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## **Daily Schedule**

### **5 Year Old Kindergarten through Fourth Grade**

8:45 - School Day Begins (students may arrive at 8:30 for recess)

3:45 - Dismissal

### **4 Year Old Kindergarten (4 YOK) and Early Childhood**

8:45 - 12:00 AM Classes Monday through Thursday  
Early Childhood- See IEP

12:30 - 3:45 PM Classes Monday through Thursday

### **Office Hours**

7:45 – 4:15 Daily

**Secretary:** Char Nelson

**Principal:** Todd Hunt

### **Office Phone**

(920) 892-2225

### **FAX**

(920) 892-5073

Automated Attendant on duty after hours.

**Absences** may be reported at any time by calling: (920) 892-5005.

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# *“Taking Students to the Horizon and Beyond”*

## **Our School**

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Welcome to Horizon Elementary School. Horizon Elementary School is a four-year old kindergarten through fourth grade school with specialists available in the areas of Special Education, Art, Music, Physical Education, Library/Media, Reading, Developmental Guidance, Computer Technology, and a Gifted and Talented program called PEGASUS.

## **Plymouth School District’s Mission Statement**

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To encourage everyone to see and be his/her personal best through successful learning experiences... BECOME YOUR BEST.

## **Horizon Vision Statement**

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We believe in the dignity and worth of each individual within the school. We desire to recognize and teach the whole child including the areas of cognitive, social, and emotional development as well as civic responsibility. We will create an environment that is physically and emotionally safe as well as least restrictive for all students. Our instructional programs are organized to emphasize process in pursuit of the product. We are committed to focusing on the child through the recognition of and respect for different learning styles, the use of learning centers, and hands-on activities. We will be aware of developmentally appropriate objectives in planning and implementing our curriculum, and will emphasize the integration of all learning styles. We believe that students can successfully learn and become lifelong learners, recognizing motivation, ability, and rate of learning.

## **Belief Statements**

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- We believe that all students can raise their level of thinking and knowledge.
- We believe that success at every increment is valued.
- We believe that students are decision-makers.

- We believe in the dignity and worth of every individual.
- We believe in providing a physically safe and inclusive environment for all.
- We believe that quality education is a team effort to include staff, students, parents, and community.
- We believe that play is the foundation for the development of the whole child-social, emotional, and academic.

## Attending School

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### Visitors/Volunteers

Parents and volunteers are always welcome at Horizon. Upon arriving please remember to stop in the office, located on the upper level, to sign in and receive a visitor's tag. All doors will be locked between the hours of 9:10 a.m. - 3:15 p.m. Visitors will be buzzed in at either of the handicap doors on the upper main entrance or lower gym entrance. If your visit will extend past 3:15 p.m. you should enter through the lower level, due to student pick-up accommodations. Your help and support is vital.

### Daily Schedule

School begins each day at 8:45 a.m. with dismissal time at 3:45 p.m. for grades K-4. We ask that you do not arrive at school prior to 8:30 a.m. This ensures that your child's teacher can devote full attention to preparing for the busy day ahead. General supervision is provided outside beginning at 8:30 a.m. We care about your child's safety.

Early Childhood and 4 year old kindergarten have classes from 8:45-12:00 and 12:30-3:45. Those students are met at the buses each morning.

If your child comes to school after the start of the day, **please** stop in the office to "sign in" as they may have already been reported as absent.

When picking up your child from school at the end of the day, **please remember to use the upper level circle.** Busses will be loading in the lower level. The upper area is designated for walkers, bikers, and students who are being picked up by their parents. This area is for parents who do not get out of the car to pick up their children. **PLEASE DO NOT PARK IN THE UPPER CIRCLE AT THE END**

**OF THE DAY!** This causes traffic jams and decreases safety for students. **You must wait for your child on the right side of the circle. Never have your child cross traffic to get to you! This is very dangerous.** If you need to come into the building to pick up your child at the end of the day, please park in the lower level parking lot. Children will not be allowed to run between busses to get into cars. Parents must come into the building and pick up students if parking in the lower level lot.

### **Attendance**

Regular attendance is expected of all students at Horizon School. Students who are absent from school, whether for excused or unexcused reasons, will be expected to make up, to every extent possible, all missed work. Any student who comes to school after the start of the school day or leaves before the close of the school day must sign IN and/or OUT in the school office.

