

PARENT and STUDENT HANDBOOK



School Office Hours 7:30-4:00

Staff Hours 7:30-3:45

Hours for Students 7:45-3:30

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Albuquerque, NM

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WELCOME

On Behalf of the staff here at Horizon Academy West, it is my pleasure to welcome you to Horizon Academy West. In this booklet you will find information about our school procedures and policies. Please review this booklet and share this information with your child. We believe that communication is important to your child having a successful year so, please, if you have any questions or need clarification, contact us. Our goal is to provide your child with the best education possible.

Thank you for your continued support!

Kind Regards,

Cynthia Carter

Horizon Academy West's 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

Cynthia Carter	Director	E-mail: ccarter@hawest.net
Olivia Flores	Assistant Director	E-mail: oflores@hawest.net
Aaron Peak	Assistant Principal	Email: apeak@hawest.net
Diana Cordova	Business Manager	E-mail: dcordova@hawest.net
Shalom D'Elia	Operations / CREW Manager	E-mail: sdelia@hawst.net
Angelica Montano	Receptionist/Student Records	E-mail: amontano@hawest.net

Governing Council Members

Carrie Rodriguez	President
Alice Chavez	Secretary
Carlos Tenorio	Board Member
Cecilia Webb	Board Member
Storm Gonzales	Board Member

Representatives

Cynthia Carter	Administrative Representative
Olivia Flores	Administrative Representative
Linda Stoffan	Teacher Representative

PTO Board Members

The PTO board members encourage all families, teachers, and staff to become members of the PTO.

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.

School Attendance Policies and Practices Information and Guidance for Parents

Prompt and regular attendance is essential for a student to attain academic success. Missed days, coming to school late and leaving early can leave gaps in the educational process.

State law also requires daily school attendance. As a school, we are committed to having a 95%+ student attendance rate. Therefore, Horizon Academy West will take attendance, and report attendance everyday - on a regular basis - during the school calendar year. We ask that you support our school and your child's academic success by bringing your child to school on timely daily.

Horizon Academy West will monitor and track absenteeism every day to increase consistency and uniformity of enforcement of attendance policies and to streamline communication between parents, agencies and the community - all in an effort to keep kids in school.

Attendance records are legal documents which may be required in a court of law, for example as evidence in prosecutions for non-attendance. They provide the daily record of attendance as an early warning system for various areas, which may affect a child's welfare including child protection; illegal child employment; truancy; disaffection with school; special education needs; illness and; problems in school. The information they contain can act as useful monitoring systems for plans, which are developed to support children.

The overarching goal of our school attendance program is to make sure students attend school every day and arrive on time, and when a student is not in school or arrives late it is our responsibility to find out why that day. In addition, student attendance is factored in to our school grade by the State. **Your child's absences affect the whole school.**

Attendance policies and practices differ from district to district and, in some instances, from school to school within the same district. As an independent school district, please acquaint yourself with the following **HORIZON ACADEMY WEST CHARTER SCHOOL** attendance practices that have been recognized as having a positive effect on our annual rate of attendance.

- If your child will be absent, please call the school (998-0459 ext 104) before 9:00 am on the day of the absence, and leave the following information: A. Name of Child; B. Teacher's Name; C. Reason for Absence and; D. Your Name and Relationship to Child. Note: Calling in does not excuse the absence.
- Verification of excessive absences for illness is the responsibility of the parents and students. Absences that are not verified by a licensed entity, or the Attendance Office, will be counted as unexcused. It is expected that each student will be present on every day that school is in session during the school year.

Horizon Academy West does not use any form of suspension - be it External or Internal - as a means of deterring excessive absenteeism or preventing habitual truancy.

- Certain absences are excusable with written proof furnished by either:
Licensed medical or mental health provider
Licensed diagnostician or licensed social services entity
Funeral Notice
- When a student is absent, parents will receive an automated phone call notifying you that your child is absent. If you have already called in and reported your child absent, you may disregard the automated call. You will receive this phone call between 9:00-10:00am.

UNEXCUSED ABSENCES:

The following are examples of unexcused absences at Horizon Academy West:

- Any missed day of school without proper verification from a licensed provider, clergy or tribal official, etc.
- Participation in nonacademic programs and / or athletic activities not affiliated with HAW enrichment offerings
- Family vacations while school is in session
- Hunting trips

MEDICAL RELEASE FOR THREE-DAYS OF CONSECUTIVE ABSENCE:

Any student who misses three (3) consecutive days, for any unsubstantiated reason, must be medically released. **Please provide written proof from a licensed health provider.**

EXTENDED ABSENCES MUST BE REPORTED TO THE SCHOOL NURSE - ACCOMPANIED ONLY WITH WRITTEN PROOF.

