

Horizon Hawks

Student Handbook
2021-2022



Horizon Elementary
Mr. Miles Erdly, Principal
27641 144th Ave. SE
Kent, WA 98042
(253) 373-7313

www.kent.k12.wa.us/KSD/HE

Horizon Hawks...Succeed Every Day!

At Horizon Elementary School, it is our goal to create a caring, positive environment where all students are encouraged to reach their full potential and work in a responsible manner.



- ☆ We are committed to the academic, social and physical needs of each child.
- ☆ We will strive to stretch the horizon of each of our students, to guide their love of learning and prepare them to tackle the challenges of the next century.
- ☆ We believe in our ability to make a difference in the lives of our students and to help create a positive self-image.
- ☆ Each and every individual at Horizon Elementary School will be held in high regard and will be treated with respect by both staff and students.

Important Information Regarding the Contents of this handbook.

The information contained in this handbook was accurate and current at time of its distribution. District policies and procedures are often updated to reflect changes to federal, state and local laws. If you are looking for the most up to date information, it is always best to view this handbook online at the Kent School District Website and to follow the links provided in the handbook.

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Kent School District Mission Statement
Successfully Preparing All Students for Their Futures

Superintendent:
Open Position

School Board Members



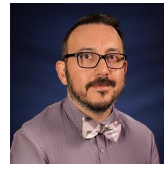
Denise Daniels
President



Michele Bettinger
Vice President



Leslie Hamada
Director



Joseph Bento
Director



Maya Vengadasalam
Legislative Rep

KSD School Board Mission

As trustees for the community's schools, the Board is responsible and accountable for vision, structure, advocacy, and accountability. Specifically, the Board's functions lie in the following areas:

- Adopting policy.
- Planning and assessing short and long-term goals.
- Authoring and reviewing the District's Strategic Plan.
- Acting as a liaison between the community and the District.
- Hiring and evaluating the superintendent.
- Advocating for students, the District, and public education.
- Approving a budget that reflects the priorities of the District and community through responsible use of monies.
- Advocating for appropriate state and national educational salaries and laws.

Increasing academic achievement and accountability for every student is the primary goal of the School Board and the District. Each school develops a school improvement plan annually to address specific student achievement goals. The school improvement plans can be found at each school's website.

Dear Horizon Students and Families:

Welcome to another great year at Horizon, home of the HAWKS! I appreciate you taking the time to review and familiarize yourself with the various sections of this handbook. I hope you find it informative and helpful. As always, we greatly appreciate feedback and if you have any questions or concerns, please feel free to contact me at any time. My email address is:

Miles.Erdly@kent.k12.wa.us

Sincerely,



Miles Erdly

Principal

253.373.7313

Horizon Hawks...Succeed Every Day!



HORIZON
ELEMENTARY SCHOOL

Kent School District and Horizon Online Access



<http://www.kent.k12.wa.us/>



<https://www.facebook.com/KSD415/>



<https://twitter.com/kentschools415>



<https://www.linkedin.com/company/kent-school-district>



<https://www.youtube.com/user/KentSchoolDistrictIT>



<https://kent.parentlink.net/smartlink/>

For translation app resources and directions, please
<https://www.kent.k12.wa.us/translationresources>

Peachjar: <https://app.peachjar.com/flyers/all/districts/3012/> Choose your school in the upper left corner by clicking on the "view" button. As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, Kent School District has transitioned from paper to electronic flyer delivery.

Text Messages: Opt-in at <https://www.kent.k12.wa.us/Page/11006>. Your child's school may choose to use this communication tool for quick notifications and reminders. The District will use it for emergency broadcasts, inclement weather alerts, or to publish districtwide system issues.

Skyward Family Access

Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child's attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information. Parents will be able to report their student absence online through Family Access through skyward as well. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at different (KSD) schools. Skyward Family Access uses Google Translate to provide translation into over 100 languages.

Accessing Skyward

Parents or guardians with an email address on file can use the “Forgot your Login/Password” link on the Family Access login page or parents can contact the student’s school for log-in information. Parents/Guardians of seventh grade students receive a letter from the child’s school in the fall, or upon enrollment, containing the log-in ID and password. Please DO NOT give your child access to your parent login.

[Skyward Family Access](#) / [Skyward Family Mobile](#)

Greetings from Horizon Staff

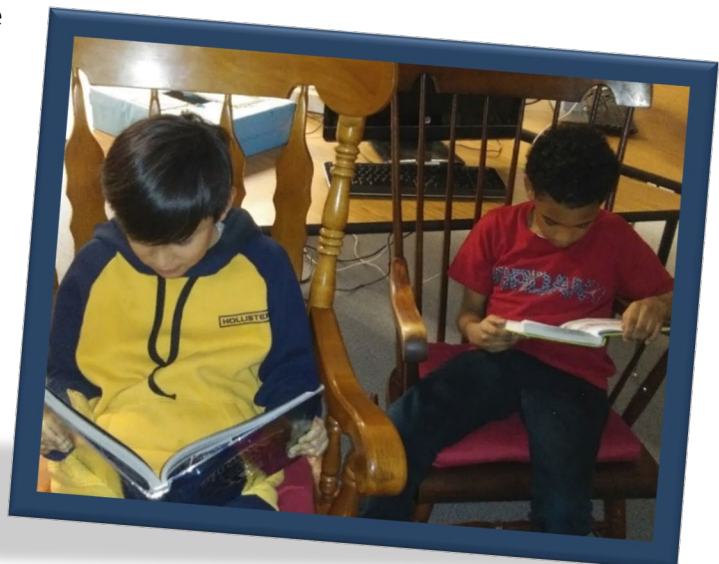
- ❖ At Horizon Elementary School, it is our goal to create a caring, and positive environment where all students are encouraged to reach their full potential and work in a responsible manner.
 - ❖ We are committed to the academic, social and physical needs of each child.
 - ❖ We strive to stretch the horizon of each of our students, to guide their love of learning and prepare them to tackle the challenges of this century.
 - ❖ We believe in our ability to make a difference in the lives of our students and to help create positive self-images.
 - ❖ Everyone at Horizon Elementary School is held in high regard and treated with respect by both staff and students.
-

Code of Conduct

Horizon’s code of conduct for Honorable Hawks defines the expectations for all students, at all times.

Honorable Hawks

- ☆ Use kind words and actions.
- ☆ Keep our school safe and clean
- ☆ Solve problems respectfully
- ☆ Follow directions
- ☆ Do their best



The district calendar is located at the following site and will be updated if there are changes.

<https://www.kent.k12.wa.us/Page/32#calendar18/20210807/month>

Kent School District Student Calendar 2021-2022

Note: In the event of school cancellation by the district, the make-up day(s) shall occur on March 25 and April 25. If more days are necessary, they will be added to the end of the school year in June.

M	T	W	T	F		M	T	W	T	F	
AUGUST					#School Starts 8/26	FEBRUARY					
23	24	25	#26	27	*Kindergarten Starts 8/31	1	2	3	4		
30	*31				4 School Days	7	8	9	10	11	() Presidents' Break
SEPTEMBER						14	15	16	17	18	2/21 - 2/25
(6)	7	1	2	3	() Labor Day 9/6	(21)	(22)	(23)	(24)	(25)	15 School Days
13	14	15	16	17	21 School Days	28					
20	21	22	23	24		MARCH					
27	28	29	30			1	2	3	4		@ No School - Teacher Workshop
OCTOBER					@ No School - Teacher Workshop	7	8	9	10	@11	[*] Optional School Closure
4	5	6	7	@8	20 School Days	14	15	16	17	18	Make-Up Day 3/25
11	12	13	14	15		21	22	23	24	*25	21 School Days
18	19	20	21	22		28	29	30	31		
25	26	27	28	29		APRIL					
NOVEMBER					() Veterans Day 11/11	4	5	6	7	8	() Spring Vacation
1	2	3	4	5	() Thanksgiving 11/25 & 26	(11)	(12)	(13)	(14)	(15)	4/11 - 4/15
8	9	10	(11)	12	19 School Days	18	19	20	21	22	[*] Optional School Closure
15	16	17	18	19		*25	26	27	28	29	Make-Up Day 4/25
22	23	24	(25)	(26)		MAY					15 School Days
29	30					2	3	4	5	6	() Memorial Day 5/30
DECEMBER					() Winter Vacation	9	10	11	12	13	@ No School - Teacher Workshop
6	7	8	9	10	12/20 - 12/31	16	17	18	19	20	20 School Days
13	14	15	16	17	13 School Days	23	24	25	26	@27	
(20)	(21)	(22)	(23)	(24)		(30)	31				
(27)	(28)	(29)	(30)	(31)		JUNE					
JANUARY					() M.L. King Day 1/17	1	2	3			#Last Day of School 6/17
3	4	5	6	7	@ No School - Teacher Workshop	6	7	8	9	10	13 School Days
10	11	12	13	14	19 School Days	13	14	15	16	#17	
(17)	18	19	20	@21		20	21	22	23	24	Additional school closure
24	25	26	27	28		27	28	29	30		make-up days (if needed) will
31											be added to the end of the
NO SCHOOL DAYS											school year
School Starts:	August 26	September 6:	Labor Day								
Quarter Ends:	October 29	October 8:	No School - Teacher Workshop								
Semester Ends:	January 20	November 11:	Veterans Day								
Quarter Ends:	April 5	November 25 & 26:	Thanksgiving								
Semester/School Ends:	June 17	Dec. 20 - 31:	Winter Vacation								
		January 17:	M.L. King Day								
		January 21:	No School - Teacher Workshop								
		February 21 - 25:	Presidents' Break								
		March 11:	No School - Teacher Workshop								
		*March 25:	Optional School Closure Make-Up Day								
		April 11 - 15:	Spring Vacation								
		*April 25:	Optional School Closure Make-Up Day								
		May 27:	No School - Teacher Workshop								
		May 30:	Memorial Day								
2-Hour Early Release (All Schools)											
Elementary Conferences											
October 18, 19, 20, 21, 22											
February 7, 8, 9, 10, 11											
3-Hour Early Dismissal (Elementary Schools Only)											
Secondary Conferences											
November 23											
3-Hour Early Dismissal (Secondary Schools Only)											
3-Hour Early Dismissal (All Schools)											

General Information and School Procedures

2021-2022 Bell Schedule

Grades K-6 (Monday, Tuesday, Thursday, Friday)

School Begins	9:00 a.m.
School Ends	3:40 p.m.