### **Tardiness**

Students are expected to be in school by 8:45 a.m. Those students arriving after 8:45 a.m. will be considered tardy. Excessive tardiness hinders established routines and may disrupt learning in the classroom.

### **Absences**

All excused absences require a parent/guardian explanation, in writing, which is submitted to the classroom teacher at the time the student returns to school. All absences should be reported to the school office by 9:00 a.m. by calling the **automated attendance number at 892-5005**. If your child does not arrive at school we want to be sure he/she is safe with you. Excused absences are limited to the following:

1. Illness
2. Family emergencies
3. Critical appointments- A request to have a student excused from classes during the school day should be sent the day of the early dismissal. When possible, medical and dental appointments should be made during non-school hours.
4. Religious holidays
5. Family trips- Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year. If you cannot match family vacations with school vacation, you must notify the principal by completing a **Student Request to be Absent**

form available in the office. Please make arrangements with the teacher to have missed schoolwork completed.

### **Truancy**

The research on children's attendance in school indicates that when students are absent from school excessively, they develop "splinter skills". This means that they only learn part of whole concepts. Splinter skills may not affect children early in their education, but as they develop and need to rely on those basic concepts, they will tend to struggle with more abstract and critical thinking skills. State Law indicates that student absences greater than 5 days in a semester or 10 days in any given school year for any reason is considered excessive. It is the policy and practice of the district to notify parents quarterly when children are absent more than 5 days. At this point the school may also request that any further absences require a doctor's excuse. If the absences continue, the school is obligated to proceed with filing of truancy. Truancy is any unauthorized absence from school.

### **Inclement Weather/Snow Days [www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)**

When it becomes necessary to close or delay the start of school due to inclement weather, this information will be made available to parents through broadcasts on local radio and TV stations and the Plymouth School District Web site ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)). Keep in mind that teachers and schools cannot contact every parent when we have emergency dismissal. Children will be dismissed to the location listed on the emergency school closing form completed by parents at the start of each school year. When weather appears to suggest possible closing, either prior to the beginning of school or during the day, parents should listen to one of the following radio and television stations:

WHBL	1330 AM Sheboygan
WJUB	1420 AM Plymouth
WIXX	101.1 FM Green Bay
WTMJ	Milwaukee TV Channel 4
FOX 11	Green Bay TV Channel 11
WITI	Milwaukee TV Channel 6
WISN	Milwaukee TV Channel 12

These stations, as early as possible, will give specific information regarding the status of school operations.

## **Student Clothing and Appropriate Dress**

It is felt that a school is a place worthy of respect and therefore worthy of effort on the part of students with supervision by parents to be dressed and groomed in a manner consistent with good judgment, good taste, and cleanliness. Therefore, students are not permitted to wear clothing that is distracting, causes classroom disruptions or is inappropriate for the school setting. Clothing that displays sexual innuendoes, profanity, or advertises alcohol, tobacco, or other drugs will not be permitted. Apparel or accessories advocating violence are not acceptable. Shoes must be worn at all times and be appropriate for outdoor play. Students are not to wear hats inside the school building.

Students are expected to go outdoors in the winter, provided it is above 0 degrees Fahrenheit and the wind is not blowing excessively. Children ARE REQUIRED to wear boots, snow pants, mittens, etc. when they are sent to school starting with the first snowfall. The school will ensure your child wears proper clothing if it is available.

Warm weather dress may include shorts of appropriate length after warm weather starts. Bare midriff shirts or tops are not considered acceptable, nor are T-shirts that are indecent or inappropriate. Parents may be called in the event their child is inappropriately dressed, or an “accident” occurs.

Physical Education requires girls to wear shorts or pants. All children are expected to have tennis shoes for gym class.

## **To and From School**

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### **Bus Behavior**

The bus ride is an extension of the school day. Bus riding is a privilege. In the event misbehavior occurs, a series of greater consequences will be imposed. Bus drivers issue Unsatisfactory Bus Conduct Reports to parents and principals of inappropriate student behavior. This assures that needed communication is maintained in such instances. Forfeiture of riding privileges could result from repeated violations.