Progressive and Appropriate Interventions Resulting in Appropriate Referrals

At 5 and 9 unexcused absences, school personnel will notify and inform the parent, guardian or caregiver of their responsibilities and, exactly, what the next step will be along the attendance enforcement continuum. "Habitual Truants," defined as students with 10 or more unexcused absences, may be referred to the district attorney, the juvenile probation office-mediation program, or CYFD.

In accordance with Section 22-12-9et seq. NMSA 1978 and 6.10.8.8.E NMAC - Compulsory School Attendance (*amended 2009*), a student who misses five days of school within a school year will be classified as a student in need of early intervention. "Habitual Truant" means a student who has accumulated the equivalent of ten (10) days or more of unexcused absences within a school year.

EARLY RELEASE / DISMISSAL:

After the **fifth (5th)** dismissal, early release will only be granted for illness, family emergency, or verifiable proof of services from a licensed provider. In the case of medical or psychological tests, **you must show evidence** (such as a note from the health center) that the test could not be scheduled after school. **No exceptions.**

Students will not be released thirty (30) minutes before the end of the school day without a valid doctor's note or appointment slip.

LATE ARRIVALS / TARDIES:

Any child that arrives to school after 7:45 is considered tardy. If your child arrives between 7:45 – 8:00 they will be marked tardy by their classroom teachers. They do not need to be signed in and they go directly to their classrooms. If your child arrives after 8:00 am, an adult over the age of 18 must bring them to the front office and sign the child in. **No exceptions.**

Please remember, for the safety and welfare of all of our students, all parents must sign in before escorting students to class. Under no circumstances are you permitted to escort your child to class without first stopping by the front office to sign in.

CONSEQUENCES FOR LATE ARRIVALS

- At **5 late arrivals** and upon each successive late arrival, **students will be assigned to study hall during their recess time.**
- At **10 late arrivals**, the student may be subject to losing their nonacademic privileges such as recess, fun-field trips and assemblies. Parents/guardians must meet face to face with the MDT (multidisciplinary team) about the situation.
- At **15 late arrivals**, a referral may be made to district attorney's office or Juvenile Probation office for educational neglect.

A multidisciplinary team (MDT) will be available to assist families with a comprehensive array of support services. We strongly recommend that you take full advantage of these resources to avoid legal entanglement.

Phone Messages

Please be sure your child knows where to go after school each day. It is a disruption to the entire class when messages must be delivered. We realize emergencies will arise and messages will be delivered. We just ask that this be the exception and not the rule. Thank you for your cooperation.

Visiting the School

All visitors must sign in at the front office. This is for the safety of your children. We have special visitor tags for anyone who is here to work with our children. All staff will be instructed to look for the visitor pass and redirect visitors without a pass to the office.

- The visitor badge must be worn and visible at all times.
- Visitors must comply with all school rules while on campus
- Visitors may not approach any other child other than their own to discuss anything other than a respectful greeting.
- Visitors that fail to comply with school rules or procedures and/or cause disruption may be removed and not allowed back on campus at the Director's discretion.

Volunteers

For the safety and welfare of your children and our students, all volunteers are required to have a background check. Horizon Academy West is not affiliated with APS. All volunteers must have a background check through Cogent/Gemalto. No other background checks will be accepted. All background checks are valid for two years.



Horizon Academy West is a tobacco free campus.

Supervision and Late Pick-Up Policy

Parent Pickup and Drop off

Supervision of students begins at 7:00 and ends at 3:30. No staff member is monitoring students prior to or after that time. For the safety of our students, parents are required to pick up students no later than 3:45. Students are dismissed at 3:30. If you arrive after 3:45 that is considered a late arrival and you will be required to sign a late pick up log. If your child exceeds three late pickups, a meeting with administration will take place via phone call or face to face. If parents exceed the three late pickups policy, your students will be placed in the CREW program and you will be charged the weekly \$40.00 fee.

Parents who consistently pick up their children late and chose not to have their children placed in the CREW Program will be reported to APD and Children, Youth, and Families Department.

CREW

Horizon Academy West offers an afterschool program called CREW. The program features: **Creativity:** art projects to expand the imagination and create new ideas. **Recreation:** Indoor and outdoor activities/team building games. **Education:** We provide time for homework completion and offer tutoring as needed during this time. **Work Readiness:** Throughout the school year, the program provides guest speakers from the community to help guide the students in areas of

interest. You are welcome to sign up for this program for a \$40.00 per child weekly fee or \$25.00 for Fridays Only

Student Drop Off & Pick-Up Areas

Please exercise caution and patience while driving in school zones. Please help us to keep **ALL OF OUR CHILDREN SAFE** by following these guidelines in our Student Loading Zone where you drop-off and pick-up your children:

