

Horizon Elementary

Student/Parent Handbook

2018-2019



Every Child Learns Every Day

730 N. Mitchell Street, Boise, ID 83704
208-854-5170

Dear Parents,

Welcome to Horizon Elementary School for the 2018-2019 school year. The Horizon staff is committed to providing students with a positive and challenging learning environment throughout the year. We place a strong emphasis on the development of high self-esteem while at the same time providing our children with a strong academic foundation.

This handbook has been developed to give you and your child/children a better understanding of school policies, procedures and expectations for students' behavior. We believe that all behaviors are the result of making choices, and we expect children to understand and be responsible for their actions and how they affect others.

Please read and discuss the handbook with your child. It provides information that will:

- Assist the staff in teaching and encouraging students to assume responsibility for their actions.
- Ensure that all students know and understand our school's expectations.
- Help students to understand the consequences of their behavior.
- Provide an opportunity for parents to understand our school's rules and expectations.

The Horizon staff believes in fair and consistent treatment of all students. With your strong support, we will continue to provide students with the type of structure and environment necessary for them to be successful.

We look forward to working with your child/children and meeting you during the upcoming school year.

Respectfully,

Steve Novotny, Principal

Abbey Griffiths, Assistant Principal

Horizon's Mission and Vision

Mission

Horizon Elementary School exists to educate all students to be lifelong learners and productive citizens.

Vision

Horizon Elementary School is a professional learning community of educators, parents, students, and community members. We continually incorporate best practices so all students will achieve high standards academically, personally, and socially.

We Believe

- Every child deserves a safe and caring learning environment.
- Students who are not learning deserve and will receive positive academic interventions and appropriate behavior supports.
- Basic values of responsibility, dignity, respect, honesty, and teamwork will be modeled and used to foster self-discipline.
- Diversity of students, families, and staff will be respected.
- All students learn in different ways and at different rates. To reach their full potential, students will be provided with a variety of current research-based instructional approaches to maximize learning.
- It is essential to support and celebrate learning through communication between home and school.
- Staff collaboration is essential to the achievement of our common mission, vision, values, and goals.

ACCIDENTS

Horizon Elementary has a registered nurse on location. The nurse or other appropriate school personnel will take care of minor accidents such as scrapes, bumps, and superficial cuts. When a student accident is judged to be serious, the parents or emergency number will be contacted. Please note that we will attempt to be overly cautious with student injuries. It is most important that parents keep the school informed of current addresses and telephone numbers. This is the only information the school has when attempting to contact parents.

ATHLETICS

The Boise School District offers non-competitive, inter-school athletics for fifth and sixth grade boys and girls in basketball and track. The purpose of this program is to provide an opportunity for students to learn new skills and have fun. No scores are kept during games and no league standings are maintained. Sportsmanship and participation are encouraged.

ATTENDANCE

A. Regular student attendance is a key to successful school performance. Uninterrupted attendance provides the child the continuity necessary to grasp important academic concepts at each grade level. Completing make-up work due to an absence, while helpful, does not take the place of classroom instruction. At Horizon, we recognize that student absences will occur. If a child is ill, we appreciate parents keeping their child home until the child has recuperated. If a child is well enough to attend school, he/she will be expected to participate in outdoor recess periods. Please contact the school office at **(208) 854-5170** prior to 9:15 a.m. if your child will be absent. This will assist us in keeping accurate attendance records.

B. If you know in advance that your child will be missing school please let the office and your child's teacher know. With adequate prior notice (at least three days) the teacher can prepare make-up assignments for the time missed. Without this notice, the teacher may not be able to provide the work prior to the absence.

C. The school day is as follows:

- 8:15 am** Students may arrive at school and remain in their designated playground area although we encourage them to arrive closer to 8:45 am. **Students should not arrive before 8:15 am**, as we don't have adult supervision.
- 8:40 am** First bell. Students line up on the playground and the teacher escorts them into the building.
- 8:45 am** Tardy bell. School begins, and breakfast is served in the classroom.
- 11:30 am** Morning kindergarten and pre-school dismissed.
- 12:30 pm** Afternoon kindergarten and pre-school begin.
- 3:15 pm** School is dismissed.

