



STUDENT/PARENT HANDBOOK

2010-2011

EXAMPLE OF CLASSROOM SCHEDULE

8:15 – 8:30	Drop Off
8:30 – 9:00	Opening, homework check
9:00 – 10:30	Reading/Written Expression/Spelling
10:30 – 10:45	Snack
10:45 – 12:00	Math
12:00 – 12:30	Physical Education
12:30 – 1:00	Lunch
1:00 – 2:15	Science/Social Studies/Art/Music/Keyboarding
2:15 – 2:30	Pick-Up

Student Supply List 2010-2011

Backpack

3-4 boxes of tissues

Water bottle

2 packages of 3-count containers of Clorox wipes

2 bottles of hand sanitizer

Gym shoes, if not worn daily

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 colorful OPEN Flag is displayed. Departure time is between 2:15 and 2:30 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 NOTEBOOKS

Each student will have an assignment notebook. Using the assignment notebook is an important skill for students to learn. Teachers also use the notebook 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 2:15 p.m. Whenever possible, doctor and dental appointments should be scheduled after school or during weekend hours. 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). 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 DIRECTORS, 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: Ann Cooling
Vice President: Kirk Gastinger
Secretary: Buckie Bell
Treasurer: Mike Koeppen
Past President: Fred Crouch, LLC

Roberta Coker	Margo Soulé
Wendy Davidson	Mark Spence, LLC
Don Deshler, Ph.D.	Susan Swift, Ph.D.
Winnie Dunn, Ph.D.	Andrew Trucksess
Pam Geer	Jenny Vaughan
Kay Hanes	Nancy Wendt
Steve Heeney	Pam Wheeler
Lori Miller	John Yeast

CHILD ABUSE

Horizon Academy staff members are mandated reporters to the Department of Family Services if they are ever informed of the abuse of a student or see marks of abuse on a child.

CONFERENCES

The entire staff of Horizon Academy welcomes and encourages communication with parents. Scheduled conferences are held four times during the school year: November, January, March (upon request) and May. Conferences can be arranged anytime by appointment; call to schedule a conference time. Students are required to be present with parents at conferences.

COOPERATIVE SEARCH

The faculty and staff of Horizon Academy recognize and highly regard the student's right to privacy. However, there may be occasions where the student, concealing either a dangerous, illegal, or stolen item, can jeopardize this right of 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. A decision will be made by 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.

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 any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin 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 race, religion, or sex.

Persons believing that they are the subject of discrimination or harassment should follow the grievance policy.

DRESS CODE

In order to make all Horizon Academy students look their very best we have implemented some policies for students to follow. We don't want students to feel we are limiting their self-expression, but we do feel the following policies will keep our students looking appropriate for the Horizon Academy learning environment.

- It is mandatory for all students to wear uniforms.
- Uniform pieces may be chosen from the options given under Uniform Policy Section.
- All shirts must be tucked into pants, shorts, or skorts.

- Students may wear brown, navy, or black belts if they wish.
- Skorts may not be “rolled down” at the waist.
- Minimal jewelry may be worn.
- Hair must be appropriate for school and may not be dyed a color (i.e. pink, orange, green, blue, purple, etc.)
- Shoes worn with uniforms may include, but are not limited to tennis shoes, loafers, and sandals. However, tennis shoes must be worn for P.E. class.
- Middle School and High School 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”.

DROP OFF/PICK UP PROCEDURE

When you **drop off** your child(ren), pull up in front of the school and exit out the one-way drive. When you **pick up** your child(ren), please line up along the side walk, heading north. Turn off your ignition while waiting for the Open Flag in the window and until students are dismissed as part of our Green School efforts.

DRUG FREE SCHOOL

This policy is required under the Federal Drug-Free Schools Act of 1989, PL 101-226 Prohibited Acts: 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 an employee is prohibited at any time or place when or where the use, possession, etc. of such controlled substances, will effect the employee’s performance of services for the school.

