

# **Horizon High School**

## **POLICY BOOK**

**FOR STUDENTS AND PARENTS**

*(Revised March 2012)*

A SUPPORTIVE AND ACADEMICALLY STIMULATING ENVIRONMENT...  
Horizon High School

### **Full Value Contract**

Horizon High School is a community. It will be the kind of community that we all make it. Your job is to do your part in making HHS a healthy community- if the community is healthy, we can all have freedoms. Our job is to help you build and maintain a healthy community, and keep track of how much control is in students' hands. The real power to build a positive learning community belongs to the students. How much freedom and control you have belongs to staff. These are the building blocks of a healthy, positive school:

#### **TRUST**

- Students should be able to trust teachers. Teachers should be able to trust students.
- Simple. Be trustworthy: Be trusted.

#### **RESPECT, SAFETY, AND SECURITY**

- Respect for all students, teachers, property, nature, and expectations (rules).
- Everyone has the right to come to school and feel safe and valued.

#### **HONOR**

- Doing the right thing even when no one is watching.
- Putting others needs in front of your wants.

#### **COMPASSION AND KINDNESS**

- Appreciate, or at least tolerate, other people's differences. Learn to care for people and learn their "stories."
- Resolve conflicts-work things out peacefully!
- Be kind. . .

#### **EFFORT**

- Give it your all. Try, try, try. . . Then try again. . . If you stumble, get some help, make a plan, and continue trying.
- Take a healthy risk!

#### **HONESTY (with self and others)**

- Does this really need explaining? I bet it does need practice though. . .

#### **OPENNESS**

- Ask questions. Be curious.

Listen to people. Keep an open mind. Once in a while say "Maybe I'm wrong here." Learn.

**LEADERSHIP**

Commitment to building and maintaining a positive community. Confronting others who are harming the community. Leaving behind the idea of "narcising."

**REPUTATION**

Our reputation, and the continuation of this school, depend on our actions and our behavior.

What's at stake? A) The benefits of personal growth. B) The comfort of belonging to a happy group. C) Fun and Freedom. . .

I, \_\_\_\_\_, commit to following through on this **Full Value Contract** by practicing, or learning to practice, its principles of Trust, Respect, Honor, Compassion and Kindness, Effort, Honesty, Openness, and Leadership. I also understand that the quality of my education at HHS will be determined by what I put into it, and how I play my part in the community.

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**"It takes a whole village to raise a child"  
— African proverb**

At Horizon High School we believe it's everyone's responsibility to assist the student to reach their potential.

Parent(s) and/or Guardian(s) have the responsibility to attend a minimum of one general parent meeting at the beginning of the school year, and two student-teacher-parent conferences a semester. These dates may be found on the school calendar or conferences may be scheduled through the school staff.

Parent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Student Job Contract**

· My job as a student at HHS is: to choose to be at the Horizon High School because I feel this will help me meet my educational and career goals.

· Make steady progress.

· Maintain a minimum of 90% attendance at the Horizon High School and worksites.

- Come to school in the best possible condition for learning.
- Be respectful and supportive of individual differences.
- Make up any work when absent.

**The following will not be tolerated on school grounds and may result in termination:**

- Physical harassment/threat of harm against others
- Verbal abuse of any kind
- The possession, use, or sale of alcohol or drugs
- Possession or use of knives, guns, or other weapons

The above job requirements and expectations will enable the student to earn credit toward graduation.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

(Student)

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## **Alcohol and/or Drug Abuse (AODA) & Weapons Policy**

(1) Students who bring a weapon on school grounds will be terminated from school with no tuition refund.

(1) Students who violate the AODA policy

- by coming to school under the influence of drugs or alcohol,
  - by using illegal drugs (as defined in the state statute) on school grounds,
  - by having drugs or alcohol in their possession on school grounds,
  - by giving drugs or alcohol to someone else on school grounds,
  - by selling alcohol or drugs on school grounds,
- or
- by boasting, glamorizing or romanticizing about drugs or alcohol use.

[3] A student who violates the AODA policy will have his/her status evaluated by the Director in partnership with appropriate staff and parents. The Director will make a decision on further action, which may include suspension and/or termination from the school.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Horizon High School Policy on Urine Drug Screening

All students will undergo a witnessed urine drug screen within 10 days of enrollment in Horizon High School.

At a minimum, the screen should include the following drugs: Opiates, marijuana, cocaine, PCP, amphetamines, barbiturates, benzodiazepines and methadone. Students with a history of LSD or ecstasy use should also be screened for those drugs. The drug screen does not have to go through a formal "chain of custody" procedure.

