

PARENT and STUDENT HANDBOOK



**Horizon Academy
West**

**3021 Todos Santos Rd. NW
Albuquerque, NM
Office (505) 998-0459
Fax (505) 998-0463**

WELCOME

On behalf of the teachers and staff, it is my pleasure to welcome you to Horizon Academy West Charter School. In this handbook you will find information about our school procedures and policies. Please review this handbook and share this information with your child. We believe that communication is important to a successful year. If you have any questions or need clarification, feel free to contact us. Our goal is to provide your child with the best education possible.

Thank you for your continued support and partnership!

Sincerely,

Carissa Cantrell, Director

Horizon Academy West: Mission Statement

Horizon Academy West has a commitment to educational excellence, and our staff is dedicated to providing a rigorous, creative, well-rounded education for all students. Our school is committed to helping each student master his or her subjects, and learn to think – critically and creatively.

Administrative Team

Carissa Cantrell	Director	E-mail: ccantrell@hawest.net
Andrea Gallegos	Dean of Students/ Family Community Engagement Coordinator	E-mail: agallegos@hawest.net
Alice Chavez	Business Manager	E-mail: achavez@hawest.net
Sabrina Cordero	Administrative Assistant/Registrar	E-mail: scordero@hawest.net
Maggie Lynch	Receptionist	E-mail: mlynch@hawest.net
Diana Cordova	Business Support	E-mail: dcordova@hawest.net

Governing Council Members

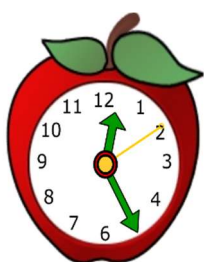
Storm Gonzalez, President
Carrie Rodriguez, Secretary
Christen Levan Hagemann, Vice-President
Anthony Jaramillo, Member
Vacant, Member

PTO Board Members

The PTO board members encourage all families, teachers, and staff to become members of the PTO. The PTO organizes a variety of fundraisers and highly successful family engagement activities throughout the year. Its success relies on the participation and support of Horizon Academy West families. The PTO and the staff of Horizon Academy West believe that active family participation in the school is essential to ensure success for all students.

President
Vice President
Treasurer

Candace Jaramillo
Kelly Birrell
Jamie Montano



DAILY SCHEDULE:

K- 5 7:45 am - 3:30 pm

Preschool AM 7:45 am – 11:00 am
 PM 12:15 pm - 3:30 pm
 Extended Day 7:45 am – 2:15 pm

Lunch Schedule

LUNCH SCHEDULE	Recess	Cafeteria
Kindergarten	10:50-11:05	11:05-11:25
2nd Grade	11:05-11:20	11:20-11:40
1st Grade	11:20-11:35	11:35-11:55
3rd Grade	11:35-11:50	11:50-12:10
4th Grade	11:50-12:05	12:05-12:25
5th Grade	12:05-12:20	12:20-12:40

Emergency Contact Information

All students must have emergency contact information on file. Please contact the registrar to update your contact information.

Non-Discrimination Statement and Procedures

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Attendance for Success Act

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason and others, state law requires that all children of appropriate age and condition attend school regularly. It is also a requirement of the New Mexico Attendance for Success Act, NMSA §§22-12A-1, *et seq.* (2019) ("Law"). Unless otherwise excused by the Law, all school age persons subject to the Law shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age. Any parent of a school age person subject to the Law is responsible for the attendance of that person.

Absences may be excused for the following reasons with proper notification: illness (including chronic illness documented on a health plan, IEP, or 504 plan), limited family emergencies, family deaths, medical, health or legal appointments, suspensions, religious holidays, Native American cultural events as stated by the Pueblo Governors, deployment of a military parent, limited extenuating circumstances as approved in advance by the Director (or designee).

Absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to: non-school sponsored activities or trips, family vacations outside of the normally scheduled school breaks, non-approved cultural days.

Parents/legal guardians shall call the school to report the absence of their student. Students may leave a message on the attendance line or speak to our receptionist. Parents/legal guardians shall notify the school of anticipated absences because of trips, family emergencies, and medical or agency appointments. Parents/legal guardians should monitor the absence rate of their student.

All teachers will take attendance daily. The school shall keep a record of excused and unexcused absences.