- ▶ Please be patient. Your children/s safety is our primary concern.
- ▶ Do not park your car. Please keep the engine running. If you need to park, please do so in the parking area in front of the school.
- ▶ If you are the lead vehicle, please drive up to the furthest point forward in the loading zone. If you are behind another car, please pull up closely to the vehicle in front of you.
- ▶ Stop and load or unload only on the sidewalk side of the loading zone. Duty staff will guide your children to your vehicle. Please pull as close to the curb as possible.
- ▶ After you drop off or pick up your own child, please maintain a **5mph speed limit** and drive carefully. This is a children loading zone.
- ▶ Children should always exit and enter the car door facing the school.
- ▶ Watch for school personnel who may be directing traffic. Please do not drop off or pick up students from across the street.
- ▶ Stepping between cars is absolutely impermissible, even with an adult. Remember, students learn best by watching what adults' model.
- ▶ Fire lanes must be observed. The fire lanes are along the red curb in front of the main building. Fire zones must be kept clear at all times for emergency vehicles.
- ▶ Traffic in the drive-through and parking lot is one way.
- ▶ It is **NEVER** permitted to drive in reverse in the parking lot (except when backing from parking space).

Abbreviated School Days and Early Dismissal

Horizon Academy West operates on an abbreviated schedule in cases of an emergency, usually caused by extreme weather 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:

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.

If Albuquerque Public Schools are closed or delayed, Horizon Academy West will do likewise.

Transportation

Field trip transportation by bus is a privilege and an extension of the school day. Your child's safety on the bus is essential. To guarantee your child's safety, the following bus rules apply to all students riding the bus to and from schools:

- ▶ Follow the directions of the bus driver the first time they are given.
- ▶ Keep all parts of your body and objects inside the bus.
- ▶ Remain seated in your assigned seat at all times.
- ▶ Keep hands, feet and objects to yourself.
- ▶ No fighting, spitting or cussing at any time.
- ▶ No eating or drinking.

Horizon Academy West - Student Dress Code

Foundation

In real-world circumstances, seldom are children prevented from making their own choices when it comes to clothing and hairstyles except when certain apparel or hairstyles can mean being in a gang or can imply promiscuity. At Horizon Academy West, we expect student dress and grooming to reflect high standards of personal conduct, and by doing so, represent our school as such.

Having said this, part of the requirement for enrollment at Horizon Academy West Elementary School is embracing our perspectives about permissible clothing and hairstyles simply because we'd like to concentrate on more important things like values, skills, honesty and treatment of other people.

Shirt/Blouse/Tops

1. Must be a SOLID color - Navy Blue
2. **Approved styles are:**
 - Collared polo shirt (no shirt unbuttoned except for top 2 buttons)
 - Long or short-sleeved (not sleeveless)
3. School Spirit T-Shirts (must have School Administrator or designee approval)
4. Must be cotton or cotton blend (no see through material, no shiny material, no denim material)
5. Insignias can be no bigger than ½ dollar size

Note: No shirts of any other styles except those listed above are allowed. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward. *Shirts must be tucked in at all times.* No contrasting stripes or piping on shirts.

Pants/Skirts/Dresses

1. Must be a SOLID Color -Khaki
2. Approved styles are: Classic/traditional, straight leg cut, with or without pleats, with or without cuffs (maximum hemline circumference 16" & maximum cuff width 2")

3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, “baggy pants,” stretch type pants are **NOT** allowed. Also, pants with holes and frayed bottoms are **NOT** allowed. No contrasting stripes or piping on pants. No Cargo pants (this style has many large pockets that may conceal contraband).
4. Shorts - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed). No Cargo shorts.
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)

NOTE: SLITS in Skirts or Dresses can be NO higher than the point where longest extended finger ends when student is standing up straight.

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 in compliance. **Undershirts and leggings should be a solid color.**
3. **Approved styles are:**
Sweaters/Sweatshirts - pull-over, cardigan or button-down - must be appropriately sized
No hoods indoors or hats
4. Items worn **INSIDE** the school building for warmth **MUST MEET THE DRESS CODE**

Outerwear

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

Note: Jackets must be appropriately sized and may not be worn in any way that reflects gang affiliation or conceals contraband. No trench-coats or dusters may be worn.

Footwear

Socks and hosiery should be **solid** in color and navy blue, khaki, white or nude hosiery. All students should wear appropriate footwear (no flip-flops).

Exceptions

Spirit day, photo day, denim/jean day or other special event day dress will be allowed at the discretion of the School Administrator.

Prohibited School Dress and Hairstyles:

The following articles are not allowed at Horizon Academy West

1. Jewelry that disrupts the educational process or endanger students.
2. Body piercing jewelry (with the exception of earrings worn in the ears).
3. Headgear such as baseball caps (**indoors**), bandanas, hair nets, and sunglasses (**indoors**).
4. Belt loop chains or wallet chains, spiked jewelry, and extended belts.
5. Any items or accessories, including face painting, which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hatred, or bigotry toward any group.
6. “Heelys” - shoes or sneakers with wheels or “in-line” skating mechanisms.

