



Student/Parent Handbook

2023-24

Principles of Partnership

An optimal educational experience requires an interactive partnership between the school and the parents of its students. To foster this partnership, we have developed the following “covenant” in order to affirm and clarify the reasonable expectations for all involved. The quid pro quo of our partnership is the expectation that our faculty treat parents as experts who can provide valuable insights and information about their children and that parents treat our faculty as professionals who know what to teach and how to teach it.

WHAT PARENTS SHOULD EXPECT FROM THE SCHOOL

Recognition that:

- Parents have a depth of experience with the student.
- Parent and educator perspectives may justifiably differ.
- Parents have multiple time commitments.
- Horizon Academy welcomes informal communications between teachers and parents. Feel free to send an email or call and leave a voicemail for any staff member. Your call or email will be returned by the next business day.
- It is important to have an appropriate time and place for full and confidential discussions.
- Parents will be informed at the earliest appropriate juncture about any disciplinary event and its possible consequences. The school handles these situations in its *in loco parentis* role, attempting to balance maintaining consistent discipline within the school with the needs of the individual child.

WHAT THE SCHOOL EXPECTS FROM PARENTS

Recognition that:

- Your trust is important to the school-family partnership.
- Educators are trained professionals.
- Educator and parental perspectives may justifiably differ.
- Educators have multiple time commitments.
- Please recognize that our primary focus is our students. We have (3) scheduled in-person or virtual conference opportunities and (1) phone conference opportunity each school year. If the need for additional conferences with a specific family becomes excessive, we have the right to limit the number of conferences.
- It is important to be a role model when it comes to honesty and civil behavior at all times, but especially in behaviors towards others at school, at school-sponsored events, and in conversations on and off campus, with and about the adults at school. **Parents who fail to be civil and/or become disruptive or aggressive in their relationships with the school place that relationship in jeopardy, including the possibility of the school requesting that they withdraw.**
- **If it is in the best interest of the School, due to student or parent behavior, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Tuition Agreement.**
- Parents should help their child capitalize upon successes, and even more importantly, learn from and adjust to setbacks and failures as part of life upon which future growth is dependent. Attempting to ameliorate or cover up mistakes on the part of your child is a disservice to your child and the school.
- Payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in their child's educational process.
- It is important to reserve judgment until all facts have been gathered from school personnel. It has been our experience that what you might hear from your child or someone in the parking lot is usually not a complete and accurate rendition of any event.

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

ARRIVAL AND DEPARTURE ROUTINES

- **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 Times:

Early Care: 7:30 a.m. - 7:50 a.m. \$5 per day fee. Sign-up required.

All Students Arrive: 7:50 a.m. Bell rings at 8:00, after which a student is tardy.

Lower School: Front Circle Drive

Upper School: Back drive on east side of building

Wednesdays will be late arrival days. Student arrival will take place between **8:50 - 9:00 a.m. every Wednesday.** A survey will be sent to all families providing you the opportunity to participate in Early Care on Wednesdays from 7:55-8:50 a.m. at no charge. There is limited space available in Early Care on Wednesdays so please do not delay in completing the survey to secure your child's spot.

Departure Times:

All students depart at 3:10 p.m.

Lower School: Front Circle Drive

Upper School: Back drive on east side of building

After-School Clubs: 3:10 p.m. - 4:30 p.m.

Extended Care: 4:30 p.m. - 5:00 p.m.

Please remain in your vehicle. Our dismissal ends at 3:20 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 Enrichment Program (quarterly clubs) 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.

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

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 of Lower School students 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. Whenever possible, doctor and dental appointments should be scheduled before or after school. A school calendar is available on the school's website as well as within the Parent Portal on the website to assist in planning family vacations to reduce student absences.

Please keep your child home if he/she is ill (COVID, flu, fever, rash, severe cold, vomiting, pink eye, and/or any other communicable disease). This will protect your child and the children attending Horizon Academy. **Parents are required to call Horizon Academy (913-789-9443) before 8:05 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.

Horizon Academy follows the compulsory attendance statutes for the state of Kansas. The law states that students are truant when they are inexcusably absent for 3 consecutive school days, 5 or more school days in 1 semester or 7 days in a school year.