Students in need of early intervention or students with attendance problems may be referred to a member of the HAW Attendance Team. The Attendance Team meets monthly to examine student level data and formulate prevention and intervention plans as needed. HAW uses a tiered system of interventions using the absence model of three tiers: tier 1 are students who have missed less than 10% of the school year, tier 2 are students who miss 10%-19% of the school year, and tier 3 are students who miss 20% or more of the school year. If all intervention efforts have been exhausted, HAW may refer students and families to other agencies as deemed appropriate.

Visitors

All visitors must sign in at the front office. This is for the safety of all children. We use the Raptor system which requires the following:

- All visitors must present a valid state-issued identification upon each visit.
- All visitors will be issued a visitor badge printed from the Raptor system each visit.
- Visitors must comply with school policies and guidelines at all times.
- Visitors may not smoke, including e-cigarettes, be inebriated, or under the influence of any substances that may affect a person's behavior.
- Visitors may not bring weapons on campus with the exception of law enforcement.

Volunteers

All volunteers must have a background check through Cogent specific to Horizon Academy West. All volunteers are required to follow all school policies and guidelines while on campus. More information and the registration link are listed on our Website.

Supervision and Late Pick-Up Policy

Regular supervision of students begins at 7:35 am and ends at 3:30 pm. No staff member is monitoring students prior to or after that time. If students have not been picked up after 3:45, they will be sent to the after-school program (CREW) for a nominal fee.

Student Drop Off & Pick-Up Areas

Early Drop-Off (Front of School)

Students that are enrolled in our Before Care Program are allowed to drop off beginning at 7:15 am at the front cafeteria doors. Please use the front only as this is where staff will be located. Our Before Care Program is a free program, but we have limited spaces available.

Drop-Off (Drive Through or Walk-up)

The back gate will open at 7:30 am. Please be mindful as staff parking is by the playground area. Students may arrive as early as 7:35. For your safety, use all cross-walks if you are walking.

Pick-Up Grades K-2 and siblings (Front of School)

Kindergarten-2nd grade Families: The parking lot at the front of the school is a one-way only for parents to park in open spots when walking up to the doors/area to pick up your child. The only exceptions are the "Handicap Only" spots by our playground/gate. Staff on duty at the entrance will assist with those spaces as needed.

Kindergarten Families: Please line up and staff on duty will call for your child a few students at a time. There will no longer be cars driving into the pick-up area, but please use cross-walks when available

First and Second grade Families: Please line up behind the cones outside the dismissal doors. We ask that you leave room for cars exiting the parking lot when lining up. Do not block traffic. As families leave, continue to move up closer to the cones. This will allow for space and social distancing. Cross-walks should be used when available and be mindful of cars exiting.

Pick-Up Grades 3-5 without siblings (Back of School)

We ask for your patience as traffic moves safely each day. Follow all staff directives and requests. Please remain in your car. At no time should a parent or guardian get out of his or her car and walk to pick up a child in the back lot.

Abbreviated School Days and Early Dismissal

Horizon Academy West operates on an abbreviated schedule in cases of an emergency, usually caused by extreme weather or when the safety of the students is in jeopardy. Under this schedule school will begin two hours later and end at the regularly scheduled time (9:45 am—3:30 pm). Please refer to the following case of inclement weather:

We will send out a School Alert via text, voice call, and email as soon as possible. To obtain information about school schedules during inclement weather listen to:

Radio: KOB AM770, KRST FM 92.3, KOB FM 93.3,

TV: KOB Channel 4, KOAT Channel 7, KRQE Channel 13.

Horizon Academy West typically follows APS closures and delays; however, we may follow a different schedule at our discretion and will communicate through means above. We ask that you do not call the office as staff will also be delayed.

Horizon Academy West - Student Dress Code (K-5)

Shirt/Blouse/Tops

1. Must be a solid color – Navy Blue
2. **Approved styles are:**
Long or short-sleeved collared polo (no brand logos).
3. School Spirit T-Shirts (special days will be announced).
4. Shirts must be tucked in.

Pants/Skirts/Dresses

1. Must be a solid color –Khaki
2. **Approved styles are:**
Classic/traditional, straight leg, boot cut.

3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, “baggy pants,” stretch type pants, Cargo style, pants with holes and frayed bottoms are NOT allowed.
4. Shorts - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type, Cargo style are NOT allowed).
5. Skirts/Skorts - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are NOT allowed)

Accessories

1. Belts of a solid color [either black or brown] with no adornments, must fit around the waist and be secured in belt loops. (Kindergarten students are not required to wear a belt.)
2. Sweaters, sweatshirts, vests must be a SOLID color – Blue or Khaki, must be worn over the approved style shirts. Shirts worn under accessories must be the solid navy.

