

# **HORIZON SCHOOL**

## **Student Handbook**

### **2007-2008**

**458 Lake Street  
Pewaukee, WI 53072  
Sandra Carter, Principal**

**Through our unique all-school campus setting, the Pewaukee Public School District will open the door to each child's future.**

**Our school community delivers an innovative and progressive education.**

**We are:**

- ◆ Passionate about academic excellence**
- ◆ Committed to fostering positive citizenship**
- ◆ Dedicated to inspiring all students to flourish**

## **Welcome to Horizon School!**

The staff here at Horizon School is looking forward to a great year! Our best wishes to you and your child for success this year! The following handbook will provide you with information regarding the Horizon School's programs and procedures. We look forward to a partnership with you as we work together to provide a quality education for your child. The Horizon School staff welcomes your questions and input. Please feel free to call or contact your child's teacher or me, Sandie Carter, Horizon School principal, if you have any questions or concerns.

Did you know that Horizon School has a weekly parent newsletter? Your child should be bringing the weekly parent newsletter home to you every Friday (except on short weeks). The parent newsletter is also located on our Horizon School webpage, just in case your son/daughter forgets to bring it home. We can e-mail the parent newsletter to your home or office. You just need to provide us with your e-mail address on the emergency card or give it to Mrs. Schudde in the office. We want you to be informed of all of the great things going on in our school!

Did you know that Horizon School has a Parent Advisory Group? The group meets several times during the year to learn more about our school and give advice. The meeting dates and times are advertised in our weekly parent newsletter.

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The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No student may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**Absence Procedures/Attendance Information:**

Parents are asked to phone the attendance secretary, at 691-2100, ext. 3011, by 8:30 a.m. each day your child is absent. Voice mail will pick up any calls made prior to our arrival. Voice mail is activated 24 hours a day so a message may be left at any time that is convenient for you. In addition, a tardy student, a student arriving after 8:35 a.m., must have his/her parent/guardian sign in at the main office before reporting to class.

If a student is absent, parents may request homework by contacting the secretary at the beginning of the school day. Homework will be available for pickup in the office after the end of the day (3:35 p.m.).

If a child is absent three or more consecutive days, a doctor's excuse may be required. Please see the Board of Education policy #5100.04 in this handbook for more information regarding frequent absences.

At the end of every year, we give out perfect attendance awards to students who were very healthy throughout the year and attended school every day. Students who qualify for this award must be here every day and must not be tardy.

**Beginning and ending times:**

**School begins at 8:35 a.m. Children should not arrive at school before 8:25 a.m.**

Those who arrive earlier than scheduled create a supervision problem at a time when teachers are busy with classroom preparation. **Dismissal time is 3:35 p.m.**

**If your child is in Band or Choir, he/she should not arrive before 7:20 a.m.** Band or choir practice begins at 7:30 a.m.

**Lunch/Noon Recess:**

Horizon students have recess before lunch. Before eating lunch, students will be dismissed to the playground for play and then come into the cafeteria to eat lunch. It is our hope that this schedule will promote better nutrition and student achievement for all of our students.

**Closing of School Because of Inclement Weather:**

Information about the closing of school because of snow or other severe weather conditions will be broadcast on the following area radio and television stations:

WTMJ	AM 620	WKTJ	FM 94.5	TV Stations
WISN	AM 1130	WLTQ	FM 97.3	WTMJ Channel 4
WEMP	AM 1250	WMYX	FM 99	WITI Channel 6
WOKY	AM 920	WMIL	FM 106	WISN Channel 12

**E-mail Communication with the Staff:**

Communication between parents and staff is critical to the success of our students. If you are interested in communicating via e-mail with staff, you can locate their e-mail addresses on the Pewaukee School District web site ([www.pewaukee.k12.wi.us](http://www.pewaukee.k12.wi.us)).

**Family Access:**

If you are interested in obtaining information regarding your child's attendance, grading, immunization, or student contact information via the Internet, you can connect with PaC Family Access. This service is available through the Pewaukee School District website ([www.pewaukee.k12.wi.us](http://www.pewaukee.k12.wi.us)). To request a user name and password, send E-mail to [family@pewaukee.k12.wi.us](mailto:family@pewaukee.k12.wi.us).

