



Horizon Elementary Parent Handbook

Welcome to Horizon Elementary! We are excited to partner with your family this school year. This handbook provides essential information regarding school procedures, expectations, communication channels, transportation policies, and student support services to ensure a successful experience for your student.

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1. School Hours

Please observe the following operational hours to ensure a smooth start to the school day:

- Students may enter the building beginning at 7:10 a.m.
- Classes begin promptly at 7:40 a.m.
- Dismissal is at 2:40 p.m.
- Students should not arrive on campus before 7:10 a.m. unless participating in a supervised activity.

2. Attendance & Tardies

Regular attendance is essential for academic success. Please observe these attendance and tardy guidelines:

- Alabama law requires students to attend school during all days and hours school is in session.
- Parents will receive an automated phone call after each absence.
- Excuse notes must be submitted within 3 days of the absence.
- Online excuse notes may be submitted at: <https://app.droplet.io/form/NLjMZ0>
- **3 unexcused tardies:** Formal warning letter issued.
- **5 unexcused tardies:** Administrative parent conference required.
- **7 unexcused tardies:** Mandatory meeting with the District Attendance Officer.

3. Transportation

Safe and efficient student transport is a top priority for our school community:

- Students may arrive at and depart from school by bus, car line, walking, or bicycle.
- Submit all changes via **School Dismissal Manager** by **1:30 p.m.**
- Phone calls for transportation changes should be reserved for emergency situations only.

4. Car Rider Procedures

To ensure student safety, please adhere strictly to these car line protocols:

- The morning car line operates from 7:10–7:35 a.m.
- All students must be dropped off through the designated car line.
- Parents may not park and walk students to the building.
- Students are strongly encouraged to exit and enter vehicles from the passenger side only.
- In order for the carline to move more efficiently, we are asking students to be ready to exit their car as soon as you stop and open the doors themselves (especially 1st - 5th graders). It will also be helpful if book bags and lunch boxes are in hand, kisses have been given, and pets are in another seat.
- Passing another vehicle in the car line is prohibited.
- Please avoid cell phone use while driving through the car line.
- Pets must remain inside vehicles at all times.
- Afternoon dismissal begins at 2:40 p.m.
- Arrival must be **before 3:00 p.m.**; late pickups require **photo ID** in the front office.
- **Car line tags** must be prominently displayed during afternoon pickup.
- If you do not have a carline tag, you must go to the front office and show your ID to pick up a student.

5. Bus Rider Procedures

Riding the bus is a privilege that requires cooperation and safe behavior:

- Students are expected to behave respectfully and safely on the bus at all times.
- Students may be assigned seats by the driver.
- Repeated unsafe behavior may result in loss of bus privileges.
- Students should remain seated while the bus is moving.
- No eating, drinking, gum chewing, profanity, or disruptive behavior is allowed on the bus.
- Students should arrive at the bus stop at least five minutes early.
- Students must stay away from the road until the bus comes to a complete stop.
- Track your child's bus via the **Edulog Parent Portal Lite app** (GPS Code: **23186844**).

6. Walkers & Bicycle Riders

Students walking or biking to school should follow these safety measures:

- Walkers must remain on sidewalks and follow directions from crossing guards and staff.
- Parents should not wait in parking lots to pick up walkers.
- Students riding bicycles must walk bikes when they reach the bike rack and wear helmets.
- Skateboards and rollerblades are not permitted on campus.

7. Checking Students In & Out

Check-in and check-out procedures are designed to maximize student security:

- Adults checking out students must present a valid photo ID.
- Only adults listed in PowerSchool may check out students.
- Complete check-outs **before 2:00 p.m.** except in emergencies.
- Students arriving late must be signed in through the front office.
- Please do not park in the fire lane when checking students in.

8. Communication

We utilize multiple channels to keep families informed and engaged:

- Teachers communicate through email, ParentSquare, phone calls, and classroom communication apps.
- Please allow teachers 24 school-week hours to respond to emails.
- Email should not be used for confidential matters.
- Parents are encouraged to attend conferences and maintain updated contact information.

9. Student Health & Clinic

Our health clinic supports student wellness through professional medical care:

- The school nurse provides care for students with chronic health conditions, assesses acute illness symptoms, manages injuries that occur during the school day, administers medications as authorized, and responds to medical emergencies.
- Parents will be contacted for fever of 100.0 F or higher, head injuries, or significant health concerns in accordance with Madison City Schools policies and procedures.
- Both prescription and OTC medications require a Parent/Prescriber Authorization (PPA) form each year. Please ensure that the PPA form matches the pharmacy label for prescription medications and the manufacturer's label for OTC medications. This form is available from your school nurse or on the Madison City Schools website under the Health Services Department.
- All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications must be in an unopened (sealed), manufacturer-labeled container and identified with the student's name written in permanent ink. The parent/guardian, or a parent-designated responsible adult (not the student) should deliver all medications to the school nurse to be signed in. Medications brought to the school by a student can not be accepted or given.
- Students are not permitted to have either prescription or over-the-counter (OTC) medications in their possession during the school day, on the school bus, or during school-sponsored activities. All medications must be securely stored in the school clinic in accordance with ABN guidelines. Exceptions to this rule are made for medications used to treat medical emergencies or chronic health conditions only after proper consent is received from the medical provider, parent/guardian, and school nurse.
- It is imperative that Emergency contact information remain current.
- Please contact the school nurse directly to discuss any health concerns about your student.

