



Student Handbook

2017 - 2018

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Welcome... from the Principal

Dear Students,

Welcome to Horizon Honors Secondary School, home of the Eagles. It is my privilege to be your principal. As I begin my 22nd year at Horizon Honors it has been important to me to reflect back on the philosophies that have inspired my dedication to this school and each one of you. Horizon Honors has always had the goals: Learn, Believe, Dream, and Dare. I took some time to focus on Dare and reflect on how it has been achieved by Horizon Honors students who have embraced and applied the values of integrity, loyalty, self-discipline, initiative, dedication, perseverance, respect for others, compassion, responsibility, involvement, truthfulness, trustworthiness, a strong work ethic and a sincere commitment to family and community. Such admirable values! I believe each and every one of you have strengths within this set of values and you can see them playing out in your daily life. I also know that each of you will Dare to continue to develop and live by these values as you become a young adult of great character. There is, however, a most important element missing. It is a secret to success that needs to be cultivated, and I introduced that personality trait to you on Soarin' Eagle Day: **GRIT**. There are many definitions for GRIT, but the following are terms I associate with it:

GRIT/Noun

strength of character, determination, courage, internal toughness, indomitable spirit, stamina, nerve, heart, moral fiber, spunk, fortitude, resilience, guts, tenacity

It's that prodding nudge inside of you that keeps you going despite obstacles. It's what fires up within you to push you to persevere, to achieve a goal, to follow a passion, and to keep coming back day after day. And it's beyond the day to day; it's about the weeks, the months, and the years of hard work necessary to achieve success. Your dreams are on the other side of GRIT.

This school year I challenge each of you to *Get Gritty*. Choose to develop a keen sense of self-awareness that allows you to reflect on your thinking, speaking, and actions. Demonstrate the dedication, tenacity, and resilience needed to develop GRIT. There are no short cuts to *Getting Gritty*. You produce the results you want in your life. You're going to need self-control and self-discipline to keep pushing your limits. Become resilient. Bounce back, grow, and thrive during challenges, changes, or stress. Develop a Growth Mindset that says you are willing to keep working hard and improving despite the challenges that may get in your way. Effort is everything! When you achieve success, notice it and identify how you did it. And do it again and again.

Throughout this year develop quality connections with others who will join you in *Getting Gritty*. When the going gets tough, who's in your corner? I know I am in your corner, and along with your teachers and family I am going to support every effort to help you *Get Gritty* and achieve beyond the expectations you hold for yourself today.

GO EAGLES!
Mrs. Shaheen

Horizon Honors Contacts

16233 S. 48th St. Phoenix, AZ 85048
(480) 659-3000 (480) 659-3043 – fax
(480) 659-3062 - attendance

www.horizonhonorssecondary.org

Administration

Mrs. Cynthia Shaheen, Principal

Mr. Paul Schneider, Assistant Principal and Testing Coordinator

Principal's Team

Mrs. Kathleen Patterson, Master Teacher

Mr. Scott Gotham, Master Teacher

Mrs. Erin Collins, Guidance Counselor

Mrs. Heather Wallace, Student Advisor and 504 Coordinator

Mr. Nate Agostini, Athletic Director

Support Team

Mrs. Barb Waltman, Director of Special Education

Mrs. Dana Isom, Health Office Coordinator

Mrs. Mindy Duet, Media Center Coordinator

Mrs. Sandy Wengrzyn, Administrative Assistant Student Activities

Ms. Tami Wright, Administrative Assistant Student Membership

Mrs. Kim Hart-Elkins, Administrative Assistant Principal's Team

We Are Eagles

HCLC OR HORIZON HONORS MIDDLE SCHOOL?

Horizon Community Learning Center (HCLC) is comprised of two schools, Horizon Honors Elementary School (Grades K-6) and Horizon Honors Secondary School (Grades 7-12). Horizon Honors Secondary School is comprised of two schools too and does business as Horizon Honors Middle School and Horizon Honors High School.

SCHOOL COLORS

Columbia Blue, Black, & Silver

MASCOT

Our Eagle - Blaze

THE EAGLES CALL

Call- "It's A Great Day To Be An Eagle"

Response- "Always Is"

THEME 2017 – 2018: GRIT



Mission, Goals, & Values

MISSION:

Horizon Honors Secondary School is committed to providing a safe learning environment rich in technology where students achieve academic and social excellence while solving real-life problems in a cooperative manner.

GOALS & VALUES:

Horizon Honors will create a quality environment where students . . .

LEARN: Students strive to reach their personal best in each of the academic areas, gaining new knowledge and skills while applying them in a real-life setting.

BELIEVE: Students gain confidence in themselves and others through the learning process as demonstrated by their success, recognition of accomplishments, and acceptance of increased responsibilities.

DREAM: Students create a vision for the future that provides the foundation for a learning environment where students are challenged to reach beyond their perceived limitations, creating new paradigms for learning and impacting the world.

DARE: The act of applying oneself to make a difference requires a strong sense of character based upon sound values. This will be achieved as students honor and apply the values of integrity, loyalty, self-discipline, initiative, dedication, perseverance, respect for others, compassion, responsibility, involvement, truthfulness, trustworthiness, a strong work ethic and a sincere commitment to family and community.

Learning Commitment

Horizon Honors believes that all stakeholders in the learning community must be committed to the success of the students and adults involved. To this end, a Learning Commitment has been developed that is to be signed by the student, parent, teacher, and principal annually.

As a Horizon Honors student I commit to LEARN, BELIEVE, DREAM, and DARE

- In learning I will strive to reach my personal best using critical and creative thinking to solve problems in a real world setting.
- In believing in myself and others I will gain confidence demonstrated by my success.
- In dreaming I will reach beyond my perceived limitations to impact the world.
- In daring I will make a difference by demonstrating a strong sense of character based on Horizon Honors values and the problem solving process.

As a Horizon Honors staff member I commit to the following:

- Create and maintain an environment of trust, risk-taking, flexibility and respect.
- Be a role model in all of my communication, problem solving, demonstration of Horizon Honors values, collaboration and ongoing professional growth.
- Create a student centered environment that enables students to learn, believe, dream and dare by fostering choice, exploration, dialogue and real-world problem solving.
- Seek out answers to questions and address concerns with respect and dignity to those directly involved.

As a Horizon Honors parent I commit to the following:

- Become familiar with and support the values of Horizon Honors as demonstrated through the following: HCLC Mission Statement and Goals, HCLC Handbook, HCLC Code of Conduct
- Actively support my child’s pursuit to learn, believe, dream, and dare by being involved in the following: Exhibitions, Individual Learning Plan Conferences (ILPs), School activities and Extra-curricular events
- Monitor my child’s progress through use of digital media.
- Participate as able in donating time, talent, resources and fundraising.
- Seek out answers to questions and address concerns with respect and dignity to those directly involved.

Attendance Policies & Procedures

ATTENDANCE POLICY

You are expected to attend school every day school is in session. Regular school attendance has a direct relationship with success in school; therefore, absences shall be excused only for necessary and important reasons. Health and family take preference, but families are asked to plan activities on days and times other than when school is in session. Please do not schedule extended trips when school is in session. Students who are absent 10 or more days in one semester may not be promoted to the next grade level and/or lose credit for their courses. Unexcused absences of five days or more constitutes habitual truancy and may result in a referral to a court competent jurisdiction.

ATTENDANCE PROCEDURE

When you need to be absent, your parent should call the attendance line at (480) 659-3062 or e-mail attendance@horizonclc.org before 9 a.m. each day that you are absent. State law mandates that the school record a reason for all student absences. This greatly reduces the need to call parents at work or home to confirm the absence. When your parent calls or e-mails, please have them give your name (with spelling), date of absence, grade level and reason for absence, along with a telephone number where he or she can be reached in case of questions. Federal law requires that we make every attempt to contact parents on the day a student is absent if the school has not been notified by the parent. The absence will be unexcused if no reason is given within 24 hours of the absence.

LATE ARRIVAL

School begins at 8:00 AM which means you are moving to class at 7:55 AM and are expected to be in your seat by 8:00 AM. Any student who arrives after the official start time is required to sign-in at the front desk. To excuse a late arrival, a parent must sign a student in with the reason or call/email the office within 24 hours. Students risk loss of credit in courses when they are absent more than 10 days in a semester or if they miss a significant amount of instruction (at least 1/4 of class) due to late arrival, excused or unexcused.

LEAVING SCHOOL EARLY

Parents picking up students early from school are required to report to the front desk and sign the student out. Only a parent or adult designee (age 18 or over) who is listed on an emergency card may sign a student out of school. Essential instruction occurs during all school hours. Habitual early dismissals may result in loss of credit and/or failure to be promoted to the next grade level.

LATE TO CLASS

If you exceed the passing time and are late to class you must report to the front desk for a pass to class. The only pass a teacher will accept is one issued from the office. You will be marked unexcused unless a staff member excuses the tardy. Excessive tardies, excused or unexcused, could result in Code of Conduct consequences.