BACKPACKS

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

BEFORE CARE AND EXTENDED CARE

Before Care is available Monday through Friday 7:30 a.m. - 7:50 a.m. for \$5 per day. Please enroll your student so that we can plan and staff accordingly.

Extended Care is available until 5:00 pm Monday – Friday for \$8 per day.

If a student is not picked up by 3:20 p.m., or 4:35 p.m. 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 supervise students and to ensure their safety. Prompt pick up is important and appreciated. If a student is not picked up by 5:00 p.m. following Extended Care, there will be a charge of \$1 per minute.

BOARD OF TRUSTEES, HORIZON ACADEMY

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

CELL PHONE AND SMART TECHNOLOGY POLICY

Horizon Academy recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom.

If a parent needs to reach a student or if the student needs to make an emergency call during the day, either party may do so through the front office.

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

1. Cell phones, smart watches and any other communication devices may not be used while on campus.
2. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while at school and during Extended Care.
3. Failure to follow these guidelines will result in confiscation of the phone or smart device. The device will be returned to the parent at the end of the day. This policy is in effect throughout the entire school day including Extended Care.

Violating the established policy will result in the following:

- First offense - The smart device is taken away until the end of the day and email is sent to a parent or guardian.
- Second offense - The smart device must be picked up by a parent or guardian.
- Third offense - The smart device must be turned in to the principal each day.
- Any further infractions will result in the student not having a smart device on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subject to other disciplinary actions.

Personal electronic devices are the sole responsibility of the student owner. Horizon Academy assumes no responsibility for these personal devices if they are lost, loaned, or stolen.

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. As mandated reporters, we can neither confirm or deny whether a report has been made.

CODE OF CONDUCT

Please see page 18 of this handbook.

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, 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.

CONFERENCES - Students attend the New Student Intake Meeting, the 6-8 Week ILP Review (new students only), October conferences, and a portion of the Annual Review. January conferences are reserved for parents and teachers only.

- **New Student Intake Meeting** - A short meeting to prepare new students, answer questions from students or family, and to schedule the 6-8 Week ILP Review date.
- **6-8 week ILP Review for new students** - Teacher and ancillary staff share data and observations, parent input is considered, and initial ILP is reviewed and/or modified. This review will be in place of the October conference, for those students who start at the beginning of the school year.
- **Formal Conferences** are held **three times** during the school year: October, January, and May. The May meeting is the **Annual Review** - An interdisciplinary team meeting to include students, parents, teachers, and support personnel.
- **Optional March Conference.** You will be contacted by your student's homeroom teacher.

Conferences can be arranged anytime by appointment; contact your student's homeroom teacher to schedule a conference time.

All emails or voicemails that require a response will be answered within 24 hours.

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 POLICY

Horizon Academy admits students of diverse backgrounds, races, creeds, colors, religions, gender, sexual orientation, 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.

DISTANCE LEARNING

Distance learning is not an option for students when absent due to illness or travel. In the case that school is canceled due to inclement weather, Horizon Academy reserves the right to move to distance learning for the safety of our students and staff on a case by case basis.

If Horizon Academy is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the School's reasonable control, the School has developed a contingency instruction plan to deliver distance learning by remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the School's instructional program may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as the School, in its sole discretion, may safely reopen. Should the situation arise that Horizon Academy needs to shift to Distance Learning, all policies and procedures, as outlined in this handbook, will remain in effect.

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.

All students must dress according to Horizon Academy policies.

PANTS, WALKING SHORTS, SKORTS, OR JOGGERS (school-approved*)

