

Dear Parents, Guardians, and Caregivers,

Welcome to Horizon School! We are excited to start a new year and hope you and your students had a great summer and are ready to learn! We are grateful to have such a wonderful building in which to teach our students who have special needs. Not only is it state of the art, but it is connected to Thunder Ridge Elementary, which has allowed many opportunities for students from both schools to learn from each other as they work and play together.

Horizon has two educational programs – Horizon Elementary and Secondary, as well as ATEC-West (Adult Transitional Education Center), which focuses on transitional and life skills for students ages 18-21.

Please note we advocate student safety and require your help regarding our student check in/out policy. When students arrive at school after it starts, please make sure to check in at the front office and do not directly take your student to their classroom. The same is true for checking a student out. The office will notify the classroom and someone will pick up/bring down your student. This must be done through the front office. Not only does this procedure allow the office to know when students are coming and going, which is required, it prevents classroom/teacher interruptions, which can be a safety concern for students. We appreciate your help in following this procedure for the benefit of all students.

You will also notice that our sick policy has become more stringent. With the fragile nature of the students that attend our school, it is imperative that you are informed about the new requirements so you can abide by them (See pages 9-12).

Finally, Alpine School District has now placed the *Acceptable Use Policy* online for students. Please fill out this form by the end of August so your student is cleared for computer use at school. You can access the form at: <http://alpineschools.org/registration-forms/internet-computer-acceptable-use-student-permission-form>. There is also a tutorial available at: <http://blog.alpineschools.org/online-student-information-update-aup/>

At Horizon School, we are committed to the well-being of all students and providing opportunities to make student progress on individualized goals and life-skills. We appreciate hearing from parents as part of this process. Please feel free to call your student's teacher or the principal, Cathy Matheson, at any time with questions, suggestions, or concerns.

Warmest Regards,

Horizon Faculty and Cathy Matheson, Principal  
cmatheson@alpinedistrict.org

## **FACULTY AND STAFF**

### **PRINCIPAL**

Cathy Matheson

### **SECRETARY**

Sue Vera

Sara Madigan

### **SPEECH**

Mary Halbostad

Starla Blackburn

Tiffany Sorenson

### **PSYCHOLOGIST**

Laurel Woods

### **P.T. (Physical Therapy)**

Jodi Phillips

### **O.T. (Occupational Therapy)**

Gary Robinson

### **HORIZON TEACHERS**

Paige Albrecht

Dian Castagno

ShaNae McClesky

Aubrey Webb

Sherry Williams

### **HEAD CUSTODIAN**

Riley Hoggan

### **NURSES**

Laurie Jones

Christine Klamm

### **VISION**

Jennifer Reben

Krisztina Gruebele

### **A.P.E. (Adaptive Physical Education)**

Paul Warner

### **ATEC-West TEACHERS**

Matt Van Orden

Stacie Caffee

Kurt Cottle

\*Plus all of our wonderful Para-educators, bus drivers and volunteers!

**HORIZON SCHOOL**  
**SCHOOL POLICY AND INFORMATION**  
**FOR PARENTS AND STUDENTS**

**WELCOME TO HORIZON SCHOOL**

Welcome to Horizon School! We are looking forward to working with you and your child while helping to provide opportunities for educational growth throughout the school year. This booklet will provide some information regarding the operation of Horizon. We would ask that you read this carefully so you can understand the policies and procedures of the school. Please save this booklet for future reference throughout the year.

**STUDENT REGISTRATION AND VACCINES**

All new students attending Horizon School must be officially registered at the school and provide proof of current immunizations **before the first day of attendance**. Exemptions or vaccine waivers must also be on file before attending school. Complete registration includes a copy of the students legal birth certificate (wallet size is not accepted) and an updated copy of vaccines.

**PHONE CALLS**

**Phone calls to teachers should be made before and after school. ATEC-West before 8:00 a.m. and after 2:10 p.m.; Horizon before 9:05 a.m. and after 3:30 p.m. The rest of the day is devoted to student instruction.** Should you need to reach the teacher in case of an emergency, the front office will be happy to assist you. You may also ask to leave a voice mail for the teacher at any time.

