



HORIZON COMMUNITY

LEARNING CENTER

2016-2017 FAMILY HANDBOOK

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WELCOME TO HORIZON HONORS. TWO SCHOOLS, ONE AMAZING COMMUNITY.

The Horizon Community Learning Center (HCLC) School Board, faculty, staff and administration would like to extend a warm welcome to all students and parents. Thank you for making a Horizon Honors school your school of choice! It is often stated that Horizon Honors is in the business of enrolling families, not students. In that light, you are encouraged to read this handbook and become involved! A learning community is most successful when all the partners are involved.

HCLC is comprised of two schools, Horizon Honors Elementary School (Grades K-6) and Horizon Honors Secondary School (Grades 7-12), where shared values and an educational philosophy provide a continuous learning experience. The schools work together to ensure seamless delivery of well-defined, common beliefs regarding how students learn and what students learn in a safe and caring community. Staff, parents and students work together to create tomorrow's leaders.

HCLC Mission

Horizon Community Learning Center 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.

HCLC Guiding Principles

Horizon Community Learning Center has seven principles that create a challenging and enriching learning environment for all students. These guiding principles are as follows:

- We believe that every student can learn and it's our responsibility to facilitate a process that identifies his or her individual learning style and creates the needed intrinsic motivation empowering the student to strive to do his or her personal best.
- We believe that learning can best take place in a "small school" environment where educators, students and parents share a common set of values and beliefs with a consistent focus.
- We believe that students should learn in an environment that reflects diversity of culture, socio/economic status and mental/physical ability providing the means to work together while honoring differences.
- We believe academic excellence and personal growth can best be achieved through the combined efforts and direct involvement of students, educators, parents and the community in the learning process.
- We believe that the best means for delivering instruction are constantly evolving. The staff at HCLC is committed to modeling life-long learning by actively pursuing and implementing more effective means of instruction as they are identified and proven valid.
- We believe that success in the workplace in the 21st century will require both an in-depth understanding and practical experience with all types of technology. We are committed to the application of technology as a tool in all aspects of the student's learning.
- We believe the quest for academic excellence fosters a lifestyle where students develop the inner resources and individual responsibility needed to live purposeful lives, meet the challenges of today and tomorrow, and contribute positively to family, work and society.

HCLC Goals

Horizon Community Learning Center 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.

The following will reflect charter holder success:

- 70% or more of students attending a Horizon Honors school for one or more years will achieve "Meet and/or Exceed" on all state standardized testing.
- 70% or more students attending a Horizon Honors school for one or more years will achieve one year's growth in those areas tested.
- 70% or more of the parents returning the annual parent satisfaction survey will indicate an approval rating of "Excellent or Good."

The HCLC values guide our character and leadership development and are modeled by our community. The HCLC values are:

- integrity
- loyalty
- self-discipline
- initiative
- dedication

- perseverance
- respect for others
- compassion
- responsibility
- involvement
- truthfulness
- trustworthiness
- a strong work ethic
- sincere commitment to family and community

Learning Commitment

Horizon Community Learning Center 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, 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 HCLC 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 HCLC 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 HCLC 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:
 - Summatives and 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.

ORGANIZATION

Structure

Horizon Community Learning Center is the charter holder for two schools: Horizon Honors Elementary School (Grades K-6) and Horizon Honors Secondary School (Grades 7-12). The charter is organized with the following authoritative structure:

- HCLC Corporate Board
- HCLC Governing (School) Board
- Executive Director
- School Principals

Governance

Horizon Community Learning Center is organized in a manner that maximizes the involvement of all stakeholders including students, parents, support staff, teachers, administrators, School Board members and the community. The key element to success is the ownership of each stakeholder in how that success is reached. This approach emphasizes a shared process with a sincere commitment to decision making by consensus. The School Board holds public, monthly meetings. Agendas are available at horizonclc.org and posted in front of the Secondary Office. Minutes are available by request.