Grades K-6 (Wednesday- 2-hour early dismissal)

School Begins	9:00 a.m.
School Ends	1:40 p.m.

Office Hours

Our office is open from 8:00 a.m. to 4:00 p.m. during the school year on regular school days. You can reach us at 253-373-7313 during that time. After hours, please feel free to leave a message. If you need to send a fax, our fax number is 253-373-7324.

***Change of Address / Home Number
Phone Number
Call us! 253.373.7313***

Contact the school immediately by phone or email of a change in work phone, home phone, address or emergency contact. This is important in case of an emergency.

Please check to verify correct information on your child's records.





Arrival and Dismissal at School

Students can arrive at Horizon no earlier than 8:35 a.m. and may go directly to the Café for breakfast or go to the back of the school to stand in their class line. Students are not to be at school before 8:35 a.m. as there is no supervision before this time. Exceptions to this include: Students in Safety Patrol, students participating in before-school programs such as choir, or other pre-arranged activities like Drama or Spanish class. These students must enter the building and go directly to the place of their class.

School will start promptly at 9:00 a.m. and students are expected to be in their classroom before the 9:00am bell rings. If your student arrives at school after the 9:00am bell rings, they will not be admitted to class unless they stop in the office to receive an admit slip.

From 8:00 am to 9:00 a.m., and 3:40p.m. to 4:15 p.m., **NO** unsupervised students can play on the playground, even with parent permission as there is no staff supervision. All students must go home at the end of the school day.

Student Drop Off:

- ☆ For the safety of our students in the morning, we ask that you do **not enter the bus loading area at any time** for student drop off. No vehicles may remain parked in the bus lane at any time.
- ☆ Remain in your car through the drop-off lane.
- ☆ We expect parents and students to always use the marked crosswalks for safety.

Riding Bicycles and Scooters to School

Students grades 4-6th are permitted to ride a bike or scooter (non-motorized) to school, provided that a Horizon Elementary permission form is signed by a parent or guardian and is on file in the office prior to riding to school. If you would like a younger student to ride, please contact the school directly as this



requires principal approval. Students riding bicycles and scooters to school are also required by law to wear a helmet and must be locked up in the designated area in the front of the school. Roller skates, roller blades, hover boards, motorized scooters and motorized bikes are not allowed.

Students Walking to School

Kindergarten through sixth-grade students living within 1.3 miles from the school are designated as walkers. Please help your child determine an appropriate time to leave home to help them arrive at school on time. Walkers should not arrive at school before 8:35 a.m.



Please review the following rules with your child:

1. Never ride with strangers
2. Stay on the sidewalk or path
3. Go directly to and from school
4. Cross 144th Avenue SE with the crossing guard

Late Arrival or Early Dismissal from School

The school office should be contacted prior to 9:00 a.m. when a child has an appointment and will be late to school. Any child arriving late to school should be accompanied to the school office for an admit slip to class. If your child has an appointment, please ask the doctor for a note verifying the appointment so we can add it to your child's attendance folder.

Parents/guardians picking up student(s) early from school must come to the office and provide picture identification and must sign out their student(s). The student(s) will not be released from class until the parent/guardian arrives in order to minimize interruptions during classroom instruction and limit the amount of time students spend out of the classroom. If someone other than the parent/guardian is to pick up your student, please send a signed note, or call the office to let us know who will be coming to pick them up.

Dismissal at the End of the School Day

Students should have a clear understanding of how they are going home at the end of the day. At Horizon, we have 3 different options with staggered dismissal times to ease congestion in the parking lot.

- **Drive-Thru** – this is for parents who wish to pick their child up after dismissal by using our drive thru lane. All drive-thru students will wait in the designated area (H.A.W.K Letter) with a supervising adult.
- **Walkers** – for students who either walk or bike home
- **Bus** – this option is for all students who are approved bus riders

Students must leave the school grounds after dismissal. No unsupervised students are allowed on the playground until after students have gone home first.

Student Pick Up:

- If walking to pick up your child(ren), you may walk to the front of school.
- If you are using the pick-up lane, please remain in your car. Once the school busses leave, you will be directed through our pick-up lane where you will drive to your designated letter.
- Your child(ren) must load on the right side of your vehicle.
- **Do not park or block bus lane.**

All kindergarteners who are within walking distance from the school must either be picked-up in front of the school or from the drive thru lane.

Notification

School staff must be **notified in writing or a telephone call** if a child is to ride a different bus home as this requires authorization from the transportation department to prevent busses from becoming overloaded. If you need to change the way your student goes home, this also warrants a call to the office. Ideally, changes in transportation to and from school should be finalized prior to children leaving home in the morning. **In the event time does not allow for a note in the morning, a call should be placed to the school office prior to 3:00 p.m. to ensure enough time for the message to be routed to the teacher.**

Please notify the office (253-373-7313) no later than 3:00 pm of any change in your child's daily routine.

Students may **not**:

- ☆ ride a different bus home or walk to another student's house without a note from a parent
- ☆ go home with another adult without parent/guardian permission
- ☆ use the phone after school to get permission to go home with another student. These arrangements need to be made prior to coming to school in the morning



Athletics and Activities

Schools are communities and one of the best ways to formally engage and become connected to your community is to take advantage of the many activities and athletic opportunities available in the Kent School District.

*See KSD Student Handbook for additional information about Athletics and Activities:
[Athletics / Athletics Overview \(kent.k12.wa.us\)](http://kent.k12.wa.us)*

Attendance at Horizon at School

See KSD Student Handbook for additional information about attendance policies:

[Attendance / Attendance Overview \(kent.k12.wa.us\)](http://kent.k12.wa.us)

We value every student's contributions to our school community and miss them when they are gone. Regular, daily attendance is one of the most important things a student can do to be successful in all grade levels.

Make School Attendance a Priority

- Discuss the importance of showing up to school every day with children.
- Schedule appointments outside the school day or on non-school days.
- Help children stay healthy by ensuring they get plenty of sleep, eat a balanced diet, wash their hands regularly, and are up-to-date on immunizations.
- Keep children home only if they are truly sick. Complaints of headaches or stomachaches may be signs of anxiety.

Set Regular Bedtime & Morning Routines

- Help your child maintain daily routines, such as finishing homework and going to bed on time.
- Lay out clothes and pack backpacks the night before.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.

Help Your Child Stay Engaged

- Find out if children feel engaged by their classes and safe from bullies and other threats.
- Ensure children are keeping up with school work so they are not tempted to miss school if they haven't done their homework or studied for a test.
- Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful after-school activities, including sports and clubs.

Communicate with Your School

- Know the school's attendance policy including incentives and penalties
- Talk to teachers if you notice sudden changes in your child's behavior. These could be due to something going on at school.
- Check on your child's attendance to be sure absences are not piling up.
- Ask for help from school officials, after-school programs, other parents or community agencies if you are having trouble getting your child to school.

Absence Reporting & Tracking

Report Every Absence to the School

If a student is going to be absent, the parent/guardian should notify the school office on the morning of the absence by phone, email, or written note and provide an excuse for the absence.

If no excuse is provided with the notification, or no notification is provided, the parent/guardian will be asked to provide an excuse for the absence upon the student's return to school.

Vacation/Extended Absence

Please try to schedule extended trips during scheduled school vacation periods (summer, winter, mid-winter and spring breaks).

What we need from you:

We miss your student when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child's school. Call, email, send a note or contact the school through Skyward Family Access.

Reporting an absence:



It is important that parents and school staff are aware when students are not in attendance. To report a student's absence, a parent or guardian should **call the school at 253-373-7313** before 8:55 a.m. to excuse his or her absence.

We use a "safe arrival" system at Horizon to ensure the well-being of our students; we call home whenever children are absent. A written excuse should be provided the following day if a phone call in advance is not possible.

If your child is well enough to be in school, he or she is usually well enough to go outside at recess. School district policy classifies absences as *excused* and *unexcused*.



Parents and guardians are required to notify the school via a handwritten or a telephone message. Please make sure the note / phone message includes: Student's name, teacher, date, and the reason for the absence. This must be done prior to the student's return to school.

Tardiness

A child is considered tardy if he or she is not in the classroom when the bell rings at 9:00 a.m. The child's attendance record will reflect the tardiness and will show on report cards.

Conferences and Progress Reports

Parent-teacher conferences are scheduled twice yearly. Mid-term reports may be issued to students after approximately half of the term has been completed. If you feel the need to have additional conferences, please contact your child's teacher. The earlier concerns and special needs are discussed, the better the results. Your child's teacher may request an additional meeting time to address specific concerns.