**SCHOOL LUNCH**

School lunch is available for purchase by students. (NOTE: ATEC-West students are asked to bring their own meals as part of their post-high school training). These meals are planned, prepared, and served by experts. **It is the parent's responsibility to provide lunch money for their student.**

The Nutrition Services Department has a central location on the district website ([alpineschools.org](http://alpineschools.org)) containing lunch menus, Free and Reduced application forms, access to MyPaymentsPlus, on-line lunch account payments and account balance info, and other valuable Nutrition Services information. There is also a link to this on our school website ([horizon.alpineschools.org](http://horizon.alpineschools.org))

**STUDENT PROGRESS**

As per individual student IEP, progress on goals will be reported every trimester. Progress reports will be sent home within one week after the end of the trimester. Questions regarding your student's progress should be addressed with the teacher or service provider.

## **VISITOR POLICY**

We require all visitors to check in with the office. **Before** visiting the classrooms, the office will inform the teacher. **For our student/staff safety, this will be strictly enforced!** Any visit lasting longer than 15 minutes (including parents of students) needs to be pre-approved and scheduled with the principal in advance.

## **ATTENDANCE**

Our school is maintained for instructional experiences. School progress is a result of regular attendance at school. As such, we encourage regular school attendance. Please notify Transportation [801-610-8852] and your child's teacher [801-610-8728] if they will not be attending school.

1. Teachers will contact parents after TWO consecutive absences or after a frequent amount of absence.
2. When students are checked out of school before the normal end of the day, a signed release must be completed in the front office by a person indicated on the Emergency & Release Information form. (Note: Authorized persons must be age 18 or older.) ID will be required.

**"As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated and will be communicated at that time."**

## **DRESS STANDARDS**

Alpine District Board Policy (Policy 5152) states:

"Clothing which is ragged tattered or deliberately distracting in appearance must be avoided. Short shorts, biker shorts, tank tops, sleeveless shirts, very short skirts, halters, bare midriffs, cutoffs, and jeans of a 'grubby' type are not acceptable. Strapless sandals or open shoes are not appropriate. Vulgar words, profane or obscene slogans and pictures or advertisements for alcohol, tobacco, and drugs on clothing will not be tolerated."

We require that students have an extra set of clothing (clearly labeled) in the event of a bathroom accident. Also, please send any diapers, pull-ups, etc., in a bag clearly labeled with the student's information.

## **PROPER DRESS FOR WEATHER CONDITIONS**

Children should arrive at school dressed for the weather of the day. Recess breaks are a vital part of each student's day. On extremely cold, wet, or hazy days, the principal will declare an inside day and the students will be kept inside. **If your student is normally allowed outside and you do not want them to go outside, please send a note in their backpack indicating such.**

## **STUDENT CHECKOUT**

Parents must come in to the office to pick up their children if they are needed during school hours. Students will be turned over to their parents, guardians, or caregivers after the school checkout log has been signed in the office. **Only authorized individuals indicated on the Emergency & Release Information form will be allowed to check students out.** This procedure is necessary to provide as much protection for your child as possible. (NOTE: If a student returns the same day, they must be checked back in.)

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

Should it become necessary to withdraw your child during the school year, please notify the school office and his/her teacher **at least one week in advance**. This will give the secretary time to have the necessary forms ready and waiting for you when you come to the office to officially withdraw your child.

## **ACCIDENTS AND ILLNESSES**

Whenever an accident or illness occurs and is of a serious nature, we will do everything in our power to contact the responsible adult or the emergency number you have listed on the Emergency & Release Information form. Individual health care plan instructions will be followed. If the situation merits additional action, we will take the necessary steps for providing additional emergency care. Students will be only released to adults listed on the Emergency & Release Information form. **Please keep us informed of any telephone number/address changes.**

## **SCHOOL NOTES**

Communication and announcements from the school will be sent home in student backpacks. Additional information can be found on the school website: [www.horizon.alpineschools.org](http://www.horizon.alpineschools.org)

## **UTAH DEPARTMENT OF HEALTH**

Utah State Department of Health regulations (R392-100-2 Food Care) prohibit the serving of homemade treats to children at school. The regulations states: "Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited."

If treats are brought to school for activities such as birthday treats, parties, etc., they should be commercially prepared items, preferably individually wrapped in cellophane, paper, a box, etc.