**Phone Communication with the Staff:**

Please leave phone messages in the classrooms for your children only in an emergency situation. This will help us to eliminate disruptions to the classrooms. If you would like to meet with your child's teacher, please call to set up an appointment. Dial 691-2100 and extension:

<b>Principal</b>	<b>Secretary</b>	<b>School Nurse</b>
3066 Mrs. Carter	3011 Mrs. Schudde	3125 Mrs. Wagner
<b>Fourth Grade</b>	<b>Fifth Grade</b>	<b>Sixth Grade</b>
3208 Mr. Myers	3218 Mr. Betz	3237 Ms. Allen
3111 Mrs. Palkowski	3135 Ms. Booker	3236 Mrs. Caldwell
3201 Mrs. Roben	3219 Mrs. Hassert	3231 Ms. Cleary
3102 Mr. Searing	3224 Mrs. Keefe	3155 Mrs. O'Hern
3218 Ms. Tetzlaff	3136 Mrs. Kirby	3148 Mr. Seyfert
3203 Mr. Weiss	3142 Mrs. Muchowski	3230 Ms. Vandermause
3103 Mrs. Zabrowski		3229 Mrs. Sheridan
<b>Special Education</b>		
3134 Ms. Best (LD)	<b>Gifted and Talented</b>	<b>Tech Ed. (6)</b>
3147 Mrs. Gallo (EBD/LD)	3101 Mrs. Setter	4122 Mr. Mamerow
3154 Mrs. Jepson (OT)	<b>Reading</b>	<b>Family/Consumer Ed. (6)</b>
3154 Mrs. Levene (PT)	3109 Mrs. Wesson	4226 Mrs. Kuehl
3141 Mrs. Olson (MC)	<b>Physical Education</b>	<b>Health (6)</b>
3153 Mrs. Perry (Speech)	3173 Ms. Snyder	6107 Mrs. Holsclaw
<b>Title 1</b>	<b>Library</b>	<b>Spanish</b>
3110 Mrs. Nagel	3112 Mrs. Walter	3217 Ms. Frett
<b>Guidance</b>	<b>Art</b>	3209 Mrs. Miller
3131 Mrs. Farrow	3214 Ms. Steinberg	<b>General Music</b>
<b>Band</b>	<b>Choir</b>	3228 Mr. Muehlbauer
4121 Mr. Kuehl	3228 Mrs. Switalski	

**Library:**

The Horizon School library supports and enriches the elementary curriculum in all areas. Students will come to the library with their class for scheduled weekly checkouts. They also may get a pass before school to return books and/or check out new books during the morning or afternoon recess times.

Library materials are checked out for two-week period, with the exception of overnight reference items. Students may renew items for an additional two weeks. Students with overdue materials may not check out new materials. The Horizon library does not charge fines for overdue books; however, students are responsible for the cost of lost or damaged library materials. Letters will be mailed home regarding the cost of lost items or for materials that are four weeks overdue. If you have any library questions, please contact Mrs. Walter.

**Citizenship:**

The staff at Horizon School promotes the tenants of good citizenship in everything we do. The following is the definition as created by members of the District Strategic Planning Committee:

**RESPONSIBILITY** - Personal Responsibility (for your actions and decisions and for your space and for belongings) and Collective Responsibility (for the group's actions/working together for the common good and for society/being active and informed members of society)

**RESPECT** - For yourself, others, rules, community and neighborhood, and society

**HONESTY** - With yourself and others

**CARING** - For yourself (eat well, exercise, enrich your mind), for others (being kind and thoughtful of feelings), reflect on and help assess the needs of the community then give back to the community (volunteer, donate unused items/food etc.), and make a commitment to the greater good.

## **Playground Discipline Plan**

*Each Horizon student will practice safe and respectful behaviors in school.*

### **Expectations (Rules):**

- Follow directions the first time they are given
- Appropriate use of hands and feet
- Use respectful language
- Play safely

### **Encouragement for appropriate behavior (Positive rewards):**

- Verbal praise / acknowledgement by staff members
- Carter Cash – drawing each week
- Name in the Golden Book
- Classroom positive behavior programs
- School-wide rewards

### **Enforcement (Interventions/Consequences):**

- Discussion of unacceptable behavior / explanation of rules / warning
- Student/teacher - "Turn-around opportunity" in supervised area
- Contact with parent
- Loss of privilege(s)

**Severe Clause** – Immediate referral to the administration will occur for the following infractions: physical fighting, overt defiance, going off school grounds, weapons.