## **Regulations for the Bus Riders**

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. All riders shall remain in the seat assigned to them.
4. Scuffling, fighting, and obscene language are forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. The rider will pay for damage to the bus, other than regular usage.
7. Bus riders need to be at the loading place at the scheduled time in mornings and/or afternoons.
8. Students must provide their own transportation when the bus is missed at home or school.
9. Four-year-old kindergarten students will only be dropped off if an adult is present.

## **Johnson Bus Services, Incorporated**

The Plymouth Joint School District contracts busses and drivers through Johnson School Bus Services, Incorporated. Their phone number is 893-5941. Comments concerning the operation of bussing services should be addressed to either Johnson School Bus Services, Inc., or the school office.

## **Request for Change to Pick-up and/or Drop-off Sites**

Forms to request a change in school bus pick-up and/or drop-off points require a **five day notice** to allow time for school district approval. Requests are to remain within the student's same attendance area and approval will also be dependent upon available room on the bus. Forms are available in the school office and must be returned there for principal's signature.

## **Safety Patrol/Crossing Guards**

All students more than two miles of Horizon Elementary School are eligible for bus transportation. If your child walks to school, fourth grade students provide safety patrol before and after school on the corner of E. Clifford/South, South/Reed, Clifford/Bruns, and Valley/Highland. There is also an adult patrol on Highland Avenue north of the school entrance. Students are expected to use crosswalks as well as to follow the directions of the student in charge at the crosswalk.

## **Picking Your Child Up After School**

Please arrange with your child in the morning your plans for his/her way home from school that afternoon. Any change from the normal, send a note with your child that morning to give to his/her teacher. At times, it may be necessary to call the school because of a change in your plans. We certainly understand. However, calls made at the end of the day create a disruption to the classroom for your child and teacher. Our office can not guarantee getting last minute messages to a classroom.

## **Bicycle Safety**

Students who ride bicycles to school must wear a helmet and observe the following rules to ensure the safety of all the students:

1. Students must obey the rules set by the city for bicycle safety.
2. Students riding their bicycles will be required to follow the direction of the crossing guard when crossing the street. Bicyclists are to walk their bikes across the street at crossings.
3. Bicycles are not to be ridden on school property, nor are they allowed to interfere with walkers.
4. Bicycles brought to school must be kept in the bicycle rack provided by the school. The area police department recommends using locks to secure the bicycle.
5. The school is not responsible for the theft or damage of bicycles on school grounds.
6. We recommend that students in kindergarten and first grade do not ride bicycles to and from school alone.
7. These same rules apply to scooters, skateboards, and roller blades.

***Remember... Be a smart bicyclist... Wear A Helmet!***

## **Academics**

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### **Curriculum**

Horizon teachers are committed to focusing on the child through the recognition of and respect for different learning styles. Our instructional program is organized to emphasize process instead of product. That means that we put more emphasis on how a student understands the problem than on just getting the correct answer.

Our school supports a variety of different teaching styles and classrooms may vary in the routines, materials and methods. However, we also support the need for consistency in the overall education of all students. The Plymouth School District has a scope and sequence for each of the grades to ensure that students will cover the proper curriculum. Through parent conferences, report cards, and other communications with your child's teacher, you should have a good picture of your child's progress.

Included in the fourth grade curriculum is a unit about Human Growth and Development. The school counselors will present this curriculum at a parent meeting prior to the teaching of the unit. Parents are welcome to preview the material at any time. If parents request for their child/children to be excluded from this unit they should do so with a written request to the school principal.

### **Homework**

In general, homework is an extension of the school day and can influence a child's success at school. As a parent, reading with your child daily is the most important homework you should do. The amount, frequency, and nature of the assignments should be based on the teacher's professional judgment and should reflect the student's grade level, subject, and needs. Homework can be work not finished during the school day as well as supplemental work. In elementary schools the amount of time will vary from 20 minutes to an hour daily. A good parameter is about 10 minutes per grade. Parents are encouraged to find suitable areas for study at home and monitor student progress. To assist with the development of study skills, students in **grades 2-4 will be using a daily planner**. Parents are encouraged to review their child's daily planner each day to ensure all learning activities have been completed. Planners chosen by our staff are available from the school office for an additional cost.