HORIZON STUDENTS ARE SUBJECT TO DRUG TESTING AT ANY TIME

I accept and agree to this policy.

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(student signature)

(parent signature)

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(date)

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(date)

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## Respect and Kindness Policy

**"Everyone is expected to respect everyone else."**

A safe and comfortable learning environment is essential at Horizon High School. Respect and kindness are expected of all individuals.

The following types of **Respect** are essential:

- Respect for individuals, both physically and emotionally.
- Respect for individual and school property.
- Respect for racial and cultural diversity.
- Respect for other sexual orientation.

It is important to remember that the action need not be intentional for the Respect and Kindness Policy to be broken.

The person who feels that he or she was disrespected should as a first step talk to the offender. Students are encouraged to talk with their mentors or teachers about any situation regarding this policy.

If the disrespectful actions continue, the parties involved will be asked to engage in a conflict resolution procedure. Continued problems with following the Respect and Kindness Policy could lead to a further verbal warning, parental contact, contact with the community school and/or expulsion from the Horizon High School.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Student)

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## **Controversial Issues**

The staff at Horizon High School recognizes the need of 'real' information given to the students. The information may deal with sensitive topics relating to sexuality, prejudice, drug and alcohol abuse, suicide and other related issues. At times the students may be exposed to controversial materials and/or speakers.

It is our position that these Interest Groups, presentations, and discussions are needed with some of our populations to meet their social and emotional development. Many times we are dealing with life and death facts of today's society.

Discussions will include a variety of points of view, and the beliefs of each individual will be respected. We also insist that the individual students' views are kept in confidence.

I do/do not (circle one) give permission for my child to participate in school programming relating to controversial issues.

Parent Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

## **Student Policy, Procedures and Rules for Using Computers and the Internet**

There is tremendous potential for learning using the Internet. Vast amounts of information and knowledge are archived there. Major libraries continually add to the amount of material accessible – for free. Additionally, organized educational classes exist online that provide specialized learning opportunities. But at the same time, there is also much potential for wasted time as well as opportunities for poor judgment.

There will be no email accessing, no instant messaging and no participating in chat rooms, on Horizon High School computers, without the express written authorization of the teacher. There will be no downloading of software, games, music or pornography. Failure to follow these rules will result in loss of computer privileges, and could result in dismissal from Horizon High School.

It is the policy of the Horizon High School Board of Directors to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below will lose their privilege to use the Internet and/or be subject to other disciplinary action.

Students have 2 privacy expectations for their computer usage history and for the contents of their files on the Horizon High School computers: a limited privacy expectation from HHS staff and board, and a high privacy expectation from other students. Storage areas (hard disks) on computers may be treated like school lockers. Horizon High School staff may access student files on hard disks both for routine maintenance and if there are indications of improper usage.

### **Procedures For Use:**

1. Horizon High School will allow every student access to the Internet provided parents or legal guardians of students do not object in writing to a student's having such access.

2. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
  - a. Internet safety and security, including:
    - the importance of understanding what materials are inappropriate to minors
    - safe use of electronic mail, chat rooms and other direct forms of electronic communication including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes full name, address, phone number, credit card number, and Social Security number
  - b. Responsible use of the Internet, including
    - abiding by copyright laws
    - understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information

**Rules:**

1. Students shall:
  - a. Use Horizon High School computers and Internet access only for researching materials directly related to their school assignments
  - b. adhere to the same standard of conduct expected and required in a classroom
  - c. follow rules for creating and using only their own individual user accounts with passwords
  - d. follow rules for using resources, time limits and printing instructions
  - e. log off as soon as finished to provide others with the opportunity to use the computer/ access the Internet
  - f. report violations of these rules
1. Students shall not:
  - a. Access email, engage in instant messaging or participate in chat rooms – the only exception shall be where class work requires email and only under conditions explicitly authorized in by the teacher (in writing optimally).
  - b. Download software, games, music or pornography
  - c. Log in to another user (school, MCC)1 account
  - d. lend their user account logins and passwords to anyone else
  - e. create a computer virus and place it on the computer or network

- f. send a message that is inconsistent with the school's code of conduct, written or implied
- g. send messages that are inappropriate, obscene, racist, sexist, homophobic, contain obscenities, or contain inflammatory or abusive language
- h. send any message with someone else's name on it
- i. read mail or files without the owner's permission, nor view other's computer desktops/screens remotely
- j. interfere with the ability of other users to make effective use of Horizon High School's computing and network resources
- k. burn any material onto cds/dvds – the only exception shall be where class work requires this and only where explicitly authorized by the teacher.