The following hairstyles are not allowed at Horizon Academy West

1. Unnatural or multi-colored hair coloring (e.g. flaming red, purple, blue, orange, yellow or any hairstyle that may cause potential disruption to the instructional program).

Consequences for non-compliance of clothing and appearance policies:

1st Infraction - Inform student, parent/guardian and rectify problem immediately. Contact parent to bring appropriate attire to school.

2nd Infraction - Loss of all non-educational privileges. Meet with administration.

3rd Infraction - Internal Suspension (**ISS**) for each successive violation.

Families in need of financial assistance can contact the school or the PTO for assistance in securing school clothing.

Medication

School personnel are not allowed to administer medication to students. Office staff will supervise self-administration if the parents have provided a doctor’s authorization form with the proper instructions on the dispensing of the medication during school hours. **Do not send any medication to school with your child or in their lunch.** Send medications with a written note for over the counter medications or any authorization form for prescription medication directly to the office. These drugs will be kept locked up in the office.

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 a shot record is produced. Check with your pediatrician, the school or the local health department to determine if your child’s immunizations are up-to-date.

Thank you for helping to keep our students safe and healthy.

Lost and Found

All lost items are to be turned into the Lost and Found in the multipurpose room. Students are encouraged to check for all lost items there. Parents are reminded that a child’s name needs to be

on every personal item brought to school. Please put names in your child's jackets, sweatshirts, sweaters, lunch boxes, etc. so we can get those items to your child. The Lost and Found is cleaned out at the end of each grading period.

Academic Integrity

Academic dishonesty - cheating or plagiarism - is simply not acceptable. Cheating includes the copying of another student's work as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the author. A student found to have engaged in academic dishonesty will not only lose credit for the assignment but will be disciplined according to the Student Code of Conduct.

Cell Phones & Other Portable Electronic Devices

The Horizon Academy West policy on cellular phones 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 or other electronic portable devices for any purpose - including phone calls, text messages, and other functions - is not permitted at any other time on school grounds.

1. Cell phones must not be visible during the school day
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.**

Penalties 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 Code of Discipline.

Foundation

It is the policy of Horizon Academy West Charter School to attempt to resolve disciplinary problems using every means short of exclusion from school. Fair and reasonable procedures will be followed to assure students of their rights. The administration expects all persons connected with the school to demonstrate mutual respect for the rights of others: and they expect all involved in teaching and learning to fully accept and discharge their responsibilities toward others and the system. The framework for these rights and responsibilities rests with federal and state laws and regulations and Horizon Academy West Governing Council policy.

Guiding Principles

The following guiding principles lay the foundation for a positive school climate. These principles are essential beliefs that will guide Horizon Academy West, staff, students and families in the shared work of ensuring positive school environments and improved student outcomes.

1. Appropriate behavior can be taught, modeled and generalized within and across settings.
2. Civil behavior modeled by adults is a powerful teaching tool for children.
3. Behavioral issues represent a range and there are different techniques and interventions along that range.
4. Ensuring the safety of all students and staff is the responsibility of all staff.
5. Students need to feel connected, capable and contributing in the classroom setting. There is a variety of reasons for misbehavior, and an understanding of these reasons can help prevent or address behavior issues.
6. Mental health issues need to be understood in relationship to school behavior and to work with families.
7. Counseling is one intervention for solving behavior issues; but it may have limited impact as a sole intervention.
8. Recognition and respect for the diverse population in the school and community are essential. All children must be assured that they can learn in non-disruptive atmosphere and can be treated in fair, consistent and non-discriminatory manner.

A. Responsibilities of Students

In order to develop and maintain a safe and effective instructional environment that encourages and supports teaching and learning; we believe that children must behave in an appropriate manner. We recognize that all children are unique and respond differently to the classroom setting. We have worked very hard to develop instructional techniques that allow for these differences. However, we cannot allow children to disrupt their own learning and the learning of others by persistent, inappropriate behavior. Therefore, students who consistently behave in accordance with the following will be in compliance with the rules of the code.

1. Report to class ready to work at the assigned time
2. Have paper, pencil, books, and completed assignments everyday.
3. Keep hands, feet, books and all objects to yourself.

4. Do not swear, make rude comments, tease in a cruel manner or treat others harshly.
5. Respect the diversity of staff and students at Horizon Academy West with regard to race, color, ethnicity, national origin, religion, sex, parenthood, sexual orientation, marriage, pregnancy, primary language, handicap, special needs, and economic class.
6. Exercise the highest degree of self-discipline in observing and adhering to rules and regulations.

B. Rights of Students

It is not possible to list all of the rights of students. Therefore, the following lists of rights should not be understood to deny or limit others retained by students in this school, in their capacity as members of the student body, or as citizens.