LEAVING THE CLASSROOM

You are expected to be in the location indicated on your class schedule at all times. You may only leave the classroom or designated school location with the express permission of the staff member in charge of that location. You must sign out with first and last name and/or receive a pass from the staff member. Upon returning you are expected to sign back in to the location with the correct time and/or present a return pass. You are expected to go directly to the location requested and return promptly.

Daily School Operations

SCHOOL HOURS

Classes are scheduled from 8:00 AM – 2:30 PM

Office Hours are 7:30 AM – 4:30 PM

BEFORE & AFTER SCHOOL

BEFORE SCHOOL: The Middle School Courtyard is available for **middle school students only** from 7:30 AM to 7:55 AM. The Media Center opens at 7:30 AM and teacher availability begins in the classrooms at 7:45 AM.

AFTER SCHOOL: The High School Courtyard and the Media Center are available for all Secondary students until 4:30 PM. The Media Center is for computer use, studying, or quiet work such as

personal reading. Socializing should occur in the courtyard. If you leave through the front doors, you may not return to the courtyard or Media Center because you have technically left campus. Teachers are available in classrooms until 3:45 PM Mondays, Wednesdays, and Fridays for Student Support Sessions. The Eagle's Nest, school store, will also be open Monday, Wednesday, and Friday 2:30 – 3:15 PM.

LUNCH

You may bring your own lunch each day. You may also elect to participate in the catered lunch service, providing lunch at a reasonable cost. Lunches are ordered via the horizonhonorssecondary.org website and are paid for in advance. Orders are due by Friday night 11:59 PM PST for the week to come.

You cannot receive delivered food from anyone other than your parents/guardian or a designated emergency contact person. Any food delivered to the school needs to occur during the lunch period and be pre-arranged between the student and parent or emergency contact person. Classes will not be interrupted for lunch deliveries. The school offices are not responsible for storing and delivering lunches.

FEES & PAYMENTS

Horizon Honors values providing multiple opportunities that enrich student learning. In order to support these expanded programs, additional funds are needed above and beyond what state funding provides. As a result, we ask our families to pay additional fees, which represent only a portion of the costs required to provide the programming. Fees are paid online via PowerSchool and payment plans are available. Families may apply for scholarships/fee reduction, with criteria based on need/income level.

Horizon Honors Secondary School Fees:

Students owing current or past year's fees will not be allowed to register for elective courses with fees until the outstanding balance is paid in full.

Students with outstanding consumable supply fees or elective class fees will not participate in 8th Grade Promotion ceremonies until balance is paid in full.

Consumable Class Supply Fees are paid each year to provide personal supplies used by students and technology supplies. Fees are not eligible for AZ State Tax Credit.

Elective Fees must be paid each year by the second week of school. The fees cover specific course materials and supplies for certain elective courses. Not all electives have a fee. See the Horizon Honors Secondary School Scheduling Handbook (available at horizonhonorssecondary.org) for details by course. Fees are not eligible for AZ State Tax Credit.

Extra-curricular Fees are paid each year to provide activities such as field trips, special assemblies, school-sponsored clubs, theatre arts, and athletics. The fees must be paid to participate in the activities and are eligible for AZ State Tax Credit. Students not paying for field trip extra-curricular fees will be provided a related alternative learning experience if the activity takes place during the instructional day.

ATHLETIC CLOSET

The Athletic Closet is located between the Media Center and room 127 in the High School Courtyard. The Athletic Closet is available for all student athletes currently in-season to store their athletic clothing and equipment that is needed that day after school. The closet opens at 7:30 AM and is locked during the school day. The closet is opened prior to dismissal for games or at the end of the school day at 2:30 PM.

LOCKER ROOMS

Students in PE classes are expected to secure their belongings in the locker room by renting a combination lock (\$5.00) from the front office with the form supplied by their PE teacher. Only school issued locks may be used in the locker rooms. At the conclusion of PE class all items including the lock must be removed from the locker and locker room. Any items left in a locker after the class will be removed and placed in the lost and found box in the school office. Horizon Honors, which includes the PE faculty, will not be held liable for any items that are lost or stolen in the locker room. Student athletes may also rent a lock and follow the same procedures with their sport practices and games.

MEDIA CENTER

The Media Center is open daily from 7:30 AM – 4:30 PM. You may access technology and check out all textbooks/instructional materials and personal reading books. You are required to have your ID in order to check out books. Personal reading books are checked out for a period of two weeks, while other materials and textbooks are checked out according to the time period designated by the course instructor. If any books or materials are overdue, you will not be allowed to check out additional materials. Horizon Honors must be reimbursed for all lost or damaged books or materials checked out or assigned to the student.

Printing from the computers in the Media Center is limited to before school, lunch, and after school. The Media Center reserves the right to limit printing privileges based on type of printing, format of printing, and quantity. You should be printing your work at home and not relying on the Media Center to supply your work.

BIRTHDAYS & SPECIAL OCCASIONS

Special days in the lives of students and staff are important to them, their families and to the school community. The manner in which these special days are recognized and celebrated should honor and respect both those who willingly participate or choose not to participate. As students celebrate their birthdays, gifts such as balloons, flowers, etc. must be delivered at home so as not to disrupt the learning environment. These items are not allowed in the classroom and if they are delivered at school they will be kept in the office until the end of the school day.

Religious and cultural holidays are important to both the individual student and the school community. Students are encouraged to share holidays they are celebrating and tell the other students about why the day is important to them. It is the practice of Horizon Honors to honor diversity in all aspects of our lives. This includes the religious holidays celebrated by the wide span of religions represented in the school community. The focus of recognizing these holidays will be only to educate students as to

their origins and to recognize their importance to the students celebrating these events. No one religious holiday will be celebrated school-wide.

DELIVERIES

Students may bring their own lunches each day or elect to participate in the catered lunch service. Lunches may be ordered and paid for via the school website and are paid for in advance. Students cannot receive delivered food from anyone other than their parents or a designated emergency contact person on the health form. Any food delivered to the school needs to occur during the lunch period and pre-arranged between the student and parent or emergency contact person. Classes will not be interrupted for lunch deliveries. The school offices are not responsible for storing and delivering lunches. (also see the section Birthdays & Special Occasions)

LOST & FOUND

Lost and found is located in the school office. When found, lunch bags/boxes and drink bottles will be emptied and placed on the table. These will only be kept for one week for health reasons. Small items will be kept in a drawer in the front office and all other items will be placed in the bin under the table.

HEALTH OFFICE

Health Office staff address health emergencies, illnesses, or injuries that occur during the school day, and supports students in managing their health while on campus. The Health Office is not a clinic and cannot diagnose illness. The goal of the Health Office is to return students to class as quickly as possible, or place students in the care of a parent, guardian, or emergency contact within one hour.

Horizon Honors Secondary School Health Office - 9 a.m. to 1:30 p.m.

Phone: (480) 659-3046 Fax: (480) 659-3043 Email: health@horizonclc.org

Health Office Coordinator (480) 659-3012 Email: health@horizonclc.org

The Health Office staff is available for emergencies and parent communications from 7:45 a.m. to 3:30 p.m. on school days.

Health Products Available During School Hours

Only first aid items specified below are available in the Health Office:

- Acetaminophen (Tylenol equivalent)
- Wound cleanser
- Bandages
- Itch relief ointment or wipes
- Peppermints
- Burn relief ointment
- Saline eye solution
- Salt water gargle
- Petroleum jelly
- Moisturizing lotion
- Feminine sanitary napkins
- Saltine crackers
- Cough drops

Supplies are available during Health Office hours to students with written permission on the student's Health Emergency Card.

If you are absent, or leave school due to illness or injury, you may not attend school sponsored activities, events or clubs that day. If you are ill or injured, you will not be released to drive, walk or take a bus home. Someone on your Health Emergency Card must sign you out for the day. To minimize exposure and promote a healthy environment, if you exhibit the symptoms below you will be sent home. Please do not arrive at school with these conditions.

- Fever of 100.0 degrees and above. You may return to school when you are fever-free for 24 hours, without fever-reducing medication.
- Persistent cough or severe sore throat.
- Symptoms consistent with a contagious rash or communicable disease, such as chicken pox, measles, 5th disease, Ringworm, pertussis (whooping cough), etc. A medical release is required to return to school.
- Nausea, vomiting, or diarrhea - You may return to school when you are free from vomiting and diarrhea for 24 hours.
- Red, itchy, swollen, burning, or draining eyes - If conjunctivitis or "pink eye" is suspected, a medical release is required to return to school.
- Prolonged pain, discomfort, or other condition that inhibits the ability to concentrate and learn.
- Head lice - Please notify Health Services if lice have been identified. You must remain at home until treated and all the nits and lice have been removed.