D. Students will be counted tardy if they have not arrived in their classroom by the 8:45 bell. Tardies will not be recorded for reasons such as bus delays, severe weather conditions, or documented medical appointments. Any student arriving late must report to the office and receive an admit slip to class. This procedure assists with accurate attendance record keeping.

E. Students are required to leave the school grounds at 3:15 pm.

BRING YOUR OWN DEVICE (B.Y.O.D.) CLASSROOM

Some classrooms may be participating in a BYOD program where students may choose to bring a device (tablet, laptop, cellphone, etc.) to class to use as a learning tool. Guidelines are very specific on when, where, and how a device may be used. Classroom teachers will provide specific information on the use of BYOD in their classroom. Participation in classroom BYOD is OPTIONAL, you do not have to provide your own device. Each classroom is equipped with devices for those students who cannot, or chose not to bring their own. If a device is brought from home the student is responsible for its safekeeping at all times. Horizon Elementary will not be responsible for any lost, stolen, or damaged items. Please review the Boise School District Responsible Use of Technology guidelines found at the end of this packet. These terms will apply to all devices, personal or the property of the school, at all times.

CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS

Idaho Law (Section 16-1601 et Seq.) requires that any person having reason to believe a child has been abused, abandoned, or neglected report the allegations to either the Department of Health and Welfare or a law enforcement agency. School personnel do not conduct an investigation into said allegations. That is left to the agencies previously mentioned. The legal requirement is limited to reporting only.

DRESS CODE

At Horizon Elementary, we believe that students perform better when they feel good about themselves. Part of a student's self image is expressed through his/her appearance. We encourage students to dress in a way that reflects the importance of their education and does not interfere with the learning process. The following are unacceptable:

- Clothing that depicts alcohol, tobacco, gangs, drugs, or any other inappropriate material
- Spaghetti straps or half shirts
- See through shirts
- Halter tops, tank tops, or short shorts
- Low-riding pants
- Hats inside buildings
- Gang related attire (i.e. chains, bandannas, hanging belts.)

EMERGENCIES

A. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OFFICE WITH AN ACCURATE LIST OF EMERGENCY CONTACTS FOR EACH STUDENT. CONTACT THE SCHOOL OFFICE IMMEDIATELY WITH ANY CHANGES OR UPDATES IN INFORMATION.

B. If a student needs to be contacted during school hours due to an emergency, please inform the school office and the appropriate school personnel will contact the child.

C. An Emergency Response Plan has been developed for Horizon Elementary School. The plan is on hand if you would like to review it.

FIELD TRIPS

A. Field trips to community agencies, businesses, or other locations can provide valuable information, which coincides with a teacher's curricular goals. We ask that each parent/guardian sign the field trip release form indicating permission for the child to leave school grounds for an approved school field trip. This form will establish **permission throughout the current academic year**. Thus, parents will not be asked to sign a release form for each field trip. Parents will, however, be informed in advance of upcoming off campus trips in which their child will be participating.

B. Parents are occasionally asked to transport students to and from a school-sponsored event. In order to transport students for an event, parents must sign a form in the office indicating that the owner-operator carries liability insurance on his/her private car. The school district's insurance company will only provide secondary coverage after the first \$100,000 per person/\$300,000 per accident.

GRADES

Parent-teacher conferences are held only at the end of the first grading period. However, please feel free to contact your child's teacher to discuss his/her progress at any time. Also, contact the office for information on accessing the parent portal of Infinite Campus, our online student information system.

ILLNESS

A. If your child is ill and unable to attend school, please acknowledge his/her absence by notifying the school office at **(208) 854-5170**. A student's absence will be noted by messages left on the school's answering machine.

B. If a student becomes ill or injured at school, parents will be notified. If we are unable to contact a parent, the school will contact the emergency numbers provided. Therefore, it is necessary for parents to inform the office of any changes in emergency numbers. It is also important that emergency contacts are able to pick up ill students during the day, if necessary.

INCLEMENT WEATHER

When weather is inappropriate for students to be outdoors, we allow them to remain inside. As a school staff we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. Please prepare your child for Idaho weather by dressing him/her properly for the day. We expect that any student attending school will be able to participate in outside recess.