1. In accordance with the United States Constitution and applicable federal and state laws and regulations, students have the right to participate fully in classroom instruction and extracurricular activities regardless of race, color, ethnicity, national origin, religion, sex, parenthood, sexual orientation, primary language, handicap, disability, age, or economic class.
2. Students have the right to an education of the highest standards.
3. Students have the right to a meaningful curriculum and the right to voice their opinions in the development of such a curriculum.
4. Students have the right to physical safety and protection of personal property.
5. Students have the right to safe and sanitary facilities
6. Students have the right to consult with teachers, counselors, and administrators and anyone else connected with the school, if they desire, at appropriate times.
7. Students have the right to participate in the development of rules and regulations to which they are subject and the right to be notified of such rules and regulations.
8. Students, in their own schools, may exercise the rights of free speech, assembly, press and association, in accordance with the First Amendment of the United States Constitution.
9. The protections provided by state and federal special education laws if the school had knowledge (as defined by federal and state law) that the students were students with a disability before the behavior that precipitated the disciplinary actions occurred (applies to students who have not been determined to be eligible for special educations and related services, and who engaged in behavior that violated any rule of code of conduct).
10. Present petitions, complaints, or grievances to appropriate school authorities regarding disciplinary and other school-related issues except where this code provides for formal right of appeal.
11. Respect from teachers and administrators.
12. Personal privacy, subject to reasonable rules necessary for health and safety.
13. Not to be searched or have their personal belongings subjected to searches and seizures. However, with reasonable cause, designated school administrators may search personal belongings.

In exercising these rights, students shall refrain from any expression which is libelous or obscene according to current legal definitions, or which is intended to and likely to incite the commission of illegal acts, or which can reasonably be forecast to cause substantial disruption of school or classroom activity.

C. RESPONSIBILITIES OF ADMINISTRATION

Administrators have the responsibility to:

1. Protect the mental and physical well-being of all students and staff.
2. Protect the legal rights of teachers, students, and parents.
3. Support school personnel in the fulfillment of their disciplinary responsibilities as defined by the Code of Discipline.
4. Contact and involve parents in dealing with disciplinary matters.
5. Provide a broad-based and varied curriculum to meet individual needs.
6. Develop and implement overall disciplinary policies in cooperation with students, parents, and teachers that conform to Horizon Academy West Governing Council policy and the Code of Discipline.
7. Inform the community, students, parents/guardians, and school staff about policies relating to pupil conduct in schools, at school-sponsored activities and on school-sponsored transportation.
8. Provide qualified staff to meet the needs of students and to accomplish school goals and objectives.
9. Collaborate with community and government agencies on programs that promote safety and civility.
10. Consistently maintain a humanistic approach with all students.

D. RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to:

1. Provide a positive learning atmosphere and rigorous curriculum.
2. Exhibit qualities of professionalism, competency, creativity, and self-control.
3. Respect each student as a person.
4. Demonstrate understanding and concern for the individual pupil and his or her needs.
5. Inspire in students the desire for personal growth.
6. Guide students toward the development of self-discipline.
7. Keep informed about current rules and policies.
8. Enforce the policies, rules, and regulations of the Horizon Academy West Governing Council.
9. Be conscious of professional ethics in relationships with students, fellow teachers, and administrators.

E. RESPONSIBILITIES OF PARENTS

Parents have the responsibility to:

1. Share the responsibility for the behavior of their child in school, at school-sponsored activities, and on the way to and from school.
2. Prepare the child to assume responsibility for attending school, and for his or her own behavior.

3. Foster positive attitudes in the child toward himself or herself, others, school and the community.
4. Communicate with school personnel about the child.
5. Attend individual or group conferences.
6. Recognize the school staff has the right to enforce the policies, rules and regulations of the Horizon Academy West Charter School Governing Council.
7. Behave in a civil and non-disruptive manner when visiting the school.
8. Assure that their child brings to school only those things that are appropriate in a school setting.

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 (with a valid seal) regarding custody issues. Original document must be presented before a copy for school use is made.

F. RESPONSIBILITIES OF THE COMMUNITY AND SCHOOL SUPPORT AGENCIES

The community has the responsibility to:

1. Help shape school goals.
2. Be informed about school goals and policies.
3. Support an effective school system.

Agencies charged with providing support to students and their families have the responsibility to:

1. Address the needs of their clients that interfere with the learning process.
2. Collaborate with school to deliver effective support services.

Alternative Solutions to Disciplinary Problems

Horizon Academy West Charter School will not tolerate an act of verbal or physical aggression. Infractions are categorized as Minor, Serious, or Criminal and handled through a progressive level of discipline and or restriction.

Operational Definition of Category of Behaviors

Minor Offenses are those which do not result in significant loss of class time, property damage or personal injury and are treated flexibly first by the instructor and or administrator –depending on circumstance.