Form of Business

Horizon Community Learning Center, Inc. has chosen to operate as a non-profit 501(c)(3) organization and has formed a corporation in the state of Arizona. The governing body for the corporation is the Corporate Board of Directors and the governing board for the schools is the School Board.

School Improvement Teams (SIT)

Horizon Honors Elementary School and Horizon Honors Secondary School have School Improvement Teams comprised of student, parent, teacher and administrative representatives. Representatives will come together on a regular basis to plan for the future, assess progress and address concerns that arise. The School Improvement Teams make recommendations to both the Leadership Team and School Board as needed. A lottery is held each fall to determine the parent representatives.

HCLC PUBLIC NOTICES

Policies

All of Horizon Community Learning Center's policies can be found online at horizonclc.org.

Staff Resumes

Horizon Community Learning Center complies with No Child Left Behind (NCLB). Credentials are available through the Executive Director's Office.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education, 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords parents and students over 18 years of age certain rights in respect to their education records. For more information on FERPA, visit horizonclc.org.

Child Find

Any parent with questions regarding developmental stages or issues relating to their child between the ages of birth to three may receive information in a school office. The information contains a list of agencies that provide assessment and services in all areas of development. Any parent that suspects their Horizon Honors school-age child may have a disability should contact their Master Teacher.

Fundraising

Participation in any and all fundraising activities and the payment of extra-curricular activity fees are not required to have your child enrolled at a Horizon Honors school. However, extra-curricular activity fees are required before a student can participate in extra-curricular activities.

Campus Safety

Emergency Drills

Emergency drills are held monthly to teach community members the safest, quickest way to respond to a variety of emergency situations. Horizon Honors has an Emergency Response Plan that details student and staff procedures in the event of an emergency.

Closed Campus

All exterior doors and gates, with the exception of the school's offices, are locked at all times. All visitors to campus are required to sign in at a school office. Visitors may be required to show ID.

Media Release Information

Student information (e.g., student's name, address, telephone number, date of birth, class designation) as well as photographs or video may be utilized by Horizon Honors or news media for the purpose of informing the public about the schools. This information and these images may be used for school yearbooks, internal and external school publications, any HCLC or Horizon Honors schools' website, social media, as well as local and national newspapers, blogs/news websites, magazines, radio and television stations. If you do not wish to have your student's information shared, please notify HCLC in writing.

Organization & Schools Logos

The use of the HCLC or Horizon Honors Logos is prohibited.

OPERATIONS

Enrollment Procedure

Horizon Honors schools are open to all students residing in the state of Arizona on a first come basis unless there are more students registered than there are spaces available for the next school year. A lottery will be held if more students are registered than there are spaces available. The lottery is held annually in February. The lottery will determine the students to be enrolled in the spaces available and the order of the waiting list for each grade level. Per Arizona Education Law ARS 15-184: "Preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery" (If there are more siblings than there are spaces available, a sibling lottery will be held). Students registering after the lottery will be placed on the waiting list on a first come basis. Enrollment is not limited based upon ethnicity, national origin, gender, income, disability, proficiency in the English language or athletic ability. There is no tuition charged for attending a Horizon Honors school.

Waiting Lists

Waiting lists are developed for each grade level. Parents wishing to enroll their children are welcome to visit horizonclc.org or stop by a school office.

PowerSchool

PowerSchool is the online software application used by Horizon Honors schools that allows students and their parents access to student information. Users have the ability to view attendance information, grades and assignments. In addition, users may update certain demographic information and pay some fees. Each person using PowerSchool is assigned a unique login name and password. These unique logins ensure the retrieval of specific information relating only to the individual user.

Communications

Horizon Honors communicates with all community members via the website horizonclc.org. Horizon Honors also utilizes social media sites such as Facebook and Twitter for communication of news and information. In addition, families will be notified of school news and activities via weekly emails. In the event of emergency, parents/guardians will be notified via phone, email, and text message.