Discipline Policy

See KSD Student Handbook for additional information about discipline policies including:

- Harassment, Intimidation, Bullying
- Grievance Process for Other Forms of Discipline & Classroom Exclusion
- Suspension and Expulsion
- In-school suspension and short-term suspension
- Long-term suspensions and expulsions
- Behavior agreements
- Hearings
- Appeals
- Emergency Expulsions
- Educational Services
- Readmission Process
- Reengagement
- Exceptions for Protecting Victims
- Students with Disabilities and Discipline

This information is accurate as of August 18, 2021. Changes to policies and procedures can change throughout the year and will be reflected on our district website - kent.k12.wa.us

Dress and Appearance:

Student dress should be appropriate for the school environment. Student dress at Horizon is consistent with Kent School District 415 policy #3224 stating:

Students are expected to dress comfortably in a manner that is not educationally disruptive or unsafe. Clothing must be safe and not create a disruption to the learning environment by displaying inappropriate printed messages, lack of cleanliness, foul odor, incorrect size or fit, excessive baggy or saggy clothing, controversial names, insignias or icons, see-through tops, belly shirts, or by revealing excessive skin, private areas or undergarments. Horizon Elementary staff will determine whether clothing disrupts the learning environment. High heeled shoes, flip flops, or wheeled shoes are not permitted. Students not following this dress

code will be asked to put on appropriate attire from the nurse's room or parents will be asked to bring in suitable clothing. Children are to wear flat tennis shoes for PE. Hats are not to be worn in the school building, unless for an approved spirit day.

Horizon celebrates school spirit days every Friday. Students are encouraged to wear Horizon Spirit Wear or school colors (blue and yellow) in recognition of Hawk Pride. Wednesdays are always COLLEGE DAY at Horizon so the wearing of college logo gear or college school colors is also encouraged as an optional way to show college interest.

*** Horizon sponsors special spirit or theme days at various times during the year when a wide variety of clothing related to the theme may be worn. Information will be made available prior to special dress/school spirit days.**

Early Learning:

Preschool Options

There are several programs available for pre-school aged children either provided by the district or in partnership with community partners. These include:

- Early Childhood Education Developmental (ECSE) Preschool
- Title One funded Preschool
- Peer Model Preschool
- Kentridge Little Chargers Preschool
- Kentwood Conks Childcare
- Early Childhood Education and Assistance Programs (ECEAP) and Head Start



Please go to the Early Learning webpage to find out more about each program and who to contact about enrollment qualifications and registration. <https://www.kent.k12.wa.us/Page/10077>

Kent Early Entry (KEE):

Children must be five years old by August 31 to be eligible to enroll in kindergarten; however, if your child's birth date is between September 1 and October 31, the Kent School District provides an assessment process to determine if your child demonstrates the advanced school readiness skills needed to be successful in Kindergarten.

For more information about the process and fees for this assessment please visit the Early Learning webpage. <https://www.kent.k12.wa.us/Page/10919>

Kindergarten Registration – Typically begins the day after Martin Luther King Day Annually

Kent School District is part of a regional Kindergarten Registration initiative with Seattle, Tukwila, Renton, Highline, Federal Way, and Auburn school districts. Registration in all seven districts begins annually the day after Martin Luther King Day. Registration packets are available

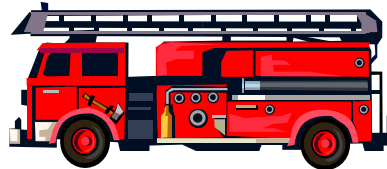
at every elementary school in the Kent School District. Please register early to ensure multiple opportunities to connect with your child's school before the beginning of the school year.

Registration happens at your boundary school. If you need an interpreter, please contact the school to set up a registration appointment and request an interpreter.



Emergency Procedures:

We regularly practice fire, lockdown, modified lockdown and earthquake drills during the year with our students to ensure their safety should a true emergency arise. Please take time to review with your child family emergency procedures should a major regional disaster occur while your child is at school. Families are now required to send a comfort kit (or purchase one from the PTA at open house) to school for each of their students to use in case of a severe emergency. It should contain non-perishable food and other necessary items in the event of an actual emergency. Our main goal is to see to the safety of the children.



Emergency Drills – Emergency drills are held at Horizon once each month during the school year. All students are taught the proper procedures for exiting the building in case of a fire or after an earthquake. They are expected to leave the building without talking and in an orderly manner and re-enter the building the same way once the all-clear signal is given. All students are taught what to do in case of an earthquake and know to stay under cover until an adult has given the all clear.

Earthquakes – Staff and students at Horizon are trained in the proper procedures to use in case of an earthquake. In case of an actual emergency, please DO NOT call the school. Our main goal is to see to the safety of the children. You will be able to gain information from local radio stations or the district website.

Emergency early releases are rare, but we have to be prepared for all types of events. Please make sure your student knows where to go in the event of an early school closure and has an **Emergency Early Dismissal form** on file in the office. We cannot contact parents in the event of an emergency early school closure and do not want to send your student home to an empty

house. Please listen to the local radio stations or monitor the KSD website should the weather appear threatening.

Receive emergency information...
Sign up for KSD Alert!

KSD Alert provides email bulletins to inform parents or community members of emergency events for an individual school or district. By registering home and office email addresses, email bulletins can be received at home or work.

To sign up for *KSD Alert*, go to the KSD web site,
<http://www1.kent.k12.wa.us/InformAgent/InformAgent.htm>

Snow Days – School Closure:

If you awake in the morning and there is snow on the ground, please listen to a local radio station (such as FM 101.5 or AM 1090) or check the Kent School District web page to see if school is closed. Horizon is part of Kent School District No. 415. If we are on an “emergency” schedule, please pay close attention to specific changes that may apply to Horizon Elementary and other KSD functions. If notified that the buses are on emergency snow routes, they will not run on some streets in our area and they will often be behind schedule. Talk over special arrangements with your children, so they know what to do should the normal schedule be interrupted. Please refer to the winter transportation memo.



Equipment from home

Please do not bring any playground equipment or toys from home. The school cannot be held responsible for lost or damaged items.

Dangerous, valuable, distracting toys, or tech devices must be left at home. Examples include fidget spinners, radios/walkie talkies, etc. In addition, toy weapons must not be brought to school.

Cell Phones

Cell phones are not to be seen, heard or used at school as they create a disruption in the classroom and on the playground. If brought to school, cell phones must be left in the off/silent mode and kept in a backpack.

Cell phones will be confiscated and held in the office for a first offense. If there is a second offense, the cell phone will be confiscated, and parents will be called to pick it up. A third offense for a cell phone violation will result in confiscation of the phone, parents must pick it up



from the office and the cell phone will not be permitted to come to school for the remainder of the year.

If a student needs to use a phone during the school day, they must get permission from his or her teacher to go to the office to do so. Students are not permitted to call home from cell phones if they are feeling sick.

Personal Belongings and Money

Generally, money should not be brought to school unless otherwise directed by Horizon staff members for items such as PTA popcorn day, field trips, lunch money, etc.

Personal belongings and clothing should be labeled if they are brought to school. Each year many personal items are found at Horizon with no label. Parents are requested to label such things as coats, hats, boots, backpacks, lunch boxes, and all other items which could be lost or left at school by your child.

We keep larger lost and found items in our foyer and smaller items such as necklaces and keys are kept in the office. All items **will be donated to a charitable agency** at the end of each season if they are not claimed in a timely fashion. Horizon is **not responsible for any lost or stolen money or personal belongings.**

Field Trips

Students are sometimes taken on educational field trips during the school year. They are always accompanied by one or more teacher approved parent volunteers. Parental permission forms are required before students can leave the school for field trips.

You will be notified well in advance of pending field trips. If you wish to volunteer to assist on a field trip, you will need to contact the teacher or the office to find out the required process, which will involve a background check prior to chaperoning a field trip.



Harassment, Intimidation and Bullying (HIB)

See KSD Student Handbook for additional information about Harassment, Intimidation and Bullying and Sexual Harassment: [Report a Concern / Bullying \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Important Health Information/Home Hospital

You can learn about School District Health Services at: [Health / Health Overview \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Illness and Attendance:

Students learn better when they feel well. Nurses and health room assistants are at schools to help you when you need to make decisions about your child's health care needs.

What Schools Need:

- To have emergency telephone numbers for you, and someone else who can help, if you are not available.
- To know about any health problems your child now has or has had in the past.
- To be called when you are keeping your child home.
- To know if your child has a condition which could be spread to others.

When to Keep my Child Home:

Your school nurse recommends that you keep your child home from school when your child has any of the following symptoms:

- Fever of 100⁰ F or greater fever within last 24 hours
- bad cold
- frequent
- hard coughing
- vomiting
- loose, watery bowel movements
- head lice
- drainage from ears or eyes

When to Return my Child to School:

Your school nurse recommends that you return your child to school when the following occurs:

- temperature is normal for the past 24 hours without fever reducing medications
- child feels well enough to be in school for the full day
- no vomiting/loose stools for at least a day

Please send a note with your child when they return to school explaining their absence.