Medical documentation is required if you have been hospitalized, had extended absences due to illness or injury, a contagious rash or communicable disease, had surgery, a severe injury or require a mobility-limiting device (such as a cast, boot, splint, sling, or crutches).

You may be excused from physical activity for three consecutive days with an e-mail, fax, or written note from a parent/guardian indicating the limitations, allowances and duration. Medical documentation is required to restrict physical activity for more than three consecutive days. A medical release must include a date to return to school and the duration of any limitations or allowances, as applicable. Any impairment that requires you to deviate from the Dress Code requires medical documentation.

Medications

Medications needed by students should be given on a schedule that permits as many doses as possible administered at home, under the supervision of a parent/guardian. If medication is required during school hours, the parent/guardian must complete an Authorization to Administer Medication to Student Form. Medications will not be administered during the first and last hour of the school day. Medications must be brought to the Health Office by an adult and cannot be sent to school with a student. Students may not have medications, vitamins, supplements or remedies in their possession. Specific exceptions are available to students with a current Authorization to Self-Administer Emergency Medications Form.

Medications must be in the original container with all labels, warnings and directions in English. A health care provider's order is required to administered medication beyond the recommended dosage or frequency. Medications must be current and will not be administered beyond the expiration date.

Narcotics will not be administered or allowed on campus and students may not attend school under the influence of narcotic medication.

Medications administered in excess of 3 days, or on a scheduled basis, must be accompanied by a

medical notice. A health care provider's medication order must be in writing, on physician letterhead or script, and include: the student's name, the medication, dosage, frequency and administration time.

Authorization for Student to Self-Administer Forms are available in the Health Office for diabetic supplies, inhalers or Epinephrine. Students may not carry or use these items on campus without this documentation. Medications cannot be stored over the summer break or sent home with students. Medications and student health supplies must be picked up by an adult within 30 days of the last administration date or by the last day of school (whichever comes first). Any remaining medications or health supplies will be discarded. Please see HCLC policies JLCD and JLCDR for more information.

Health Conditions

Serious health conditions (i.e. Epilepsy, diabetes, hemophilia, asthma, severe allergy or other special needs) must be reported to the Health Office, along with health instructions.

Health Emergency & Field Trip Card

Parents are required to complete a Student Health Emergency & Field Trip Card for each child at the beginning of every school year and notify the office staff of any changes as soon as possible throughout the school year. If parents/guardians will be out of town or unavailable for contact, a letter must be on file with Health Services designating the person responsible in case of an emergency.

Health Screening

Hearing and vision tests are given to selected groups of students according to the guidelines of the Arizona Department of Health Services and the Arizona Department of Education.

Immunizations

Parents/guardians must provide a complete and current immunization record or an ADHS School Exemption Form. Additional immunization records are required at age 11. In compliance with Arizona State law (ARS 15-872), children will be excluded from school without this documentation.

Notifications to Parents Regarding Communicable Diseases

Notifications to parents regarding communicable diseases will be sent under the guidance of the Maricopa County Department of Public Health.

School Environment & Safety

ID CARDS & LANYARD

In response to increasing school safety for all students and staff, everyone is provided a photo identification card which must be worn at all times during the school day. All students will be issued a new ID card each school year. The lanyard will be issued the first day of attendance. Students must wear around their neck their current school year/grade level lanyard and ID each day when on campus from 7:30 AM – 4:30 PM. Horizon Honors Middle School ID must be shown to pick up lunches, checkout from the Media Center, and gain entrance to all extracurricular activities including school socials.

Students not wearing an ID will be asked to go to the office for a name badge and will receive a detention for being out of dress code. Students in possession of their ID and lanyard who choose not to wear it are subject to Code of Conduct consequences. The ID picture, name, number, and bar

code must remain visible and free from damage. Any IDs or lanyard in disrepair must be replaced at the expense of the student. Please remember that your ID is not to be shared with anyone else and there are several Code of Conduct issues related to lanyard and ID wearing and use. Be well educated about these to avoid any problems.

Replacement ID = \$5.00 Replacement Lanyard = \$5.00

HORIZON HONORS MIDDLE SCHOOL STUDENT DRESS CODE

Every student has intrinsic worth based upon who he or she is and not what he or she wears. Horizon Honors wants to create an environment in which each student can develop those innate qualities, focus on learning and contribute in a positive way to the community. Cultural pressures related to clothing choice can distract students and undermine that positive environment. The adopted dress code encourages self-discipline, safety and modesty and will still allow students to be creative in exercising choice. Dress code applies while on school grounds and at all school events on or off campus (including field trips) unless otherwise directed by administration.

All Clothing and Accessories will:

- be clean and neat, free of tears or fraying (even when manufactured as such)
- be the appropriate size (not skin tight or too large)
- be modest by appropriately covering the chest, under arm, abdomen, upper leg, back, and buttocks. (Student should self-check at home by sitting, bending, and standing upright.)
- be able to cover all undergarments and are not see-through
- be free of the display of drugs, alcohol, tobacco or look alikes; sexual, violent or gang-related representations; political, anti-social or social protest messages/actions; and any disrespectful, derogatory, profane, vulgar, and/or bigotry displayed toward any group or person
- be of a nature that would not interfere with the educational process or present a health or safety hazard
- include visibly wearing around the neck the school ID using the appropriate school year/grade level lanyard

T-shirts, Shirts, Blouses will:

- follow the all clothing parameters
- be buttoned, zipped, fastened or solid to within 4" of the base of the neck
- have shoulders covered with at least 2 inch wide straps on both shoulders
- be worn with outerwear (like a shrug, sweater, or jacket) if straps are smaller than two inches (muscle tees, halter tops, single shouldered, or strapless garments are never in dress code, even if covered)

Skirts/Shorts/Pants/Overalls will:

- follow the all clothing parameters
- be pulled up and snug above the hips (except overalls) and no longer than above the sole of the shoe
- include skirts that will be no shorter than the fingertips when the hand is extended at the side
- include shorts that have a minimum of a four inch inseam
- include tights and leggings only if worn under shorts, dresses, or skirts (tights or leggings with a top shorter than dress length is not in dress code)

- not be athletic shorts, athletic pants, sweatpants, or pajamas (no lycra, spandex or yoga style athletic wear)

Dresses, Jumpers, and Rompers will:

- follow the all clothing parameters
- be buttoned, zipped, fastened or solid to within 4” of the base of the neck
- have shoulders covered with at least two inch straps
- be worn with outerwear (like a shrug, sweater, or jacket) if straps are smaller than two inches (muscle tees, halter tops, single shouldered, or strapless garments are never in dress code, even if covered)
- be no shorter than the fingertips when the hand is extended at the side

Sweaters/Sweatshirts/Jackets/Coats/Hoodies will:

- follow the all clothing parameters
- not be blankets or snuggies

Jewelry/Piercings will:

- be kept to a minimum and limited to the ears with a maximum size of a 2 g gauge
- require any piercings beyond the ear to be removed or maintained with a flesh tone plug

Body Art/Tattoos will:

- not be allowed

Makeup will:

- be kept to a minimum reflecting natural skin colors

Hair will:

- be neat and clean
- be natural hair colors (no part of the hair will be pink, purple, green, etc.)
- be worn in hairstyles not disruptive to the learning environment

Footwear will:

- be worn at all times (no slippers)
- not include shoes/sandals/flip flops with open backs
- not have heels higher than two inches tall

Headwear and Sunglasses will:

- be worn outside and not in the classroom/buildings (including but not limited to ball caps, berets, beanies, bandanas, kerchiefs, and the hood of hoodies)

Physical Education Clothing:

- not conflict with any of the above guidelines except as noted
- must be clothes changed into and worn only during physical education class
- must include athletic shorts/pants or sweatpants and a short or long sleeved t-shirt (no lycra, spandex or yoga style athletic wear)
- footwear must be appropriate tennis shoes with non-marking rubber soles, fastened tightly at all times
- no jewelry allowed due to safety issues

Interpretation and Non-Compliance

The school administration has final interpretation of the Dress Code including interference with the educational process and safety hazards. The administration may allow for announced exceptions or

variances to the Dress Code for certain spirit days or events. Students who are in non-compliance with the dress code will be referred to the administration and assigned a consequence in accordance to the Student Code of Conduct and may not be allowed to return to class until they are in dress code. Repeated dress code violations will be considered insubordination.

CLOSED CAMPUS

Horizon Honors maintains a closed campus. A closed campus is designed to aid in the safety and accountability of students. Students may only leave campus by following the attendance procedures. All exterior doors and gates, with the exception of the school offices, are locked at all times. All visitors to campus are required to sign in at a school office and obtain a name badge. Visitors may be required to show ID. Please do not open exterior doors for anyone including staff, students, and parents.