It is certainly not required nor expected that you send treats to school. If you choose to do so, however, we would greatly appreciate your following these guidelines so that we will be in compliance with Utah State Department of Health regulations.

### **STUDENT PLANNING**

There are quite a few opportunities throughout the school year for student planning. Individual student IEP's will take place at least once a year before their due date. As a parent or guardian, you have the right to convene the IEP team for discussion at any time throughout the year with appropriate notice. Parent Teacher Conferences will also be held in October and February, dates to be announced each school year. At other times during the year, when wishing to discuss individual student needs or concerns, meetings with the teacher and/or principal must be scheduled in advance.

### **MONDAY EARLY OUT SCHEDULE:**

- Horizon: 9:05 a.m. - 2:30 p.m.
- AM Pre-K and Kindergarten: 9:05 a.m. - 11:50 a.m. (no early out for AM session)
- PM Pre-K and Kindergarten: 12:35 p.m. - 2:30 p.m.
- ATEC-West: 8:00 a.m. - 1:00 p.m.

### **TUESDAY THROUGH FRIDAY SCHEDULE:**

- Horizon: 9:05 a.m. - 3:30 p.m.
- AM Pre-K and Kindergarten: 9:05 a.m. - 11:50 a.m.
- PM Pre-K and Kindergarten: 12:35 p.m. - 3:30 p.m.
- ATEC-West: 8:00 a.m. - 2:00 p.m.

### **HORIZON DISCIPLINE POLICY**

Each student will be encouraged to behave appropriately. Individual behavior concerns will be addressed through an individual Behavior Intervention Plan (BIP) developed by the school team in conjunction with the parent or guardian.

### **HORIZON SCHOOL EVACUATION PLAN**

#### INFORMATION AND INSTRUCTIONS

In the event of a major disaster or emergency situation, students will remain at Horizon School until they can be checked out through the office to a parent or guardian. Students will not be released to anyone under the age of 18. Students who are riding home on the bus will be taken to their respective homes. If no one is at home, the student will be taken back to the school. The school has prepared emergency kits for each classroom that contain blankets and first aid supplies. We will also have emergency food available through the kitchen. It is recommended that parents send extra formula, diapers, and clothing to the school so that student needs can be met. Please contact your student's individual teacher or school nurse if you have questions as to what to supply. Parents can reach the school at

801-610-8728 to check on the status of their student. The administrator and staff will remain with the students until all have been released into the care of their parent or guardian. In the event of a school-related emergency (i.e., fire), normal evacuation procedures will be followed. Our first evacuation point is Thunder Ridge Elementary, which is connected to Horizon on the west side. In the event that Thunder Ridge is unavailable, our second location will be the LDS church located directly north of Horizon School at 663 West 400 North in Saratoga Springs. When students are evacuated to that point, teachers will contact their students' parents individually by cell phone where possible. Therefore, it is imperative that any changes in contact information be communicated in a timely manner to the teacher and to the front office of the school.

To ensure student and staff safety, many different types of safety drills are conducted throughout the year, evaluated for effectiveness, and necessary changes are made. Each classroom has an emergency drill protocol and procedure book posted.

### **STUDENT TRANSITION**

Transition planning is a key part of our secondary students' education. By age 16, goals for transition will be developed for each student. As part of our transition services, students will have opportunities to go into the community, work on social skills, behavior goals, and develop appropriate life skills. Transition planning is done on an individual student basis with the school IEP team.

### **SCHOOL COMMUNITY COUNCIL (SCC)**

Horizon has a School Community Council (SCC) consisting of the principal, faculty members, and patrons. Faculty members and patrons are voted in, serve for two-year terms, and may serve up to three terms consecutively. Elections are held during the first month of school as terms come to an end and positions come available. More information will be sent home prior to elections. Those wishing to participate may contact the principal.

The primary focus of the council is creating a yearly Trust Land Plan and determining how Trust Land money will be spent. In addition, the council may also discuss school improvement to enhance the student educational experience. The council typically meets once a month. Meeting dates are determined at the beginning of the school year by the council, posted on the school's website ([horizon.alpineschools.org](http://horizon.alpineschools.org)), and meetings are open to the public.