Student Fees

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 Elementary School Fees:

Students with outstanding consumable supply fees or elective class fees will not participate in extended day field trips until balance is paid in full.

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

Field Trip Fees must be paid for students to attend field trips. This fee does not include overnight or extended day field trips. Students not paying for field trip fees will be provided a related alternative learning experience if the activity takes place during the instructional day. Fees are not eligible for AZ State Tax Credit.

Grades 5-6 Elective Class Fees are paid each year for Band or Chorus materials and supplies. Fees are not eligible for AZ State Tax Credit.

Extra-curricular Fees are paid each year to provide activities such as athletics and school-sponsored clubs. The fees must be paid to participate in the activities and are eligible for AZ State Tax Credit.

Horizon Honors Secondary School Fees:

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

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 horizonclc.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.

2016-2017 Calendar

July 2016

July 25, 2016: First Day of First Quarter

August 2016

August 11 & 12, 2016: Individual Learning Plan Conferences (NO SCHOOL)

September 2016

September 5, 2016: Labor Day (NO SCHOOL)

September 30, 2016: Last Day of First Quarter

October 2016

October 3-12, 2016: Fall Break (NO SCHOOL)

October 13 & 14, 2016: Individual Learning Plan Conferences (NO SCHOOL)

October 17, 2016: First Day of Second Quarter

November 2016

November 11, 2016: Veterans Day (NO SCHOOL)

November 24 & 25, 2016: Thanksgiving (NO SCHOOL)

December 2016

December 15 & 16, 2016: Finals/Early Release Days

December 16, 2016: Last Day Second Quarter

December 19, 2016 - January 5, 2017: Winter Break (NO SCHOOL)

January 2017

January 6 & 9, 2017: Individual Learning Plan Conferences (NO SCHOOL)

January 10, 2017: First Day of Third Quarter

January 16, 2017: Martin Luther King Day (NO SCHOOL)

February 2017

February 20, 2017: Presidents Day (NO SCHOOL)

March 2017

March 10, 2017: Last Day Third Quarter

March 13-22, 2017: Spring Break (NO SCHOOL)

March 23 & 24, 2017: Individual Learning Plan Conferences (NO SCHOOL)

March 27, 2017: First Day of Fourth Quarter

May 2017

May 29, 2017: Memorial Day (NO SCHOOL)

June 2017

June 1 & 2, 2017: Finals/Early Release Days

June 2, 2017: Last Day of School

June 5, 2017: Individual Learning Plan Conferences (NO SCHOOL)

Schools Start & End Times

Kindergarten (Half Day): 8 to 11 a.m.

Kindergarten (Extended Day): 8 a.m. to 3 p.m.

Grades 1-4: 8:15 a.m. to 3 p.m.

Grades 5-6: 8 a.m. to 3:15 p.m.

Grades 7-12: 8 a.m. to 2:30 p.m.

Independent Pre-Kindergarten Foundations Program: 8 a.m. to 3 p.m.

Schools Offices Hours

7:45 a.m. to 3:45 p.m.

Attendance

All students are expected to attend school every day school is in session. Regular school attendance is essential for 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. Unexcused absences of five days or more constitutes habitual truancy and may result in a referral to a court competent jurisdiction (HCLC Policy JHB).

Absence Procedure

When a student needs to be absent, parents should call the attendance line at (480) 659-3062 or e-mail attendance@horizonclc.org before 9 a.m. each day the student is absent. State law mandates that the school record a reason for all student absences. This greatly reduces the need to call you at work or home to confirm the absence. When calling or e-mailing, please give the child's name (with spelling), date of absence, grade level and reason for absence, along with a telephone number where you can be reached in case of questions. Federal law requires that we make every attempt to contact parents on the day the 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 and Leaving Early

Any time a student arrives after the official start time, the student and parent are required to sign-in at the front desk. 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. To excuse a late arrival, a parent must sign a student in with the reason or call the office/e-mail within 24 hours. Parents picking up students early from school are required to report to the front desk and sign the student out. This includes students of driving age. 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 late arrivals or early dismissals may result in loss of credit and/or failure to be promoted to the next grade level (HCLC Policy JH).