Examples of minor offenses include but are not limited to the following:

1. **Annoying Behaviors** - such as dealing with compulsive talking, gross-outs and constant questioning.
2. **Non-Compliant Behaviors**- such as having no pencil, paper, books, or homework, or not following directions.
3. **Off-Task Behaviors** - such as motivating the reluctant learner, the procrastinator, and the non-contributor.
4. **Confrontational Behaviors** - challenging statements, arguing, and smart aleck remarks.
5. **Disrespectful Behaviors** - Foul language, improper language and gestures.

Effective classroom solutions include:

1. Loss or delay of privileges
2. Loss of freedom of interaction
3. Restitution
4. Re-teaching the appropriate behavior.

Serious Offenses are those which result in loss of significant class time, inflict, psychological or emotional trauma, property damage or physical personal injury. Examples include but are not limited to the following:

1. Bullying – direct or indirect
2. Physical Assault
3. Spitting
4. Ridicule or Harassment
5. Leaving school grounds without permission
6. Repeated and Flagrant Violations
7. Pulling the fire alarm
8. Continuously and intentionally making noise or seriously disrupting or preventing the normal functioning of the school or the teaching of other students

Effective administrative solutions include but are not limited to the following:

Contracting

Behavior Management

Student Support Resources: Multi-Disciplinary Team (MDT), Student Assistance Team (SAT)

Detention

Loss of School Privileges

Restitution

Temporary Removal from Class

Organized Study /In-School Suspension

Suspension

Criminal Offenses are those which normally would result in a student being charged with or convicted of a misdemeanor or felony and / or have an adverse effect on the stability of the school. Offenses in this category will be reported to the police as part of our anti-crime agreement. Examples include but are not limited to the following.

1. Assault and Battery / Bodily Harm
2. Sexual Assault
3. Possession of Firearms, Dangerous Weapons and Dangerous Objects

4. Possession of Controlled Substances, Alcohol, and Tobacco
5. Theft and Vandalism
6. Harassment and Violations of Civil rights
7. Making a bomb threat

Effective administrative solutions include:

1. Lodging criminal complaint with law enforcement
2. Long-term suspension
3. Indefinite Suspension
4. Alternative Program Placement
5. Expulsion

School Privileges

Students have the opportunity to participate in many special school functions and activities such as field trips, celebrations, performances, class days, and graduation ceremonies, among others. Participation in such activities is a privilege to be earned-not a “right.” By violating school rules or the Code of Discipline, or by engaging in illegal or illicit activities outside of school, a student may lose these privileges. The Director or the Director’s designate has the authority to limit or deny a student’s participation in such special functions and activities.

Incident Response Procedure

Students may report any category of offense to any teacher, administrator or staff. Although the classroom teacher is considered the first responder, a response can be activated from a multitude of directions. Before submitting an administrative referral and, as first responder, the teacher must demonstrate that (1) they made every effort possible to contact the parent/guardian; (2) they consulted with peers, cluster leadership or social work and or; (3) they made every every effort possible to consult with SAT to reduce the behavior.

Due Process

Horizon Academy-West Campus has established a hearing and appeal process for students to present their side of the story that increases the likelihood of fairness. Keep in mind; however, not all cases merit an appeal hearing. When granted an appeal hearing the student may have an attorney present.

Horizon Academy West Public Charter School Anti-Bullying Policy

In 2006, and in direct response to a Health Resources Services Administration (HRSA) survey indicating the prevalence of problem behaviors at school, ranging from minor disciplinary problems to criminal victimization, the New Mexico Public Education Department (NMPED) Office of Safe and Drug Free Schools (OSDFS) unveiled a state-wide component of a national strategy (Safe and Drug free schools Act)

to reduce the incidence of criminal victimization and bullying in school settings. *Refer to Anti-Bullying Policy rule 6.12.7 NMAC.*

In 2007, and according to NMPED recommendations, Horizon Academy West not only adopted the standardized definition of “Bullying” but also implemented specific measures to identify, characterize and treat student reports of serious violent, violent and property victimization. The purpose of this section of the disciplinary code is to outline the lengths HAW will take to target bullying more effectively in order to create a safer environment in which to learn.

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 a 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 principal or the principal'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) Form available in the front office. A copy of either form will be submitted to the Safe Schools Coordinator.

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”).

Progressive disciplinary consequences include but are not limited to:

- Verbal Warnings
- Essay writing
- 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 has guidelines for homework.

Technology

Horizon Academy West has 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 in the office. 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)

News on the Horizon

Each week, the school develops a news letter and it will be posted on our website www.hawest.net. It contains information and notices from the school staff, and the PTO. It is very important that you look for this publication and read it. It is our way of keeping you informed of the activities going on in the school and community.

As a parent, you have the right to request information on the qualifications of your child's teacher and any paraprofessional that instructs them. If your child is assigned to a teacher that is not "Highly Qualified" as defined by law, or is taught for at least four consecutive weeks by such a teacher, you may also request information by contacting administration.