SECURITY CAMERAS

Horizon Honors maintains security cameras throughout the exterior and interior of campus, including hallways and stairwells, for the purpose of increased security. With these cameras, the campus can be viewed in real time or from recorded footage. If needed, video recordings from the security footage may be used for disciplinary purposes.

GO GUARDIAN

Go Guardian is a technology management tool used by Horizon Honors teachers and staff. Working with Google Classroom to support and monitor students, Go Guardian allows the teachers to do all of the following and more:

- Live Screen View – A view of each Chromebook screen to make sure every student is on task with a real-time look into all devices in the classroom.
- Activity Timeline - A live timeline of the Chromebook showing exactly what each student is working on, complete with aggregate history reports and timely intervention opportunities. This timeline is stored for a semester or more.
- Tab Control - The ability to remotely open all tabs a student has open on the Chromebook, as well as close any tabs the student has open.
- Google Platform View - The ability to view all Google Platform work such as documents, sheets, forms, etc. that a student might be working on to monitor actual work progress without the item being shared with the teacher.
- Attention Mode – The ability to remotely darken all screens so students may not work. This is helpful when it is time for the student to focus on the teacher, receive new directions, etc. without being distracted or tempted to continue to work on the Chromebook.
- Customized Web Filtering – The teacher may limit the websites the student may access, so if a particular activity requires the student to only use three sites, the teacher may set up the Chromebooks to only access those three sites.

STUDENT CODE OF CONDUCT

Purpose

The first priority for all decisions and actions taken at Horizon Honors is to provide a safe and orderly learning environment. This can only happen if all involved are committed to performing their best and respecting the rights of others. This “Student Code of Conduct” provides the foundation for such an environment (HCLC Policy JICA).

Rationale

The rationale for this code of conduct is based upon the belief that each person wishes to be treated with kindness, respect, dignity and fairness. Thus, one simple but profound rule applies, “Treat others the way you wish to be treated.”

School & Parent Responsibilities

The responsibility of maintaining a positive and productive learning environment is a cooperative effort, shared by students, parents and the school. The active involvement of and support by teachers, parents, administrators and other school staff is critical in helping the student to understand and honor the learning community values. Teaching and assisting students to develop positive and productive attitudes and behaviors will enable them to be active learners and valued contributors to the learning community.

Student Responsibilities

Each student is responsible for helping to create and maintain a school environment that is safe and conducive to learning. He/she shall:

- Model acceptable behavior at all times while on school property, attending a school event or on school buses.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect to fellow students, parents, community members, school staff members and school property.
- Display physical and verbal self-control by using the problem-solving methods for addressing concerns.

Parental Involvement

When addressing any violation of the student code of conduct, it is important that the parents and the school be involved. When an incident is reported, the school staff members will conduct an investigation to gather the facts and information from those involved. Contact will be made with parents to inform them of their child’s outcome. Under FERPA, the schools cannot discuss the discipline and outcome of other students.

Staff Conduct With Students

HCLC Board Policy GBEBG states employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making

choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any work activities.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

Guidelines for Inappropriate/Forbidden Items

Students are encouraged to bring only educationally appropriate materials to school. This is not a comprehensive list. The school administration reserves the right to make decisions regarding forbidden items. Items that interfere with the educational process or present a safety hazard as determined by the Horizon Honors administration will be confiscated. Examples of the types of inappropriate items that are not allowed at school are chains, energy drinks, gum, pepper spray/mace, silly string, water guns/balloons, snap caps, sunflower seeds, and toys. Also, inappropriate use of any item is not allowed. Students will be assigned an appropriate consequence for possession or inappropriate use of any item in accordance with the Student Code of Conduct.

Personal Property

Horizon Honors is not responsible for loss, damage or theft of personal property. This includes items lost, damaged, or stolen on campus during the school day, at after school activities, athletic events, field trips, social events, etc. Horizon Honors does not assume any financial responsibility for personal property (HCLC Policy ECAP).

Electronic Devices & Computer Use

Horizon Honors is committed to providing all students, parents, faculty, staff and community members an environment rich in technology. Horizon Honors will provide access to the available technology with certain responsibilities and obligations by the users. Horizon Honors is subject to local, state and federal laws. All Horizon Honors technology will be used strictly for approved educational purposes according to the Technology Acceptable Use Policy

(http://horizonclc.org/UserFiles/Servers/Server_370486/File/technologyuse.pdf).

The following are the policies on the Computer Agreement/ Computer Application distributed and signed by both students and parents annually:

Students will:

- Limit usage to educational purposes that further educational goals as stated through ILP goals and course syllabi.
- Understand that the use of Horizon Honors technology is a privilege, not a right. Access may be

revoked at any time by Horizon Honors, as it sees fit. Inappropriate use will result in consequences outlined in the Code of Conduct, which may include denying technology access, suspension, financial obligations, expulsion or civil or criminal liability under applicable laws.

- Not use Horizon Honors technology to engage in behavior that does not follow the school's values and that is illegal, inappropriate, destructive, or harmful. Not use a mobile device as a hotspot to avoid the firewall. Not attempt to bypass Horizon Honors content web filters.
- Abide by the policies and guidelines for the Code of Conduct behavior listed in the Horizon Honors Student Handbook and HCLC Family Handbook.
- Recognize that even though Horizon Honors provides protection to limit Internet accessibility, these are not foolproof and may not protect against inappropriate information. It is the student's responsibility to avoid such information and inform Horizon Honors staff immediately of any inappropriate information.
- Understand that all technology is the property of Horizon Honors and is not private and that all activity, transmissions, documents, posts, etc., are subject to review and monitoring by staff.
- Release Horizon Honors from any liability resulting in actions I take while using Horizon Honors technology including unwanted financial obligations.
- Understand Horizon Honors may provide personal accounts for communication, document sharing and access to educational tools. Any access granted to personal accounts through Horizon Honors must meet all of these criteria, or privilege will be forfeited.
- Agree to abide by the following use for my personal technology devices:
Grades 7-8 – Personal technology devices must be turned off and secured in student's backpack during the school day. Devices are not to be used during the school day, which includes transitions, breaks, and lunch time unless permission is given by a staff member.

Parents will:

- Read and agree to abide by the Technology Agreement and the terms and conditions.
- Understand that this access is designed for educational purposes and Horizon Honors has taken available precautions to eliminate controversial material.
- Recognize it is impossible for Horizon Honors to restrict access to all controversial materials and will not hold them responsible for materials acquired utilizing our technology resources.
- Give permission to issue an account for their child

Hazing, Harassment, Intimidation, & Bullying (HCLC Policy JICFA and JICK)

HCLC Board Policies JICFA and JICK state there shall be no hazing, harassment, intimidation or bullying, solicitation to engage in hazing, harassment, intimidation or bullying or aiding and abetting another who is engaged in hazing, harassment, intimidation or bullying of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to the School within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether intentionally or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

“Harassment, intimidation, and bullying” encompass a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying, including cyberbullying, can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing; verbal (e.g., making threats, taunting, malicious teasing, name-calling); or psychological, (e.g., social exclusion, extortion, intimidation, spreading rumors, manipulating social relationships).

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing, harassment, intimidation or bullying to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. Failures by a staff member to timely inform the school administrator or next higher administrative supervisor of hazing, harassment, intimidation or bullying allegation or their observation of an incident of harassment, intimidation or bullying may subject the staff member to disciplinary action in accordance with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, harassment, intimidation or bullying which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. Disposition of all reports/complaints shall be reported to the Executive Director. The Executive Director will determine if the policies of the School have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary. All violations of these policies shall be treated in accordance with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff and others.

Offenses & Consequences

Horizon Honors recognizes that there is a need for problem solving and utilizes the problem solving process as appropriate for students’ developmental levels. Part of Horizon Honors philosophy includes the use of the problem solving process to educate and help in the growth of individual students, while protecting the safety of the entire community. Developmental levels are considered for every child with regard to consequences.