Drop Off/ Pick Up

Parents are responsible to transport their child to and from Horizon Honors. An optional carpool directory is created and distributed at the beginning of each school year. Traffic flow drop off and pick up maps are available on horizonclc.org.

Horizon Honors Elementary School

Elementary (K-6) School staff will be present to monitor student drop off and pick up 15 minutes before and after the school day begins and ends. Students dropped off earlier or picked up later than these times must be enrolled in Club Horizon or in a school-sponsored activity. Students NOT in a school-sponsored activity or in Club Horizon MUST leave campus. There is NO supervision for students before 7:45 a.m. or after 3:30 p.m.

Horizon Honors Secondary School

The Middle School Courtyard is available for middle school students only from 7:30 to 7:55 a.m. The High School Courtyard is available for high school students only from 7:30 to 7:55 a.m. After school, the High School Courtyard and the Media Center are available for all Secondary students until 4:30 p.m.

Parking

Horizon Honors has three parking areas – the Main Campus, the lot just north of campus, and the lot south of campus across Frye Road. Parents and visitors are welcome to park in any spot without a special designation, or a loading/unloading zone. Students may only park in the lot just north of campus or in the south lot. Traffic Flow Maps are available on horizonclc.org.

Club Horizon

The Club Horizon Program is offered before and after school for students in grades PreK-6. Students not in attendance at a Horizon Honors school are not eligible to attend Club Horizon. Club Horizon is located at the east end of the campus in the Elementary School. Entrance to the program is through the gate next to the activity field; walk north along the building to the second entrance. The entrance is clearly marked.

Fees (Subject to change):

Before School - 6:15 to 8 a.m., \$6 per day

After School - 3 to 6 p.m., \$12 per day

Early Release Days – 1 to 6 p.m., \$15 per day

Late fees will be assessed for pickups after 6 p.m.

Camp Horizon

The Camp Horizon Program is provided for students in grades PreK-6 during the fall, winter, spring and summer breaks. The camp meets daily except on legal holidays from 6:15 a.m. to 6 p.m. Camp Horizon is located at the east end of the campus in the Elementary School. Entrance to the program is through the gate next to the activity fields; walk north along the building to the second entrance. The entrance is clearly marked.

Fee (Subject to change): Starting at \$30

Student Lunch

Students may bring their own lunches each day. Parents can also elect to participate in the catered lunch service, providing lunch at a reasonable cost. Lunches are ordered via horizonclc.orderlunches.com and are paid for in advance. Deadline for orders is the Friday of

each week and no late orders are accepted. Students cannot receive delivered food from anyone other than their parents or a designated emergency contact person. 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.

Birthdays, Holidays & Other Celebrations

Special days in the lives of students and staff are important to them, their families and to the learning 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 in the Elementary School, the event is acknowledged during morning meeting. At the Secondary School, 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 they will be kept in the office until the end of the school day. Family may also visit the school during lunchtime to celebrate. However, NO food or drinks may be a part of the celebration. Many students have food allergies and should not have to be excluded from the celebration. In place of a food item, parents are encouraged to donate a book to be placed in the Media Center in the student's name.

Religious and cultural holidays are important to both the individual student and the learning community. Students are encouraged to share holidays they are celebrating and tell the other students about why the day is important to them. This can take place during the morning meeting in the Elementary School. It is the practice of Horizon Honors schools to honor diversity in all aspects of our lives. This includes the religious holidays celebrated by the wide span of religions represented in the learning community. The focus of recognizing these holidays will be 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.

PARENT INVOLVEMENT

Horizon Honors provides a learning community where parents play a significant role in the learning process. Feedback is encouraged and the leadership teams look forward to hearing what works as well as ideas for improvement. Adult family members are welcome to volunteer in the classroom at any time after the first two weeks of the school year. Visit horizonclc.org to complete the volunteer form.