Recommended Wellness Visits:

For good health and wellness, your child should see a doctor or health care provider for an exam at these times:

Wellness Visits:

- Ages 3,4 and 5 years
- Every other year ages 7 through 17

Dental Visits:

- Every 6 months for routine cleaning
- Chipped or broken teeth
- Injury to the teeth or mouth

- Pain or swelling in the mouth that lasts more than a day or recurs

Recommended Health Care Visits:

- Fever (Temperature above 101 degree F for more than 2 days)
- Fever with trouble breathing
- Fever with pain somewhere in the body unusually sleepy or irritable with fever
- Ear/ Eye pain and/or drainage
- Sore Throat
 - with a fever for more than 2 days
 - unable to drink fluids
 - pain increasing
- Cough that lasts longer than 2 weeks
 - with complaints of chest pain or difficulty breathing
 - that causes choking or vomiting
 - if it keeps the child awake at night
 - made worse with or caused by exercise
- Diarrhea
 - sudden unexplained onset with a fever
 - with abdominal pain lasting more than 2 hours
 - with inability to keep fluids down
- Pain
 - Lasts more than 24 hours

Medications at School:

If your child needs to receive medication at school, written authorization from a parent/guardian and medical provider is required. Medication includes all over-the-counter medications such as cough drops and Tylenol. When possible, parents and medical care providers are urged to schedule giving medication outside school hours. If medication is necessary for your child during school hours, the following is required: Submit a completed medication authorization form to your school. The form is available online or from your school's main office. (see below)

Submit a written note from the doctor stating: name of medication, dose, time and reason it must be given during school hours, (detailed info on form must be provided if medication is to be given for over 4 weeks) and a written note from the parent/guardian giving permission for your child to receive the prescribed medicine at school.

Parents need to bring the two notes and the medication in its original container to school. If the parent/guardian cannot come to school, he/she needs to call the school nurse before sending the medication to school. Faxed authorization from a health care provider is accepted. Please contact your school for the fax number.

We want all kids to be safe at school. Follow [this link](#) to review the Medication Policy/Procedures and the Authorization for the Administration of Oral Medication at School

that you and your child's healthcare provider must complete and submit to your child's school nurse.

[Medication Authorization Forms](#)

[Allergy Epi-pen Authorization](#)

[Asthma Medication Authorization](#)

[Medication Authorization](#)

[Seizure Medication Authorization](#)

Parents may provide topical sunscreen for their child to apply while at school. A healthcare provider note is not required.

Immunizations:

Washington state law requires students to be immunized before starting or entry to school. Current immunization requirements for kindergarten through 12th grade are available at each school office.

Life Threatening Conditions:

The law RCW 28A.210.320 – Children with Life Threatening Conditions requires a medication/treatment order and individual health plan as a prerequisite for children with life-threatening conditions to attend public schools. This law defines “life-threatening condition” as a health condition that will put the child in danger of death during the school day, if medication or treatment order and a nursing care plan are not in place. Life-threatening conditions include students with:

- Seizure disorders
- Diabetes
- Severe allergies
- Certain heart conditions
- Other types of critical medical complications

If your child falls into the above category due to a life-threatening condition, and you have not been in contact with your school nurse this school year, please do so immediately.

Home Hospital:

If a student is confined to home or hospital for a minimum of four weeks and able to do school work, the arrangement for home/hospital services may be made by contacting the school nurse/counselor at your school. You can learn about [Health Services](#) on the district website.

Family Engagement

The board believes that parents have a shared responsibility for their children's in-school academic achievement and behavioral conduct. To ensure that the best interests of the child are served, the Board directs the Superintendent to develop activities that will enhance home-school collaboration. Such activities may include, but are not limited to:

- Conducting parent-teacher conferences that facilitate two-way communication between home and school.
- Holding open houses that provide parents with the opportunity to see the school facilities, to meet the employees, and to review the program on a first-hand basis.
- Disseminating school and other publications to parents on a regular basis.
- Conducting meetings of parents and employees to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
- Sponsoring or co-sponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents and are of general interest to the schools or community.
- Collaborating with parents, students, and employees in school improvement planning, development, and implementation.
- Providing volunteer opportunities for parents to participate either at school or at home

<https://www.kent.k12.wa.us/Page/10295>

Healthy Youth Survey

All Kent School District schools will participate in the Healthy Youth Survey.

What is the Healthy Youth Survey?

The survey asks questions about risk for injury, health outcomes, and alcohol and drug use. Schools, communities and state and local health departments use survey results to support our youth and reduce their risks. The Healthy Youth Survey is voluntary and anonymous.

Who will be asked to take the survey?

Students in Grades 6, 8, 10, and 12 across Washington State.

What questions are on the survey?

Survey questions come from surveys that have taken place across the nation and in Washington. Parents or guardians can see a copy of survey questions in the school office. Question topics include:

- Background information, such as age, gender, and race or ethnicity.
- Feelings about school and community.
- Relationships with parents, friends, and neighbors.
- Eating habits, physical activity.
- Health education.
- Attitudes about and the use of tobacco, alcohol and other drugs.
- Behaviors related to safety and feelings about safety
- Behaviors related to violence

Is the survey voluntary?

Yes! Students taking the survey can skip questions and stop taking the survey at any time. If you do not want your student to participate in the survey, you can excuse your student from participating by calling the school. Students can also excuse themselves by telling their teacher that they do not want to take the survey. Students not taking the survey will participate in a different activity, such as studying or reading in the library. There is no penalty for not taking part in the survey. Your student's grades will not be affected

How are the survey results used?

Schools, school districts, counties and state agencies use the results to better understand our students and to provide them with the services they need. Results are used for planning, evaluating and improving programs and obtaining money to support them. Data sets are also shared with local health departments and legitimate researchers

How is student identity protected?

Students will not write their names on the survey. There are no codes or other information to match a survey to a student. No one from the school will look at the survey answers. Students will put completed surveys into an envelope that is sealed before it leaves the classroom. Survey reports of results will not identify any student.

Need More Information?

If you have any questions about the purpose of the survey or survey procedures, please contact Department of Health, Kevin Beck: Call toll-free 1-877-HYS-7111 or Email healthy.youth@doh.wa.gov

Support for the survey is provided by Looking Glass Analytics. Additional information about the Healthy Youth Survey 2016 can be found at: <http://www.AskHYS.net>

The Washington State Institutional Review Board has approved the procedures for conducting the Healthy Youth Survey that are described in this brochure. If you believe these procedures have not been followed, please call 1-800-583-8488. You do not have to leave your name. All messages will be returned.

The Healthy Youth Survey is sponsored by the following state agencies: Department of Health, Office of the Superintendent of Public Instruction, DSHS Division of Behavioral Health and Recovery, Department of Commerce, and Liquor and Cannabis Board



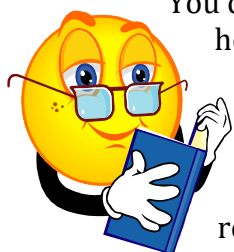
[Home Based Instruction \(Homeschooling\)](#)

See KSD Student Handbook for additional information about Home-Based Instruction

Link: [Transfer Requests / Home-Based Instruction \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Homework:

An important part of a child's education is the carry-over of learning into his or her activities at home. Parents can be of great help here and are encouraged to participate in helping their children learn at home. Parents can be of greatest assistance by providing the proper atmosphere for working at home: a quiet room, a well-arranged work space with school supplies, and a regular time. Parents also need to be available for help.



You can help your child learn by asking questions which help your child clarify his or her thinking, listening to him or her read, proofreading writing or spelling assignment, or reading aloud words to be spelled. The important thing is **not** to do the homework for your child. We would encourage you to arrange a "family read" time each evening when all family members read. Every child should be reading at home for a minimum of 30 minutes each day. Make reading a regular part of your evening activities; it pays off in all areas of school work.

Readers are Leaders AND Succeeders!

Finally, remember to provide encouragement. Foster the feeling that work is valued and that it is important to do the best one can. Let your child know that you are proud of his or her work and effort.

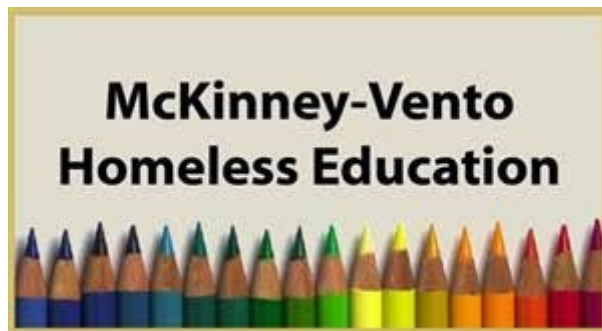
[Homeless Assistance \(McKinney Vento\)](#)

If your family lives in any of the following situations, you may qualify for rights provided by McKinney-Vento:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

KSD Student Handbook Link for more information:

[Support Services / McKinney-Vento Homeless Assistance \(kent.k12.wa.us\)](http://kent.k12.wa.us)



Unaccompanied Homeless Youth

An unaccompanied Homeless Youth is defined as a youth (school aged) not in the physical custody of a parent or guardian. This means that the youth is not living with their parent or guardian and includes youth who are residing with a caregiver who does not have legal guardianship, and youth who are living on their own. If you meet these criteria and the definition above for homelessness you may qualify.

Do you need assistance?

Contact Student and Family Support Services at 253-373-7512

Call your child's school. [McKinney-Vento Liaison List by School](#)

Call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

See KSD Student Handbook for additional resources and information about McKinney-Vento Homeless Assistance: [Support Services / McKinney-Vento Homeless Assistance \(kent.k12.wa.us\)](#)

Library

Our school library is an exciting place where reading and learning continue beyond the classroom. We are here to support student reading goals, to help foster a love of reading, and to teach a range of information literacy and technology skills during our weekly library time. In addition to both fiction and non-fiction printed materials, electronic resources are readily available.