Level I Offenses:

- Disrespectful behavior including but not limited to: acting out, altercations short of physical contact
- Refusal to follow directions
- Refusal to engage in the education process (i.e. work completion, etc.)
- Dress Code infractions
- Minor disruptions of the learning process
- Unauthorized selling or trading
- Student transportation devices safety or use on campus
- Tardiness (unexcused)
- Public displays of affection (except holding hands in grades 9-12)
- Student parking violations
- Not wearing or improper use/display of student lanyard and/or ID

Level I Consequences (may be determined by staff member involved):

- Immediate natural consequences
- Time away from the community
- Apology
- Problem solving (self/peer/staff/parent)
- Written action plan
- Letter of apology
- Detentions
- Repeated Level I offenses will result in a higher level consequences

Level II Offenses:

- Acts of dishonesty including: lying, cheating, forgery or plagiarism
- Computer/cell phone use violations
- Bribery
- Possession/inappropriate use of items
- Disrespect/defiance of authority/insubordination
- Inappropriate use of technology
- Use of technology that disrupts the educational environment
- Invasion of privacy/property of others
- Improper use of school name(s) or logo(s)
- Truancy/ditching*
- Habitual unexcused tardiness/absences
- Leaving campus without permission
- Gambling
- Speeding/improper operation of a vehicle on school grounds
- Use of offensive, obscene, profane, hostile, or abusive language or gestures
- Acts of physical aggression
- Reckless behavior
- Bus/van misconduct
- Presents a health risk to self and/or others directly or indirectly

Level II Consequences (may be determined by staff member involved):

- Problem solving
- Compensation
- Community reconciliation time
- Removal from the community
- Letter of apology
- Detention
- Saturday School
- Short term suspension from school and school-related events (1 to 10 Days)

Level III Offenses:

- Emotional/physical/sexual harassment, intimidation, and bullying (including cyberbullying)*
- Hazing
- Use or written display of ethnic/racial slurs
- Obstructing the problem solving process (grades 7-12)
- Trespassing

- Identity theft: the fraudulent acquisition and use of a person's private identifying information
- Defacement/destruction of property (i.e. graffiti, tagging, etc.)
- Use/display of gang-related, drug, satanic, or sexual symbols, gestures or words or one denoting a negative group affiliation
- Presents a physical/emotional threat to self or others (verbal or written) including indirect aggression
- Possession/use/under the influence of alcohol/tobacco/e-cigarette/vaping products or intent to sell or share*
- Possession/distribution/Participation in the viewing of pornographic material or conducting pornographic searches on the Internet
- Non-Approved possession/use/distribution of over the counter drugs*
- Possession/use of look-a-like drugs/alcohol/tobacco/e-cigarette/vaping products/paraphernalia
- Possession/use of a look-a-like weapon
- Spontaneous physical assault *
- Fighting or striking*
- Extortion
- Indecent exposure or sexual misconduct (which includes behaviors such as depantsing and bra snapping)*
- Endangerment
- Theft
- Bus/van misconduct causing a safety hazard to self and/or others

Level III Consequences:

The first violation of any of the offenses listed will result in a short-term (1-10 days) suspension from school and school-related events. Participation/completion of counseling for the student or student/parent may be required prior to re-admittance to school. A discipline hearing will be held to determine the length of suspension if more than 10 days is recommended and may include any or all: compensation, community service, and apology.

The second violation of the offenses listed will result in an automatic recommendation by the principal to the School Board for school expulsion. A formal hearing will be conducted by a hearing officer who makes a recommendation to the School Board for disciplinary action which may include expulsion.

Level IV Offenses:

- Endangerment through the use of fire alarm, calling 911 or bomb /chemical/ biological threat **
- Sexual assault**
- Premeditated physical assault**
- Aggravated assault/assault on a staff member**
- Arson/reckless burning**
- Possession/Use/Distribution of explosive or destructive devices (including firecrackers and fireworks)**
- Possession/Use/Distribution/Purchase/Under the influence of prescription, designer, inhalant or illicit drugs**
- Possession/Use/Distribution/Purchase of a deadly weapon**
- Possession/Use/Distribution/Purchase of a dangerous item*
- Threatening to cause physical injury to an employee at HCLC or any person attending a Horizon Honors school.**

- Threatening or causing damage to HCLC, the property of HCLC, the property of an HCLC employee or the property of any person attending a Horizon Honors school.**
- Burglary**
- Robbery*

* Offenses will be reported to the Arizona Department of Education

** Offenses may violate a federal or state law and may include the involvement of the appropriate authorities. In addition, offenses will also be reported to the Arizona Department of Education

Level IV Consequences:

The first violation of the offenses listed will result in an automatic recommendation by the principal to the School Board for school expulsion. A formal hearing will be conducted by a hearing officer who makes a recommendation to the School Board for disciplinary action which may include expulsion.

Excessive Suspension in Levels I, II

- Repeated offenses will result in doubling the consequence.
- Once a student has multiple suspensions totaling more than 10 school days, students will have a formal discipline hearing, which may result in a recommendation to the HCLC School Board for expulsion.

STUDENT CONCERNS, COMPLAINTS & GRIEVANCES

A complaint or grievance may be raised regarding one of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability.
- Concern for the student's personal safety.

The accusation must be made within thirty calendar days of the time that the student knew or should have known there were grounds for a complaint or grievance. The complaint or grievance will be responded to according to HCLC policy JII.

DETENTION

Students who receive a lunch time detention are expected to

- serve the detention on the assigned date listed on the detention slip unless absent from school and if absent, are expected to make up the time in the very next detention session.
- take care of personal business, such as the restroom, prior to arriving at the detention room.
- show their detention slip if picking up school lunch to be able to move to the front of the line and not be late.
- arrive promptly at the location listed on the detention slip.
- be silent and eat lunch/study/read during detention.

Students who are late or do not show up for detention will be issued an additional detention.

Students who do not follow detention room expectations or disrupt detention in any way will receive an additional detention or be referred to administration.

NO PLACE FOR HATE

Horizon Honors is designated a “No Place For Hate” school. As a school, we are part of a larger initiative taking place across the nation to reduce bullying, name calling, and other expressions of bias, while creating a safer learning environment that promotes inclusion, appreciation of diversity, and respect for others. The “No Place For Hate” Coalition has representation from all student organizations and sponsors education and awareness projects throughout the school year.

SILENT WITNESS

The front office has wallet size cards containing the Horizon Honors Silent Witness Hotline and the Teen Lifeline. The numbers for both are options for students to use as an empowerment tool to keep the school, as a whole, as well as, individual students safe. Horizon Honors Silent Witness Hotline is available 24/7 with confidential reporting.

Horizon Honors Silent Witness Hotline: 480–659-3010

EMERGENCY PROCEDURES

Emergency drills are held monthly to teach the safest and quickest way to respond to a variety of emergency situations. Horizon Honors has an Emergency Response Plan on file that details student and staff procedures in the event of an emergency. Students are expected to follow all directions quietly and quickly in all drill and emergency situations.

Academic Success & Guidance

GUIDANCE COUNSELING DEPARTMENT

Each Horizon Honors Middle School student is assigned a Student Advisor or Guidance Counselor. They are here to provide you a comprehensive, developmental counseling program. The focus of this program is on your academic, career, personal, and social development. They work together with your teachers, parents, and most importantly YOU to maximize your potential.

EMAIL

All students receive a school sponsored email account that reads:

first name.last name@student.horizonclc.org

This account is a very important tool for you to use to communicate with your teachers, receive Google Classroom information, and review weekly eblasts. Any problems with the student email should be handled through the Media Center. Use of this account is for school purposes and subject to all Code of Conduct and Technology Agreement expectations.

GOOGLE CLASSROOM

Google Classroom is a platform that allows teachers to create, assign, and collect student classwork and homework paperlessly. With Google Classroom, your teachers seamlessly integrate Google Docs, Google Drive, and Gmail to create assignments, provide feedback for in-progress and

completed work, and communicate with you individually or with whole class announcements--all without using a single piece of paper. You can work on assignments in Google Docs and turn it in with a few clicks.

When teachers create assignments, folders are automatically created in Google Drive for each student. You can easily see due dates and access assignments and materials. You can also access Google classroom on your phone by downloading the app. All of your classes are conveniently organized in one place for your access.

POWERSCHOOL

Students and parents can log into PowerSchool to look at the following items:

1. Grades on completed assignments and due dates for future assignments
2. Semester grades and graduation progress
3. Attendance for the school year
4. Teacher contact information
5. Special bulletins and announcements
6. Fee Payment (parents)
7. Change of Information (parents)

If you have any difficulties with PowerSchool, please contact support at this email:

PowerSchool@horizoncl.org

HIGH STANDARDS - HONORS FOCUS

Horizon Honors' curriculum incorporates the standards adopted by the Arizona Department of Education and is available at www.azed.gov. Students are expected to achieve beyond these standards in all content areas including the development of skills in critical thinking, creative thinking and character building. The honors curriculum is designed to be robust and relevant to the real world, is evidence based, is aligned with college and career expectations, and includes rigorous content and skills reflecting the knowledge that young people need for success.

Horizon Honors aligns with the National Collegiate Honors Council's expectations for university honors course pedagogy. Most honors courses will have the following objectives or some variation in the delivery of the content:

1. Discussion and writing are hallmarks of honors classes. Students become better writers by using writing, both in class and out, as a means to express their ideas.
2. Honors program courses are discussion-oriented rather than lectures. The instructor provides background to inform the discussion and guide the research, as students are given time in advance to prepare their responses in writing.
3. Students develop the ability to think about a broad range of ideas and come to understand how scholars and artists work by reading and responding to primary source material, by exploring issues and problems in depth rather than quickly and superficially, and by being carefully exposed to and guided through the methods of many disciplines. Students learn to see the broad implications of each issue, as well as learn to analyze and synthesize the material.
4. Students become more independent and critical thinkers, demonstrating the ability to use

knowledge and logic when discussing an issue or an idea, while considering the consequences of their ideas for themselves, for others, and for society. The classroom environment is open to many perspectives and points of view, where students are encouraged to take intellectual risks and feel safe doing so.