Approved styles are:

Pull-over, cardigan or button-down – must be appropriately sized

3. Hats and Caps are worn outdoors only (exception religious or cultural head dress may be worn indoors).

Outerwear

1. Winter coats, winter jackets, and gloves do not have to meet the color requirements; however, these items are for OUTSIDE wear only.

Footwear

Socks and hosiery should be appropriate for school when visible. Socks and hosiery should be solid in color or simple designs. All students should wear appropriate footwear for walking and active movement (no flip-flops and sandals must have a back strap).

Please contact the school if you are in need of uniforms.

Prohibited School Dress:

The following articles are not allowed

1. Oversized or spiked Jewelry.
2. Body piercing jewelry (with the exception of earrings worn in the ears).
3. Belt loop chains or wallet chains, spiked jewelry, and extended belts.
4. “Heelys” - shoes or sneakers with wheels or “in-line” skating mechanisms.
5. Flip-flops or shoes without a back.

Consequences for non-compliance of clothing and appearance policies:

Inform student, parent/guardian. Contact parent to bring appropriate attire to school if deemed necessary.

Health Office and Medication

The health office is a room where sick or injured students are triaged, assessed, treated and/or referred for further treatment. It is staffed with a licensed health assistant.

All efforts will be made to return a student to class if deemed appropriate by the health assistant.

Students will be sent home with vomiting, diarrhea, fever of 100 degrees or greater, significant injury, or symptoms not responding to treatment. **Children may not return to school until they are free of the above symptoms for 24 hours without the aid of symptom reducing medications such as Tylenol or Ibuprofen.**

All medication will be dispensed according to the medication policy and procedure:

1. Prescription medications will be dispensed in the health office when accompanied by a completed Medication Authorization form signed by a physician, and the medication is in its original pharmacy labeled container.
2. In the case of over-the-counter medication (which includes cough drops), the parent will provide the medication in an original sealed container and complete an "Over the Counter" Medication Authorization form. Students who are placed on antibiotics by their physician must remain at home for the first 24 hours of therapy.
3. A health plan will be created for students with asthma, diabetes, history of seizures and other medical conditions that warrant special care. This information will be shared with all necessary teachers and staff should an emergency occur.

In the case of a serious illness or accident, every effort will be made to contact the parent or guardian.

Parent and/or guardians are responsible for updating contact information if there are any changes during the school year. If the student's condition appears to be an emergency 911 will be called. The decision to transport a student to a local health care facility will be made by the Emergency Medical Staff, unless the parent or guardian is present.

Immunizations

Immunizations are required to enter public schools in every state. All students entering Horizon Academy West must present a certificate/shot record showing immunizations against Diphtheria, Tetanus, Polio oral vaccination, Measles (Rubella, Rubella) and Hepatitis B. Students will not be allowed to attend school until an up-to-date shot record or a state approved exemption form is produced. Check with your pediatrician, the school or the local health department to determine if your child's immunizations are up-to-date. The New Mexico Immunization Exemption Statute (24-5-3) allows only two types of exemptions for children seeking exemption from required immunizations to enter school, childcare or pre-school. The two exemptions accepted are medical or religious.

Lost and Found

All lost items are to be turned into the Lost and Found in the cafeteria. Students are encouraged to check for all lost items there. Please label your child's jackets, sweatshirts, sweaters, lunch boxes, etc. so we can return those items to your child. The unclaimed items will be donated at the end of each grading period.

Cell Phones & Other Portable Electronic Devices

The Horizon Academy West policy on cellular phones, smart watches, and other portable electronic devices are designed to ensure that the use of these devices do not interfere with teaching and learning during the school day. This policy applies to all Horizon students at all levels, including before and after school hours outside or inside the school building.

The use of cell phones, smart watches, or other electronic portable devices for any purpose – including phone calls, text messages, and other functions - is not permitted at any time on school grounds.

1. Cell phones must not be visible during the school day. Please have students put them away in backpacks prior to leaving vehicle in the morning.
2. Cell phones must be completely turned off (not simply on silent or vibrate mode) during the school day. **It is strongly recommended that students leave all valuable electronics (iPods, cell phones, etc.) at home. The school is not responsible for loss or theft of items brought to campus.**
3. Cell phones are not permitted out during the periods before school or after school supervision of students (CREW program) on campus.