# HORIZON SCHOOL MAP



Horizon School  
 682 West 210 North  
 Saratoga Springs, UT 84045  
 Phone: 801-610-8728  
 Fax: 801-766-2612

**Main Entrance  
 Parking Lot**

## HORIZON STUDENT HEALTH PROCEDURES

Horizon School  
Alpine School District  
682 West 210 North  
Saratoga Springs, Utah 84045

Cathy Matheson, Principal

Telephone: (801) 610-8728

Fax: (801) 766-2612

### ILLNESS/EXCLUSION PROCEDURES

To: Parents/guardians of Horizon School students  
Subject: Medical/sick procedures for exclusion from school

Controlling communicable diseases in school settings is of the utmost importance. Providing a healthy, safe and comfortable environment facilitates the educational process, encourages social development, and allows students to acquire positive attitudes toward organized settings.

Since so many of our students are considered high-risk and medically fragile, it is important that children who are ill remain home from school. It is the responsibility of the parents/guardians to have a plan in place for providing care for ill children, have transportation from school, and to provide care until they are well.

Students who do not feel well cannot focus on learning or enjoy the school environment and can create difficulties in a group setting. Furthermore, a student with a communicable disease may spread the illness to other students and staff. This is especially true with medically fragile students. Accordingly, it is essential that educators, parents, and guardians control the spread of communicable disease by safe, effective, and practical infection control efforts.

The following are conditions of particular concern to us. Please keep in mind that while your student may recover quickly from these diseases/conditions or not be bothered by the symptoms, other students' health may be greatly compromised if they contract the disease. Please keep your student home until the symptoms are resolved (**24-48 hours symptom-free is a good rule of thumb**), or a **doctor's written release** is presented to the nursing staff stating that the symptoms are not contagious. **Since so many of our students are considered high-risk/medically fragile, please remember to emphasize the fragile nature of our student body when contacting your MD regarding your student returning to school.**

1. INFLUENZA-LIKE ILLNESS: Symptoms include, but are not limited to: Fever, headache, muscle aches, fatigue, non-productive cough, sore throat, and runny nose. The CDC recommends **exclusion from school extending 10 days after the onset of**

- flu-like symptoms.** Full resolution of symptoms is recommended for those students returning to a setting where high numbers of high-risk people may be exposed.
2. COLDS: Symptoms may include: Green/yellow/brown discharge from the eyes/nose, sneezing, fever/chills, and general body discomfort. Students must be absent a minimum of 24 hours after symptoms are resolved, or return with a release from the doctor.
  3. PERSISTANT COUGH: A cough can be caused by many things (i.e., allergies, asthma, etc.), and it is helpful for the staff to know your particular student's health concerns. A cough that is accompanied by phlegm that is discolored, fever, sore throat, headache, or rash, needs to be assessed by a doctor, and the student will be absent until released for school by their doctor.
  4. FEVER of 100.5 degrees or higher: Parents/guardians will be called to pick up the child ASAP (as soon as possible). **The student must be fever-free (without the use of a fever reducer) for 24 hours** before returning to school.
  5. STREP: If diagnosed by a doctor, the student will be absent from school a **minimum of 24 hours after antibiotics are first administered** and until they are able to participate in activities comfortably.
  6. DIARRHEAL DISEASES (excluding diagnosed IBS): Symptoms include: Increased fluid content and/or decreased form with or without increased frequency. Diarrhea is often accompanied by nausea/vomiting, abdominal cramping, headache or fever. **If these symptoms are present, or any type of bowel treatment (fleet, enema, laxative, bowel aid, etc.) is administered, the student is to be absent until a normal bowel movement is re-established.** Parents/guardians will be notified and **students will be picked up after the first occurrence.** **When any type of bowel preparation is administered at home, it is to be scheduled so that results occur at home and not at school.** To insure this, parents/guardians may coordinate medication administration with school nursing staff.
  7. NAUSEA OR VOMITING: Parents/guardians will be called to pick up their student ASAP. In the event that the parent/guardian is not available, an emergency contact will be notified. The student needs be **nausea/vomiting-free for 24 hours before returning to school.**
  8. FOUL-SMELLING or BLOODY URINE: These symptoms and/or painful urination may indicate a urinary tract infection and should be seen by your doctor for treatment. For those students requiring peri-care, any observed vaginal discharge and/or irritation in the peri area will be reported to you for follow-up.
  9. RASH: Any rash that is diagnosed as a bacterial infection **MUST** be treated with an antibiotic for at least 24 hours before the student can return to school and a release from the doctor must be provided. **Viral and fungal infections need to be resolved or a doctor's note stating that the rash is non-communicable must be provided.** If the student returns with a treated rash, it must be covered. If the rash cannot be covered, or if the student will not leave a dressing on it, the student needs to be absent until the rash is dry or scabbed.