Note: Any subject, topic, or policy not discussed in this handbook is available for review in the Faculty/Staff Handbook, Governing Council Policies, and/or school policies.

Horizon Academy West PreK Parent and Student Handbook: Addendum

The mission of Horizon Academy West PreK is to provide our students the opportunity to engage in a developmentally appropriate, play-based, and child-centric early learning educational environment. We will provide experiences and supports for the development of the whole child, regardless of diversity or exceptionality. We embrace multicultural education and believe the relationship between the family and the classroom is paramount.

Horizon Academy West PreK abides by all standards and expectations outlined in the student handbook; the following exceptions and accommodations are unique to PreK.

Admissions:

J18. ADMISSIONS POLICY

(updated 05/15/12)

HAW will comply with all applicable laws in admitting students. As a Public School, HAW's admissions policy is governed by Federal and State laws which require that admission of students be on a lottery basis.

In respect of any school year, the following preferences apply:

A Description of the Enrollment Procedures used by Horizon Academy West

Horizon Academy West assures that it will enroll students through a lottery selection process.

Students who are continuing are automatically admitted upon their completion of an intent to return admissions form. Siblings of current students are admitted if appropriate space is available. Applications are available at our front office to pick up and drop off. Tours of the school will be available upon request. Spaces available will be by subtracting the number of continuing students from the number of available spaces in each grade. A random lottery for any classes/grades that exceed capacity will be held. For those in the lottery, student's names will be drawn randomly from all the students who have submitted a complete application until capacity is reached.

All remaining students not selected for enrollment through the lottery will be placed on a waiting list of students according to their lottery position on the waiting list. Students will be selected for enrollment from this list throughout the year as openings may occur. Regularly throughout the year, additional names may be selected randomly through the lottery process.

Horizon Academy West **WILL NOT** charge tuition or have admission requirements, except as otherwise provided in the Public School Code.

To assure that there is an equal opportunity for all parents and students to learn about the school and apply for admission, notices will be sent out by newsletters, fliers, and posted on our website.

The Lottery Process

Lotteries shall be held at the front office/conference room. Students will be identified by the application number. The application number is drawn and announced and recorded in order to draw until all spaces are filled. The remaining application numbers will go back into the grade level wait list, if an opening becomes available after the initial lottery, an applicant number may be drawn to fill the opening. Any student expelled or suspended from any other school, including another Charter School within the last year, will not be eligible for admission to Horizon Academy West. Any omission or falsification of pertinent information on the Horizon Academy West application can be considered cause for rescinding their application.

How to Apply

The Application is needed for entrance into the lottery, and the Enrollment package is to be completed should your child be drawn in the lottery. The Application and Enrollment forms for the 2017-2018 school year are now available. Once completed, you will be notified by letter if your child has been drawn in the lottery.

If you would like your child(ren) to be considered for enrollment, please contact our registrar, Angelica Baca, or stop by our school for an application or enrollment packet. Applications can be picked up at:

Horizon Academy West
3021 Todos Santos Rd. NW
Albuquerque, NM 87120

For further information, please contact Angelica Baca by phone at (505) 998-0459, Ext. 106 or by email at amontano@hawest.net.

Pre-K Attendance Policies

Attendance and punctuality are paramount in any educational environment. PreK students are exempt from K-5 attendance policies. PreK students will not be penalized for absences, tardiness, or early pickup

At no time can a child attend class with a fever or communicable illness.

In the event of an absence contact the classroom teacher via phone (505) 980-0459 ext. 116 or email.

Should your child become ill while in class, the school nurse will make the evaluation whether or not to contact home for the child to be picked up. Contact with families will occur in the order which they are listed on pick up sheet.

Drop-Off and Pick-Up Procedures

PreK morning session class hours are 7:45-11:00 AM, afternoon session hours are 12:15-3:30 PM.

PreK students will be dropped off and picked up in the classroom, and must be signed in and out.

Students can only be picked up by authorized individuals listed on the classroom pickup list and must have picture ID available for verification.

In the event of weather delay there will be no morning session PreK, the afternoon session WILL remain on the regular schedule.

Student Dress Code:

Pre-K students are not required to wear uniforms.

Students **must** wear closed-toed shoes. On days Pre-K is scheduled for physical education, students must wear appropriate footwear.

Light jackets or coats must be brought to class daily. The weather in New Mexico changes quite frequently even within the day and students must be prepared to avoid exclusion from outside activities.

The immersive and experiential nature of the Pre-K program, means that children may soil clothing as part of messy play.

A complete and extra set of clothing, in a large zip lock baggie with the child's name on it, must be brought on the first day of school.

Family Engagement

Family engagement is a vital part of student's educational success. Pre-K requires family involvement and multiple opportunities are provided to be a part of your child's educational experience.

To volunteer in the classroom or as a chaperone, parents and family members must have a background check on file for horizon Academy West. Please see administration staff for details in regards to background checks.

