards, mustaches, dreadlocks and extremes in grooming are not allowed.
- Shoes worn with uniforms may include, but are not limited to tennis shoes, loafers, moccasins, and closed toe sandals. No flip flops or swim shoes. Tennis shoes must be worn for P.E. class.
- Middle School and Upper Team students may bring a change of clothing for P.E. class. This may include a t-shirt (with appropriate wording and pictures), sweatshirt, shorts, or sweats. P.E. clothing does not have to be “uniform attire”. Students may change for gym class. Students will be expected to take gym clothes home weekly for laundering.
- **“Spirit Day”** is a non-uniform day; however, student dress must be appropriate and tasteful. (Skirts and shorts should not be higher than 2 inches above the knee, shirts long enough to cover navel, no spaghetti strap shirts, and no ragged or holey jeans.)

Source for embroidery of school logo: Pro-K Graphic

DROP OFF/PICK UP PROCEDURE

When you **drop off** your child(ren), between 8:15-8:30 a.m., pull up in front of the school and exit out the one-way drive. When you **pick up** your child(ren) between 3:00 & 3:15 for Elementary or between 3:15 & 3:30 for Middle & Upper Team, please line up along the side walk, heading north. Turn off your ignition while waiting for the Open Flag in the window each morning and until students are dismissed as part of our Green School efforts.

There is no parking in the lot to the right at the end of the circle. This is Children's Garden drop off and pick up zone only.

Please approach the circle drive heading west on 50th St. so you can turn right into the circle. If you try to turn left while heading east, it causes traffic issues. If necessary, go to the parking lot behind (to the east of) the school to turn around.

Please drive slowly in the circle drive for the safety of our students.

*If your child gets out of your car before 8:15 a.m. to visit with other students, parents should remain to supervise since the school personnel cannot see students from the office.

DRUG FREE SCHOOL

Horizon Academy abides by the Federal Drug-Free Schools Act of 1989 and prohibits the use, possession, purchase, sale, distribution, taking, carrying, transfer, handling, or other involvement with controlled substances, illegal drugs, or legal drugs illegally used, or the use, possession, etc. of alcohol, alcoholic beverages, or any other intoxicants by a student at any time. Possession or attempted distribution of a controlled substance is illegal. Students who violate this code may be subject to suspension or expulsion.

EARLY CARE AND AFTER CARE

Students can take advantage of early care any day of the week from 7:30-8:15 for \$5 per session. Aftercare is available until 5:30 pm Monday – Friday.

If a student is not picked up by 3:15 for Elementary or 3:30 for Middle & Upper or 4:30 from after school clubs, there will be a charge of \$3.00 for every 15-minute increment. Horizon Academy pays a teacher assistant by the hour to stay and look after the safety of the students. Prompt pickup is important and appreciated.

If a student is not picked up by 5:00 following After Care, there will be a charge of \$1 per minute.

EMERGENCY CLOSING

In the event of severe weather, school may be closed. A message will be put on the school's answering machine. Call 913-789-9443 for the daily message. Parents will be e-mailed. You can call Ms. Asher at (913) 481-3288 if you are unsure.

EMERGENCY PROCEDURES

In the event of an emergency drill, students should follow the directions of the faculty in charge to assure their safety and accountability. Drills will take place monthly.

FIRE PROCEDURE (Code Red)

The signal for a fire is a steady sound by the alarm horn. All persons will immediately walk outside to the designated areas in a silent and orderly manner.

TORNADO PROCEDURE (Code Green)

The signal for a tornado warning is an announcement over the intercom and a series of tones on the community emergency horns. All persons will immediately walk to the designated area in a silent and orderly manner.

LOCK DOWN PROCEDURE (Code Blue)

An announcement comes over the intercom. All teachers close their doors, turn off their lights and move students to an inside wall, hidden from view.

FIELD TRIPS

You have given permission for your student to attend field trips by signing the permission online during your enrollment process. Parents will be notified in advance of trips.

GRIEVANCE POLICY

Parent with teacher or other parent

1. Parents should go directly to the classroom teacher, counselor or other parent if there is a grievance. If the grievance cannot be resolved, initiate step 2.
2. Contact Horizon Academy's Head of School.

HEALTH/ACCIDENTS

The State of Kansas requires all students to be adequately immunized before attending school. Students will be required to obtain and provide proof of necessary immunizations in accordance with Kansas law.