EARLY CARE AND AFTER CARE

Students can sign up to take advantage of early care any day of the week from 7:30-8:15 for \$3 per session. After care can be arranged with St. Agnes Child Care at (913)262-1689. If a student is not picked up by 2:30 or 3:30 from after school classes, there will be a charge of \$3.00 for every 15 minute increment. Horizon pays a teacher assistant by the hour to stay and look after the safety of the students. Prompt pickup is important and appreciated.

EMERGENCY CLOSING

In the event of severe weather, school may be closed. Should this happen, every effort will be made to have the classroom teacher or classroom parent call each of the families. A message will be put on the school’s answering machine. Call 913-789-9443 for the daily message. Parents online will be e-mailed. You can call Ms. Kennedy at (913) 906-9728 if you are in question.

EMERGENCY PROCEDURE

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 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 that Mr. Blue is in the building. All teachers close their doors, turn off their lights and move students to an inside wall, hidden from view.

FIELD TRIPS

Each teacher determines when and where field trips will be taken with the approval of the Executive Director. Each classroom is allowed to take one field trip per school year. Suggestions from the parents are welcome, but field trips are usually an extension of what is being studied in the classroom. 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 administrator.

HEALTH/ACCIDENTS

The State of Kansas requires all students to be adequately immunized before attending school. In addition, Horizon requires emergency and permission slip forms to be on file 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 nearest relative whose name has been submitted on the Emergency Form. For this reason, it is the parents' obligation to ensure the Emergency Form is complete with accurate names and phone numbers.

If a student needs immediate medical care, the 911 number will be called.

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 usually will 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 office. To prevent loss, please label all belongings.

LUNCHES AND SNACKS

Send a well-balanced lunch, drink and snack daily. Microwaves are available, but only for **re-heating** meals. Small refrigerators are in each room. Please be sure to supply your child with all necessary utensils. Plates and utensils will be returned daily for washing. This will help our school continue to Go Green!

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. Please send a back-up medication supply so it can be administered in the event the student forgets to take it before coming to school.

A doctor's prescription is needed for a child to take non-prescription drugs at school. The prescription or note from the doctor for over-the-counter medication needs to be on file at school and the medicine sent to school in the original bottle.

MISSION

Horizon Academy's mission is to provide a caring and respectful environment for children struggling with learning disabilities, where they are given the opportunity to achieve their highest potential, become life-long learners and develop into productive, responsible citizens of their community.

NEWSLETTER

Newsletters are published three times during the year. An Annual Report is published at the end of each school year.

OUT-OF-TOWN NOTIFICATION

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

PARENT ASSOCIATION

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

HORIZON ACADEMY PARENT ASSOCIATION (HAPA) OFFICERS:

President:	Nancy Wendt
Co-Vice Presidents:	Cathy LaMothe, Kelly St. Clair, Tyra Zimmerman
Treasurer:	Nancy Foster
Secretary:	Jennifer Winningham

PARTIES/BIRTHDAYS

You are welcome to send in class treats (i.e. cupcakes, brownies) to be eaten at snack time or with lunch. 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 have 40 minutes of physical education four times per week (Monday-Thursday). 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.

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. 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.

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 after school (2:15 to 3:30 p.m.). Messages may be left on the staff's voice mail throughout the day. Call the school at any time to speak to Ms. Kennedy (7:30 a.m. to 3:30 p.m.). In case of an emergency, call Ms. Kennedy at home (913-906-9728).

“Get Healthy!”

Horizon Academy is concerned about the health of our students. This school year we will be educating the students about healthy choices for what they eat, exercise that will keep them healthy and what to do to have healthy minds.

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.

SEXUAL ISSUES PROCEDURE

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. Failure to follow the Sexual Issues Procedure may result in losing points on the Stellar Program or other consequences.

SIGN IN/OUT PROCEDURES

When a student arrives late to school the student must check in with the school secretary 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 should be sent to the teacher. When a student is picked up early, the adult picking them up must sign the child out in the office.