### **Achievement Testing**

The school district will participate in any required state assessments.

Remember, tests are not a perfect picture of your child. Don't judge your child on this one test alone. Some children just have difficulty taking tests. This test is only one indicator of who your child is.

Children who are well rested and have had a nutritious breakfast usually do better on tests. Children who are in school on a regular basis also do better. Confidence is also important. Let your child know that you are supportive of their efforts.

According to the requirements of the No Child Left Behind Law, information about the school improvement goals, district report card, and staff qualifications are available upon **request** to the principal of the building or visiting the Wisconsin DPI website.

### **Library/Computer Technology**

Horizon School offers many books, computers, and other learning tools and devices. Students are responsible for any materials or fines that are issued. Lost or severely damaged books will need to be paid for at current replacement costs. Parents may be held liable for any willful damage occurring to computers and/or related technology.

### **Non-Custodial Parent**

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order and a copy given to the school.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should inform the school office if they would like to receive school mailings of report cards, newsletters and events.

### **Promotion/Retention**

Each student who demonstrates proficiency, in the opinion of the teachers and the administration, on grade-level benchmarks leading to mastery of the state standards shall be promoted to the next grade level of instruction. In order to be promoted from fourth to fifth grade, students must successfully complete one of the following criteria:

- Pass all subject areas at the end of the year and score “basic” or above on four of the five subtests on the fourth grade Wisconsin Knowledge and Concepts Examination and Smarter Balanced Assessment.
- or
- Successfully complete the requirements of an alternative promotion plan that has been approved by the building principal.

Occasionally it is necessary for a child to repeat a grade. This decision is based on the best interests of the child in question. Parents will be contacted when the teacher is concerned about poor performance. A review committee will be arranged to determine additional help for the child. Continuous communication and parental support is necessary throughout the process.

### **Field Trips**

Our students have the opportunity to participate in a variety of field trips during the school year. Parents will be advised of each field trip’s destination and the method of transportation in advance. Should an injury occur away from school, every attempt will be made to contact that child’s parent(s).

Field trips are taken to highlight and support the learning that takes place in the classroom. On field trips, teachers want to emphasize the educational aspects of the field trip. Therefore, we recommend that parents do not send money for the purpose of “shopping”. The district, teachers, and/or chaperones are not responsible for money and/or possessions brought on the trip. Parents may be asked to contribute to the cost of field trips during the year.

Students are expected to ride the bus to and from a field trip. Exceptions for a student to ride with their parent will only be made with a written request approved by the principal prior to the trip.

Parents volunteering to chaperone class field trips will be responsible for several students during the trip. **Due to this responsibility, other siblings or children are prohibited from attending with any chaperoning adult.**

## **Conferences/Report Cards**

Frequent communication greatly helps your son or daughter's education. Report cards are distributed three times a year and parent-teacher conferences are scheduled twice during the year. Parents can make the conference more meaningful by returning the appointment slip promptly, making a list of any concerns before arriving, and sharing information about their children. Parent or teachers may request additional conferences if they feel the need.

## **Supplies**

In order for our students to perform as well as possible, certain supplies are essential. In June, school supply lists will be issued with report cards. All new students will receive lists at the time of registration. In addition, each teacher will remind students of required supplies when school begins or when an item needs replacement. Supplies should not be a hardship to a family. If you need assistance please call the school office.

## **Personal Responsibility Plan**

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One of the major components of a brain compatible learning environment and of a quality school is the absence of threat. We select programs that capitalize upon students' ideas, strengths and skills to help them learn ways to solve problems in their lives. We desire to teach self-discipline and want school to be a successful experience for all children. Our goal is to help students make responsible, caring choices. Children need to be aware of our expectations for their performance and their behavior. Our expectations must be appropriate, consistent, and fair. The most effective plan avoids problems in the first place. School environments that are open, loving, and allow children to have many activities leave little room for misbehavior.

It is important for children to develop inner control, self-discipline, and personal responsibility. In order to help them achieve these goals, a school committee has established the following guidelines and consequences.

Please read and discuss the following expectations with your child(ren). The Horizon Staff greatly appreciates the time and effort you will be taking.