In addition, Horizon Academy requires emergency contacts and permissions be submitted for each student. In the event of a serious accident or illness, the school makes every effort to contact the parents immediately. If this is not possible, the school will contact the person whose name has been submitted as Emergency Contact. For this reason, it is the parents' obligation to ensure the Emergency Contact information is complete and current with accurate names and phone numbers.

If a student needs immediate medical care, 911 will be called. The student's parents are responsible for any medical costs incurred.

HOMEWORK

Students will have nightly homework at a minimum of 30-60 minutes for elementary and 60-90 minutes for middle and high school. The child should be capable of doing this alone. Parents should provide a time and quiet place for homework. Horizon Academy is working to develop students that do their homework independently.

LOST AND FOUND

All unmarked, unclaimed items are turned into the office. Students/parents may look for lost items in the Activity Room. To prevent loss, **please label all belongings**.

LUNCHES AND SNACKS

Send a well-balanced lunch, drink and snack daily. Microwaves are available in each classroom, but only for **re-heating** meals. Small refrigerators are also in each room.

MEDICATION

The classroom teachers, as per doctor's instructions, administer daily medications. Please be certain each medication is in the **original container** with the correct dosage and schedule. If your student takes medications in morning before coming to school, please send a back-up medication supply so it can be administered in the event the student forgets to take it.

You may give permission during the online enrollment process for over-the-counter medications (ibuprofen, acetaminophen and/or throat lozenges) to be administered by school personnel. Parents

will be notified if a student is given any medication.

MISSION

Horizon Academy empowers students diagnosed with specific learning disabilities to become effective learners and confident self-advocates.

NEWSLETTERS

- Weekly Parent letters are sent via e-mail each Friday.
- Development Office newsletters, On the Horizon, are published two times during the year and mailed.
- An Annual Report is published yearly and mailed.
- eNews will be emailed quarterly.

OUT-OF-TOWN NOTIFICATION

Parents are required to notify the school when they will be out of town and will have alternative childcare. Emergency contact numbers will be necessary.

PARENT ASSOCIATION (Horizon Academy Parent Association HAPA)

Attendance at Parent Association Meetings will benefit both you and your child.

HORIZON ACADEMY PARENT ASSOCIATION (HAPA) OFFICERS:

President: Tim Tarwater

Vice President: Brenda Bridson

Treasurer: Chris Kelly

Secretary: Christina Willingham

PARTIES/BIRTHDAYS

You are welcome to send in class treats (i.e. cupcakes, brownies) to be eaten at snack time or with lunch. Please check with your student's teacher regarding food allergies among classmates. Birthday parties are **not** to be held during school hours.

If your child is having a birthday party, please do **not** send invitations to school. Invitations should be mailed home. Student addresses will be given out to all parents.

PHYSICAL EDUCATION

Students in grades 1-8 have 50 minutes of physical education five times per week (Monday-Friday). Gym shoes must be worn for these activities. If a student does not wear these shoes to school, a pair can be stored at school. High school students must fulfill 1 unit of credit in PE prior to graduation.

PHYSICAL RESTRAINT POLICY

If a student becomes a danger to himself/herself, other students, or staff member, or is threatening valuable property, it will be the policy of Horizon Academy to physically restrain this student by using the minimum force necessary. Per staff training in Crisis Prevention Intervention (CPI), two staff members will perform the restraint in order to ensure that the student will not be harmed. At no time will a staff member strike, kick, or punch a student in the process of putting the student in restraint. The student will be held in restraint until he/she can bring himself/herself under control. Prior to returning to the classroom the following day, a re-entry meeting will be required for the student and parents.

PRIVACY/DIGNITY/SUPERVISION PROCEDURE

Students at Horizon Academy are always treated with the utmost privacy and dignity. Our students are able to use the washrooms in private without assistance. If you have a special request regarding washroom use, please make this known to your child's teacher in writing. Staff is always available in an emergency.

Students are addressed using proper language and are always treated respectfully.

All classrooms have large viewing windows used by administrators for supervision and the protection of the student and staff.

QUESTIONS

If parents have questions for the teaching staff, the best time for contacting them is before school (7:30 to 8:15 a.m.) or messages may be left on the staff's voicemail throughout the day. Call the school at any time to speak to Ms. Asher (7:30 a.m. to 3:30 p.m.). In case of an emergency, call Ms. Vicki Asher at 913-481-3288. If Ms. Vicki Asher is unavailable, please call Mrs. Julie Altman at 913-710-6011.