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### **Parent Permission Form for Computer/Internet Use**

As a parent or guardian of a student at Horizon High School, I have read the information about the appropriate use of computers and Internet at the school and I understand this agreement will be kept on file at the school. My student may use the Internet while at school according to the rules outlined.

Parent Signature\_\_\_\_\_

Date\_\_\_\_\_

### **Student (User) Agreement for Computer/Internet Use**

As a user of the Horizon High School computer system and Internet, I agree to comply with the stated rules in the Horizon High School

Policy Manual and to use the computer and Internet resources in a responsible and constructive manner.

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

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### Release of Information Form (Media)

I, \_\_\_\_\_ grant Horizon High  
School  
(parent or guardian)

permission to release \_\_\_\_\_  
name,  
(son/daughter name)

picture and/or video to be used for presentation and media use.

It is our understanding that this information will be effective for the period of enrollment, unless revoked by means of written notice by parent/guardain,

Parent/Guardian

Signature\_\_\_\_\_Date:\_\_\_\_\_

HHS Representative

Signature\_\_\_\_\_Date:\_\_\_\_\_

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Horizon High School

### **Permission For Field Trips and Transportation**

We plan to make field trips an important part of the educational program at Horizon High School. To keep transportation costs low, we would like to use private vehicles (teachers' and students') whenever possible. We need your permission to allow your child to go on these trips and to drive or to ride with licensed and insured students and teachers.

I do/do not (circle one) give consent for my child to go on field trips organized by Horizon High School.

I do/do not (circle one) give consent for him/her to ride in private vehicles with licensed and insured drivers.

I do/do not (circle one) give consent for my child to drive fellow students to field trips as part of the educational program at Horizon High School.

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Horizon High School

## Driving/Car Policy

Some students may drive to school, but once you pull into the parking lot you must lock and leave your car and not enter your car until the end of the school day.

No one may enter any car during the school day, anytime, even on breaks for any reason.

THEY MAY BE SUSPENDED IMMEDIATELY WITH NO WARNING FOR VIOLATIONS OF THIS POLICY.

Student  
Signature \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

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Horizon High School

### Essential Information for Emergency Procedures

Student's  
Name: \_\_\_\_\_

Parent(s)/Guardian: \_\_\_\_\_

Phone# \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of adult to contact in case of illness or injury:

1<sup>st</sup> choice: \_\_\_\_\_

Phone (Parent/Guardian) Home Phone Work

2<sup>nd</sup> choice: \_\_\_\_\_

Phone (Parent/Guardian) Home Phone Work

Hospital student should be taken to in the event of an emergency:

Hospital: \_\_\_\_\_ Phone # \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone# \_\_\_\_\_

The school reserves the right to enlist the aid of the EMS.

Would you permit the school to call a doctor or nurse from the closest clinic in case of an emergency even though you may not normally take them there for medical care?

Yes \_\_\_\_\_ No \_\_\_\_\_

By signing this form, the staff has the right to contact EMS and/or take the student to the hospital if a Parent/Guardian cannot be contacted.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

The following information is requested to assist the school in providing adequate services for your son/daughter.

- (1) Is your son/daughter on any medication which might affect his/her performance at school? Examples: tranquilizers, anti-seizure drugs, antibiotics, antihistamines (for respiratory problems), bee stings, asthma, etc.



Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate which medications the child is taking and whether the medication is needed during school hours.

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(1) Does your son/daughter have any health conditions?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," complete: \_\_\_\_\_ Diabetes \_\_\_\_\_ Hearing Loss

\_\_\_\_\_ Heart \_\_\_\_\_ Vision Loss

\_\_\_\_\_ Epilepsy \_\_\_\_\_ Birth Defects

\_\_\_\_\_ Asthma \_\_\_\_\_ Allergies

(1) Recent Surgeries:

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(1) Does your son/daughter have any activity restrictions?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please explain: \_\_\_\_\_

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## **Transcripts for Placement/Graduation**

**Student name** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Student ID if known** \_\_\_\_\_

**High School(s) attended:** \_\_\_\_\_

\_\_\_\_\_

**I authorize Horizon High School to receive transcripts for my student.**

**Parent/Guardian**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_