## **Student Expectations**

At Horizon Elementary School, we believe that:

- All students have a right to learn and develop in an orderly environment
- All students have a right to feel safe in school, to work and play without fear of being bothered or hurt
- All students have a right to be safe at school and to be protected with rules that encourage a safe environment
- All students have a need to know how to make good choices and opportunities to practice making them in a caring environment
- All students have a need to learn how to get along with other children and adults

We also believe that respect is very important to each child's growth. We believe that each student:

- Will be respected as an individual
- Will be expected to respect the rights of other students to learn and to be safe
- Will treat other students with respect and politeness
- Will respect other peoples' belongings
- Will grow in respect for him/herself

At Horizon, we believe that each student is responsible to:

- Try to do their best
- Listen and follow directions
- Allow others to do their job peacefully
- Assist others who need help

These expectations will help to provide a safe and learning environment for all students:

- Quiet and courteous behavior at all times
- Walking safely throughout the building
- Appropriate language and activities at recess
- Good manners in the lunchroom

## **Harassment and Sexual Harassment**

**It is the policy of Horizon School to maintain a learning and working environment that is free from any type of harassment. Students and employees shall be informed annually of this prohibition via the**

parent/student handbook, employee handbook, or other such publications. The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them.

Forms of harassment may include, but are not limited to, bullying, hazing, intimidation or threatening words inflicted through physical, verbal, written or electronically transmitted means. Such conduct based on race, religion, color, national origin, ethnicity, disability, gender, sex or sexual orientation is strictly prohibited. Students and others are prohibited from retaliating against those who report incidents of harassment or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of any harassment activities.

Students engaging in any harassment-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions up to and including suspension or expulsion. Students, (Or parent of any student being harassed) who feel they have been harassed in any way should notify his/her classroom teacher, guidance counselor or principal immediately. Reporting of any type of harassment may be made confidentially. A written record will be kept of all harassment reports including pertinent details. This record will be kept by the school. The person investigating any harassment report shall conduct the investigation and interview the victim (s) within 10 school days to determine the seriousness of the report. Parents/guardians will be notified of any incident prior to the conclusion of the investigation. A formal complaint of any type of harassment behavior can be made following the Plymouth School Board Policy 511.1 detailed at the Plymouth School District Web Site:

<http://www.plymouth.k12.wi.us>

Any inquiries, questions or complaints regarding these policies should be directed to

Dan Mella, Assistant Superintendent (Title IX Coordinator)  
Plymouth School District  
125 S. Highland Ave.  
Plymouth, WI 53073  
892-2661



**or**  
**Anne Gamoke (Title II/section 504)**  
**Plymouth School District**  
**125 S. Highland Ave.**  
**Plymouth, WI 53073**  
**893-6911**

**Legal Ref.:**

**Wisconsin Statutes 118.01(2)(d), 118.13, 120.13(1), 948.51(2)**  
**Title VI of the Civil Rights Act of 1964**  
**Title IX of the Education Amendments of 1972**  
**Section 504 of the Rehabilitation Act of 1973**  
**Americans With Disabilities Act**  
**US Constitution, Equal Protection Clause of the 14<sup>th</sup> Amendment**

**Dangerous Items at School**

Objects that could be dangerous, or are brought to school with the intent to cause bodily harm to others, are strictly prohibited at school. Students who threaten or project violent behaviors onto others will be given appropriate consequences. Horizon school will continue to place emphasis on creating a school culture that provides opportunities for students to feel connected and learn appropriate conflict resolution strategies.

**Expected Recess Behaviors**

- Equipment should be used appropriately. This means that there should be no running, no tag, no balls or other toys on the equipment.
- Boundaries are established and everyone must maintain them. Do not go off the blacktop on the southeast end of the playground by the parking lot. Stay away from the classroom windows.
- Football games must be played off the blacktop below the hill.
- Play at recess should be cooperative. There should be no roughhousing, wrestling, or tackling.
- When the bell rings, students must stop playing and quietly line up in their classroom lines. They must remain quiet while entering the building.
- Restrooms should be used before going outside. If there is an emergency, the student must ask for permission from the person on duty to use the restroom.

Upon returning to the playground, they must check back in with the person on duty.

