

**Horizon Academy  
2020-2021  
General Information**

**ARRIVAL AND DEPARTURE ROUTINES**

**Arrival Times:**

**Early Care:** 7:30 a.m. - 8:00 a.m. \$5 per day fee. Sign-up required.

**Lower School / Grades 1<sup>st</sup> – 6<sup>th</sup>:** 8:00 a.m. to 8:05 a.m.

***Jump Start for 1<sup>st</sup> through 6<sup>th</sup> grade students:*** 8:05 a.m. - 8:15 a.m. in classrooms

**Upper School / Grades 7<sup>th</sup> – 12<sup>th</sup>:** 8:05 a.m. to 8:15 a.m.

**Departure Times:**

**Lower School / Garcia, Staten & Watson:** 3:05 p.m.

**Lower School / Guillory Welsh, Hammond & Seidenberg:** 3:15 p.m.

**Upper School / Isenmann, Jones, Kavanaugh & Schmeidler:** 3:15 p.m.

**After-School Clubs:** 3:15 p.m. - 4:30 p.m.

**Extended Care:** 4:30 p.m. - 5:15 p.m.

- **There is no parking in the lot to the right at the end of the front circle drive.** This is Children's Garden drop off and pick up zone only.
- **Cars will only be allowed to turn right into both the front circle drive and the east parking lot.** If you try to turn left while heading east, it causes traffic issues. *Please do not block the entrance of the east parking lot as you wait to enter the front circle drive.*
- Students will not be allowed to cross the drive to enter vehicles. Please pull up to the right-hand curb only on the front circle drive. In the east parking lot, students will enter/exit their vehicles from the right side of the vehicles at the sidewalk.
- **Please drive slowly in both the circle drive and east parking lot for the safety of our students.**
- **CARPOOLS:** *To coordinate carpool arrival and departure locations, please contact the Front Office.*

**Arrival Routine**

Students may arrive as early as 7:30 a.m. for Early Care. \$5 per day fee. Sign-up required.

Students will be divided between front drive and back drive arrival/departure locations. Your student's teacher will reach out to you prior to the start of the school year so you know your arrival/departure location before the first day of school.

At 8:00 a.m., students will have their temperatures taken as they exit their vehicles at their designated drop-off location. Parents will need to remain on site until the student's temperature is taken. All student's temperatures must register below 100 degrees. Faculty and administrators will assist to maintain a staggered entry for students. Students may then enter the building on their own. Students must wear face masks as they enter the building and in common areas. Students are tardy after 8:15 a.m.

Lower School students will go directly to their classrooms for **JUMP START** (organized physical activity) from 8:00 a.m. - 8:15 a.m. Upper School students will go directly to their classrooms.

**Departure Routine**

Pull your car in line at your designated departure location and wait for your student.  
See "Departure Times" above.

Please remain in your vehicle. Faculty will assist students to maintain a staggered departure. Our dismissal ends at 3:15 p.m. for Lower School, and 3:25 p.m. for the Upper School. We appreciate your prompt arrival.

These times should be carefully respected to provide the staff with time to do the necessary planning for each student. (See Early Care and Extended Care if needed).

Students are able to register for the **After-School Enrichment Program** (quarterly clubs) that are scheduled from 3:15 p.m. - 4:30 p.m. **Extended Care** is available from 4:30 p.m. - 5:15 p.m. for students after their club dismisses.

*Early Care arrival, After-School Enrichment Program and Extended Care departures will take place through the front drive and main entrance.*

### **UNIFORM POLICY:**

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 Horizon Academy policies.**

#### **PANTS, WALKING SHORTS OR SKORTS**

- **KHAKI, NAVY, or DENIM**
  - Clothing should be without embellishment or rips/tears and fully covering backside.
  - 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.
  - Solid colored tights or leggings must be accompanied by a fingertip length or longer skirt, skort or shorts.

#### **SHIRTS**

- **NAVY, RED, CHARCOAL or GREY**
  - MUST have Horizon Academy logo. Source: <https://horizonacademy.itemorder.com/sale>

#### **SWEATSHIRTS** (optional)

- **CHARCOAL GREY**
  - MUST have Horizon Academy logo. Source: <https://horizonacademy.itemorder.com/sale>

#### **SHOES**

- Shoes must be worn at all times and 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.

#### **COATS AND HEADWEAR**

- Coats and hats are only permitted when entering or exiting the building and must be placed in lockers before entering classrooms.

#### **COLD WEATHER EXPECTATIONS**

- On cold days, students will be expected to wear the appropriate outerwear and must wear long pants or leg coverings.

#### **FACE MASKS**

- All students will have a personal face mask each day at school. Choice of mask should be as recommended by the CDC and be school appropriate. *Please avoid masks that are fitted with valves.* Face masks should be laundered each night.

#### **GROOMING**

Hair must be kept clean and be appropriate for school; it must be kept out of the eyes, and may not be dyed an unnatural color (i.e. pink, orange, green, blue, purple).

- **Grooming for young men:** Beards, mustaches, dreadlocks and extremes in grooming are not allowed.
- **Make-up and jewelry** should be appropriate for a positive learning environment.
- **Perfumes** - Students should refrain from wearing strong scented products, including but not limited to colognes, after-shave lotions, perfumes, deodorants, body/face lotions, and/or hair sprays. These products should be left at home.

**SPIRIT DAYS** are non-uniform days; 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, and no spaghetti strap shirts.)

*If a student violates the dress code expectations, he or she will be sent to the office and provided an appropriate alternative which must be returned by the end of the school day. If this is a recurring event, a conference may be scheduled.*

## **2020-2021 STUDENT SUPPLY LIST**

### **Personal Use Supplies**

**\*Items to be labeled with student's first and last name**

- Backpack\***

*Please place the below items in the backpack for the first day of school.*

- Face Mask\***
- 8-ounce Hand Sanitizer (to be refilled by HA)\***
- (1) set earbuds\***
- Water bottle\***
- Gym shoes, if not worn daily**
- Back-up medication in original prescription bottle**
- Dress code approved fleece jacket or sweatshirt to leave in the classroom\***
  
- (1) plastic shoe box\***

*Please place the below items in the plastic shoe box.*

- (1) microfiber glass/screen cleaner\***
- (3) 12-pack Dixon Ticonderoga pre-sharpened #2 pencils\***
- (1) 4-pack Expo Dry Erase Markers (fine tip)\***
- (1) Dry Erase eraser\***
- (2) 100-pack 3"x5" white lined index cards\***
- (1) 8-pack multicolor Paper Mate original felt tip pens\***

### **Additional Supplies**

- 3-pack (large) Clorox wipes**
- (3) boxes of tissues**

**Your classroom teacher may communicate any additional supplies needed for your student.**