Consequences for students who violate the policy will be as follows:

- **First Offense:** The cell phone or electronic device will be confiscated. The student may pick up the phone or electronic device after school from the Front Office.
- **Second offense:** A parent or guardian must come to pick up the phone or electronic device from an administrator. The student may not bring the phone or electronic device to school for the remainder of the school year.
- **Repeated violations of this policy:** Students will be subject to additional disciplinary action, consistent with the Discipline Matrix.

CUSTODY ISSUES

It is the responsibility of the parent(s) to keep the office and teacher up to date regarding custody issues that pertain to relevant school communication and procedures. Parents/guardians must provide school personnel with the most recently dated court documents.

Horizon Academy West Public Charter School Safe Schools for All Students Act

The **Safe Schools for All Students Act**, passed during the 2019 New Mexico Legislature, repealed and replaced § 22-2-21 NMSA 1978 and created § 22-35 NMSA. New Mexico Administrative Code (NMAC) 6.12.7 was amended in response to this new law.

By January 1, 2020 each school board or governing body shall adopt bullying prevention policies that reflect these changes.

Horizon Academy West believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

DEFINITIONS:

1. "Bullying" means any *repeated and pervasive* written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
3. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
4. "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;

- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 - c. Otherwise adversely affects an individual's academic opportunities.
- 5. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.
- 6. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

REPORTING INTIMIDATION, HARASSMENT, OR BULLYING BEHAVIOR:

- 1. Any student who believes s/he has been the victim of harassment, intimidation, bullying or hazing by student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
- 2. The report may be made to any staff member. The staff member will assist the student in reporting to the Director or the Director's designee.
- 3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify designated staff.

4. Reports should be done in writing using the Administrative Referral Form. Parents may file a report using the CCI (Concerns, Complaint, or Inquiry). A copy of either form will be submitted to the Director.

CONSEQUENCES FOR BULLYING:

1. Verified acts of bullying shall result in intervention by the principal or her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Consequences for verified acts of **“direct bullying”** or **“indirect bullying”** range according to the severity continuum.

Direct Bullying takes the form of overt, physical contact in which the victim is openly attacked (i.e. punching, shoving and other acts that hurt people).

Indirect Bullying takes the form of social isolation and intentional exclusion from activities (i.e. keeping people out of a group, teasing people in a mean way, getting certain people to “gang up on others”).

Disciplinary consequences include but are not limited to:

- Verbal and/or Written Warnings
- Loss of privileges
- Internal Suspension
- External Suspension
- Expulsion and or Criminal Complaint Lodged.

CONSEQUENCES FOR KNOWINGLY MAKING FALSE REPORTS:

Horizon Academy West believes additional caution is in order when examining bullying because self-reports may be inaccurate due to error in recall, falsification, or exaggeration (e.g. a student either may not be forthright or artificially inflate his/her self-reported academic grades) or the student may forget a bullying event entirely or recall the characteristics of the event inaccurately.

Therefore, any student who knowingly falsifies a report of bullying or other forms of victimization will face severe disciplinary action or other appropriate sanctions.

Horizon Academy West Public Charter School LGBT Anti-discrimination and Cyber-bullying Zero Tolerance Policies [ADDENDUM June 2014]

In accordance with 2013 New Mexico legislative amendments to Section 2-2-21 NMSA 1978, Horizon Academy West is committed to maintaining an educational environment where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation including lesbian, gay, bisexual, and transgendered students, religious beliefs, disability or age, have no place; and where any form of coercion or harassment including cyber-bullying, That insults the dignity of others and creates and intimidating, threatening, or abusive educational environment, is unacceptable.

Therefore, in accordance with Section 22-2-21 NMSA 1978, Horizon Academy West established procedures specific to **cyber-bullying prevention** and **LGBT ‘anti-discrimination’** including

multidimensional training for administrators and teachers to minimize the likelihood that students will act in aggressive ways at school

Homework

Horizon Academy West believes homework is an integral part of the curriculum. We also believe that homework must be age appropriate. Each grade level/teacher has specific guidelines for homework.

Technology

Horizon Academy West allows access to the Internet. The Internet is a vast source of information for teachers and students. Before a student is allowed to access the Internet, parents and students will be required to read, sign and return the Rules and Appropriate Use form once during each school year. This document will be distributed early in the school year. Parents may decline to allow their child access to the Internet. If a student uses the Internet without permission or in an inappropriate manner, it will result in disciplinary action. Please review and sign the Horizon Academy Internet Use Agreement form.