Borrowing Privileges:

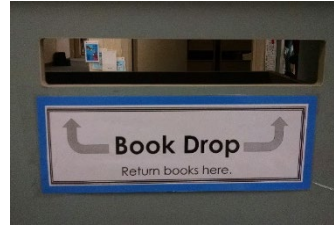
Students enrolled at Horizon may borrow materials from the library collection. Student borrowers in Kindergarten are limited to the maximum check out of one (1) book. Student borrowers in grades 1-6 are limited to the maximum check out of (2) books. Additional materials may be checked out for school projects at the librarian's discretion. Students may place holds on any materials not currently available in the collection.

Materials from the library collection may be borrowed by students for a one-week (7 calendar days) period, with the option to renew for an additional week. The due date will always be on the student's library day. To teach all our students responsibility and to keep our books in circulation, all books must be returned to the library on or before the due date. Library books may be returned to the library book drop, or placed in the classroom return basket. For renewal, items must be placed in the classroom return basket with a renewal slip, or brought to the library to renew before library day.

Classroom return basket:



Book Drop:



Overdue Materials:

Students with overdue items are not allowed to check out additional materials until materials are returned. Overdue notices will be issued starting on the item due date, which will detail title(s) and replacement cost for the materials. Overdue materials should be returned directly to the library as soon as possible. Do not wait until the next library day to return overdue materials. There are no overdue fines issued for materials returned to the library.

Notices Issued:

On Due Date: 1st notice of overdue material given to student

Overdue 1 week: 2nd notice of overdue material given to student

Overdue 2 weeks: 3rd notice of overdue material given to student

Overdue 3 weeks: Item is assumed lost, and proceeds to billing

Teachers may also contact parents by phone or e-mail regarding these materials within this timeframe.

Lost or Damaged Materials:

Students with damaged or lost items are not allowed to check out additional materials until materials are returned or bills are resolved. Students who lose or damage materials loaned from the collection are billed for the replacement cost. Bills are expected to be promptly resolved, and must be resolved before the end of school year. Students will not receive end-of-year report cards until library bills are resolved. All payments (cash or check) should be labeled as "library bill payment" and sent to the Horizon office for processing.

Damages:

If a book is damaged, **please do not try to repair it.** We use book-safe tapes and glues that are specially made for book repair. If a library book or other material is returned to the library with damages that cannot be repaired, the student will be billed. A letter explaining the damage, replacement cost, and payment/replacement procedure will be issued promptly by e-mail or printed letter. Bills may be resolved by paying the replacement cost, or by replacing the material with a copy of the same title in suitable condition.

Lost:

For books that are lost or not returned within 3 weeks of the due date, a bill will be issued by e-mail or printed letter, explaining the payment/replacement cost and

procedure. Bills may be resolved by returning the lost material (preferred), paying the replacement cost, or by replacing the material with a copy of the same title in suitable condition.

Caring for Library Materials:

Students are expected to handle library materials with care. **When library materials are not in use, they should be stored in the student's backpack in a separate bookbag or plastic bag.** Any clean grocery bag or large Ziploc bag will work well to protect the books from spills and other damage. Avoid placing food or beverages in the backpack with books. At home, students are responsible for keeping books away from food, beverages, young siblings, and pets. If a book is damaged, **please do not try to repair it.** Return the damaged book promptly to the library. We use book-safe tapes and glues that are specially made for book repair.

Book Donations:

Age-level appropriate donations of new or used books in good condition are welcomed throughout the year. All donations become property of the library, and will be added to the library collection as appropriate. Donations not added to the library collection may be put in classroom libraries, used for the student book swap, donated, or discarded, as appropriate.

Native American Education Program

Kent School District participates in a Native American/Alaska Native Education Program funded by Federal Title VII Grant based on federally eligible Native American student counts and administered through Student and Family Support Services. The program is designed to assist Native American students to meet district and state academic standards.

Kent School District offers several Native events and community resources for native students and families to create a strong sense of community connection and pride. More information can be located from Student and Family Support Services at 253-373-7235 or on the KSD Native American Program website which is in the Student Services, Native American Program website.

<http://www.kent.k12.wa.us/site/Default.aspx?PageID=356>

Non –Discrimination Policy

See KSD Student Handbook for additional information about Non-Discrimination Policy

Nutrition Services Program

Kent School District Nutrition Services information can be located at:
<https://www.kent.k12.wa.us/domain/3173>

The Nutrition Services Program is operated by Kent School District to support student achievement and success with nutritious food choices. Breakfast and lunch are served daily in all schools. All meals are free this year for students, but families still are expected to sign up for free or reduced lunch. If you have any questions regarding the Nutrition Services Program, please call our main office at 253-373-7275 between 7 a.m. to 4:30 p.m. Monday through Friday.



Menus

Access to our most current menus through the MY SCHOOLS MENU PHONE app or our on-line web site (<https://www.kent.k12.wa.us/Page/1284>). Either location allows you to view elementary, middle and high school menus, view nutritional information, translate menus into different languages and filter menus by allergens. Nutrition Services does post .pdf file copies of monthly breakfast and lunch menus on the department web page if you want to print a copy for reference. (MY SCHOOL MENU is available free at Apple and Google App stores).

Free and Price Reduced Meal Program

Kent School District participates in the Federal National Breakfast and School Lunch Programs, through which eligible students can eat breakfast and/or lunch for free or at a reduced price. Prior to the start of each new school year, information is provided by the State of Washington to Kent School District regarding students who are qualified for free meals. The Nutrition Services Office notifies those families that their students are pre-qualified for free meal benefits, and they do not need to submit an annual application form. Families with students registered in the Kent School District as of the first week of August who applied for meal benefits the previous year, are sent a new application packet for free or reduced eligibility. The information packet includes eligibility requirements, on-line application procedures and a description of the benefits available once a family is approved for free or reduced meal eligibility. Families that register new students for school [can fill out an application on-line](#) or pick up an application form at the main office of any school during the school year. An application form can also be obtained by calling the Nutrition Services Office at 253-373-7275.

Information on Application Process:

1. Children who are homeless, migrant, in foster care or live in a household that receives assistance through Basic Food, TANF OR FDFIR **generally do not need** to submit an application as they are categorically eligible to receive free meals through a process called **direct certification**. Data from WA State is downloaded and matched to

students registered for school in our district. Once a student has been identified as directly certified, their meal eligibility is automatically set as FREE. Letters notifying families if their children are directly certified will be in the mail the week of August 15-18 as well as throughout the year if household situations change.

2. Households who have never applied or are new to the Kent School District, are encouraged to submit an application to see if their children would be eligible to receive free or reduced meals. **NOTE FOR STUDENTS TRANSFERRING TO THE KENT SCHOOL DISTRICT:** If a student was eligible to receive free or reduced meals at another WA school district, please contact the Nutrition Services Office immediately to tell us your student's name and former school district, school and grade. Once we verify their eligibility, they can begin to receive free or reduced meals.
3. We encourage the use of [MealAppNow](https://www.mealappnow.com/man001/) our on-line application versus filling out a paper application. [MealAppNow](https://www.mealappnow.com/man001/) is the easiest way for families to submit their annual application regarding free or reduced meal benefits. We can review on-line applications much quicker and often notify a family by an email the same or next day whether their student is eligible to receive free or reduced meals. [MealAppNow](https://www.mealappnow.com/man001/) does not allow an incomplete application to be submit which is the number one reason for delays in processing paper applications. Incomplete paper applications can add days and sometimes weeks to the approval process. The online application is accessible at <https://www.mealappnow.com/man001/>



State of Washington Basic Food Program

Families are encouraged to apply for Washington State's Basic Food Program if their monthly income exceeds the federal eligibility chart but is equal to or less than the amounts in the Basic Food Program column on the income chart provided. Since the Basic Food Program income levels are slightly higher than the Federal Eligibility Guidelines, additional families and their students can be qualified to receive free school meals. Basic Food is a food and nutrition program that helps individuals & families who meet the program's income guidelines afford healthier foods by providing monthly benefits to buy food, gain access to affordable Health Care and qualify for reduced fare Orca Lift cards. Basic Food will also qualify your child for Free or Reduced School Meals. Contact the Public Health of Seattle & King County by calling 206-550-6119 for assistance. You can also apply in person at the local DSHS Community Service Office, by mail or online at the web address listed below.



(<http://www.kingcounty.gov/healthservices/health/personal/insurance/basicfood.aspx>).

Additional Benefits for Students who qualify for Free or Reduced Meals

All families who submit a free or reduced application receive a letter to inform them if their child qualifies to receive free or reduced meals. Families whose student(s) qualify to receive free or reduced meals can use this letter as documentation to qualify for additional benefits. Benefits may include a) free or reduced price medical/dental care, b) reduced monthly cost for internet services, c) reduced fees for musical instruments, d) access to free computers through the Star Laptop program, and e) assistance with tuition and books for students enrolled in the Running Start Program.

College Bound Scholarship Program

The College Bound Scholarship program encourages low-income, middle school students to choose a path that will lead to educational success after high school. The program promises tuition (at public institution rates) and a small book allowance for income eligible students who sign up in the 7th or 8th grade, work hard in school, stay out of legal trouble, and successfully apply to a higher education institution when they graduate. Students may sign up in the 7th or 8th grade and need only apply once. The deadline for all applicants is by **June 30** at the end of their 8th grade year. To read more about the College Bound Scholarship Program, go to the following web site:

<http://www.readysetgrad.org/college/college-bound-scholarship-program>

Food Allergies and Special Diets

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. If you have questions regarding a student who has food allergies or special dietary needs, please contact the Nutrition Services Office at 253-373-7275.



