



HORIZON ELEMENTARY SCHOOL



“Home of the Hurricanes”

Dear Horizon Family,

Welcome to a very exciting year at Horizon! We are looking forward to a year of growth and creating priceless memories with our Horizon Hurricane family. All communication this school year will be sent via email, mobile app, web site, marquee, and/or parent link with the exception of documents that must be signed and returned.

As we enter the 2019-2020 school year, please know that maintaining a safe and secure campus is a top priority here at Horizon. Safety policies and procedures will continue to be implemented this school year to secure our campus. Below is a list of protocols that will be in place this school year. As always, if you have any questions regarding these procedures feel free to contact me.

Campus Safety Procedures

Perimeter Gate:

- North perimeter gate (parent drop off and pick up area) will open at 7:00 a.m. The gate will close at 8:00 a.m. and remain locked until 1:45 p.m. for dismissal. Horizon now has a Campus Monitor who will help monitor the perimeter of the school.
- The front office door will be locked from 8:10 a.m. – 1:45 p.m. Parents and visitors will need to press the bell on the front office door, and someone will open it.

Traffic:

We have a large number of students that travel to school by car. Arrival and dismissal will take some time. Following traffic rules will make it go smoothly and quickly. Some areas that still need improvement are 1) Have your child's name, grade and teacher's name visible on the dashboard on the card provided. 2) Stay in your car when in the car loop line in order to keep the line moving. 3) Move all the way forward to the front of the drop off/pick up area. 4) Stay off cell phones. 5) Watch speed. 6) Have your child prepared to get out of the car when you stop; sign agenda, give hugs and kisses before leaving the house. 7) Be alert for pedestrians.

Arrival and Dismissal:

PLEASE DON'T DROP OFF STUDENTS BEFORE 7:00 AM. There is no adult supervision before 7:00 AM. When dropping off your child in the morning, please do not park your car or drive your car through the bus loop in front of the school on Pine Island Road. That bus loop area is only for school buses, deliveries, and staff. That area is also a fire lane and there are several signs posted that say, “No Parking at Any Time”. The Sunrise Police Department will be ticketing drivers who enter the bus loop area.

- Supervision is only provided on school grounds from 7:00 a.m. – 2:20 p.m.
- All walkers, car riders and bike riders must enter school through the cafeteria entrance.
- Breakfast is free for all students and will be available from 7:00 a.m. – 7:40 a.m.
- The instructional day begins at 7:50 a.m. **All students who arrive on campus at 7:50 a.m. are late** and must enter the school through the front office to receive a tardy pass to class.
- No students will be dismissed after 1:20 PM. NO EXEMPTIONS.
- If you need to change your child's dismissal at any time during the school year, you **MUST** send a written note with your signature or an email (no later than 10:00 AM on the same day of the dismissal change) to your child's teacher.
- All students must be picked up before 2:20 p.m. **No supervision will be provided beyond 2:20 p.m.**

Security Tracking and Response (STAR) SYSTEM:

- Upon entry to campus, all visitors must be processed through the STAR system. An official photo identification will be required.

Contact Information:

- Be sure we have your current contact information listed on the emergency dismissal form. If your contact information changes, PLEASE notify immediately the front office staff and your child's teacher in writing.

Parent Conferences:

- Parents must present the parent/teacher notification form the day of the teacher conference to the front office staff.
- Teacher will escort parent to the classroom and back to front office.

Student and Staff Identification Badge:

- All student, faculty and staff badges must be worn at all times.
- Individuals visiting Horizon must wear some form of identification while on campus.

Student Uniforms:

- School uniform policy will be enforced.

Discipline Matrix:

The Code of Student Conduct, Policy 5.8, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Providing students with safe and secure learning environments is the District's highest priority. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publication, student activities, student records and the right to appeal, including grievance procedures. The School Board of Broward County, Florida, approves and affirms its support of the Code of Student Conduct, Policy 5.8.

Please understand that all verbal threats, bullying, and acts of violence are taken seriously. There are serious consequences for these actions, and they are documented in your child's TERMS profile. These actions stay with students throughout their duration with any Broward County Public School. Please access <https://www.browardschools.com/Page/38107> for Grade K-2 and Grade 3-5 Discipline Matrix.

It is IMPERATIVE that you review the Code of Student Conduct at (<https://www.browardschools.com/Page/38107>) with your child before school begins to ensure they adhere to Policy 5.8.

Emergency Drills:

- Code Red/Yellow Drills and Fire Drills will be conducted monthly. We will have 4 safety drills (2 fire drills, 1 tornado drill and 1 Code Red/Yellow) within the first 2 weeks of school.

Flu Protocol:

- During the school year, students may contract flu-like symptoms. If your child becomes ill, you will be called to pick him/her up immediately. Broward Schools has a checklist of actions to take if students or staff show two or more symptoms and those cases will be reported. Parents are asked to keep sick children home. If your child does have the flu, let the front office staff know and we will report it. Flu season may last from fall into spring. Be sure we have current phone numbers.

Birthday Celebrations

- Parents will not be allowed to bring birthday items to the cafeteria to celebrate birthdays. However, we want your child to feel special on his/her birthday. Parents may drop off store bought cupcakes or a cake to the front office and the cafeteria monitor will help distribute the treat during their scheduled lunch time.

Lunch with Your Child

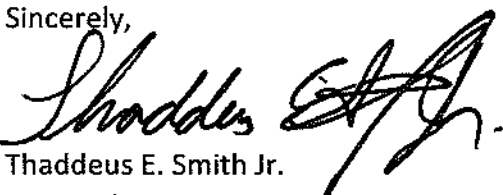
- Parents will be invited to have lunch once a month with their child. Please refer to the school website calendar for the dates @ <https://www.browardschools.com/horizon>

Volunteering

- If you are available to volunteer at Horizon please go to www.browardschools.com/Page/37924 and register. Once completed, it takes about 5-7 business days for you to receive an approval email that you have been cleared to volunteer at school. We appreciate all our volunteers.

We are looking forward to another great year at Horizon. The more we work together the greater our results will be.

Sincerely,



Thaddeus E. Smith Jr.
Principal