Free or Reduced Lunch Form

In order for your child to become eligible for reduced or free lunch, a form must be filled out and approved by the cafeteria manager. If you think you may qualify for free or reduced lunch/breakfast, please fill out a form located on our Website. All of the information is confidential. The number of children that participate in the free and reduced lunch program helps our school qualify for extra federal funding. If you do not want to participate in the free or reduced breakfast/lunch program and you qualify, it still supports the school's opportunity for additional funding.

Special Education Services

Special education services along with appropriate modifications and/or accommodations, are provided to students by a special education teacher and/or a general education teacher in the classroom. When necessary, based on the individual student needs, ancillary services may be provided in a separate setting. In all cases, the special education services and appropriate modifications and accommodations will be provided in accordance with the student's current Individual Education Plan (IEP).

Section 504: Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must ensure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. Please call our Special Education Coordinator for more information.

News on the Horizon

HAW posts a weekly newsletter on our website www.hawest.net. It contains information and notices from the school staff and the PTO. Please read our newsletter to stay informed of important updates and events each week.

Withdrawal Forms

Should you need to withdraw your child from HAW, a form must be filled out in the office. All library books, text books, and technology must be returned before enrollment records are released to the new school. See our Registrar for more information.

Horizon Academy West reserves the right to make changes as needed. Any changes will be communicated via the newsletter and/or Website.

Horizon Academy West Elementary Discipline Matrix

The following elementary school code of conduct has been developed to foster respect and create a safe learning environment at Horizon Academy West.

This Matrix represents the recommended guidelines in the disposition of discipline. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. Additionally, other behavior plans may need to be developed to assist a student with behaviors when they are persistent. *In all cases administrative discretion will be exercised.*

<i>Level 1</i>			
<i>Behavior</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Behavioral disruption (Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.)	1 Loss of Recess/Refocus	2 Loss of Recess Parent Notification Referral	Parent Notification: Referral and/or Behavior Contract Possible ½ Day ISS
Dress Code Violation	Parent Contact and Warning Options: -Change into other clothing -may have clothing provided by school OR call home for clothes	Parent Contact and Referral: Change to acceptable clothing, same as 1st offense	Parent Notification ½ Day ISS: Change to acceptable clothing Same as 1st offense

<i>Level 2</i>			
<i>Behavior</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Electronic Devices	Confiscate and student may pick-up at the end of the day. Parent Notification	Parent Notification Confiscate and parent must pick-up in the office Referral	Parent Notification Confiscate and parent must pick-up in office Behavior Contract
Cheating or plagiarism	Redo Assignment Parent Notification	Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract	Loss of Assignment Credit ½ Day ISS Parent Notification
Rough Housing	1 Recess Detention	2 Recess Detentions Parent Notification Referral	1 Day ISS Parent Notification Behavior Contract
Verbal Aggression/Provoking	1 Day Recess Detention Parent Notification	2 Days Recess Detention Parent Notification Referral	1 Day ISS Parent Notification Behavior Contract
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Loss of computer privileges for up to twelve (12) weeks Parent Notification Referral	1-2 Days ISS and Loss of computer privileges for up to 24 weeks Parent Notification Referral	1 Day OSS Loss of computer privileges for entire school year Parent Notification Referral
Insubordination, defiance of authority or showing disrespect	1-2 Recess Detention(s) Parent Notification	1-4 Days Recess Detention(s) (allowed up to 1 recess at approved time) Parent Notification Referral	½ Day to 1 Day ISS Parent Notification Referral Behavior Contract
Physical or Aggressive contact towards student (Reactive)	½ - 2 Days ISS Parent Notification, Referral and/or Behavior Contract	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification

Physical or Aggressive contact towards staff member (Reactive)	½ - 2 Days ISS Parent Notification, counseling, Behavior Contract and/or Referral	1-3 Day(s) OSS Parent Notification	3-5 Days OSS Parent Notification
Inappropriate Touch May be level 3 depending on situation	2 Days Recess Detention Parent Notification, counseling APD may be contacted	1 Day ISS, counseling Parent Notification Behavior Contract APD may be contacted	1 Day OSS Parent Notification Review Behavior Contract APD may be contacted
Theft	1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Referral	1 Day ISS Restitution of Stolen Item Parent Notification	1-3 Days OSS Restitution of Stolen Item Parent Notification
Disrupting a school activity (field trip, event, game, etc.)	Loss of next school activity Parent Notification	Loss of next two school activities 1 Day ISS Parent Notification	Loss of school activities for the remainder of the school year 1 Day OSS Parent Notification
Misuse of or falsifying any official document or communication (including but not limited to: agenda, pass, ID, progress report, call to excuse absence, parent signature, etc.)	1 -2 Days Recess Detention, possible loss of grade or credit, Parent Notification	2 -4 Days Recess Detention, possible loss of grade or credit, Parent Notification Behavior contract	1 Day ISS Parent Notification APD may be contacted
Possession of inappropriate materials (toys, electronics, explicit materials)	Confiscate and student may pick-up minor items at the end of the day – explicit materials picked up by parents Possible referral	Parent Notification Confiscate and parent must pick up in the office Referral	Parent Notification Confiscate and hold until end of the school year
Possession/use of tobacco, rolling papers, electronic tobacco products or incendiary paraphernalia at school or school sponsored event.	½ Day ISS Parent Notification, possible counseling, Behavior Contract, Referral	1 Day ISS Parent Notification, counseling, APD may be contacted	1 Day OSS Parent Notification APD will be contacted

<i>Additional Consequences after Level I and Level II</i>			
<i>Behavior</i>	<i>4th offense</i>	<i>5th offense</i>	<i>6th offense</i>
Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior.	Twice the previous consequences Parent Notification Behavior Contract or Review	1 -3 Days ISS or OSS Parent Notification Behavior Contract or Review	3-5 Days ISS or OSS Parent Notification Behavior Contract or Review

<i>Level 3 -APD referral may be filed on all Level III All offenses with Referral</i>			
<i>Behavior</i>	<i>1st offense</i>	<i>2nd offense</i>	<i>3rd offense</i>
Arson	10 Days OSS or expulsion pending hearing Parent Notification		
Assault/Battery of a staff member or student	3-5 Days OSS Parent Notification Behavior Contract	5-10 Days OSS or expulsion pending hearing Parent Notification	
Bomb Threats/False Alarms/Explosives	10 Days OSS or expulsion Pending hearing Parent Notification Referral		
Gang Related Activity	1 Day ISS Parent Notification Referral	3 Days OSS Parent Notification Behavior Contract Referral	10 Days OSS pending hearing Parent Notification Referral
Habitually Disruptive	Referral to SAT Possible FBA/BIP		
Harassment/Bullying (Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.)	1/2-2 Days ISS Parent Notification, counseling	1-3 Days OSS Parent Notification	3-5 Days OSS Parent Notification
Making a false 911 call or pulling a fire alarm <i>Grades 3-5</i>	1-3 Days ISS or OSS Parent Notification Referral	4-10 Days OSS Possible Hearing Parent Notification	<i>Grades PreK-2 will be dealt with on individual basis</i>

Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-alikes, ecigarettes or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia)	5 Days OSS Parent Notification, counseling, Behavior Contract	10 Days OSS pending hearing Parent Notification	
Selling or distributing alcohol, drugs, look-alikes, or other controlled substances including OTC drugs and prescription drugs	4-10 Days OSS pending hearing Parent Notification		
Sexual Harassment	½ - 2 Days ISS, counseling Parent Notification Behavior Contract	3-5 Days OSS Parent Notification APD may be contacted	5-10 Days OSS pending hearing Parent Notification
Sexual Misconduct	5-10 Days OSS pending hearing Parent Notification		
Theft/Extortion	3 Days ISS S.R.O. Contact Parent Notification Restitution Behavior Contract	2-5 Days OSS Parent Notification Restitution	10 Days OSS pending hearing Parent Notification Restitution
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1-5 Days OSS Loss of privileges and restitution Parent Notification	6-9 Days OSS Parent Notification Loss of privileges and restitution	10 Days OSS pending hearing Parent Notification Restitution and loss of privileges
Possession of Weapons or Look-A-likes	1-10 Days OSS pending hearing Parent Notification APD may be contacted		

Please sign and return by August 18, 2022

I hereby acknowledge receipt of a copy of the Horizon Academy West Parent and Student Handbook posted on the Website. I agree to review the handbook with my child and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As Horizon Academy West provides updated policy information, I accept responsibility for reading and abiding by the changes. I will contact the office staff if I have any questions or need clarification.

Child's Name _____	Child's Grade _____
Child's Name _____	Child's Grade _____
Child's Name _____	Child's Grade _____

Parent Signature _____	Date _____
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