Full-time STAFF

Executive Director/Principal
Assistant Principal/Leadership Team
Assistant Principal/Leadership Team
Reading/Speech/Language Therapist/Leadership Team
Counselor/Leadership Team
Mentor/Library/Assistant/Leadership Team
Development Director
Teachers:

Sharyl Kennedy
Julie Altman
Vicki Asher
Shelley Bunton
Brad Epsten
Bob Fritsch
Natalie Upp
Alice Jones
Gerilyn Semro
Doug McFarland
Katie Cordaro
Valerie Shoopman
Maureen Elder

Technology Specialist
Office Manager

STAFFINGS

At least one inter-disciplinary staffing will be held annually, to include student, parents, teachers, and support personnel.

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. Student behavior is reinforced by receiving points on a four-level system: 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.

STUDENT JOBS

A small 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 throughout the year.

STUDENT HEALTH AND SAFETY POLICY

All students should feel safe and secure while attending Horizon Academy. Any student physically 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. The store is not open on Fridays due to Hot Lunch days and days when special events occur. 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. When a student is not able to function appropriately in school, we will call the parents to come and get the child. We will work with the parents and student to find a solution to the problem.

SUGGESTIONS

Suggestion forms (Dear Sharyl) are in the hallway to help Horizon Academy improve our services.

SUICIDAL THREAT

If a student even mentions the thought of harm to him/herself, parents will be contacted.

SUPPLEMENTAL 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.

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 corrected. Parents will have advance knowledge if termination of a student is necessary. Horizon Academy will help in every way to guide the parents in an alternate placement.

TRANSPORTATION

If your child is to go home with someone other than the usual driver, please send a note to the school giving permission for this change. 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

Annual tuition is set by the Board of Directors yearly in January. An initial deposit for the coming year is \$1,500 due March 1st, and the final deposit of \$4,000 is due May 21st. 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 Executive Director. Scholarship requests are considered pending funds available. Elementary/middle school tuition is \$21,850 for the 10-month program. High school tuition is \$22,350 for the 10-month program. After school classes, and summer classes or clinics are an extra charge.

TUITION PAYMENT DELINQUENT POLICY

- A. If 15 days late, a form letter to remind parents will be sent from the Finance Committee.
- 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

If an Horizon Academy employee is to be working with any of the Horizon Academy students outside of school time, a tutoring release form needs to be signed by the parents of the student being hired to serve.

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. This policy is in effect only during the months of the regular school year. If a student is in the full time summer school program, tutoring or childcare cannot begin until after the four week summer session with the primary classroom teacher, primary teacher assistant, and specialists.

UNIFORM POLICY

It is a proven fact that students perform better in school when clothing issues are eliminated. Therefore, in order for all Horizon Academy students to perform at their best and look their very best, the following policies have been implemented regarding uniforms and dress codes. It is not our intention to limit students' self-expression, but we do feel the following policies will keep our students looking appropriate for the Horizon Academy learning environment.

- It is the policy for all students to wear the flexible uniforms options.
- Uniforms consist of khaki or navy slacks/trousers; walking shorts or skorts to just above the knee, with or without pleated fronts, with or without elastic waist, **no patch pockets**. Track pants must be navy blue and may have a red or white stripe on the side of the leg. Shirts can be navy blue, red or white, with or without a collar; with no emblem other than Horizon's on either shirt or pants. Shirts cannot be ragged or torn. Navy blue or grey pullover hoodless sweatshirt with or without Horizon logo may also be worn. No other logos allowed. Plain red cardigan sweaters may also be worn.
- All shirts must be tucked into pants, shorts, or skorts.
- Skorts may not be "rolled down" at the waist.
- Minimal jewelry may be worn, only one bracelet per arm.
- Hair must be appropriate for school and may not be dyed a color (i.e. pink, orange, green, blue, purple, etc.)
- Shoes worn with uniforms may include, but are not limited to tennis shoes, loafers, and sandals. However, tennis shoes must be worn for P.E. class.
- Middle School and High School students may bring a change of clothing for P.E. class. This may include a t-shirt, sweatshirt, shorts, or sweats without any inappropriate lettering. P.E. clothing does not have to be "uniform attire".
- "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.)

Sources for embroidery of school logo: Pro-K Graphic & Land's End

VISION

Our vision is to become a community of life-long learners.

VISITS TO CLASSROOMS

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