Classroom Parties and Birthdays



All grades may have up to two scheduled room parties, one for fall festival or winter break, and a Valentine's Day celebration. **No** parties will be scheduled in conjunction with Halloween. Parties are usually held with the assistance of parent volunteers.

Due to food allergies, food safety, and the recommendation of OSPI Child Nutrition Services for Washington State, we will no longer celebrate a child's birthday by bringing in any food items. Your child may celebrate by bringing a small, **non-food item** for each student in his or her classroom. Please keep the

item small if you choose to do so. Examples to bring for every child include: a special pencil, stickers, erasers, or other inexpensive items. It is helpful for the teacher to know a few days in advance if you plan to bring items in on the day of your child's birthday. If you are planning a birthday party for your student outside of the school day, **please do not hand out invitations at school**. This will help minimize hurt feelings to children who are not invited.

Balloon/flower deliveries will be held in the office until the end of the day as they are a distraction in the classroom. We will let your student know they have a delivery in the office and that they may come pick it up at dismissal. **However, please be aware that balloons cannot be taken on the school bus.**

Playground Safety and Recess:

We want the students at Horizon to have a positive, healthy and safe play experience. Recess breaks provide students with the opportunity to exercise and socialize with friends. Students need to come to school with proper clothing to play outside at all times regardless of the weather. On days when the weather is extreme (dangerous to students), recess may be held indoors.

The following guidelines and rules for students will ensure recess is safe and enjoyable for all students. Please review these rules with your student. We appreciate your help!

- Recess supervisors are in charge on the playground.
- Enjoy the visible areas of the playground and field areas staying within marked boundaries on the playground.
- Obtain a pass from the playground supervisor to leave the playground for ANY reason.
- Be respectful of yourself and others. Play safe.
- Keep your hands, feet and other body parts to yourself.
- No play fighting.
- Stay out of puddles, off fences, backstops, fire hydrants and ice.
- Stay away from overflowing gutters and downspouts.
- Throwing of rocks, sand, dirt, pinecones, snowballs, sticks, etc. is not allowed.
- Soccer balls and footballs are to be on the field only. Playground balls are to be kicked only on the field. Carry balls to and from the field.
- All toys from home, including electronics and trading cards are not allowed on the playground.
- If a stray animal is on the grounds, leave it alone. DO NOT CHASE IT. Notify the playground supervisor immediately.
- Take care of school equipment.
- Please do not play with balls or the foxtail near the outer fence as they could go over the fence.
- Chasing and tag are not allowed on the lower playground for any grade level with the exception of state/color tag on the map.

- When the bell rings please take all playground equipment (i.e. balls, jump-ropes, football flags) to the classroom.
- Conflict resolution skills should be used, but when the situation cannot be resolved, it should be directed to a playground supervisor.
- Share equipment – take turns; remember all games, equipment, and activities are open to anyone wishing to participate.
- Use kind words and actions ~ speak to others in a kind and courteous manner; no teasing, swearing, name-calling, or bullying.
- Listen for the bell and return to class promptly.
- Paper, pens, pencils, crayons, etc. should remain in the classroom

Respect and Cooperation

1. All games are open to everyone; no exclusions.
2. If a student can't agree on a game variation, the last person in line is the judge and his or her decision is final. No arguing with the judge.
3. Once a game has started, the ball may not be taken out of the game.
4. Gum and food are not allowed.
5. Spitting is not allowed.
6. PTA popcorn is to be eaten in designated areas. Please put popcorn bags into the garbage cans when done.

PTA:



The Horizon PTA is an essential part of our school. They sponsor a variety of special events and programs throughout the year. The students at Horizon would miss out on many wonderful opportunities if it were not for the dedication of our PTA members. Please join this worthwhile group! Your children and your school really do need you!

Horizon PTA 2021-2022
<http://www.horizonhawkspta.org/>
horizonpta@outlook.com

Interim President:
Kim Wells

Vice President:
Sara Sas

Treasurer:
Scott Andersen

Secretary:
Eva Forgacs

The Horizon Elementary PTA is dedicated to...

Support
Unify
Communicate
Contribute
Embrace
Strengthen
Serve

Contact a PTA member to get involved.....

Any contribution, large or small is always appreciated!



Religious Observances

The Board of Directors of the Kent School District acknowledges the role of religion in understanding our society and the richness of the human experience. Fostering the development of knowledge and respect for the right of all cultural and religious groups is a continuing goal of the district. However, the Board also recognizes the diversity in views and opinions regarding the relationship between religion and public school policies. While community opinions are important in shaping policy, the Board must look primarily to the Constitution of the United States, the Washington State Constitution, federal and state legislation, and the decisions made by the respective courts when establishing guidelines regarding religious-related activities and practice, as well as regarding the rights of students to the free exercise and expression of religious beliefs while in school or attending school-related activities. To this end, the Board concurs with the regulation of the Superintendent of Public Instruction acknowledging that "all students ... possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence."

See KSD Student Handbook for additional information about Religious Observances: [Student Handbook / Religious Observances \(kent.k12.wa.us\)](http://www.kent.k12.wa.us/StudentHandbook/ReligiousObservances)

To read the policy and procedure 2340 in entirety, you can link to the School Board Website:

<http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=86D5BC63E115>

Refugee Support Services

KSD staffs two Refugee Support Liaisons to assist the Refugee students and families in successful school integration and ensuring refugee students are successful in reaching high academic performance. This program focus is on supporting the recent arrivals and assisting in strengthening the skills, knowledge and competence of refugee parents, schools, and community-based organizations for the benefit of the refugee students. More refugee service information can be located from Student and Family Support Services at 253-373-7235 or on the KSD website under Student Services.

<http://www.kent.k12.wa.us/Page/6094>

Responsibility for school property:

Students are expected to take good care of the textbooks, library books, calculators, and other school property entrusted to them. These items need to be handled with care and respect. Book covers are a great aide in minimizing wear and tear on the books. As textbook replacement costs average forty-five dollars apiece, students will be subject to fines for damaged or lost property.

Service Animals

The Kent School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. [Policy 2030](#) governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual’s disability.

The parent/ guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator, executive director of Student and Family Support Services, and Assistant Director of Health Services, as appropriate, will determine whether or not to permit the service animal in school.

Student Records Requests

Kent School District (KSD) maintains records for the schools within the district. With written authorization, the district can provide student records and other public documents.

See KSD Student Handbook for additional information about Student Records Request: [Records Requests / Student Records \(kent.k12.wa.us\)](#)

Suicide Prevention

We Hear You & Help is Available

Suicide is the second leading cause of death for young people between 10 to 24. Sometimes your struggle can be underestimated because of your age. But we hear you, and help is available.

Ask for Help

Don’t be afraid to let your friends, family, [school counselors](#), or teachers know what you need. People want to help, so do not be afraid to reach out. You can also call the Local Crisis Hotline or National Suicide Prevention Lifeline any time — calls are confidential. If you are having an emergency, please call 911.

- Local Crisis Hotline: 1-866-427-4747
- National Lifeline: 1-800-273-TALK (8255)

Be a Good Friend

Friends sometimes let friends know if they are thinking about suicide or dying. Other times, changes in behavior may show that someone is struggling.

Don't Keep Suicide a Secret

If your friend is considering suicide, don't promise to keep it a secret. Tell him or her you can help, but you need to involve other people, like a trusted adult. Neither of you has to face this alone.

Social Emotional Learning

As students return to the classroom, it is important for them to have an avenue to connect with their teachers, peers, and school community. In an effort to fulfill the need for connection, elementary schools will continue the use of morning meetings.

See KSD Student Handbook for additional information about Social Emotional Learning: [Social Emotional Learning / Morning Meetings \(kent.k12.wa.us\)](https://kent.k12.wa.us)

Systems of Support

Multi-Tiered Systems of Support (MTSS) is a framework to support the diverse needs of all students. The MTSS framework provides tiers of support in academics, social-emotional learning, and behavior.

Kent School District is implementing a 5-year plan for MTSS. During the 2020-2021 school year, teams across the district spent a year adapting their MTSS systems to the virtual environment, which has extended the planning an additional year. 2021-2022 will be year 5 of implementation for Elementary Schools, year 4 in the middle schools, and year 2 for the high schools. Schools are working hard to increase tiered supports and provide all students avenues for success.

See KSD Student Handbook for additional information about Multi-Tiered Systems of Support: [Tiered Supports / Multi-Tiered Systems of Support \(kent.k12.wa.us\)](https://kent.k12.wa.us)

Section 504 Education Plans:

Students with a disability that substantially limits a major life activity and needs accommodations, related aids or services because of the disability may qualify for extra services under Section 504 of the Rehabilitation Act.

If a parent/guardian of student believes that their student may need to access a 504 plan they should make this request in writing to the child's teacher, counselor or principal. The process of evaluation will be described to you at that time. Parents are an important part of the 504 Process and their input is essential. If the student qualifies for a 504 plan it will be reviewed periodically (in most cases annually).

Please remember that the goal of a 504 plan is to level the playing field, not to maximize potential.

Accommodations for students whose disabilities interfere with their ability to access their education, generally do not change the norms or standards of the general education curriculum or performance standards.

If you have further questions regarding 504 plans there are additional resources on the Office of the Superintendent of Public Instruction's webpage.