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, Camel, or Khaki* in color, *Canvas Twill*, with *no logos*.
- Here are some 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?dchild=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://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://www.amazon.com/dp/B07QK33G9L/ref=cm_sw_r_api_i_PVEWYD5ZPWPZYAYTSBN0_1?psc=1
 - **Men's / Women's Adult Sizes:**
<https://www.target.com/p/denizen-from-levi-s-men-s-slim-fit-taper-twill-jogger-pants/-/A-54551744?prESElect=53360301%23lnk=sametab%20>
 - https://www.amazon.com/WT02-Jogger-Colors-Stretch-X-Large/dp/B06ZYZGT8S/ref=sr_1_14?crid=2709GZIEVHEGX&keywords=unisex+twill+joggers&qid=1659098696&srefix=unisex+twill+joggers%2Caps%2C716&sr=8-14
 - <https://www.walmart.com/ip/Lazer-Men-s-Pull-On-Stretch-Twill-Jogger-Pants-Sizes-S-XL-Mens-Pants/841165372>
 - https://www.amazon.com/Southpole-Womens-Jogger-Colors-Stretch/dp/B07XSGTSH3/ref=sr_1_43?dchild=1&keywords=womens%2Bcanvas%2Btwill%2Bjoggers&qid=1623848259&sr=8-43&th=1

SHIRTS

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

SWEATSHIRTS (optional) CHARCOAL GREY

- MUST have the 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

- We believe outdoor recess is an important and valuable part of our students' day. Fresh air, exercise and time spent outside afford students a break from the structure of the classroom. Most importantly, teachers agree students perform best at school when they have an opportunity for vigorous outdoor play, so we try to get them out whenever possible. As the temperatures get colder, it is imperative your child is dressed appropriately for the weather and prepared to play outside. During this winter season, at a minimum, every child should have a jacket, gloves or mittens, and a hat. If there is snow on the ground, snow boots and pants/tights are necessary.
- There will be times when it is not safe for children to be outdoors, or for outdoor time to be limited. Factors considered in determining outdoor safety are: • Temperature/Wind Chill: when temperatures fall below 25 degrees, including wind chill, children will be inside • Precipitation: rain, hail, snow, freezing rain • Age of students • Length of time outdoors
- While there is no formal recess in the middle and high school, it is important that students still dress appropriately for the weather; they still go outside for a break. As a reminder, for health and safety reasons, heavy, bulky winter coats cannot be worn inside the building during the school day. Students should wear a Horizon Academy jacket/sweatshirt with a logo during the day if they are cold.

GROOMING

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

- **Grooming:** Beards, mustaches, 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.

On **FRIDAYS**, students may wear their designated FAMILY colored t-shirt that is provided by the school.

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. **NO HOODIES.**

FAMILY DAYS provide students the opportunity to wear their specified color of family t-shirt. Parents will be notified in advance of these days.

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.

EMERGENCY CLOSING

In the event of severe weather, school may be closed. Parents will be alerted via text message and email.

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

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.

LOCK DOWN PROCEDURE/Active Shooter

Crisis Drills (3)

- Crisis Drill Level 1: Teachers lock doors, clear hallways & continue classes
- Crisis Drill Level 2: Immediate threat to school; complete classroom and school lockdown. Teachers lock doors, clear hallways, turn off lights.
- Crisis Drill Level 3: If classes can safely do so, proceed to Bishop Miege High School.

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

TORNADO PROCEDURE

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.

FIELD TRIPS

You have given permission for your student to attend field trips by signing the permission online during your enrollment process.

FIDGETS AND GUM POLICY

We allow gum and fidgets for those children that need them to make them more successful in the classroom. Not all children benefit from these; the occupational therapist will determine if an accommodation is necessary, and what accommodation is appropriate. If you have questions if gum or a fidget is appropriate or what accommodation is allowed, please contact the Occupational Therapist directly. A good definition of a fidget is a self-regulation object that promotes focus, attention to task, calming and active listening. A successful fidget is one that you do not even notice they are holding that increases their ability to listen, look and learn.

Horizon Academy has rules for the students with fidgets. The rules are:

1. You should not need to look at your fidget. Your eyes should be on the teacher.

2. The fidget must stay in your hand under your desk. You can feel it, move it and squeeze it. Fidgets should not be tossed in the air, dropped, juggled, thrown, or bounced. They need to be used at your desk only.
3. Your classmates should not even notice you have a fidget. It needs to be used in your lap. If it is distracting it needs to be put away or stored in the teacher's desk.
4. The fidget must not make any noises or light up. It is a tool, not a toy.
5. You must be able to complete the task that is assigned or the fidget goes in the desk. When needing to write or use hands, fidgets are not appropriate.
6. When fidgets are not in use, they need to be kept in your desk.