- **All students must go outside unless otherwise authorized by a teacher.** Students are not allowed in the hallways or bathrooms during recess time.

### **Winter Play**

1. During the winter months ALL students should wear snow pants and boots, as well as coats, hats, and gloves.
2. Students will only be playing football in the grass (snow) area.
3. The blacktop area is for basketball, 4 Square, map tag, etc.
4. Students may be on the blacktop area with boots.
5. Students who come to school without boots and snow pants, will still go outside. The students will be required to stay on the sidewalk between the recess door and the blacktop, since they are unprepared for outside play.
6. Students must wear winter coats outside when the temperature is below 50 degrees.
7. The huge piles of snow can become icy and dangerous. The person on duty will make the decision whether children can play on the mounds.
8. When the temperature is below zero (wind-chill included) students stay in for recess.

### **Expected Cafeteria Behaviors**

- Students should use proper manners and be respectful of others while eating.
- Students should remain in their seats at all times while eating and raise their hands if they have a question or concern.
- Seven students are allowed at the round tables, six at the rectangle tables.
- Students must pick up their area and wait to be dismissed.
- Everyone must be quiet when announcements are made.

### **Dismissal Procedures**

1. Bus riders will stand in their lines.
2. Walkers, bike riders, and car riders will be dismissed by the adult in charge.
3. Please send a note to school if your child/children have a change in their procedure for going home (Example: parent pick up, note for different bus, or going home with a friend). **Without a written note**, standard dismissal procedures will be followed.

## **Consequences**

When a student refuses to obey the expectations the supervising adult will notify the classroom teacher. Consequences will be administered accordingly. In severe situations or repeated situations, the principal will be notified and parents will be contacted.

## **Suspension**

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health or safety of others. A suspension becomes a permanent part of a student's behavioral record.

## **Personal Items**

Children should not bring items such as trading cards, cars, dolls, trinkets, electronics, etc., to school without the classroom teacher's permission. The school is not responsible for any broken, lost or destroyed items. If these items are brought to school, they may be taken away.

## **Electronic Communication Devices**

Cell phones are permitted on school grounds with parental permission. The use of this equipment is prohibited during school hours (8:45-3:45) unless approved by school personnel. Use of these items during prohibited hours will result in the item being confiscated by the teacher or principal for time to be determined by the principal or designee.

At the classroom teacher's discretion, a student, with parental permission, may be allowed to bring their own electronic devices to school.

## **Health**

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### **Immunizations**

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, chicken pox, diphtheria, tetanus, and whooping cough) within 30 school days of admission. The law also requires hepatitis B vaccine for students entering school. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. These immunization dates

are to be provided on a form and signed by the parent or legal guardian. Immunization forms are available in the school office.

### **Insurance**

The Plymouth School District **does not provide** any type of health, dental, or life insurance coverage for injuries incurred by your child while at school. We encourage you to review your personal insurance program. If you feel that your insurance may not be adequate, or if you do not have insurance, you may wish to consider the insurance protection made available through Student Assurance Services, Inc. A brochure explaining overages and costs may be obtained from your school's office.

### **Medication Policy**

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form.** This authorization form can be found on the district website. ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us))

#### **For Non-prescription Medications:**

Parent/Guardian written authorization is required

#### **For Prescription Medications:**

Parent /Guardian written authorization and Practitioner written authorization is required

**No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school.** Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

All medication must be in the original container labeled with the student's name, correct dosage, time and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area accessible only to those who have been given the authority to administer medications to students.

Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication to and from school.

School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a table, have this done at home or by the pharmacy filling the prescription.

Current school policy does not allow non FDA approved drugs (herbal medication) to be administered at school.

### **Illness At School**

In the event your son or daughter becomes ill at school, our office will call you at home or work to make arrangements for transportation home. Parents or “emergency” persons are asked to remove sick children from school as soon as possible for the comfort and security of the sick child, as well as other children.

Children are expected to go outside for recess daily. A doctor’s excuse is required if you request that your child stay in for recess for more than one day.

### **Head Lice**

The Plymouth Joint School District follows the recommendations from the American Academy of Pediatrics, Clinical Report on Head Lice dated July 26, 2010. Head lice can be a nuisance but they have not been shown to spread disease. Parents/guardians are requested to report to the school, cases of head lice infestation that they discover at home. The school nurse or principal will determine what interventions are appropriate in the school setting.