### **Intervention assistance from the administrative office:**

- Extended removal from student population (contact with parent)
- Parent conference
- Child has supervised contact with parent of other child involved (if OK with both parents)
- Assigned in-school suspension
- Referral to social or law enforcement agency

### **Personal Belongings:**

Please mark all student's outer clothing, play equipment, lunch boxes, and book bags with his/her name. This will facilitate return of lost items. **All items left in lost and found at the end of the school year will be donated to a local charity.** Students are not to bring radios, tape/CD players, cell phones, or other portable electronic equipment to school because of the distractions created and the possibility of loss or damage to the equipment. Please see Board of Education Policy #5300.06 for specific information regarding the use of cell phones in school. Sport balls are allowed if labeled with your child's name. **The school will not take responsibility for items that are lost or stolen.**

### **Lockers:**

Students will use lockers in different ways, depending on the grade level. Please do not keep valuables and/or money in lockers. The school cannot assume responsibility or liability for any loss of personal property. Students are to keep lockers clean and orderly and are not to use the lockers to display offensive materials. Lockers may be decorated inside, but this must be done tastefully and cleaned up at the end of the school year. Anything left in lockers at the end of the year will be donated to a local charity.

- ◆ 4<sup>th</sup> and 5<sup>th</sup> grade students will use lockers for keeping outdoor clothing and backpacks. These lockers will remain unlocked. Students will keep school supplies in desks in the room.
- ◆ 6<sup>th</sup> grade students will use lockers for keeping outdoor clothing, backpacks, and school supplies. These lockers will be locked. Teachers will work with the students at the beginning of the year to help students understand how to use the combination lock and organize materials. Students are not to share their locker combination with other students.

### **Clothing Guidelines:**

Students are expected to come to school well groomed and dressed in appropriate clothing. If students come to school wearing inappropriate clothing, parents will be called to bring appropriate clothes.

Here is a partial list of what types/styles of clothing cannot be worn to school. These items of clothing are distracting and disruptive in the school environment:

- ◆ Caps, bandannas, and other headgear (caps/hats can be worn at recess)
- ◆ Outdoor attire worn in the classroom, hoods of sweatshirts pulled up over the head
- ◆ Clothing that is normally identified with an antisocial organization (i.e. gang related), contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity and/or illegal drugs, or groups which promote such activities
- ◆ Short shirts and blouses with the midriff showing
- ◆ Shirts or blouses that have a low cut neckline, are too revealing of the chest area, or have spaghetti straps
- ◆ Pants that have a low cut waist and reveal your undergarments
- ◆ Pants that are exceptionally baggy and long
- ◆ Pajamas or clothing that resembles sleepwear
- ◆ Shorts must be of appropriate and acceptable length
- ◆ Heavy jewelry

Please help your child to select appropriate clothing for the weather. Winter outerwear includes hat/cap, jacket, gloves/mittens, and boots. Students will be expected to go outside for recess unless the wind chill factor is lower than -20 degrees F. Teachers will be taking students out for an abbreviated recess on days that are particularly windy or snowy. No one will be allowed on the grassy areas of the playground without boots, if it is wet or snow covered.

### **Skateboards and Bicycles:**

We request that students do not ride skateboards or bicycles to school. The increased traffic in our school vicinity makes this request necessary. We appreciate your cooperation on this issue.

### **Lunch Program:**

Taher, Inc., the food service management company that runs our lunch program, uses a computer system in the food service department. Billing operates on a declining balance system that is tracked and controlled by a computer. Any balances left from last school year will be carried over to this school year.

- ◆ **Making Payments:** Each student will have an individual account number, and be arranged in a family account with brothers or sisters on the system. Payments are credited to your account in advance and should be sufficient to cover purchases for all students using the account. Checks or cash will be collected in each classroom. Please make a separate check payable to Pewaukee Schools Food Service, and include your family account number. We will inform each student of his/her ID number.
- ◆ **Low Balances:** If a family's balance is negative, a note or phone call will be made to remind a parent to send more money. If the account reaches a negative balance, the school will provide only a peanut butter sandwich and milk until a payment is received. Please check Family Access to keep track of your balance. If you have any questions, please feel free to contact Cathy Graham, Food Service Director, at 691-2100 ext. 6039, or Kris Schudde in the Horizon Office at 691-2100, ext. 3011.

### **Homework Guidelines:**

Homework is important because it helps students make the most of their experience in school. Homework reinforces what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps students develop study habits. If a student is absent, parents may request homework by contacting the secretary (691-2100 X3011) at the beginning of the school day. Homework will be available for pickup in the office after the end of the day (3:35 p.m.). If your child is absent, please contact your child's teacher for information on deadlines for completion of work when your child was out.