ILP CONFERENCES

At Horizon Honors we value the student-parent-teacher triangle. This partnership helps our students reach their potential. Parent involvement is key and can be established through the ILP process. An Individual Learning Plan (ILP) for each student is developed at the ILP Conference once every quarter. The conference includes questions about the student's progress and goals for the upcoming quarter and often special topics based on the student's next steps toward College and Career. The plan will cover topics, tasks, and learning outcomes the student will be expected to achieve by the end of the quarter. The written list of goals agreed upon will serve as both a visual indicator of progress and an agenda for the next conference. Participation in the ILP Conference is expected and student/parent involvement is critical. Students do not attend school on ILP Conference days, but rather are expected to attend the conference. Appointments must be made by calling (480-659-3000) or stopping by the school office. Please, no walk-ins.

INSTRUCTIONAL MATERIALS

It is important to note the method of instruction for all subjects is based upon best educational practices. Therefore, you do not always have a set of textbooks for each class. Instead, a large variety of textbooks and materials (including digital resources) are available to serve as reference and provide a diversified look at the content. Textbooks required for instruction will be made available for check out in the Media Center. Horizon Honors encourages all students to build their personal reading library by purchasing their own novels and dramas. If any books are overdue to the Media Center, you will not be allowed to check out additional materials. Horizon Honors must be reimbursed for all lost or damaged books or materials checked out or assigned to the student including, but not limited to, flash drives, uniforms, music, and instruments.

HOMEWORK

Homework at Horizon Honors is not viewed as a separate activity and is designed to increase in complexity over the school experience. Students are assigned projects/assignments that will require varying levels of time and energy. The focus is age and course appropriate. Reflecting real life, Horizon Honors uses homework to help students develop the ability to organize, manage their time, and meet deadlines. You can expect to see regular assignments in core subject areas that build upon the mastery of previous skills. You should expect homework on weekends as well as during the week. Failure to complete homework could result in a Code of Conduct referral.

ACADEMIC INTEGRITY & PLAGIARISM

Academic integrity is the foundation of educational success. Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort. As a student, you are expected to submit original work and give credit

to the ideas of other people. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry you beyond your academic career. Academic dishonesty not only cheats you out of valuable learning experiences, but can result in serious consequences.

Maintaining your academic integrity involves:

Creating and expressing your own ideas in course work;

Acknowledging all sources of information;

Completing assignments independently or acknowledging collaboration;

Honesty during homework and examinations.

Plagiarism is a form of academic dishonesty. It is the act of stating or implying that another person's work is your own. You commit plagiarism if you:

Submit a paper to be graded or reviewed that you have not written on your own.

Copy answers or text from another classmate and submit it as your own.

Quote or paraphrase from another paper without crediting the original author.

Cite data without crediting the original source.

Propose another author's idea as if it were your own.

Fabricating references or using incorrect references.

Submitting someone else's presentation, program, spreadsheet, or other file with only minor alterations.

This is not a definitive list – any action which implies someone else's work is your own can constitute plagiarism. Sometimes the boundaries can be ambiguous, but read the Purdue OWL Avoiding Plagiarism website for a good discussion on the boundary between using other people's work and plagiarism.

A related topic to plagiarism is respecting copyright for digital media. If you wish to include digital media from another source (e.g. audio, video, graphics files, and large data sets), you should ensure you have appropriate permissions to use them. Citation may not be enough. When in doubt, link, but don't copy.

SCHOLASTIC LAB

Scholastic Lab provides students with valuable time within the school day to complete assigned work. Not only is the block used as a study time for students, but also as a time when teachers can and do a great deal to directly impact students in a positive way, both with one to one contact and with small short lessons designed to help students develop positive study habits, and provide them with "big picture" realizations about the direction of their education and what it means to their futures. Students have access to the Arizona Career Information System (AZCIS) and the College Board websites providing them with tools to make informed choices for their future, plan and study for the PSAT, and help them with college and career planning.

During the first part of the block, teachers check with every student to help them outline work priorities and goals for the block. Goal/Work plan sheets are filled out and the teacher approves it as they support the student in achieving the block goals. The Scholastic Lab teacher helps students with their work within their personal and professional skill set. If help is needed outside the Scholastic Lab teacher's skill set, peer tutors can be utilized and/or the teacher will facilitate the student setting up an

appointment with a subject appropriate classroom teacher for extra help. Other Scholastic Lab block teachers or subject teachers the same hour who might be able to help can be utilized also by arrangement with that teacher. Although all students will get help, it needs to be realized that students might not be helped at the exact moment they are requesting it. However, teachers will help problem solve and coordinate to help a student find the resources they need, even if not immediate. On weeks with three Scholastic Lab blocks, teachers will conference with each student on grades and performance in all classes. Using PowerSchool to reviews grades, assignments, etc.

The following is what you will be responsible for in Scholastic Lab:

Student Responsibility Agreement

- 1) The student will be responsible during the first 10-15 minutes of class to organize what they are going to do for the Scholastic Lab Block. Students will write out plan on provided sheet (or digitally) and have it ready to present (or share) with teacher for approval and initials. Students are responsible for having work and a work plan every day.
- 2) The Student will participate in lab actively setting realistic, productive goals to use the time given to do homework, research, projects, writing, reading, preparing for classes, and completing assignments with teacher support if needed.
- 3) Students will ask for help they need for tutoring and/or clarification. Students must realize that Scholastic lab teachers will do their best to facilitate requests for help and that they will be referred back to block teacher or peer tutors as needed. Help may not be immediate, but it will be arranged. Students may ask Scholastic Lab teacher for assistance in setting up appointment ahead of time with block teachers for extra help.
- 4) Students will be a positive member of the Scholastic Lab community. You will abide by all Scholastic Lab rules and policies and contribute positively in creating an environment that will foster learning, growth, and work completion.
- 5) If small group collaboration is appropriate you will conduct that activity in a way in which it does not disrupt the activities of any other students in the class.
- 6) Students understand that all work is to be completed in the assigned scholastic lab classroom. A student may not ask to work in the hall, courtyard, or media center. When students are permitted to visit another scholastic lab teacher/tutor for help, they will report directly to that classroom, get the requested help, and return promptly to their own scholastic lab room.
- 7) Students will be willing to be a resource on occasion to other students that need help.
- 8) Realize that this is your time to complete school work during school time with support, and to make positive strides and changes to make sure you get all you want from this process.

TEACHER AVAILABILITY

All teachers are expected to be on campus from 7:45 AM – 3:45 PM each day unless they are involved in an extracurricular activity that has them away from the classroom. Teachers are available Mondays, Wednesdays, and Fridays from 2:30 PM – 3:45 PM for student support. If a teacher is not available he or she will indicate which classroom/teacher to go to for support that day. Teachers are not available afterschool on Tuesdays and Thursdays. Students can always email teachers, but school policy on email and voice mail is a response back within 24 hours, not including weekends or holidays. Teacher emails are available on the school website.

GRADING POLICIES/PROMOTION

The following grading scale is utilized at Horizon Honors Middle School:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Explanation</u>	<u>Grade Point Average</u>
90-100	A	Superior	4.0
80-89	B	Above Average	3.0
70-79	C	Average	2.0
60-69	D	Below Average (Not passing)	1.0
0-59	F	Failure	0
	P	Passing	0
	WD	Withdrawal	0

Successful completion requires passing classes with a “C” or better. If a student earns lower than a C in an honors course, he/she may be removed from the course at the next grading period and moved to a standard level course. Incomplete coursework must be made up within the following quarter; the deadline will be determined between the teacher, parent and student. Failure to do so will result in the earned grade, reflecting the zeros for the outstanding coursework. Grading policies for individual courses are contained in each teacher’s course syllabus. Middle School students who do not pass risk retention. Students will not receive a promotion certificate to attend high school unless they successfully complete their K- 8th grade curriculum.

HIGH SCHOOL COURSES TAKEN BEFORE 9TH GRADE

Credit applied to the high school graduation requirements must be earned during grades 9-12. The only exceptions granted are if ACE tests (Accelerated Credits by Examination) were taken in 8th grade at Horizon Honors. High school level courses taken in middle school allow for advanced placement in high school, but no recognition of the courses on the high school transcript. If recognition of these courses is needed, a middle school report card may be printed. It is imperative that if a student plans to attend a high school other than Horizon Honors that he/she checks the policy for transferring middle school courses. High schools are not required to accept high school level courses taken in middle school.