REPLACEMENT COST

In an effort to instill responsibility, Horizon Academy will charge violating students for any property damages and/or loss incurred.

SCHOOL RULES/STUDENT GUIDELINES

- ◆ Treat others with respect.
- ◆ Treat school property with respect.
- ◆ Allow teachers to teach.
- ◆ Allow other students to learn.

SIGN IN/OUT PROCEDURES

When a student arrives late to school the student must check in with the office to obtain a tardy slip. This will assure that the student will not be marked absent for the day. When a student must leave early, a note from home or email should be sent to the teacher & office. When a student is picked up early, the adult picking them up must sign the child out in the office.

SMOKING/Tobacco Use

Horizon Academy is a smoke-free campus. This includes cigarettes, cigars, pipes, electronic cigarettes, and tobacco chewing.

STAFF

Full-Time Administrative and Ancillary Staff

- | | |
|--|---------------------|
| • Head of School | Vicki Asher |
| • Principal, Admissions | Julie Altman |
| • Office Manager | Maureen Elder |
| • Development Director | Trish Arnold |
| • Communications Manager | Amanda Metzler |
| • Counseling & Social Work Director/Leadership Liaison | Brad Epsten |
| • Counselor | Natalie Bergman |
| • Technology Coordinator | Alex Hayes |
| • Physical Education and Sports Coordinator | Michael Chamberlain |
| • Arts/Extracurricular Coordinator | Andi Meyer |
| • Tutoring Center Coordinator | Judy Cowin |

- Speech and Language Pathologist Ally Caplinger
- Part-Time Administrative and Ancillary Staff**
- Admissions Coordinator Ginny Epsten
 - Occupational Therapist Jackie Thomas
 - O-G Tutor Aly Burnett
 - Tutor and Instructor Olivia Cowin
- Classroom Staff**
- **Elementary Team** Nicole Herber--**Leadership Liaison**
Colby Doezer
Ellyn Linton
Anya Bernstein (TA)
 - **Middle Team** Gerilyn Semro--**Leadership Liaison**
Doug McFarland--**Teacher & Mentor**
Sage Isenmann
Ian McEnery
Riley Hundley (TA)
 - **Upper Team** **Alice Jones—Leadership Liaison**
Rachel Denning
Gabi Guillory
Michael McConnell-Instructor
Luke Welsh-Instructor
Gina Bruhn (TA)

STELLAR SYSTEM

The Stellar System is a system designed to assist staff and students in teaching pro-social skills as well as modifying inappropriate student behavior. Appropriate classroom behaviors are necessary to allow all students to learn and participate in the school program to the fullest extent. Receiving points on a four-level system reinforces positive student behavior: Bronze, Silver, Gold, and Stellar. Each student begins at the Bronze System and may advance into higher levels. Each night students must bring home their point sheet. The parent/guardian should review and **sign** the point sheet, and it should be **brought back to school the following day**. This process is followed until the student attains the Stellar level. Stellar System Handbook follows page 13.

STUDENT BEHAVIORS OF A SEXUAL NATURE

Horizon Academy students have the right to be in an environment free from inappropriate sexual behavior or comments. This includes, but is not limited to: sexual gestures, unacceptable touching of self or others, comments of a sexual nature, or inappropriate clothing. Students who engage in behaviors that are inappropriately sexual in nature may lose points on the Stellar Program or be subject to other consequences as Administration determines appropriate in a given circumstance.

STUDENT JOBS

A meaningful pre-vocational program has been established at Horizon Academy to build a good work ethic in our students and a sense of pride in their school. Student can apply and be interviewed for specific jobs that they will do throughout the school year.

STUDENT HEALTH AND SAFETY POLICY

All students should feel safe and secure while attending Horizon Academy. Any student physically or verbally assaulting or harassing another student or staff member will be subject to disciplinary action.

STUDENT STORE

The store is a privilege used with our Stellar System as a positive reinforcement for good behavior.

Each store item costs 50 cents. The store is open one to four days per week, depending on the level of Stellar Program attained. Following is a list of days and who may purchase on those days:

Monday – Stellar only, (must show Stellar card to buy an item);

Tuesday – Silver, Gold and Stellar only;

Wednesday – Stellar and Gold only;

Thursday, all levels may purchase, Stellar level students may show Stellar card and get a free item.