Horizon Academy has rules for the students with gum. The rules are:

1. Gum must stay in your mouth. No bubbles or touching with your hands.
2. When finished chewing gum, make sure it goes in the trash can.
3. Chewing gum should not make noises that bother other students. You must chew with your lips closed.
4. No gum during physical activity or when presenting in front of the class or part of a class discussion where you will be speaking for a longer period.
5. If the above rules are not followed or the teacher sees that gum is not benefiting you then you will not be allowed to chew gum for a specific period of time.
6. Gum must be kept in the teacher's desk.

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 Principal.

HEALTH / ACCIDENT

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 30-45 minutes for elementary and middle team students and 60-90 minutes for high school students. The child should be capable of doing this alone. Parents should provide a time and quiet place for homework. Creating independence is a priority at Horizon Academy.

Horizon Academy Homework Policy

Horizon Academy recognizes that homework may often be a source of significant and chronic stress for students and their families. We also recognize that the amount of homework a school gives is often used as a misplaced measure of academic rigor. And, we know that students and parents are often judged harshly when homework assignments are not completed, without regard for the unique challenges students may face in demonstrating the range of executive function skills required to complete, organize and return homework to school on time, each and every day.

At the same time, Horizon Academy recognizes that homework is a necessary part of a student's educational experience. Particularly at Horizon Academy, where diagnostic/prescriptive teaching is standard practice, teachers must be able to assess, through homework, a student's grasp of the information covered in class. Further, we believe that consistent completion of homework assignments enhances a student's learning experience and helps to build skills that will be applicable throughout their life span.

What We Believe

The **purpose** of homework at Horizon Academy is to:

- Assist students in building academic confidence by allowing them to experience success.
- Assist students in building academic stamina.
- Facilitate the capacity for students to demonstrate a sophisticated level of metacognition - a student's ability to think about their own thinking.
- Reinforce critical concepts taught in the classroom through independent practice.
- Continue to build and enhance a partnership between home and school.

- Allow the teacher to have an increased level of awareness of student strengths and weaknesses, thereby guiding personalized instruction.
- Improve executive function skills –the ability to organize, plan and manage time.
- Provide opportunities for students to demonstrate application of knowledge and skills in a variety of settings.

In a **way** that:

- Minimizes anxiety and frustration.
- Honors individual learning styles and needs.
- Recognizes and respects competing demands on students' time outside of school.
- Is meaningful and purposeful.
- Promotes exploration and discovery.
- Meets students at the zone of proximal development (Zone of Proximal Development –or ZPD- asserts that all learning is meaningful when the level of challenge is not overwhelming to a child's level of competence).
- Recognizes attempts at completion and/or attempts to problem-solve.
- Is strategically designed for each child.

So that **students**:

- Apply and expand knowledge in different settings.
- Gain a desire for continued learning and growth.
- Transfer skills to future life experience.
- Become more self-sufficient and accountable.
- Own their academic and social strengths and challenges.
- Practice self-advocacy without arrogance or apology.
- Master effective study techniques, organizational, and time management skills.

So that **teachers**:

- Are able to assess students' strengths and challenges using subjective and objective-based data.
- Can obtain a better perspective of how each student learns.
- May adjust curriculum and methods according to students' needs.
- Are equipped to provide constructive feedback regarding student progress.

So that **parents**:

- Can celebrate their child's strengths and accomplishments.
- Are empowered to taper their level of involvement based on a child's developmental needs, independence, and level of ability.
- Gain a better understanding of their child's learning style.
- Receive consistent feedback regarding what the student is learning and how he or she is progressing toward the goal of content mastery.

Missing homework will be documented daily. In addition, consequences for not completing homework assignments may include:

- First offense: Student does homework the next night; parents sign and return missing homework slip sent home by teacher
- Second offense: Study Hall during lunch to complete homework
- Third offense: Student stays after school to join Homework Club to complete homework

* If homework completion proves to be a persistent challenge, Horizon Academy will strongly recommend regular Homework Club attendance for the remainder of the quarter or until homework completion becomes consistent. *Homework Club includes a daily fee.*

INFECTIOUS DISEASE PREVENTION PLAN (IDPP)

Horizon Academy has created an Infectious Disease Prevention Plan (IDPP). This plan can be found on the website. Protocols will be adjusted when deemed necessary.