SCHEDULING HANDBOOK

Every March you receive the Scheduling Handbook for the next school year. Most students are only concerned with the classes, but the first half of this booklet contains a wealth of information and policies critical to successful academic progress. You should read the entire first section every year and then keep the booklet for reference as needed. It is also available on the school website in the College and Career section.

COURSE VERIFICATION

You will register for courses in March and then the master schedule is created based on those requests. Then in May, you will be asked to sign off one final time on your schedule. In the verification process Horizon Honors guarantees to offer you those courses and you guarantee that

you accept those courses and will not request a schedule change. Honors/AP course requirements are also signed off on as well.

SCHEDULE ADJUSTMENTS

Schedule adjustments after the first day of school are made only for direct academic need and/or to meet graduation requirements. According to Horizon Honors policy, secondary students cannot obtain credit for a course if they miss more than 10 days of a class. If you require a schedule change due to incorrect academic placement, that **change must be made by the end of the second week of school**. No further schedule changes can be made after this date in order to utilize all valuable class instruction time. Students must have parent, instructor, and administration permission to adjust their schedule. Be sure to prepare your plan carefully.

REPORT CARDS

You can print a copy of your grades quarterly, after ILP conferences, by logging into your personal PowerSchool account.

HONOR ROLLS

Horizon Honors students are recognized for their academic accomplishments in multiple ways. One way we recognize these achievements is in the publication of two honor rolls: Eagle Honor Roll and Principal's Honor Roll. The Eagle Honor Roll lists the names of each student who has earned an unweighted cumulative grade point average of 3.0-3.499. The Principal's Honor Roll lists the names of each student who has earned a cumulative unweighted grade point average of 3.50-4.0. Each honor roll is created twice a year after the end of each semester. Honor rolls are included in the eblast in January/February and in August each year. Only the students who are able to take final exams on time and/or don't require any grade changes can be included in an honor roll.

COLLEGE & CAREER CENTER

The College and Career Center, located in the Media Center, opened this last school year and is a continued work in progress. Look for announcements when new things are added and drop by frequently to get to know your counselors and get yourself on track for your next steps.

8th GRADE PROMOTION

All 8th grade students passing their K-8th grade curriculum will be invited to participate in the 8th Grade Promotion Celebration. The ceremony is held in the Larry Pieratt Activity Center and attendees must have a ticket. Each student will receive a folio that includes the promotion certificate and a special photo. Eighth grade promotion photographs are typically taken in February. To participate in the ceremony all textbooks and materials must be returned. All school fees must be paid in full and this includes overdue, damage, or missing materials fines as well.

School Spirit & Involvement

ANNOUNCEMENTS & EBLAST

The first block of every regular school day will be started with the pledge of allegiance and a moment of silence. Then teachers will only be sharing the following things each morning as announcements:

1. A Reminder of What's Happening Today
2. Celebrations

All other announcements need to be read by you on your own in the eblast that will be sent weekly to you and your family. These newsletters contain a variety of information including a quick look at the month, upcoming events, student celebrations, and more. The eblasts are also available on the school website.

THE EAGLE'S NEST

The Eagle's Nest had its grand opening last school year and is continuing to evolve. The school store is sponsored by high school student council and is located in the community room. The Eagle's Nest will be available exclusively to high school students every morning, but is available to all secondary students Mondays, Wednesdays, and Fridays after school from 2:30 PM – 3:15 PM. The Eagle's Nest will carry a range of items from basic school supplies to school spirit goods to specialized Horizon Honors goods, as well as snacks and drinks.

ACADEMIC COMPETITIONS

Horizon Honors sponsors an annual academic competition between Middle School and Intermediate School. Middle School students prepare individually throughout the year and come together in teams fourth quarter. Eventually all Middle School teams will compete against one another to earn the privilege of representing Middle School in the competition against the Intermediate School. The final competition is always exciting and parents are welcome to attend. This year's competition will be the National Geographic Bee at the school level.

8th GRADE CELEBRATION

Each year the 8th graders have a special day celebrating their accomplishments and pending promotion on to high school. Be sure to watch for the sign ups and fee deadline. The event activity varies from year to year, but is always held after the Middle School vs Intermediate School Academic Competition.

HORIZON SUN

The Horizon Sun is a student-led digital newspaper published by and for the students of Horizon Honors. Articles cover everything Horizon Honors – events, student highlights, sports and more – in addition to relevant current events and fun DIYs. The paper has an editorial leadership team that facilitates the weekly publication process, from round tables to writers' workshops. Stop by *thehorizonsun.com* and check it out!

SCHOOL SPIRIT

School spirit can be demonstrated in so many ways. It's choosing to be involved that really generates the most school spirit and pride. It doesn't magically happen without action. Be involved, support others, have fun, make a memory! As expected for all involvement, stay positive, respectful, and within the code of conduct and you can't lose.

ASSEMBLIES & PEP RALLIES

School assemblies and pep rallies are a great time to show your school spirit and the support of your peers. You are expected to participate by cheering or applauding when appropriate and listening respectfully when someone is speaking. All electronics must be away just as if you were in class with your attention focused on the event.

ATHLETIC EVENTS

We are proud of our Horizon Honors students for upholding our school goals and values in their behavior at our events. Athletic events at Horizon Honors are times of pride and celebration. The coaches and students have practiced and prepared and are doing their best to represent the Horizon Honors Athletic Philosophy of academics, character and hard work. Spectators are expected to exhibit good sportsmanship just like the Horizon Honors athletes and coaches. We expect and require our families to adhere to the highest standards of behavior too. Fan support for Horizon Honors Athletics should always be positive and respectful. The quickest way to have a negative impact on any contest is to criticize the officials; yelling at the officials never results in a change in the ruling and often results in future intolerance by the official. We do not anticipate any spectator behavior problems; however, it is a Horizon Honors practice to ask disruptive or disrespectful spectators to leave and for students there could also be consequences associated with our Code of Conduct.

SOCIAL OPPORTUNITIES

Horizon Honors sponsors Middle School social opportunities throughout the school year, each with a unique theme or purpose. Dress for each event is unique to the theme or purpose. At all times students will dress appropriately for a school function. Inappropriately dressed students will not be admitted. Students must have their school ID to be admitted, but are not required to wear it during the event. Once admitted, all students must stay in the building. Anyone leaving during the event will NOT be readmitted.

Middle School social opportunities are just about getting away from your studies and having a good time in a safe and fun environment. Some students choose to dance to the music at the event and in our society it is not uncommon to see suggestive dancing, grinding, twerking, freak dancing, moshing, slamming, and other more adult dancing as seen on TV, in music videos and even in public; however this kind of dancing or actions are NOT appropriate for school events or dances. Students pushing boundaries or expectations will be asked to leave. All dances are chaperoned by Horizon Honors faculty and administration.

EXTRACURRICULAR ACTIVITIES - ATHLETICS

www.horizonhonorssecondary.org is your home for all Horizon Honors Athletics information.

Accessing this site will give you schedules, results, photos, directions to away venues, standings, the Athletic Handbook, Arizona Interscholastic Association information and forms, Horizon Honors forms, and all needed paperwork and online classes required in order to try-out for a sport.

TRY-OUTS: All students are required to have a minimum GPA of a 2.0 without any failing grades for the current quarter grade as well as turn in all paperwork (including the completed pre-participation physical on the Arizona Interscholastic Association forms), a payment of \$250 per sport, and proof of completed online courses in order to try-out. Please look for paperwork due dates in the eblast and school announcements or contact the Athletic Department. Try-outs last 3-4 days and rosters are announced by the end of the try-out week.

Fall Sports

Girls Volleyball
Co-Ed Soccer

Winter Sports

Co-Ed Cross Country
Boys Baseball
Girls Softball

Spring Sports

Boys Basketball
Girls Basketball
Co-Ed Spirit Line

Extracurricular Activities - Clubs

Club & Grade Levels	Purpose/Goal	Sponsor & Meetings
Band Council 7th – 12th Grade	Band Council is comprised of elected members from all bands with leadership positions filled by members of the Honors Symphonic Band. The function of the Band Council is to support the band program through leadership, fundraisers, social activities and service activities.	Mr. Adam Band Room Silver Fridays at lunch
Choir Council 7th – 12th Grade	Choir Council is comprised of elected members from all choirs with leadership positions filled by members of the Cantabile Honors Chorale. The goal of Choir Council is to support the choir program through fundraisers, social activities, performance opportunities, and festivals.	Mrs. VanderLey Choir Room Blue Fridays at lunch
FCA - Fellowship of Christian Athletes 7th – 12th Grade	The Fellowship of Christian Athletes is a diverse Christian group led by Horizon Honors students. We use athletics to powerfully impact our community. The goal is to gather in community and strengthen one another through integrity, service, teamwork, and excellence in athletics, academics and friendship.	Mrs. Cavaleri Room 208 Silver Wednesdays at lunch