If a student is found to have head lice at school, the parent/guardian will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so. The child’s parent/guardian may choose to take the student home before the end of the school day. The child shall be readmitted when the school receives documentation of treatment for head lice. A student should not miss more than one day of school following head lice detection. In most cases the child can return to school the next day following appropriate treatment. The District reserves the right to inspect other known household

contacts and close personal contacts attending school in an effort to minimize other cases.

The school nurse would be happy to assist families in the provision of current head lice information.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.

## **Latex**

In recent years there has been an increase in the number of people with allergies to latex products. There are several students and staff members with this allergy in the Plymouth School District.

Reactions can range from skin conditions to a severe respiratory crisis. People are not born with latex allergies. Sensitivity occurs with repeated exposures.

Therefore, products containing latex such as **balloons** are not permitted on school property. Many other common materials contain latex. Please check labels before sending these items to school.

## **Accident Reports**

Should a serious injury occur at school, school officials will attempt to diagnose the severity of the injury. All attempts will be made to locate the affected child's guardian or parent. Updated emergency numbers are a necessity!

If a parent is unreachable and hospitalization is required, school officials and emergency medical technicians will take needed action.

## **Internet Access**

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Electronic communications and information access is a necessary educational tool for faculty and students. It is the policy of Plymouth School District to provide access to such electronic forms of media for faculty, staff, and students. Your child will also be able to communicate with people throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> century.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. At elementary schools, students will

only be accessing the Internet under the direct supervision of a staff member. At times, older students may use the Internet (under teacher supervision) to research information. Staff will be using bookmarks to access sites that will supplement their curriculum. This approach at the elementary level will limit access to inappropriate material.

A vast majority of material on the Internet is positive, however, like all media, a portion is not. The District's Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Horizon School will provide as much supervision as humanly possible and filters to limit access to inappropriate sites. It is not possible to have complete control of the Internet and it is not possible to completely block out all objectionable topics. As parents and teachers we must teach students to be responsible consumers of information. Students in classes will be encouraged to explore local and worldwide information sources in a responsible manner.

Students are given user names and passwords to access their storage place on our server. Students are not to share their user name and password with anyone. The use of someone else's username/password is essentially identity theft. The student who shares his/her password demonstrates poor responsibility just the same as the student that uses someone else's username/password.

Parents are asked to sign the waiver attached to the handbook giving permission to allow your child to use computers to access the Internet. A copy of the Manual of Acceptable Use is available in the school office upon request.

## **Miscellaneous**

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### **Parent-Teacher Association**

At Horizon School, our parent teacher association is known as P.A.T.H. (Parents and Teachers for Horizon) P.A.T.H. meets often throughout the year. Parents are strongly encouraged to become active members and attend meetings. Please check with the school calendar for the dates of the meetings. Your support can and does make a difference. The association helps the school in a variety of ways.

## **Tornado Warnings**

In the event of a tornado warning, students will proceed to the designated tornado shelter. Students will stay in the designated area until the warning is cancelled. Buses will not pick up students during such an emergency.

## **Lunch**

Students are expected to bring a cold lunch or purchase a hot lunch each day. When packing a cold lunch for your child, remember to pack a healthy lunch. Always include a fruit or vegetable. Pre-packaged lunches are expensive and not healthy. They are often high in fat and sodium. Please do not include soda. The Plymouth School District has a computerized lunch program. This program allows parents to send one check to pay for all of their students' breakfast, lunch, or ala carte purchases at all of the district schools (elementary only has lunch). The DEBIT program is family based and not individual accounts. Parents need to keep a prepaid balance in their account. Lunch costs \$2.30 daily. Students bringing a cold lunch may purchase milk through the debit system for \$.35. Semester costs for lunch is about \$207.00. Applications for federal free or reduced lunch program are available in the district or school office. Contact the school's secretary for details. All applications for "free" and "reduced" lunch are held in strict confidence.

Adult lunch tickets, should you choose to join us for lunch, are \$3.55. Please notify the school the day before or the morning of prior to 9:00 AM if you are planning to have lunch so we may include you in our lunch count.