Workshops and school-wide activities will typically take place after school.

PreK Required Parent Orientation	August 1 st 6-7pm
Meet and Greet	August 2 nd School-Wide Activity
Home Visits	August 6-9 th
Literacy Workshop	August 23 rd , 6-7:30
STEM Night	September 20 th 6-7:30
Fieldtrip to the Museum of Natural History	October 17 th and 18 th (Background Check)
Harvest Fest	October ,TBA
Family Teacher Conferences	November 14 th , 15 th , 19 th and 20 th
Gingerbread Houses	December 19 th
Literacy Night	January 17 th , 6-7:30
Bricks For Kids	February 7 th (Background Check)
Family Teacher Conferences	February 21 st , 25 th , 26 th & 27 th
STEM Workshop 2	March 21 6-7:30
Fieldtrip to the Aquarium	April 10 and 11
Fieldtrip to the Zoo	May 1 st and 2 nd
Graduation	May 15 th
Parent-Teacher Conferences	May 16 th , 20 th , 21 st and 22 nd

Dates are subject to change; every effort will be made abide to this schedule.

Food Service

- **Horizon Academy West Pre-K abides by food service policies and procedures as outlined in the parent student handbook.**
- **PreK eats family style in the classroom**
- **Breakfast is free to all children.**
- **Lunch fees are outlined in the parent student handbook**
- **If your child will be late to afternoon session please contact classroom teacher as soon as possible to insure your child's meal is reserved**

Inclusion and Identification of Exceptional Children

Vision Statement

Horizon Academy West Pre-K strives to provide a high-quality, least restrictive, and inclusive environment for all exceptional children. We will identify support children and their families as a means of maximizing the child's developmental potential.

Identification, Access, Participation and Support

Access

In alignment with Horizon Academy West admission policies, students are selected via a lottery process. The selection process does not exclude students because of developmental level, exceptionalities, or special needs. Individualized and differentiated instruction in lesson planning are provide access, activities, and supports designed around a child's individuality, needed accommodations, as well as adhering to a child's existing IEP.

Screenings

Horizon Academy West Pre-K utilizes the ages and stages questionnaire third edition as a means prescreening for developmental delay or disability. Should the screening indicate potential exceptionalities or needs, additional screening may be conducted by Horizon Academy West Special Education Department. Children have been receiving services in compliance with IDEA Part C Will be referred to Child Find for IDEA Part B evaluation. All screenings will be completed within 60 days from the first day of school. At any-time parents can request additional screenings.

Students with existing IEP's in effect will not require additional screenings.

Child Find

Child find is the process of locating, identifying, and evaluating children with exceptionalities, disabilities in special needs in accordance with IDEA Part C and Part B. All screening evaluations and services provided through Child Find are free.

While Horizon Academy West will make every effort to provide the additional screenings, and services within Horizon Academy West Special Education Program. In the event that extenuating circumstances would delay additional screenings screening services and evaluations would be conducted by Child Find. Child Find will conduct screenings and determine eligibility for special education and associated services.

Child Find is a department of Albuquerque Public Schools Special Education. The processes and procedures associated with a child find can be found on the Albuquerque Public Schools website at: <http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/i-instruction/special-education-procedural-directives/1-child-find>.

A complete copy of Child Find Policies and Procedures is also available upon request.

Referrals to Child Find

Referrals to Child Find can only be made by school staff with parental written consent. Parents and guardians may request referrals at any time. Proper documentation, background information, and direct support will be provided by the classroom teacher to refer and schedule screenings.

Supporting Children and Families

Horizon Academy West staff will provide direct assistance during the referral process. All special needs accommodations to include IEP's, instructional support will be adhered to within the classroom. The classroom teacher works closely with Horizon Academy West special education department to ensure all needs are met. Program staff will partner with all invested parties to ensure children and families are supported throughout the Child Find process.

Classroom teachers will adhere to all facets of the child's IEP through collaboration with Child Find, the school's special education department, and other professionals within the field. The teacher will seek out resources and professional development in collaboration with other early childhood professionals to ensure the needs of every child are met.

Modifications to lesson planning, activities, physical environment, schedules, assistive technology, may be made to accommodate any special needs and exceptionalities. Horizon Academy West will provide a free and appropriate public education in the least restrictive environment in compliance with IDEA parts B and C. Horizon Academy West Pre-K believes that inclusion is an important part to the educational processing and benefits both exceptional and typically developing children.

Communication

Communication is key to a successful school home relationship. When families are connected to the classroom, children educational experience is enhanced. The classroom teacher provides families with phone contacts, emails, and written forms of communication.

Horizon Academy West PreK provides a weekly newsletter, specific to PreK, which provides vital information that includes weekly reminders, upcoming events, and resources.

Please feel free to contact the classroom teacher with any concerns at any time. If it is important to you, it is important to us. It is vital to resolve issues and concerns immediately.