INSTRUCTION & ASSESSMENT

Delivery of Instruction

Horizon Honors schools strive to provide "a gifted education program for all students" regardless of ability. The focus on student needs, instructional organizational patterns and classroom strategies will reflect those often reserved for gifted students in the traditional setting. Because of this approach, critical thinking, creative thinking, hands-on/minds-on learning, integrated instruction, cooperative learning, problem solving and leadership opportunities are highlighted throughout the curriculum.

"I Do and I Understand"

Horizon Honors believes the basis for real learning and understanding is by "doing." Student learning is demonstrated by the application of new knowledge and skills resulting in an authentic display of their understanding and accomplishments. Our integrated approach involves students solving real-life problems through cooperative, thematic, hands-on/minds-on experiences so students understand how their classes, like life, are linked together.

High Standards, Honors Focus

Horizon Honors' curriculums incorporate the standards adopted by the Arizona Department of Education and are available at 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. Horizon Honors' 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.

Individual Learning Plan (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 and maintained throughout each quarter. This plan includes a list of academic and social learning outcomes the student is expected to achieve by the end of each quarter. This list will serve as both a visual indicator of progress and an agenda for personal conferences with the student, teachers and parents. Progress on the learning outcomes will be noted on the PowerSchool program.

The ILP Conferences are conducted once every quarter. The conference includes a review of the student's progress and goals for the upcoming quarter. Participation in the ILP Conference is expected and student/parent involvement is critical.

Instructional Materials

It is important to note the method of instruction for all subjects is based upon best educational practices. Therefore, students 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 all students to serve as references and provide a diversified look at the content. Textbooks required for instruction will be made available by Horizon Honors. Secondary students enrolled in classes offering dual credit for high school and college are required to purchase all textbooks and required materials. We encourage students to build their personal reading library by purchasing their own books.

Media Center

Students check out all textbooks/instructional materials and personal reading books from the Media Center. Students in grades 5-12 are required to have their ID in order to check out books. ID badges are printed at the beginning of the school year. If a student loses an ID badge, a \$5 fee is required in order to issue a new ID. Personal reading books are checked out for a period of two weeks. If any books are overdue, that student 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. If the lost materials are returned before the end of the school year and the fine was greater than \$10, a refund will be issued.

Hours of the Media Center are 7:45 a.m. to 4:30 p.m. on school days.

Homework

Horizon Honors does not view homework as a separate activity and is designed to increase in complexity over the K-12 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. Parents can expect to see regular assignments in subject areas such as math and language arts that build upon the mastery of previous skills. Secondary students should expect homework on weekends as well as during the week. Dual enrollment or AP courses may require homework over school breaks, including summer break.

Student Assessment

Student performance is assessed to demonstrate mastery of the ILP goals. Forms of assessment may include:

- Performances
- Projects
- Oral & written presentations
- Quizzes & tests
- Teacher observations
- Final examinations
- Benchmark testing
- State standardized tests such as AIMS & AzMERIT

Horizon Honors schools will follow all state guidelines for state standardized tests.

Summatives

A final summative comprised of a public demonstration of student learning will be conducted as follows: grades K-6 - each quarter; grades 7-12 - exhibitions at various times as related to coursework. Students are required to participate and families are encouraged to attend. Summatives may be scheduled during the school day or during evening hours.

Grades & Report Cards

All parents are given access to PowerSchool to monitor their child's assignments and grades on a daily basis. In addition, students in grades 5-12 are given their own access to their information and assignments. Final grades are posted in PowerSchool prior to ILP Conferences. Report cards can be printed quarterly from the PowerSchool Account.