10. Food & Nutrition

Nutritious meals are provided daily to support student health and learning:

- Breakfast and lunch are available daily through the National School Lunch and Breakfast Programs.
- Classes will have parties and/or special activities throughout the school year. If you do not wish for your child to participate in holiday activities for religious reasons, please inform your child's teacher. Please refer to the "Food and Nutrition" section on our webpage as well as the nutritional letter distributed at Open House to determine acceptable pre-packaged, labeled snacks. This should be arranged in advance with the teacher.
- Children may celebrate their birthday with their class by sharing a treat with classmates, such as ice cream purchased from the cafeteria. No outside food product should be brought

in to share with students. Payment for ice creams should be arranged in advance with the teacher.

- To minimize classroom disruption, we kindly ask that you do not bring balloons or gifts to school for distribution or display.
- Party invitations may be distributed at school ONLY IF EVERYONE IN THE CLASS IS INCLUDED. One exception is if a female student invites all female students or a male student invites all male students.
- Meals follow USDA nutrition guidelines.
- Visitors may purchase cafeteria meals during lunch visits.

11. Student Attire & Dress Code

Our dress code fosters a focused and respectful educational environment:

- Students should come to school clean, neat, and appropriately dressed.
- Shoes or sandals must be worn at all times.
- Clothing may not display inappropriate language, violence, drugs, alcohol, gangs, or sexual content.
- Thin strap tank tops, see-through clothing, excessively short clothing, and clothing exposing the midriff are prohibited.
- Hats, caps, sunglasses, and bandanas may not be worn inside the building.
- Students should wear appropriate footwear for PE activities.
- Please label coats, jackets, and personal belongings.

12. Student Conduct & Counseling Services

Counseling services are available to support the social and emotional growth of every student:

- Horizon Elementary promotes positive behavior, problem-solving skills, and respectful interactions.
- Students are expected to follow the Madison City Schools Code of Conduct.
- Counseling services include classroom lessons, small groups, individual counseling, and crisis support.

13. Academics & Progress Reports

Academic progress is tracked and shared regularly with families:

- Report cards are issued every nine weeks.

- Progress reports are issued for Kindergarten through Second Grade every 4.5 weeks within each grading period and for 3rd Grade through 5th Grade every 3 weeks within each grading period.
- Families may access student information through PowerSchool. If you do not know your username and password, please contact our clerical aide, Mandy Runyan.
- All parents are offered a fall conference, and it is strongly encouraged that you attend. Parents can also request a conference at any time during the year

14. Clubs, Activities & Field Trips

Extracurricular activities provide valuable opportunities for student development:

- Horizon offers a variety of clubs, teams, and extracurricular opportunities.
- Field trip chaperones must complete a background check in advance.
- Siblings may not attend field trips.
- Student behavior expectations remain the same during all school-sponsored activities.

15. Lunch Visitors & Volunteers

We value the presence of visitors and volunteers in our school community:

- Parents are welcome to volunteer and attend school events.
- Lunch visitors should check in through the front office before lunch time.
- Outside restaurant food is not permitted in the cafeteria.
- Parents are asked to wait until the fourth full week of school before visiting for lunch.

16. Emergency Procedures

Emergency protocols are in place to ensure student safety during unexpected events:

- In severe weather or emergencies, schools may dismiss early or delay opening.
- Families will be notified through district communication systems, social media, local media outlets, and school communication platforms.
- All after-school activities and extended day services will be canceled during emergency dismissals.

17. How Parents Can Partner With Us

Active parent partnership is the cornerstone of a successful school experience:

- Take an active interest in school activities.

- Ensure your child arrives at school on time each day.
- Monitor assignments, graded papers, and PowerSchool regularly.
- Establish consistent routines at home.
- Encourage and support reading activities.
- Keep contact information updated at all times.

Important Note: This handbook summarizes important procedures and expectations. Families should also reference Madison City Schools District Resources for additional information

Important District Resources

- [Madison City Schools Elementary Website](#)
- [Madison City Schools Technology Department](#)
- [Madison City Schools Transportation Department](#)
- [Madison City Schools Special Education Department](#)
- [Madison City Schools Code of Conduct](#)