LIBRARY

All students have access to the Horizon library. The librarian will explain book checkout procedures to them during their first visit. Students are expected to respect library materials and treat them with appropriate care. Students will be responsible for any library materials lost or damaged while under their use or care, **a flat fee of \$10.00 will be charged for any lost or missing book.**

LOST AND FOUND

Personal items such as coats, sweatshirts, gloves, etc. which are found and have no identification will be placed on the Lost and Found rack located in the hallway near the North exit. Students who are missing items are encouraged to check this area. Twice a year, once at Christmas break and again at the end of the school year, any items remaining in the Lost and Found will be donated to charity. Individuals finding items such as watches, keys, or money are encouraged to turn them into the office. They will be returned to the owner after proper identification has been made.

MATERIALS AND SUPPLIES

Students are responsible for basic school supplies required by their teacher. Supply lists for specific grade levels are available in the school office and on the school district website.

MEDICATION

Students who receive medication during the school day must have the medications brought to the office by a parent, who will then complete a form indicating the medication, dosage, and duration of time the medication will be administered. **ALL MEDICATION MUST BE PROVIDED IN THE ORIGINAL PRESCRIPTION CONTAINER WITH PROPER LABELING. NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED BY ANY SCHOOL PERSONNEL WITHOUT BEING PROVIDED BY THE PARENT AND ACCOMPANIED BY WRITTEN PERMISSION.**

MEAL PROGRAM

The Boise School District provides a meal program which is available to all students. An additional program is offered at certain schools, including Horizon that provides one breakfast (in the classroom), and one lunch at no cost to the student. Lunch counts will be taken by the teacher first thing in the morning each day. Lunch menus are sent home at the beginning of each month.

Breakfast Program

Breakfast will be served in the classroom first thing each morning.

Student Cost:

| | |
|-----------|-----|
| Breakfast | \$0 |
|-----------|-----|

Student Cost for lunch:

| | |
|-------|-----|
| Lunch | \$0 |
|-------|-----|

| | |
|----------------|--------|
| Ala Carte Milk | \$.40 |
|----------------|--------|

Adult Cost:

| | |
|-------|--------|
| Lunch | \$3.75 |
|-------|--------|

Parents are welcome to join us for lunch anytime. Please contact the office prior to 9:30 am on the day you wish to come so that we may order your lunch.

MESSAGES FOR STUDENTS

If it is necessary to reach a student with emergency information during the school day, please contact the school office. We will do our best to get the information to the student prior to the end of the day. Messages received near the end of the school day may not be delivered due to time constraints. Please phone in all after school change of plans by 2:45 p.m. (EX: if your child needs to walk home not ride the bus, etc.) Thank you for requesting delivery of messages only in critical situations.

We appreciate you refraining from having deliveries such as flowers or balloon bouquets made to your child at school. Their delivery proves to be disruptive to the entire classroom.

MUSIC

All Horizon students will have the opportunity to participate in vocal music. Sixth grade students may participate in the band program or guitar program. Fifth and sixth grade students may participate in the orchestra program.

PARENT TEACHER ORGANIZATION (PTO)

Horizon has an active PTO which coordinates and sponsors many fine activities benefiting our students. Feel free to contact the school office for information on how to become involved in our PTO.

PARTIES

Holiday parties will be organized by room parents or teachers.

PERSONAL PROPERTY

Students are discouraged from bringing personal property to school (e.g. soccer balls, radios, CD players, iPods/MP3 players, cell phones, pagers, handheld games, toys). The school is not responsible for any of these items. Playground equipment will be provided. Fidget spinners are not allowed at school.

PROHIBITION OF GANGS AND HATE GROUPS

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and other behavior, such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Administrative Procedure

All reports of hate groups and gang activities are to be handled by the elementary building principals in an expedient and timely manner. When necessary appropriate disciplinary actions are to be taken and reports are to be written on the activities and actions taken, parents or guardians are to be contacted by phone, letter, or in-person and also by the school resource officer, when necessary. All incidents are to be written and copies of said incidents are to be forwarded to the appropriate area director and to the Gang and Violence Specialist for the Boise School District.