Fiber Arts Club 7th – 12th Grade	Do you knit or crochet, or would you like to learn? Fiber Arts Club is the place for you! This club's goal is to help people learn, develop, and practice their skills with many types of fiber arts, including knitting, crochet, weaving, spinning, and kumihimo. We also use our skills to make items such as hats and scarves to donate to various groups.	Ms. Hensel Room 104 Blue Mondays at lunch
Gamers Club 7th – 8th Grade	The Gamers Club is for those who enjoy playing trading card games and board games. We welcome any students who enjoy a friendly game and a healthy and competitive atmosphere. Come and have fun!	Miss Davis Room 107 Blue Wednesdays after school 2:30 – 3:30
NJHS –National Junior Honor Society 7th – 8th Grade	This organization promotes the recognition of students who demonstrate outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Its purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship among middle school students. Students are invited to apply for membership second semester based on GPA.	Ms. Di Chiara Room 204 When Scheduled will be Silver Tuesdays at lunch When Scheduled Leadership Team will be Silver Fridays at lunch
No Place For Hate Coalition 7th – 12th Grade	Students work with members of the Horizon Honors community to maintain an annual No Place for Hate® designation, sponsored by the Anti-Defamation League. Each year a student-led coalition, comprised of members from all the student clubs, plans and implements activities that promote a safe learning environment, encourage respect among all students, honor our diversity, and continue to uphold the Horizon Honors values.	Mrs. Britt & Mrs. Wood Room 127 4 th Thursday of the month at lunch
Origami Club 7th – 8th Grade	Students work together to explore the Japanese art of paper folding. Students work at all levels from beginner to advanced challenges. Meetings often include student leaders presenting new designs to the club. No experience needed to come and give this art form a try.	Mrs. Dietz Room 203 Fridays after school 2:30 – 3:30
Project Group 2.0 Club 7th – 8th Grade	Project Group 2.0 takes the concepts of Project Group to a new level. The group's interests drive the projects and typically focus around the blend of science, art, and engineering. Come explore some of your passions.	Mr. Skaggs Room 415 Thursdays after school 3:30 – 4:30
POE – Protecting Our Environment 7th – 12th Grade	Protecting Our Environment Club was created by students who care about recycling, reusing, and repurposing as many products as possible. Activities include textile drives, recycling cans and bottles, and increasing the awareness of everyone on our campus about the need to recycle. There are field trips and community service hours available to students who participate in the various activities.	Mr. Huber Room 111 Blue Tuesdays at lunch

<p>Radio Club 7th – 8th Grade</p>	<p>Radio Club is a great club for students who love music and love sharing their love of music. This middle school club is mentored by high school club alumni. Students learn how to operate audio equipment, create music playlists and DJ school events and lunchtime music. The club meets once a week to train and practice. We welcome all types of music lovers.</p>	<p>Mrs. Wagner Room 202 Fridays after school 2:30 – 3:15</p>
<p>STUCO – Student Council 7th – 8th Grade</p>	<p>Members of Student Council are to be role models for student behavior, leadership, and service. Student Council members are expected to be a positive force in the classroom and model behavior that upholds Horizon Honor’s leadership expectations. Student Council members are involved in sponsoring fundraising to support Middle School social opportunities and events, as well as community projects. Members are expected to not only participate, but lead in community service projects throughout the school year. The council members are elected in August each school year. And leadership roles are voted on by the council.</p> <p style="text-align: center;">2017 -2018 Student Council</p> <p>President:</p> <p>Vice President:</p> <p>Treasury Committee:</p> <p>Secretaries:</p> <p>School Improvement Team Members:</p> <p>Representatives:</p>	<p>Miss Davis & Mrs. Wood Rooms 107 & 108 Silver Wednesdays after school 2:30 – 3:30</p>
<p>Tennis Club 7th – 8th Grade</p>	<p>The tennis club is for all students of all skill levels. Students gather on campus and walk as a club to Pecos Park to enjoy time together and getting to learn or improve their game. No experience necessary, but having your own equipment is helpful.</p>	<p>Mrs. Cowley Pecos Park Fridays after school 2:30 – 3:30</p>
<p>Travel Club 7th – 8th Grade</p>	<p>Horizon Honors is excited to offer a variety of educational travel opportunities. These opportunities not only enhance a student’s education, but create life experiences which build self-confidence. Travel awakens the senses—and mind—to different cultures, people, languages, and experiences.</p> <p>Trips will vary by year and include a variety of opportunities including language immersion, service learning, and hand-on workshops or training. Through these experiences students enhance their knowledge of history, language, art, architecture, theatre, literature, science, and culture while navigating the cities and locations nationally, making friends, and having life experiences that create unforgettable memories.</p>	<p>Miss Davis, Ms. McKinney, & Mrs. Wood Rooms Vary By Trip When Scheduled will be Silver Thursdays at lunch</p>

Club members participate in pre-travel education and exercises to prepare for the specific trip and record on-trip reflections that recount each day's adventures to the Horizon Honors community via Facebook.

2017 - 2018 Spring Break Trips
Florida – Marine Biology & Space Science
Boston – History of our Nation

2018 - 2019 Spring Break Trips
Puerto Rico – Science & Culture Adventures with
Language Immersion (all Spanish levels accepted, including none at all)
Washington D.C. – Our Country

EXTRACURRICULAR ACTIVITIES – THEATRE ARTS

Horizon Honors Theatre Arts has one season each academic year, fall with a Studio Show and Main Stage production, typically plays, and spring with a Main Stage production, typically a musical. The Main Stage productions specialize in producing full Broadway, Off-Broadway, or West End musicals and award winning plays. The Studio Show productions are plays specially written for developing student actors and allow more students to experience lead, featured, and supporting roles. The theatre season will be announced at Open House. Tickets for all shows are sold in the school office and are also available at the door.

AUDITIONS: All students are welcome to audition for technical and/or acting roles and leadership opportunities available for each show. Audition packets for the fall production are available at Open House and then in the Media Center the first week of school, with auditions being held the second week of school. Audition packets for the spring production are available the last week of school in December with auditions being held the first day of second semester in January.

Important Dates & Times

2017-2018 AT A GLANCE CALENDAR

July 2017

July 26, 2017: Parents of 7th Graders – Welcome to Middle School 5 PM (Parents only)

July 28, 2017: New Student Orientation 8:30 AM

July 28, 2017: Open House 9 – 11 AM or 1 – 3 PM

July 31, 2017: SOARIN' EAGLE DAY - First Day of 1st Quarter a Blue Day

August 2017

August 17 & 18, 2017: Individual Learning Plan Conferences – ILPS (NO SCHOOL)

September 2017

September 4, 2017: Labor Day Holiday (NO SCHOOL)

October 2017

October 6, 2017: Last Day of 1st Quarter

October 9 – 20, 2017: Fall Break (NO SCHOOL)

October 19 & 20, 2017: Individual Learning Plan Conferences –ILPs (NO SCHOOL)

October 23, 2017: First Day of 2nd Quarter a Silver Day

November 2017

November 10, 2017: Veterans Day Holiday (NO SCHOOL)

November 23 & 24, 2017: Thanksgiving Holiday (NO SCHOOL)

December 2017

December 21 & 22, 2017: Finals/Early Release Days

December 22, 2017: Last Day 2nd Quarter

December 25, 2017 - January 12, 2018: Winter Break (NO SCHOOL)

January 2018

January 11 & 12, 2018: Individual Learning Plan Conferences –ILPs (NO SCHOOL)

January 15, 2018: Martin Luther King Day (NO SCHOOL)

January 16, 2018: First Day of 3rd Quarter a Silver Day

February 2018

February 19, 2018: Presidents Day Holiday (NO SCHOOL)

March 2018

March 16, 2018: Last Day 3rd Quarter

March 19 – 30, 2018: Spring Break (NO SCHOOL)

March 29 & 30, 2018: Individual Learning Plan Conferences - ILPs (NO SCHOOL)

April 2018

April 2, 2018: First Day of 4th Quarter a Blue Day

May 2018

May 28, 2018: Memorial Day Holiday (NO SCHOOL)

June 2018

June 6 & 7, 2018: Finals/Early Release Days

June 7, 2018: Last Day of School

June 8, 2018: Individual Learning Plan Conferences – ILPs (NO SCHOOL)

BLOCK SCHEDULE

Horizon Honors has found that block scheduling best prepares students for high school and college. Classes are formatted in a two day schedule, Silver and Blue. On Silver days, you attend periods 1, 2, 3 and 4. On Blue days, you attend periods 5, 6, 7 and 8.

Silver Day Blocks		Blue Day Blocks	
1	8:00-9:30	5	8:00-9:30
2	9:35-11:00	6	9:35-11:00
Lunch	11:00-11:30	Lunch	11:00-11:30
3	11:35-1:00	7	11:35-1:00
4	1:05-2:30	8	1:05-2:30

2017-2018 SILVER/BLUE CALENDAR

See Website Icon

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