<http://www.k12.wa.us/Equity/Section504.aspx>

If you have questions/concerns regarding your child's 504 plan, please first contact each school's 504 coordinator or principal. If you still have questions please contact the district 504 Compliance Officer Randy Heath, Executive Director Student and Family Support Services at 253-373-7235.

Individualized Education Programs (IEP)

Some children need extra assistance in their school career, and this need may be the result of a disability. Not all students who have disabilities need or qualify for special education services. Students qualifying as disabled under the Individuals with Disabilities Education Act (IDEA) require "specially designed instruction" which is designed and monitored by a certificated special education staff member. Some students with disabilities do not require specially designed instruction, but do require accommodations in order to access their education (see [Section 504](#)).

<u>IDEA</u>
A student qualifies as disabled under IDEA if they have a documented disability, the disability interferes with their ability to learn, and requires specially designed instruction
Students who qualify under IDEA may require accommodations, as well as modified curriculum, instruction, materials and assessments, which align with, but may be different from performance standards of the general education curriculum.
Once qualified, an IEP is developed which includes general and special education staff, an individual knowledgeable about placement options, and provision of district resources, and the parents. It is reviewed annually.

If you suspect a student may qualify for these services, please make a request in writing to be evaluated for services and send it to your school's principal.

For more information, please follow this link to the Inclusive Education page on the Kent School District webpage. <https://www.kent.k12.wa.us/site/Default.aspx?PageID=11143>

Specialized Staff

Several staff members enrich our program through the special services they offer.

Our **school nurse** is assigned to Horizon on a part-time basis. She works with students and parents concerning various health-related issues. This includes health screenings, referrals to health care, health classes, immunizations, communicable diseases, medications, first aid, and specific health care plans for particular students. She also works with and trains staff and volunteers concerning health room procedures, and specific health care needs of students.



The school **psychologist** assigned part-time to Horizon may conduct special testing after receiving parent permission to identify the needs of children requiring special instruction or program accommodations.

Our **speech pathologist** also serves part-time at Horizon. She screens children for language, articulation, voice and fluency problems. She offers direct instruction to help eligible students improve communication skills.

Our school **counselor** is at Horizon to support all students in achieving their fullest potential academically and socially.

We have special teachers for **music, physical education, band, and orchestra**.

Student Leadership

ASB Student Leadership is an integral part of our success at Horizon. Elected sixth graders serve as President, Vice President, Treasurer, Secretary, and Public Relations Officer. Each Horizon classroom also selects its own room representative. Student Leadership operates under the guidance of the teacher advisors. Its purpose is to provide students a means to promote worthwhile school projects and activities around the school, while providing a valuable leadership experience.

Translation Services & Bilingual Education

Kent School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities.

For information regarding translation services, please call (253) 373-7010 to speak with Executive Director of Student and Family Support Services Randy Heath.

For bilingual education information, please call (253) 373-7269 to speak with the Director of Multilingual Education.

Student Transfer

Kent School District accepts **student transfer applications** each school year during a designated time period (generally sometime between February-April). Please periodically review the website for the exact time period and process. Students are expected to attend their boundary school, however, if parents wish to request a transfer to another school they may be based on certain conditions.

*See KSD Student Handbook for additional information about Student Transfers:
[Transfer Requests / Student Transfer Process \(kent.k12.wa.us\)](http://kent.k12.wa.us)*

Technology

Kent School District students are fortunate to have a high level of access to technology. With this high level of access is the necessity to have clear expectation around the use of this technology. The following guidelines outline a student's use of technology in the Kent School District.

The following are the student requirements of the Acceptable Use Policy 2022. In order to view the entire document please visit:

<http://www.boarddocs.com/wa/ksdwa/Board.nsf/goto?open&id=896MAN5A540F>

The Kent School District views the use of electronic resources as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources as an essential part of learning, working, and interacting with the community. The Kent School District strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. These procedures are written to implement Kent School District Policy 2022 Electronic Resources and to promote the appropriate and responsible use of technology in furtherance of the district's mission and board of directors' goals. Any employee,

student, or other individual engaged in activity that involves the district's electronic resources must comply with the established policy and procedures contained in 2022 and 2022P.

Public Records

Because the Kent School District is a public agency under the Washington Public Records Act, chapter 42.56 RCW, any information or record relating to the conduct of government or the performance of any governmental functions that is prepared, owned, used, or retained by the district is a public record subject to disclosure upon request by any person. Such information may include retained records related to communications by or through district resources or records of Internet activity accessed by or through district resources. Whether such records, or any portion of such records, fall within the narrow exemptions of the Public Records Act will be determined once a request is received.

User Responsibilities

It is expected that staff and students will use electronic resources provided by the Kent School District in work and study. However, the failure of a staff member, student, or any other person to comply with these procedures while using the district's electronic resources may result in restricted access up to and including a complete denial of access.

All use of the electronic resources must be consistent with the mission and objectives of the Kent School District, further district goals established by the board of directors, federal and state laws, and in compliance with district policy and procedure.

District staff must at all times maintain the confidentiality of confidential student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and corresponding state law.

Acceptable Use

Acceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

1. Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with district policy and procedure.
2. Participation in approved electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the District and in compliance with District policy and procedure.
3. Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the District and in compliance with District policy and procedure.

4. With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
5. Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
6. Connection of any personal electronic device consistent with all guidelines in this document.
7. Use of electronic resource accounts solely by the authorized owner of the account for the authorized purpose.

Unacceptable Use

Unacceptable usage policies refer to all activities utilizing KSD provided applications, devices, or services; or when using personal devices connected to any KSD official or guest network service; or when accessing KSD provided services and applications from outside of the District.

1. Unauthorized access or unauthorized disclosure of personal information of students, staff, or other individuals for whom the district retains records. "Personal information" includes education records, employment records, and personal addresses, phone numbers, or email addresses.
2. Contributing to cyberbullying, chain letters, harassment, intimidation, denigrating comments, discriminatory remarks, and other similar conduct.
3. Using or forwarding profanity, obscenity, vulgar language, racist terms, or other language that is offensive to a reasonable person.
4. Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use. "Political action or political activities" includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;
5. Playing, accessing, or streaming/downloading in relation to intentionally blocked or restricted games, social networking sites, file sharing locations, and audio/video sites unless specifically authorized by a teacher for instructional purposes.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
7. Using an electronic account authorized for another person.
8. Making use of the electronic resources in a manner that serves to disrupt the use of the network or other electronic services by others.
9. Destroying, modifying, or abusing hardware and/or software.
10. Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of "reasonable fair use." The "Fair Use Doctrine" of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for

educational purposes under most circumstances. Questions regarding whether the duplication or distribution of copyrighted materials violates federal law should be directed to the General Counsel's Office.

12. Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.
13. Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
14. Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
15. Using any electronic resources for unlawful purposes.

Board Docs

Transportation Information

Welcome - Our goal is to safely transport students to and from school in a timely manner. This transportation office is open 7:30 a.m. to 4:30 p.m. Monday through Friday and is here to serve our families. Please call 253-373-7442 or [email Transportation](mailto:Transportation@kent.k12.wa.us) with any questions or concerns you may have. <http://www.kent.k12.wa.us/KSD/TR>



School Bus Conduct

Kent School District's school-bus-conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student involved.

1. The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student's suspension or expulsion from the bus.
2. When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
3. A student may be assigned a seat permanently or temporarily at the driver's discretion.
4. Students shall ride their regularly assigned bus:
 - Elementary principals may grant permission for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider

as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.

- Secondary students will not be allowed to ride a bus other than their assigned bus, nor get off at a different stop.
5. When requested by the driver, students must identify themselves. For safety and security reasons, grade 7-12 students may be refused service if they do not show their bus pass or ID card upon request.
 6. Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.
 7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate that it is safe to proceed.
 8. Emergency regulations are mandated by the state and must be strictly adhered to:
 - In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills.
 - When the bus stops at a railroad crossing, there must be absolutely no noise or talking.
 9. Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.
 10. No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.
 11. Students will reimburse the school district for damage to school buses resulting from student misconduct and they may be subject to loss of riding privileges and suspension or expulsion from school.
 12. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
 13. Students must not have anything in their possession that might cause injury to another (e.g: sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks.) No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.
 14. Smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
 15. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.
 16. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
 17. Per state regulations, no student shall sit in the driver's seat nor activate any control or safety device.

Safety

Special needs students are required to be released to a parent/guardian at the bus stop, unless the parent/guardian has otherwise given written consent to the transportation department. If unmet, the driver will radio dispatch and the transportation office will attempt to call the student's emergency contacts. If arrangements cannot be made to connect the student with an adult then the school bus will return the student to the school. The transportation office will notify school staff of the estimated arrival time. Extra caution must be used in the bus zone. The danger zone for a school bus is a 12 foot bubble around the bus. Students must not enter a bus zone while a bus is moving into position. After the buses have stopped and turned off their engine, it is safe to approach the bus.

School bus departure at dismissal: High School and Middle School buses depart the bus zone at (7) minutes after bell time. Elementary buses depart the bus zone at (5) minutes after bell time. Once the bus is moving it is not safe for a student to run after the bus. The student will have to make other arrangements to get home.

Space Available Bus Pass:

If you live within a walking boundary for your school and there is a bus stop close to your home it is possible to get on this list via the Transportation Department webpage. Parents/guardians may click on the Space Available Request link on the left side of the section menu and it only takes a few minutes to complete the request form. Make sure your browser's pop-up blocker is disabled. Be sure to click "SUBMIT" before you leave the site. These requests will be considered as quickly as possible after student load counts and route revisions are completed at the start of the school year. Generally, Space Available Bus Passes are not issued until the end of September. You will be contacted when a space is available for your child.