PROHIBITION OF WEAPONS

The Independent School District of Boise City has "zero tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the following course of action:

Administrative Procedure

Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall notify the building principal immediately. The building principal shall conduct an investigation immediately and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building principal with the understanding that the weapons, objects, and/or substances have been confiscated and when necessary turned over to the proper authorities for disposition. The elementary building principal in cooperation with the appropriate area director shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion.

Parents or guardians are to be contacted by phone, letter, or in-person in an expedient and timely manner with detailed information regarding the incident(s).

All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall be written by the building principal and copies sent to the appropriate area director(s) and a copy to the Gang and Violence Prevention Specialist for the Boise School District.

RELEASE OF STUDENTS AND STUDENT INFORMATION

A. If you wish to pick up your child at a time other than at the regular dismissal time, please come into the office, sign the student check out form, and **show picture ID**. Students will not be released from class until an adult is here to pick them up. We cannot send them out of the building without a signature and photo ID. If a child returns to school during the day, a parent must accompany the child back into the building to sign them in. We appreciate your cooperation in this matter.

B. The legal guardian(s) of any child is/are entitled to information on their child. Information will be released to a third party only with written parental consent.

The Horizon Way!

1. Treat all people and property with respect.
2. Play safely and cooperatively.
3. Follow directions of teachers, supervisors and other Horizon staff.
4. Keep the school grounds neat and clean.
5. Students are not allowed to leave the school grounds except with parent permission. In all cases, students must be signed out at the office.
6. Walk quietly with hands and feet to yourself in the hallway. Hall passes are required when traveling without an adult.

CAFETERIA RULES

1. Keep your hands and feet to yourself while in line. No pushing.
2. Speak quietly with an inside voice.
3. Use good table manners.
4. Follow dismissal procedures.

PLAYGROUND RULES

Your safety is our first concern.

The following are unacceptable:

Climbing on slides

Standing on bars or chains

Throwing bark, sawdust, or snow

Jumping from high equipment

Being on brick walls

Getting snow on others

Being in berm areas

Tackling, rough play

Going over fences or into parking area without permission

Cherry drops from high bars

Sliding on ice

Pulling on others' clothing

Balls or ropes on equipment

Being around portables or bike racks

Playing tag on equipment

Please:

- Observe all designated activity areas
- Put equipment away and report balls over fence
- Stop playing when the bell rings
- Line up immediately for class

GENERAL BUS RULES

- Follow the directions of the bus driver.
- Sit down and remain seated until arrival at destination.
- Do not change seats unless directed to by bus driver.
- Keep hands and feet to yourself.
- Keep voices down; no shouting or whistling.
- Do not put hands or anything outside the windows.
- No fighting or inappropriate language.

Consequences follow misbehavior. When misbehavior is non-severe, you may expect one or more of the following:

- Call home
- Intervention Notice to parent
- Loss of recess
- Detention
- Teacher/Supervisor-assigned consequences
- Verbal warning

Please refer to the Horizon Behavior Management plan for more information regarding rules and consequences.

STUDENT SEXUAL HARASSMENT POLICY

It is the policy of the Boise School District to maintain a learning environment free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Sexual harassment refers to sexual overtures or conduct that are not welcome, that are personally offensive, that affect morale, and therefore, interfere with a student's ability to study or participate in school activities. Any student, who believes she/he is being sexually harassed, should immediately report the situation to any of the following persons: counselor, teacher, nurse, principal, or assistant principal. A thorough, objective investigation will then take place. This policy includes prohibitions of sexual harassment from a staff person to a student, or a student to another student.

STUDENT TRANSFERS

Please inform the office in advance if your child will be transferring to another school. Students do not take their permanent school records. If enrolling in another Boise Public School, the receiving school will contact Horizon after enrollment is complete and the records will be sent. If enrolling at a school

outside the Boise School District, the records will be transferred to the new school once Horizon has been contacted by that school.