## **Healthy Snacks**

Within classrooms each teacher sets aside time for students to have snacks. Children are asked to bring a snack from home to eat during this time. Early childhood, 4K, and 5K classrooms have their own snack plans. We encourage parents to include healthy snacks. Healthy snacks include: fruit, cereal, vegetables, cheese etc. Parents are asked to supervise the selection of snacks that are brought to school. Let's work as a team to help our children make good choices in regards to healthy habits. The habits they form now will affect them in the future.

## **Performance Release**

Plymouth Public Schools reserve the right to record, tape, and/or publish the appearance, property, or possessions of its students by means of live performance,



video tape, sound recording, web sites, photographs or printed material made by Plymouth Public Schools or their agent of assign, authorizes the editing, reproduction, copyright, sales, exhibition, broadcast, and/or distribution of said materials without limitation.

Any individual wishing to waive the above authorization needs to submit in writing, to the building principal, a written letter requesting exemption from the above policy. This policy does not take precedent over any state or federal laws relating to student privacy.

### **Friday Folders**

Each week students will receive a Friday Folder that will provide families with important school information and notices. Also included in Friday Folders is information related to community activities. Friday Folders should not be used for personal invitations such as birthday parties.

Birthday party invitations may be handed out at school ONLY IF all students are invited (all girls or all boys, or whole class). Another way of delivery must be used (such as US mail) for any other.

### **Pets in the Classroom**

We respectfully request that no animals or pets be brought to school. While disappointing to some, it is better than dealing with allergic reactions, bites, salmonella, etc. Exceptions can be made with permission from the principal to supplement the curriculum.

### **NCLB Parents' Right-to-know**

The No child Left Behind Act (NCLB) of 2001, Public Law Number 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are to notify parents of their right:

- to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child and
- timely notice when a student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

Every Plymouth School District classroom teacher as well as all substitute teachers are officially licensed by the Wisconsin Department of Public Instruction and therefore highly qualified.

For further information regarding a specific teacher's qualifications, please contact the school principal or refer to the Wisconsin Department of Education, Teacher Licensing Web Site:

<https://www2.dpi.wi.gov/lic-tll/home.do>

Assessment results and overall district and school performance data is available at the school district's web site:

<http://www.plymouth.k12.wi.us>

## **NON-DISCRIMINATION POLICY**

The Plymouth Jt. School District is committed to equal educational opportunity for all students in the district. It is the policy of the Plymouth school District pursuant to §118.13, WI Statutes, and PI 9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program.

This policy also prohibits discrimination under related Federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin). Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability). Formal complaint procedures regarding educational opportunities can be found at Plymouth School Board Policy 511.1 found at the district web site: <http://www.plymouth.k12.wi.us>

Any inquiries, questions or complaints regarding these policies should be directed to

Dan Mella, Assistant Superintendent (Title IX Coordinator)  
Plymouth School District  
125 S. Highland Ave.  
Plymouth, WI 53073  
892-2661

or

Anne Gamoke (Title II/section 504)  
Plymouth School District  
125 S. Highland Ave.  
Plymouth, WI 53073  
893-6911

**Personal Responsibility Guidelines and Consequences**  
**Please sign and Return**

Please sign a slip for each child in your family who attends Horizon School and return this page along with your child's Friday Folder on Monday morning. Your signature and your child's signature acknowledge that you have discussed all of the Personal Responsibility Guidelines and Consequences. Thank you for your continual support and cooperation.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Child:

\_\_\_\_\_  
Date

**Internet Access**

Teachers at Horizon School may use information found on the Internet as a part of whole group or small group instruction. Students, if age appropriate, may have the opportunity to explore on the Internet individually under teacher supervision.

I understand that my child at the elementary level will be supervised while accessing the Internet. I also understand the district has made every effort to guard against students' access to inappropriate material.

\_\_\_\_ I **give** my permission to allow my child to use a computer and access the Internet under staff supervision.

\_\_\_\_ I **do not give** permission for my child to use a computer and access the Internet under staff supervision.

Please circle your choice: **I (do) (do not) give the school permission to upload photos of my child to the school or classroom website.**

\_\_\_\_\_  
Parent Signature

## Horizon Elementary Staff

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