- ◆ It is the responsibility of the **teacher** to make sure that the students can perform the assignments with a degree of independence appropriate to their age and ability. The teachers will all have the students fill out assignment notebooks, which have been issued by the school. If an assignment notebook is lost, the student must purchase a new one. Teachers will communicate time limits for assignments and will let parents and students know how often homework will be graded. Teachers will clearly explain to students how the homework assignment is related to the topics they are studying.
- ◆ It is the responsibility of the **parents** to check the assignment notebook on a daily basis. The parent should sign the assignment notebook, if the teacher requires it. Parents should provide a quiet homework environment and time for their child to complete homework. Parents should try to help their child with homework if a problem arises, but only after the child has tried his/her best to solve it on his/her own. In no case, however, should parents do homework for their child. Parents should communicate questions or concerns regarding homework with their child's teacher.
- ◆ It is the responsibility of the **student** to complete all assignments neatly and turn them in promptly when they are due. Students should do the best job they can on homework. Students are expected to do their homework on their own and only ask for help after they have given it their very best. **Sixth grade students will have more personal responsibility to get assignments in on time. Teachers will work with students to clearly identify the consequences of late assignments.**

### **Medication:**

We understand that children may need to take medication during the day. To insure the safety of all of our children, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include the health room personnel and other trained staff. State law and School Board Policy specify definite guidelines for the handling and dispensing of medication for students while in school. State Law (Statute 118.29) has established separate procedures for medication prescribed by a physician and non-prescription medications (over the counter). Physicians in the area are aware of the Law and Policy. The school nurse has the appropriate forms.

- ◆ **PRESCRIPTION:** Prior to administering prescribed medications, the school must be provided with a signed, written authorization from the parent, and signed written authorization from the prescribing physician. Medication must be in the original container.
- ◆ **NON-PRESCRIPTION:** Non-prescription medication can only be administered by school personnel with written parental approval and provision of the medication in the original container. Written instructions must be signed by the parent and shall include: prescribed dosage, frequency of administration, conditions and circumstances requiring the administration.
- ◆ **MEDICATION CONTAINERS:** Medications to be administered at school must have the following information printed clearly on the original container: child's full name and grade, name and dosage of the drug, frequency of administration, physician's name (prescribed medications).
- ◆ **UNUSED MEDICATION:** Unused prescribed medication will not be returned to any student to be transported on the bus. Parents must come to the Health Room for unused medication or it will be disposed of with parent permission.

### **Special Education Referral Process:**

Special education referrals can be made by anyone who suspects a child of having a disability. *In order for a student to qualify for special education services, a student must:*

- ◆ *Exhibit an impairment (as defined by state of Wisconsin criteria) AND*
- ◆ *Demonstrate a need for special education (that cannot be met in general education).*

In the Pewaukee School District, a teacher referral is generally preceded by a pupil consultation team meeting (PCT), where interventions are suggested, tried, and documented. While this is not required, it is best practice in many instances, and has proven effective and useful in the special education process. To obtain a referral form, contact the Special Education office at 691-2100 X6078, the Director of Special Education (Mary Cimbalnik at X6077), or any of the school psychologists (Joe Katula at X2502 or Dennis Cahn at X2504). E-mail addresses can be located at the Pewaukee School District website ([www.pewaukee.k12.wi.us](http://www.pewaukee.k12.wi.us)).

### **Building Security:**

Our goal at Horizion School is that all children are safe and secure while still allowing for an open atmosphere what welcomes parents and encourages community participation.

- ◆ The front entrance will remain open all day, and all other doors will be locked after the start of the day.
- ◆ **All parents, visitors and volunteers are required to sign in at the school main office.** A visitor or volunteer badge will be issued to you. This insures the safety of all children. Parents are invited to visit classes to observe their children in a classroom situation. Sometimes certain situations such as testing, special programs, and periods just before vacations make parent visitations difficult; therefore calling in advance is advised.
- ◆ Monthly fire or tornado drills are held. Each room has a route and exit procedure posted. Teachers review this with their students on the first day of school. For tornado drills, students and teachers are assigned a place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind.
- ◆ All staff members have been instructed to introduce themselves to anyone not wearing a nametag, and request that the visitor returns to the front office.
- ◆ Parents and other adults picking up students are asked to sign children in and out at the office when children are leaving during the school day. Adults may be asked to show identification if they are unfamiliar to the office staff. Students may only leave with the custodial parent/guardian or the parent/guardian may furnish the school with a signed permission slip granting authority for another named adult to pick up the student. If you are called out of town in an emergency, please contact the office to alert them as to who will be picking up your child.
- ◆ The health room is staffed throughout the day to handle emergencies.
- ◆ A building-wide emergency code is in effect when a plan of action is used to alert staff.
- ◆ A crisis response team is in place to handle emergencies as they arise.
- ◆ Security cameras are located in the central hallways, cafeteria, and gym.

