

**Horizon Academy**  
**2022-23**  
**General Information**

Parent Information Night via Zoom on **Monday, August 15 @ 6:30 p.m.** **All parents are expected to attend this meeting where we will share valuable information.**

**ARRIVAL AND DEPARTURE ROUTINES**

**Arrival Times:**

**Early Care:** 7:30 a.m. - 7:55 a.m. \$5 per day fee. Sign-up required.

**All Students Arrive:** 7:55 a.m. Bell rings at 8:05, after which a student is tardy.

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.

**Wednesdays will be late arrival days.** Student arrival time is between **9:00 – 9:10 a.m. every Wednesday.** Before school care will be available for those needing it. Early Care begins at 7:30 a.m. (with applicable fee for 7:30 - 7:55 a.m. care). Students arriving between 7:30 - 9:00 a.m. can select between a designated quiet zone or an active zone (gym) at no additional charge.

**Departure Times:**

**All students depart at 3:05 p.m.**

**After-School Clubs:** 3:10 p.m. - 4:30 p.m. Additional fees apply.

**Extended Care:** 4:30 p.m. - 5:00 p.m. Additional fee applies.

- **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.*

Pull your car in line at your designated departure location and wait for your student.

Please remain in your vehicle. Our dismissal ends at 3:15 p.m. We appreciate your prompt arrival.

Arrival and departure 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 Clubs** (quarterly) that are scheduled from 3:10 p.m. - 4:30 p.m. **Extended Care** is available from 4:30 p.m. - 5:00 p.m. for students after their club dismisses. Additional fees are associated with Clubs and Extended care.

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

**COMMUNICATION**

Please be on the lookout for the electronic **Friday Newsletter** every Friday during the school year. This communication will provide you details on happenings at the school, calendar updates, reminders, weekly SOAR award winners, and links for After-School Club sign-ups and school events, among many other important details. It is a short read and full of what you need to know as a parent at Horizon Academy.

## **DRESS CODE / 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, SKORTS, OR SCHOOL APPROVED\* JOGGERS**

- **KHAKI, NAVY, BLACK or DENIM**

- Pants, jeans, shorts, skirts, skorts, jumpers, and joggers (approved) are permitted. Athletic shorts and sweatpants are **not** allowed.
- Clothing should be without embellishment or rips/tears and fully covering the 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.
- Joggers\* must be school-approved. **Sweatpants or fleece material is NOT appropriate.**
  - **Joggers must be Navy, Black, or Khaki, Canvas Twill, with no logos.**
  - **Here are some jogger options that are within the dress code:**

*Boys /Girls Youth Sizes:*

[https://www.amazon.com/Childrens-Place-Boys-Basic-Jogger/dp/B078H3DF9Z/ref=cs\\_sr\\_dp\\_2?dclid=1&keywords=Boys%2BJogger%2BPants&qid=1623699015&sr=8-9&th=1](https://www.amazon.com/Childrens-Place-Boys-Basic-Jogger/dp/B078H3DF9Z/ref=cs_sr_dp_2?dclid=1&keywords=Boys%2BJogger%2BPants&qid=1623699015&sr=8-9&th=1)

- [https://www.amazon.com/French-Toast-Boys-Pull-Jogger/dp/B072L1QJ4J/ref=sr\\_1\\_71?crid=PP1OH83J3FOL&keywords=french+toast+store&qid=1655144453&srefix=french+toast+store%2Caps%2C95&sr=8-71](https://www.amazon.com/French-Toast-Boys-Pull-Jogger/dp/B072L1QJ4J/ref=sr_1_71?crid=PP1OH83J3FOL&keywords=french+toast+store&qid=1655144453&srefix=french+toast+store%2Caps%2C95&sr=8-71)