Requirements for Promotion

Students will attend one year of learning at Kindergarten, two years in the 1-2, 3-4, 5-6 and 7-8 levels, resulting in an 8th Grade Promotion Certificate. Promotion from each grade level will be determined during the required quarterly ILP Conference at which time the student, parents and teacher will review the student's portfolio/grades. Promotion/retention is a team recommendation based on multiple sources including standardized tests scores, current grades and teacher/parent input. The final decision of promotion/retention will be made by the principal.

Requirements for Graduation

Students graduating from Horizon Honors High School must earn a minimum of 24 credits. Please see the Horizon Honors High School Scheduling Handbook (available at horizonclc.org) for a complete description of required courses and community service for an honors diploma. Students must achieve a "C" or better in each class in order to receive credit toward graduation.

Academic & Guidance Services

All staff members are trained in problem solving and assist with resolving conflict and providing emotional support. Counselors and advisors are also available to help students with all academic and social issues as they relate to school needs. Other community resources can be made available as the needs arise.

EXCEPTIONAL STUDENT SERVICES

Horizon Honors schools provide Special Education services under the Individuals with Disabilities Act (IDEA) and the American with Disabilities Act Section 504 (ADA) to ensure equal education opportunities for all students. Horizon Honors schools employ teachers certified by the Arizona Department of Education in Special Education for each student with an Individual Education Plan (IEP). Additional parent resources are available at horizonclc.org.

Identification/Evaluation

When a student enters a Horizon Honors school with any formal plan or previous placement, the school team will convene to review the plan. If a currently enrolled student's teachers and/or the student's parents suspect a disability, the pre-referral process will be initiated.

Child Study Team (CST)

The Child Study Team reviews student's academic, social and emotional data and may consist of: the student's parents, general education teacher, administration, Health Office staff, a special education teacher, and the student, when age appropriate.

Placement Services

After a student has been evaluated, a multi-disciplinary team (MET) meeting will be conducted to determine eligibility. As a result of this MET, an IEP or 504 plan may be created by the team. Students identified with learning, emotional or physical disabilities are an important part of Horizon Honors. The IEP and the least restrictive environment determine each student's level of service. Each plan is reviewed annually.

HEALTH SERVICES

Health Office

A Health Office staff addresses 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 Elementary School Health Office - 9 a.m. to 2 p.m.
Phone: (480) 659-3112 Fax: (480) 659-3082 Email: health@horizonclc.org

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 (available for students in grades 5 - 12). Due to choking concerns, cough drops are not permitted in grades PreK–4.

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

Infection, Injury or Illness

Health Services is unable to provide the space or staff to care for students for extended lengths of time. Parents/guardians are responsible for picking up their child, or making arrangements for an emergency contact to pick up ill or injured students within one hour. Children who are absent, or leave school due to illness or injury, may not attend school sponsored activities, events or clubs that day. Ill or injured students will not be released to drive, walk or take a bus home.

To minimize exposure and promote a healthy environment, students exhibiting the symptoms below will be sent home. Please do not send your child to school with these conditions:

- Fever of 100.0 degrees and above. Children may return to school when they 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. Children may return to school when they 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. Children must remain at home until treated and all the nits and lice have been removed.

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

A student may be excused from physical or outdoor 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 or outdoor 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. Students excused from physical or outdoor activities will be restricted from participating in activities that require physical or outdoor exposure (i.e. Fun Run, Fit Walk, Turkey Trot, outdoor recess) as applicable. Any impairment that requires a child 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.

LEADERSHIP ORGANIZATIONS & EXTRACURRICULARS

Student Councils

In accordance to the Horizon Honors philosophy, the student councils play a leadership role in developing community and school spirit. The focus of the student councils is to promote council goals as a harmonious student body and to maintain open communication among students, faculty and administration. Elections are held annually.

Extracurricular Activities

Horizon Honors schools provide students with a wide variety of extra-curricular activities to meet their diverse needs, including clubs, athletics, and performing arts. Offerings vary from year to year based on student interest. Some activities have a fee required for participation. Information about Elementary and Secondary extra-curriculars can be found at horizonclc.org.