Two students and a staff member operate the store.

STUDENT SENT HOME

Students who come to school unable to function in a productive manner will be sent home. For example, students posing a danger to others, him/herself or school property and/or is a serious disruption to the educational process will be sent home. We will call the parents to come and get the child and will work with the parents and student to find a solution to the problem. Administration will determine if a re-entry meeting is necessary.

SUICIDAL THREAT

If a student even mentions the thought of harm to him/herself, parents will be contacted. The Horizon Academy reserves the right to take all actions it deems appropriate to address the situation when it is dealing with a student who has displayed suicidal behaviors.

TECHNOLOGY ACCEPTABLE USE

1. Students will use Horizon Academy-provided technology (computers, cameras, microphones, etc.) only for academic purposes, whether at school or at home. Horizon Academy reserves the right to access all information on the technology resources it owns at any time for any reason without prior notice.
2. It is the student's responsibility to get permission from a staff member before viewing unassigned Internet content.
3. Students will not use technology to bully others in any form.
4. Horizon Academy administrators may access a student's account(s) if appropriate use or safety is in question.
5. Computer and Internet access is not a right, but a privilege. Consequences for violating Horizon Academy's technology policy may include computer restrictions.
6. Mobile devices (Phones, Tablets, Laptops, etc.) can only be used by Horizon Academy students for **academic purposes**. This policy applies to the entire school including the car pool area.

TERMINATION OF STUDENT

When a student is not progressing in the Horizon Academy program, or when his or her behavior is disruptive to the program, a parent/teacher/student meeting is called. At this time, Horizon Academy will work with the student and parents to see if the situation can be rectified. Horizon Academy will provide reasonable assistance in guiding the parents to an alternate placement though ultimately it will be the responsibility of the parents to obtain such placement.

THERAPY SERVICES: Counseling, Occupational Therapy, Speech/Language Therapy

The primary objective is to support the academic environment in improving functional capabilities of individual students, providing methods and activities that will enhance physical, cognitive, language, independent living, and social and emotional skills.

Services are provided by Horizon Academy after the need is determined, based upon the results of the therapy evaluation and team consensus. Counseling, Occupational Therapy, and Speech Therapy become part of the student's Individual Education Plan (IEP). On-going team collaboration and classroom input are routine aspects of all service implementation.

Note: Not all ancillary services are available during summer school.

TRANSPORTATION

Persons who have permission to pick up your student should be listed online. If your child is to go home with someone other than a person listed, please send an email to the school office giving permission. Without written notification, the staff is not able to send a student with another driver. Written notification protects your child and the school from any problems.

TUITION

The Board of Directors sets annual tuition yearly in January. An initial non-refundable deposit for the coming year is \$1,500 due March 1st, and the final non-refundable deposit of \$4,000 is due May 12th. The remainder of the tuition can be paid in one lump sum, in half, quarterly or in 10 monthly payments. Prompt payment is necessary for the school to function smoothly. Special payment methods may be arranged by contacting the Head of School. Scholarship requests are considered pending funds available. Elementary/middle school tuition is \$25,650 for the 10-month program. High school tuition is \$25,950 for the 10-month program.

After school clubs, tutoring, and summer school require additional fees and/or tuition.

TUITION PAYMENT DELINQUENT POLICY

- A. If 15 days late, a letter or e-mail is sent to remind parents to make payment
- B. If 30 days late, a call from the Finance Committee will be made.
- C. If 60 days late, child services can no longer be rendered.

TUTORING AT HORIZON ACADEMY

The tutoring center is available to currently enrolled students to enhance or augment classroom skills. Please contact Judy Cowin for further information (jcowin@horiozn-academy.com).

To avoid any possible conflict of interest, a child's regular Horizon Academy classroom teachers, and/or teacher assistants, may NOT be hired for tutoring or childcare. Specialists: OT, Speech Pathologist, Counselor, and Technology Specialist may NOT be hired during the regular school year if they are working directly with that student.

VISION

Horizon Academy aspires to be the Midwest's premier school and education center for students with learning disabilities and a leading resource for the community.

VISITS TO CLASSROOMS

Just let the Head of School know that you would like to visit a classroom or walk the halls to see your student working. Your request will be honored.