TELEPHONE

Students are not allowed access to the telephone except in emergency situations. They will not be allowed use of the telephone for circumstances such as making social arrangements or asking a parent to bring a forgotten musical instrument to school. Any student abusing telephone privileges will be denied use of the phone in the future. Students may only use the telephone upon receiving permission from their classroom teacher. Cell phones are not permitted during the school day, unless the phone is being used as learning tool in a B.Y.O.D (Bring Your Own Device) classroom.

TITLE IX POLICY STATEMENT

It is the policy of the Boise School District, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

TRANSPORTATION TO AND FROM SCHOOL

Students walking to Horizon are encouraged to use the safest routes possible.

Students riding bicycles, rollerblades, or scooters are to obey all traffic and safety patrol regulations. We strongly encourage the use of helmets. Once a student arrives on school property, he/she is to dismount or remove roller blades. Bicycles and scooters need to be walked to the bicycle rack area and locked. Roller blades are to be stored away in a backpack or suitable container and placed in the coat rack/classroom storage area for the school day. Bicycle locks or other security devices are strongly encouraged, as the school cannot be responsible for theft. NO SKATEBOARDS are allowed.

Parents transporting their children to school by car are asked to use the entrance to our parking lot from Mitchell on the south side of the building. Please do not use the bus loading area on the west side of the building.

Information regarding bus transportation is available in the school office.

VISITORS

Any person visiting Horizon for any reason must first report to the office to sign in and receive a visitor's badge. Visitors are asked to sign out prior to leaving. This is done to ensure the safety of our students.

Students are not permitted to bring friends or visiting company to school with them. The school faculty and staff are unable to be responsible for students not enrolled at Horizon.

VOLUNTEERS

Horizon welcomes and encourages parent volunteers. Parents can enhance their child's education in numerous ways both at home and at school. For more information on how parents can become involved, please contact the school office so that we may put you in touch with our school volunteer coordinator. All volunteers are required to complete a volunteer application. When visiting our school, visitors are required to sign in at the office and receive a volunteer identification badge. Volunteers are asked to sign out prior to leaving. This also assists in keeping records of volunteer hours at Horizon.

Digital Citizenship

Boise School District Policies [2513](#), [3239](#), [3241](#), and [5235](#) guide employees and students in responsible use of information and technology. The International Standards for Technology in Education (ISTE) [Standards](#) define digital citizenship as an understanding of human, cultural, and societal issues related to technology and practice legal and ethical behavior. The following statements will explain the expectations for responsible use of technology, access, and digital communication for any school related purpose.

Technology Digital Citizenship

As a digital citizen I will:

- Keep private information private (My password(s) and identity are mine and not to be shared.)
- Treat others with respect both online and offline.
- Have appropriate conversations in all my interactions with others both on and offline.
- Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.)
- Strive to be a responsible digital citizen and encourage others to do so, as well.
- Credit my sources when I am using other people's information, images or other material.
- Follow Boise School District policies, rules and regulations.
- Exercise care and personal responsibility when using school/district equipment- -hardware and software.

As a digital citizen I understand:

- Internet access is available to further learning goals and objectives.
- Any computer work may be lost and I should be careful to back up important work in more than one location.
- Some things from the Internet I read may not be true.
- Cyber-bullying is a violation of Boise School District policies and if caught doing it I can be subject to disciplinary action.
- I may not create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to

others.

- The Boise School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible.
- Content filtering tools are not completely fail-safe. School and district personnel have the authority and responsibility to monitor appropriate use of technology tools. Parents are also encouraged to monitor their child's Internet activity.
- Using a school computer or network is not private; even when generated on a personal device. Teachers and district staff may review my work and activities when I am using a Boise School District log on. Any and all Boise School District log on histories can be inspected.

For more information about safe and responsible of technology and information, please check out Common Sense Media resources for families and students:

<http://www.commonsensemedia.org/educators/parent-media-education>

Student/Parent Handbook Acknowledgement Form

Please complete the information below and return to your child's classroom teacher by Sept. 3rd, 2018

I _____ (Parent Name) and _____ (Child Name) have read and reviewed the Horizon Elementary Student/Parent Handbook for the 2017-2018 school year.

Parent Signature

Student Signature

Date