LOCKERS

Horizon Academy owns and maintains hall lockers, which are loaned to the students for their convenience in storing books, coats, and other items during the school year. The school reserves the right to joint control over the students' lockers, including the right to search lockers at any time without prior notice. Students are to use the locker assigned to them. Students are responsible for keeping their lockers clean and free of debris and graffiti and for reporting needed repairs to the office.

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

Please send a snack, lunch, and drink with your child each day. If on any other day, a student forgets their lunch, a lunch will be provided by Horizon Academy. In the case that the student has specific nutritional needs or requests and an alternate lunch may not be appropriate, the student may bring in an extra lunch in advance to be used in case of a future missing lunch. The classroom teacher will store the extra lunch items.

Refrigeration will not be provided. There are no microwaves in the classrooms.

MANDATORY REPORTERS

In the state of Kansas, teachers, school administrators or other employees of an educational institution which the child is attending are legally required to report when there is reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse, neglect or sexual abuse. Reports shall be made promptly. The report may be made orally and shall be followed by a written report, if requested.

MEDICATION

The classroom teachers, as per doctor's instructions, may 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 the morning before coming to school, please send a backup 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, Tums, and/or throat lozenges) to be administered by school personnel. Parents will be notified if a student is given any medication.

Please note that Horizon Academy does not have a nurse on staff.

MISSION

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

NEWSLETTERS

- Weekly Parent letters from the classroom teacher and from the office are sent via email each Friday.
- Development Office newsletters, On the Horizon, are published two times during the year and mailed.
- The Annual Report is published yearly and mailed.
- eNews will be emailed monthly.

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.

PARTIES/BIRTHDAYS

- You are welcome to send in store-bought class treats (i.e. cupcakes, brownies) to be eaten at snack time or with lunch. At this time, we ask that they NOT be homemade. Please check with your student's teacher regarding food allergies among classmates. Birthday parties are **not** to be held during school hours.
- Birthday Parties: If your child is having a birthday party, please do **not** send invitations to school for distribution. Invitations should be mailed to the homes of students. Student addresses are available through the directory on FACTS.

PHYSICAL EDUCATION

Students in grades 1st - 9th have 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.

PRIVACY/DIGNITY/SUPERVISION PROCEDURE

Students at Horizon Academy are always treated with the utmost privacy and dignity. Our students are able privately to use the washrooms 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, they should contact them via email. Call the school at any time to speak to Ms. Asher or Mrs. Altman (7:30 a.m. - 3:30 p.m.). In case of emergency, contact the school office and your call will be directed.

REPLACEMENT COST

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

SCHOOL RULES/STUDENT GUIDELINES

- Listen and follow directions.
- Raise your hand before speaking or leaving your seat.
- Respect classmates, staff and property.
- Keep hands, feet and objects to yourself.

SIGN-IN/OUT PROCEDURES

When a student arrives late to school the student must check in with the office. 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 and the office. When you arrive at the school to pick up your child early for an appointment, pull to the front of the drive, call the school office, and your child will be retrieved and escorted to your vehicle.

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. Students can apply and be interviewed for specific jobs that they will do throughout the school year.

SUICIDAL THREAT

If a student even mentions the thought of harm to him/herself, parents will be contacted. 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 (Chromebooks, ipads, cameras, 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. Students are responsible for cleaning their screens and keyboards when not in use, as well as gently plugging and unplugging their power cords in. If an issue with power cords, keys, or damage to the chromebook occurs, communication with their teacher and the technology department must be initiated immediately.
6. Computer and internet access is not a right, but a privilege. Consequences for violating Horizon Academy's technology policy may include computer restrictions or loss of privileges.
7. See *CELL PHONE POLICY* above.