- [https://www2.hm.com/en\\_us/productpage.0733253012.html?utm\\_source=rakuten&utm\\_medium=affiliate&utm\\_campaign=1808364\\_ShopStyle+%28US%29&utm\\_content=10&utm\\_term=US\\_Network&ranMID=43148&ranEAID=J84DHJLQkR4&ranSiteID=J84DHJLQkR4-f9myPHE2L\\_hEk6\\_PiZO1cw](https://www2.hm.com/en_us/productpage.0733253012.html?utm_source=rakuten&utm_medium=affiliate&utm_campaign=1808364_ShopStyle+%28US%29&utm_content=10&utm_term=US_Network&ranMID=43148&ranEAID=J84DHJLQkR4&ranSiteID=J84DHJLQkR4-f9myPHE2L_hEk6_PiZO1cw)

*Unisex Adult Sizes:*

- <https://www.montgomeryuniforms.com/products/adult-unisex-joggers-khaki>

### **SHIRTS**

- **NAVY, RED, CHARCOAL GRAY**

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

### **SWEATSHIRTS and ¼ ZIP SWEATSHIRTS (optional)**

- **CHARCOAL GRAY, NAVY or RED**

- MUST have the Horizon Academy logo. Source: <https://horizonacademy.itemorder.com/sale>
- We will be adding a Horizon Academy hoodie to the options this year. While this uniform item can be worn throughout the school day, *the hood of the hoodie may not be worn during the school day.*

### **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.

**FAMILY DAYS provide students the opportunity to wear their school-supplied FAMILY t-shirt.** Parents will be notified in advance of these days.

On **FRIDAYS**, students may wear their school-supplied FAMILY t-shirt.

**SPIRIT DAYS** (Theme 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. Parents will be notified in advance of these days.

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## GROOMING

- Hair must be kept clean and be appropriate for school; it must be kept out of the eyes.
- 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.

*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.*

## COVID-19 Protocols and Facemasks

Following consultation and advice from state and local public health professionals, Horizon Academy has observed procedures and protocols to help prevent the spread of COVID-19 which have allowed us to remain in-person and learning this entire school year. As of March 7, 2022, we have relaxed those protocols.

**Facemasks are currently optional.**

Should the Johnson County Health department and/or CDC recommend a shift in protocol during the 2022-2023 School Year Program, we will let you know. **This may mean** that all faculty and students could potentially shift to wearing a facemask as they enter and exit the building, as well as during the school day. Students may potentially also be asked to use hand sanitizer as they enter and exit the building, and/or have their temperature taken upon arrival.

**Please do not send your student if they are sick, displaying any symptoms, or have experienced a direct exposure. Should a student arrive with a fever or symptoms, the student will be sent home.**

## 2022-2023 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
- **Water bottle\***
- **Back-up medication in original prescription bottle**
- **Dress code approved fleece jacket or sweatshirt to leave in the classroom\***
- **Gym shoes, if not worn daily**

- (1) **plastic shoe box\*** Please place the below items in the plastic shoe box:
- (1) **headphones**

[https://smile.amazon.com/BestGot-Headphones-Microphone-Foldable-Removable/dp/B01KQRIWZ6/ref=sr\\_1\\_3?dchild](https://smile.amazon.com/BestGot-Headphones-Microphone-Foldable-Removable/dp/B01KQRIWZ6/ref=sr_1_3?dchild)

- (3) **12-pack Dixon Ticonderoga pre-sharpened #2 pencils\***
- (1) **pair of developmentally appropriate scissors\***
- (1) **4-pack black FINE Expo Dry Erase Markers\***
- (1) **10-pack thin washable markers\***
- (1) **24-pack colored pencils\***
- (3) **100-pack 3"x5" white blank index cards\***
- (1) **4-pack highlighters (4 colors)\***
- (1) **6-pack ballpoint pens (no click)\* (Grades 4-12 only)**

### Additional Supplies:

- (3) **3-pack (large) Clorox wipes**
- (3) **boxes of tissues**
- (1) **pack of 100 or more paper bowls**
- (1) **pack of 150 or more napkins**
- (1) **pack of 100 or more paper plates**

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