10. IMPETIGO: This disease presents as blister-like lesions on the skin. These will later ooze and develop into crusted sores. They appear in an irregular pattern. The sores may spread into a red, oozy rash with a clear or honey-colored crust. Itching is common. The student **MUST** be treated with an antibiotic for at least 24 hours before returning to school. As with a rash as stated above, it must be covered until it is dry and scabbed.
11. CONJUNCTIVITIS or PINK EYE: Symptoms include: Redness of the eye(s), white/yellow discharge, itching, and irritation. Parents/guardians will be called to pick up the student ASAP because of the highly contagious nature of this condition. To return to school the student **must be treated with an antibiotic for at least 24 hours and have a release from the doctor.**
12. EARACHE or EAR DRAINAGE: Parents/guardians will be notified of the complaint by the school nurse and the student must be picked up. **For cases involving ear drainage, the student must have a release from the doctor to return to school.**
13. ANY OPEN WOUND OR SORE: Breaks in the skin must be covered with a bandage sufficient to absorb any drainage. Only basic first aid is available at school. Therefore, any wound care including topical preparations and dressings must be provided from home. Any wound requiring more than basic care must be accompanied by an order with instructions from the doctor. In cases involving student behaviors that keep wounds open and unprotected, a meeting will be held to discuss resolution.
14. ILLNESS OF UNKNOWN ORIGIN: Students who have “general malaise” and are not well enough to participate in educational activities, but do not present with a defined set of symptoms, will be considered unwell and parents/guardians will be notified. School nursing staff will determine whether a student needs to be picked up from school.
15. REPORTABLE ILLNESSES: Chicken pox, pertussis, measles, mumps and rubella **require a doctor’s release to return to school.** While the majority of our students are immunized against these illnesses, we do have some students who are exempt and therefore at risk for becoming very ill. If we experience an outbreak of one of these diseases and your student is exempt, **you will be notified and your child must be absent, as per Utah state law, until the danger of contracting and/or transmitting the disease has passed.**
16. HOSPITAL ADMISSION OR E.R. VISIT: **A visit or admission to a hospital for illness or injury requires a release from the doctor before returning to school.**
17. PEDICULOSIS (HEAD LICE): Students found to have live head lice will be sent home for treatment. They may return to school after treatment and an effort has been made to remove “nits” or eggs from the student’s hair. The school nurse will re-examine each student’s head as necessary, and as possible, to check for proper treatment and any reoccurrence of head lice.

18. **SEIZURES:** Student seizures will be treated according to the doctor's orders on file at the school. Parents/guardians will be notified before medication is administered per student health care plan. It is the parent's/guardian's responsibility to make sure the contact information is current, especially in circumstances where the parent is not available and a secondary contact is necessary. **A student experiencing a grand mal seizure will be picked up to recuperate at home. Parents/guardians should make contingency plans for pick up of their student. A period of 30-45 minutes is acceptable.**

All releases must **precede or accompany** the student returning to school. These may be faxed to Horizon at **(801) 766-2612**.

**A contingency plan providing for your student to be picked up from school for any of the above stated situations, in a timely manner, is the responsibility of the parent/guardian. This would be 30-45 minutes.** Excessive time at school when a child is not well causes them unnecessary anxiety. This plan may need to be updated periodically with the school staff. Please keep us informed as to whom we should contact. This includes students with a private-duty nurse as they are not able to provide transportation.

When a student is no longer contagious, but must remain on medication to receive the full course, the student is welcome at school, and the staff can administer those doses needed during school hours **(if accompanied by a doctor's order)**. **Any new medication, including seizure rescue medication, must first be administered at home by the parent/guardian without harmful side-effects before it can be administered at school.**

We feel that by following this policy, we can reduce illness and improve your student's education experience. Thank you for your cooperation in this matter.

Cathy Matheson, Principal, and Horizon School Nursing Staff