TERMINATION OF STUDENT

When a student is not progressing in the Horizon Academy program, or when his or her behavior is chronically disruptive to the program, a parent/teacher/student meeting is scheduled. At this time, Horizon Academy will work with the student and parents to see if the situation can be rectified. In the event that a student has been asked to leave, 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 Learning Plan (ILP). Ongoing team collaboration and classroom input are routine aspects of all service implementation.

Note: Not all ancillary services are available during the Summer Academic Program.

TRANSPORTATION

Persons who have permission to pick up your student should be listed through the enrollment packet. If your child is to go home with someone other than a person listed, please send an email to the school office and classroom teacher 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 each year in January. An initial non-refundable deposit for the coming year is \$1,500 due March 1, and the final non-refundable deposit of \$4,000 is due May 8. 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. School tuition for all grades for the 2023-24 school year is \$29,750 for the 10-month program. After-School Clubs, tutoring programs, and the *Summer Academic Program* 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

Tutoring through the Learning Center is available to currently enrolled students to enhance or augment classroom skills. Please contact Laura Mombello, Admissions and Learning Center Coordinator, at lmombello@horizon-academy.com for more information.

All tutoring must be coordinated through the Horizon Academy Learning Center Coordinator and will take place at either the Roeland Park campus or the South location. To avoid any possible conflict of interest, a child's regular Horizon Academy classroom teachers, and/or teacher assistants will not be paired for tutoring services. The Occupational Therapist, Speech Pathologist, and Counselors may also be contracted through Horizon Academy for outside tutoring/therapy services.

VISION

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

VISITS TO CLASSROOMS

Visits to classrooms have been suspended due to Covid. We will re-evaluate periodically.

CODE OF CONDUCT

A MESSAGE TO STUDENTS:

At Horizon Academy we are a family, sharing common values and goals while encouraging the development of individual abilities. We are a team, strengthened by the unique contributions

of each member as we work toward our common goals. Within this community, each of us has the right to be valued as an individual and the responsibility to value others in return.

- You are accepted and valued as an individual whatever your interests, abilities, or origins.
- In turn, we expect you to respect and value staff members and your fellow students, and to extend these behaviors to those outside the School.
- You have the right to be valued for who you are.
- You have the right to contribute to Horizon Academy without fear of ridicule or intolerance.
- You have the responsibility to listen to others and respect their right to make choices and have opinions.

A MESSAGE TO PARENTS:

The primary goals of Horizon Academy are to develop each student's potential for learning, to foster positive interpersonal relationships, and to foster good decision-making. To accomplish these goals, a positive and orderly environment is essential. We expect students, parents, and staff to be partners in establishing and maintaining an atmosphere where every individual is valued and respected.

We believe that discipline is best viewed as being positive, not negative, and focused on helping a student to adjust and to change inappropriate behavior into acceptable conduct. We further believe that each person is responsible for his or her own conduct and must be held accountable for actions which are harmful to other people's rights or property. In dealing with discipline problems, it is always the intention of Horizon Academy to assure that the student learns from an incident and comes away from it better equipped to respond appropriately in the future.

While we acknowledge that the home is the primary source of guidance for a student, in our school program, the staff assumes the responsibility for maintaining a safe, comfortable learning and living environment. We act to promote and protect that environment, as well as each student in the School. We expect parents to work with us in the interests of their children and recognize that both the staff and parents are obliged to be fair, honest, reasonable, and cooperative.

POLICY ON DISCIPLINE

Maintaining school discipline and proper behavior is essential to a safe and positive learning environment. Students are responsible for understanding the established rules of the School and for abiding by them in a cooperative manner. Any action which interferes with the maintenance of a proper learning environment is considered a breach of conduct. Acts which are antagonistic to the welfare of other students, staff, and/or Horizon Academy will not be tolerated. Disciplinary actions are determined primarily by the type of offense committed. Other factors, such as the frequency of an offense and the age of the student, are also considered. The disciplinary actions specified in this handbook reflect a progressive disciplinary process; however, all steps in the process may not be applied or appropriate in a

given situation. Offenses of a repetitive or of a more serious nature may result in discipline commensurate with the offense and may justify separation without reference to past reprimands.

Horizon Academy maintains a discipline plan which is effective because it is concrete, consistent, and easy for students and staff to understand and enforce. Behavioral expectations are posted in each classroom, and teachers are expected to discuss these expectations frequently with students. In addition, it is required that parents review the contents of the Student and Parent Handbook with their children.