**Bus Reminders:** All children who ride the bus must ride the same bus to and from school. If your child needs to be transported to or from a daycare center or a baby-sitter's home, an Alternate Bus Form must be filled out (available at the school office). This schedule must remain the same Monday through Friday. All students are eligible to ride the bus as approved by Board policy. **Permission cannot be granted for a child to ride a bus other than his/her regular bus due to possible overcrowding.** When a child is not going to ride the bus home, he/she must bring a note signed by the parent stating that the child is going to be picked up from school or is allowed to go home with someone else. If a child does not have a note changing their pick up, the school will follow the regular procedure of sending the child on their normal ride home. When a child misses the bus home, he/she must report to the office immediately so that arrangements can be made to call the parent for a ride. A child may **not** walk home unless the parent gives telephone permission.

Bus loading and unloading areas are in the front of the school. The bus driver shall report the names of students who cause disturbances on the bus to the Principal. Copies of the bus discipline reports are sent to parents. After three notices, the students may be temporarily suspended from riding the bus. Only the Principal has the authority to suspend a student from transportation privileges. The student should not be suspended from bus transportation privileges without first being advised of the cause for the suspension. As soon after the incident as possible, the parent/guardian of the suspended student must also be advised of the reason for the suspension. Other disciplinary measures may also be implemented. A situation of misconduct that is of a serious threat to the welfare of the passengers or an extremely disrespectful nature to the driver and his/her authority over the operation of the vehicle may result in an immediate suspension, with the student and parent/guardian advised of the cause for the suspension as soon as possible. Continued misconduct on the bus may result in permanent removal from the bus. Absences due to missing the bus or suspension from the bus are unexcused absences. If you have any questions or concerns regarding bus schedules or stops, please contact Laidlaw Transportation directly at 691-1620.

### **Bus Safety Rules:**

#### **Getting Ready for School:**

- ◆ Put everything you carry in your backpack (bright clothing and backpacks are more visible).
- ◆ Arrive at the bus stop at least 5 minutes before the bus is due.

#### **Walking to the Bus Stop:**

- ◆ Walk on the sidewalk. If there is no sidewalk, walk single file along the side of the road.
- ◆ If you must cross the street to get to your bus stop, stop and look left, right, and then left again before crossing the street or wait for the bus driver to signal that it is safe to cross.

#### **Waiting at the Bus Stop:**

- ◆ Do not play running games or push or shove at the bus stop.
- ◆ Stand 10 giant steps from the road while waiting for the bus and line up behind one another.
- ◆ During winter weather, do not climb up snow hills or slide down them into the road.

#### **Getting On and Off the Bus:**

- ◆ Danger Zone = 0-9 feet all around the bus; the bus driver cannot see you.
- ◆ Stay 10 giant steps from the bus until the driver says it is OK to enter.
- ◆ If you drop something near the bus, you should never pick it up.
- ◆ Enter and leave the bus carefully using the handrails.
- ◆ Look to the right and left for cars/trucks before stepping off the bus and before crossing.
- ◆ If you have to cross the street after getting off the bus, take 10 giant steps in front of the bus where you can see the driver's eyes and the driver can see your eyes, and always wait for the driver to signal that it is safe to cross. Only the bus driver should signal that is safe to cross.
- ◆ Secure loose drawstrings and other objects (i.e. key-chains hanging from the backpack) that may get caught in the handrail or door of the bus.
- ◆ Once off the bus, move 10 giant steps away from the bus.

#### **Riding the Bus:**

- ◆ Quickly choose a seat. Face the front of the bus. Stay seated in the same seat for the whole bus ride. Changing seats is not allowed.
- ◆ Be nice to the bus driver and follow the driver's directions.
- ◆ Talk quietly. No talking when the bus is near or crossing railroad tracks.
- ◆ No profanity.
- ◆ Be nice to other passengers. Keep hands and feet to yourself. Violence is prohibited.
- ◆ Share your seat with others.
- ◆ Keep the aisles clear.
- ◆ Keep hands and head inside of the bus.
- ◆ Do not destroy property.
- ◆ No eating or drinking on the bus.