Criteria for obtaining a Space Available Bus Pass:

If you have chosen a school that is out of your home address boundary, then Transportation is the responsibility of the parent/guardian and your space available request will not be considered. (Exceptions for siblings of Hi-Cap students).

Your home or daycare address must be within the board approved walk distances to the nearest bus stop:

- Elementary Schools - 1.34 miles
- Middle Schools - 1.75 miles
- High Schools - 2.0 miles

Bus stops will not be created within the walk boundaries.

For bus discipline issues students will receive no more than one conduct report. A second discipline issue will result in the Space Available pass being revoked.

For the most up to date school bus guidelines -you can read the booklet at the website:

<http://www.kent.k12.wa.us/cms/lib/WA01001454/Centricity/Domain/22/SchoolBusGuidelines.pdf>

Text Message Notifications

Transportation utilizes School Messenger to send text message notifications of delayed school bus routes. A notification will be sent once it has been determined that a school bus will be delayed by more than 10 minutes. If you are interested in receiving these text notifications, please make sure you add your cell number to Skyward and opt-in by texting YES or Y to 67587. (See attached resource for more information).

Emergency Transportation Information



LIMITED TRANSPORTATION SCHEDULE

Please review and save this schedule to refer to when weather or an emergency may cause school hours and bus route service to be changed. **Do not call radio, television stations or schools!**

Listen To Radio/Television Messages

- **No Announcement** - Schools are on regular schedule with normal bus service.
- **Limited Bus Transportation** – Alone or in conjunction with other messages means that students in pre-designated areas which are frequently impassable during inclement weather will be picked up and dropped off at an alternate location. Drivers have provided Emergency Weather Route Change Notices to those riders affected. A listing of these pre-designated areas is on the back side of this schedule.

If limited transportation service was in effect in the AM, it will also be limited transportation in the PM. All after-school activities will be cancelled.

- **School Closed** - All schools closed for one day and all school-related activities canceled.
- **School Open – “X” Hours Late** - states number of hours late (usually 1-2). Dismissal will be at regular time unless announcement states otherwise. All out of district routes are canceled and no preschool.
- **School Open - Bus Service Limited Due to Road Restrictions** - Weight restrictions due to thawing of frozen roads may cause cancellation of some services. Students will be expected to attend classes.
- **School will Dismiss “X” Hours Early** - This message is for snow or other conditions which may develop during the school day requiring early dismissal. This announcement will state if regular or limited stops will be used.

School emergency schedules can also be accessed on the Internet through the Public School Emergency Communication System (PSECS). Parents have the option to sign up for email & text message alerts from <http://www.flashalert.net/id/KentSD>. This information can go directly to your cell phone or email accounts. The Kent School District will also have information updates on the main web page. <http://www.kent.k12.wa.us> In extreme emergencies, listen to civil-defense radio bands 640 AM or 1240 AM.

Develop an Emergency Plan to Cover Various Situations:

✓	<i>Do your children know who would care for them until you arrive?</i>
✓	<i>Where would they go if they needed help?</i>
✓	<i>What are alternative routes home if your children cannot be delivered to the normal bus stop?</i>
✓	<i>Is there someone your children should call for comfort and assurances?</i>
✓	<i>What if a disaster prevents the bus from reaching your children's stop in the morning?</i>

Weather Emergencies

Notes will be sent home with students to notify parents of alternate stop locations. Due to steep grades, many roads in this district are impassable during ice and snow conditions. Bus stops that are normally located on hills will be relocated to the top or bottom of the hill when limited transportation is required.



The Kent School District encompasses 73 square miles, weather conditions often vary greatly from one area to another, making it impossible to predict the accessibility of any specific area with total accuracy. Freezing and thawing conditions can change rapidly. A neighborhood that was passable at one hour may not be the next. If in doubt, students may want to choose the limited transportation stop to be assured of not missing the bus.

Limited Transportation Areas:

School bus service on the following roads **will not be** available when the limited-transportation schedule is in effect or if the bus driver judges the road is unsafe or impassable:

92 Ave. S - from SE 200 St. to SE 208 St.	SE 224 St. - from 100 Ave. SE to 104 Ave. SE
93 & 94 Ave. S - north of SE 227 St.	SE 224 St. - from 148 Ave. SE to 172 Ave. SE
96 Ave. S - north of SE 232 St.	SE 240 St. - from 140 Ave. SE to 156 Ave. SE
100 Ave. SE - from SE 224 St. to SE 240 St.	SE 240 St. - from 172 Ave. SE to 180 Ave. SE
112 Ave. SE - from SE 284 St. to SE 287 St.	SE 248 St. - from 98 Ave. S to 94 Ave. S
129 Ave. SE - Boulevard Lanes - West Loop closed	SE 248 St. - from 120 Ave. SE to 124 Ave. SE
196 Ave. SE - south of Covington Sawyer Rd.	SE 249 St. - from 145 Ave. SE to 148 Ave. SE
SE 192 St. - west of 106 Ave. SE	SE 277 St. - from D St. to 108 Ave. SE
SE 192 St. - from 124 Ave. SE to 116 Ave. SE	Fairwood Blvd. - west of 156 Ave. SE
SE 200 St. - from 92 Ave. S to 100 Ave. SE	James St. - from Clark Ave. to 94 Ave.
SE 208 St. - from 100 Ave. SE to 84 Ave. SE	Kennebeck Ave. S (south of E. Titus St.)
210 Ave. SE - north of SE 335 St.	Talbot Rd. from S 192 St. to S 200 St.
SE 218 St. - from 84 Ave. S to 98 Ave. S	Winterwood on SE 284 St. & 181 Ave. SE to 187 Ave. SE
Parkside Way SE - from SE Woodside Dr.	and on 187 Ave. SE from SE 284 St. to SE 277 St.

Special Limited Transportation Stop Locations:

Crest Air Park (Stop on Covington Sawyer RD)
Fenwick Y (Stop at bottom of hill)
Lake Desire Drive North (Stop at Northwood MS only)
Lake Morton Drive (Stop at SE 308 St. @ Boat Launch)
Lake Winterwood (Stop at 181 Ave. SE to 180 Ave. SE)
Misty Meadows (Stop at 132 Ave. SE)
Ridgefield (Stop at SE 240 St. at 138 Ave. SE)
Seven Oaks (Stop at Park only)
Winterwood (Stops at 181 Ave. SE, 180 Ave. SE and Grasslake ES)



Non-Weather Emergencies:

Non-weather emergencies and natural disasters are extremely unpredictable and no amount of prior planning will cover all possible situations.

When a route to or from school is interrupted by road construction, traffic accidents, etc., communications may be difficult and slow. Students will be left only in a safe location where it is reasonable to assume they can reach their home or school safely. Please discuss with your student(s) some situations that might occur and how they can get home safely.

Telephone, Voicemail and Email

Students are not called to the phone during the day, but messages of an **urgent nature** will be communicated to them via their teacher. However, delivery of such messages is disruptive to the class, so we request you make arrangements for student pick-up and after school activities with your child prior to the school day. Use of the telephone by students is restricted to emergencies and is allowed only with permission. **The phones are not to be used to get last minute parental permission to go home with a friend.** That should be arranged before coming to school.

Each staff member has a voice mailbox. We encourage you to use this system to leave information that can wait until after school. Talk to our office staff for information needing more immediate attention. If you need to discuss something with your child's teacher, please call or e-mail and make an appointment to meet with them before or after school. We work hard to keep our instructional periods uninterrupted.

School staff can be contacted via email. Visit the Horizon home page at www.kent.k12.wa.us/HE. It contains a wealth of useful information including email addresses.

Visitors and Volunteers

It is a pleasure to host visitors and volunteers in our school. For our students' safety, **District policy requires an annual background check BEFORE anyone may volunteer** in the classroom or chaperone on a field trip. You may call the office at 253-373-7313 with questions regarding this policy.



Upon arrival at the school, **ALL** visitors and volunteers must stop at the office to sign in and volunteers must have had a criminal background check before the day you are to volunteer. Visiting school-age friends or relatives should not attend school with your children.

Each volunteer will be required to wear an identification badge while in the building. We strongly encourage all volunteers to have his or her picture taken on student picture days for their own personal identification badge.

Visiting Classrooms:

Your visits are welcomed and encouraged. If you desire to visit your child's classroom, you **must** make an appointment with your child's teacher at least a day ahead of time. **In order to ensure the safety of the children, all parents, visitors, and volunteers are required to sign in at the office and wear a visitor's name tag.** If you need to discuss something with your child's teacher, please call and make an appointment to

meet with them before or after school. We work hard to keep our instructional periods uninterrupted.

Visiting the Playground:

Visitors are **not** permitted on the playground during school hours. We are concerned for the safety of all our students and for liability reasons do not allow anyone other than school personnel on the playground. Also, preschool aged siblings, even when accompanied by a parent, are not allowed to play on school grounds during school days, except for special events predetermined by the principal.

Our Volunteer Program:

We are very proud of the many adults who volunteer at Horizon. They enhance our program by working with individuals or small groups of children, assisting the teachers, preparing art projects, performing clerical duties, assisting with vision and hearing in the nurse's room, and a wide variety of other activities.

The office can offer training to acquaint you with our equipment. We invite you to become a part of your child's school-day experience by volunteering. Please contact your child's teacher or the office to discuss volunteer opportunities and to register as a volunteer using [VIPS](#).