BEHAVIORAL DISCIPLINARY PROCESS AND ACTIONS

The homeroom teacher and the principal at School ultimately have the responsibility of maintaining discipline. All students are held accountable for their behavior. The School attempts to deal with misbehavior clearly, quickly, and fairly. Violations of school rules are dealt with on a case-by-case basis, with regard for both individual circumstances and the welfare of the community. Although consistency is our aim, it will not always be the governing ideal. 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. A re-entry meeting will be scheduled for their return.

PHYSICAL RESTRAINT POLICY

If a student becomes a danger to himself/herself, other students, or staff members, 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.

MAJOR SCHOOL INFRACTIONS

All school expectations are in effect at all times and at all places a student is under the School's jurisdiction. Students are under the School's jurisdiction at all school functions, whether on or off campus, or traveling to and from campus. Inappropriate behavior at any time may result in disciplinary action. Behaviors which may result in disciplinary action, but are not limited to:

1. Creating a fire hazard.
2. Setting off false alarms or fraudulent dialing of the emergency 911 phone number will not be tolerated and immediate dismissal may follow.
3. Violations of the School's drug and alcohol policies or toleration of such activity in one's presence.
4. Offensive, profane or obscene language or disruptive conduct.

5. Bullying, fighting, harassment, or unwanted aggressive behavior of any kind.
6. Theft or unauthorized borrowing from an individual or the School.
7. Possession or use of firearms, knives, darts, fireworks, bows and arrows, or other dangerous implements, including look-alikes.
8. Vandalism or thoughtless damage to property.
9. Dishonesty in any form: any act of plagiarism, cheating, lying, or the like.
10. Misuse or inappropriate application of technology or telecommunications.
11. Unauthorized absence from school grounds, classes, and school obligations.
12. Possession or use of tobacco products, vaping products, lighters, matches or other paraphernalia.
13. Any illegal behavior, behavior that brings public disgrace to the good name of Horizon Academy, or necessitates the involvement of the police.
14. 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.
15. Pretending to take medication from the principal or her substitute and then sell it, give it away, hoard it, or abuse it.

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. The possession of any paraphernalia associated with substance abuse (rolling papers, rolling machines, pipes, masking substances, roach clips, etc.) will be construed as intent to use and may be cause for immediate dismissal.

COOPERATIVE SEARCH

The faculty and staff of Horizon Academy recognize and highly regard the student's privacy. However, there may be occasions when 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. Faculty and administration will make a decision 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.

CODE OF CONDUCT

POSSIBLE DISCIPLINARY ACTIONS FOR MAJOR SCHOOL INFRACTIONS

(in no specific order)

1. Call home
2. Curtailing of privileges (including loss of locker)
3. Mandatory parent conference
4. Counselor intervention
5. Police notification
6. **BEHAVIORAL CONTRACTS** - The School may deem it necessary for a student to be placed on a behavioral contract. The purpose of the contract is to specify certain areas in which a student is to improve and to specify steps that will be taken to help a student make progress.
7. **IN-SCHOOL SUSPENSION** may be applied in cases involving a serious violation of rules or in cases involving a series of disciplinary infractions. A student is placed on in-school suspension for up to three days. During that time, he or she is removed from class and is required to complete school work under special supervision. The student may be held out of special activities while on in-school suspension.
8. **PROBATION** - A student may be placed on probation for violation of a major school rule, for repeated violation of other rules, or for a series of rule infractions. This usually involves some level of restrictions. Probation constitutes a very serious warning. A student on probation who repeats a violation or violates another school rule will be dealt with more severely, including possible dismissal. As a general rule, a student who is placed on probation continues on that status for the remainder of the year.
9. **OUT-OF-SCHOOL SUSPENSION** is applied in those cases involving a violation of a major school rule, repeated violations of a school rule, or a series of violations of school rules. An out-of-school suspension usually lasts for a period of three to seven days. Some circumstances may require a longer period.
10. **DISMISSAL** may be applied depending on the severity & frequency of the infraction(s).