Social Events

Horizon Honors schools provides age-appropriate social activities outside of the regular school day. At the Elementary School, this may include movie nights, skate nights, and ice cream socials. In Grades 7-8, this may include themed socials, 8th grade promotion activities, special lunch activities. In Grades 9-12, events may include pep rallies, homecoming festivities, and prom.

STUDENT CODE OF CONDUCT

Purpose

The first priority for all decisions and actions taken at Horizon Honors Schools 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 both 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 the consequences being assigned.

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 educationally appropriate materials to school. 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. 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. 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

HCLC 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. HCLC 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. HCLC is subject to local, state and federal laws. All HCLC technology will be used strictly for approved educational purposes according to the Technology Acceptable Use Policy (<http://horizonclc.org/docs/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 and course syllabi.
- Understand that the use of HCLC technology is a privilege, not a right. Access may be revoked at any time by HCLC, 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 HCLC 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 HCLC's content web filters. Students will abide by the policies and guidelines for the Code of Conduct behavior listed in the HCLC Family Handbook.
- Recognize that even though HCLC 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 HCLC staff immediately of any inappropriate information.
- Understand that all technology is the property of HCLC and is not private and that all of my activity, transmissions, documents, posts, etc., are subject to review and monitoring by staff.
- Release HCLC from any liability resulting in actions I take while using HCLC technology including unwanted financial obligations.
- Understand HCLC may provide personal accounts for communication, document sharing and access to educational tools. Any access granted to personal accounts through HCLC must meet all of these criteria, or privilege will be forfeited.
Agree to abide by the following use for my personal technology devices:
Grades K-4 – No personal technology devices allowed on school grounds
Grades 5-6 – Personal technology devices are only allowed for home and family communication after school only. Personal technology devices must be turned off and secured in student's backpack before and during the school day.
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.
Grades 9-12 – Personal technology devices are allowed during school hours with teacher permission

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 HCLC has taken available precautions to eliminate controversial material.
- Recognize it is impossible for HCLC 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 K-12 and views 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. The 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
- Bike/skateboard 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 (grades 7-12 only)

Level I Consequences (to 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 and/or serious violations will result in referral for major offenses and will be considered insubordination

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, including all forms of social media
- 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 (to be determined by staff member involved):

- Problem solving (staff/parent)
- Compensation and apology
- Community reconciliation time
- Removal from the community
- Letter of apology
- Detention
- Saturday School

- Short term suspension (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
- 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 or e-cigarette products or intent to sell or share*
- Possession/distribution 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 or e-cigarette products/paraphernalia
- Possession/use of a look-a-like weapon
- Spontaneous physical assault*
- Fighting or striking*
- Extortion
- Sexual misconduct or indecent exposure*
- Endangerment
- Theft
- Bus/van misconduct causing a safety hazard to self and/or others

Level III Consequences:

For Grade K-4:

- The first violation of any of the offenses will result in a short-term (1-10 days) suspension from school and school-related events as determined by the school administrator and may include any or all: compensation, community service, and apology.
- A second violation will require a discipline hearing to determine that discipline action to be taken with the student that may result in a recommendation for expulsion to the HCLC school board. Participation/completion of counseling for the student or student/parent may be required prior to re-admittance to school.

Grades 5-12:

- 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 the School Board to determine if the student will be expelled.

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 an 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 an 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:

Grades K-4:

- The first violation of the offenses in Level IV will result in a suspension from school pending a discipline hearing to determine the

consequence, which may include recommendation of expulsion to the HCLC School Board.

Grades 5-12:

- The first violation of the offenses in Level IV will result in a suspension from school and an automatic recommendation by the principal to the School Board for expulsion from school. A formal hearing will be conducted by the hearing officer School Board to determine if the student will be expelled.

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.

Dress Code Violations

Violations will result in a consequence and students may not be allowed to return to class until they are in Dress Code.

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.