

HORIZON MIDDLE SCHOOL

1750 Piros Drive
Colorado Springs, CO 80915



Home of the **PANTHERS**

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2024-2025

Student/Parent Handbook

There may be slight changes to some items in this planner prior to, or during, the 2024-25 school year. Any changes will be based on changes in policy or procedure and an updated copy of this Handbook will always be available on the school website. Thank you for your understanding.

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WELCOME HORIZON MIDDLE SCHOOL PANTHERS!

Welcome to Horizon Middle School! We are excited to have you as PANTHERS! Horizon will challenge students to excel in their studies and personal growth. Middle school is a time for you to begin to take responsibility for your own education. You will be challenged to organize yourself, to get the most out of every class, and to ask questions and advocate for yourself. Your teachers are here to assist you– ask them for help and take time to see them before or after school. Make sure to take advantage of the after-school study lab offered at Horizon to give yourself a learning advantage.

The purpose of this handbook is to describe our policies and the expectations of Horizon Middle School. These expectations are stated in accordance with District 49 Board of Education policies and Colorado Revised Statute. These policies and laws declare that every student in a public school in the state of Colorado has the right to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruptions. You are expected to know and follow these rules. Specific/additional policies and expectations may be in effect for individual classes. **We Believe ALL students can and WILL learn!**

****If at any time you would like a printed copy of this handbook, please contact the school office and we will be happy to provide one for you.**

SCHOOL HOURS

Horizon School Hours are 8:00 a.m. – 3:15 p.m.

Students may arrive at school beginning at 7:40 am, please be aware there will be NO school supervision before that time and students will not be permitted on campus until then. Students can enter the cafeteria at 7:40 am for breakfast. Breakfast will be served from 7:40 – 7:56 am each morning. Students will be allowed in the hallways at 7:56 am to walk to their first period class. Students will leave campus by 3:30 pm unless they are staying for after school activities under the supervision of a teacher or coach. **Please be mindful of these times as students on school grounds after 3:30 pm or before 7:40 am not involved in a school activity may be charged with trespassing.**

BELL SCHEDULE

	Bell Schedule
7:40 – 7:56	Breakfast is offered in cafeteria
7:56 – 8:00	Students allowed in hallways/lockers
8:00 – 8:58	1 st period
9:02 – 9:55	2 nd period
9:59 – 10:52	3 rd period
10:56 – 11:49	4 th period
<i>10:56-11:26</i>	<i>7th Grade Lunch</i>
11:30 – 12:23	7th Grade 4 th period
<i>11:53 – 12:23</i>	<i>6th Grade Lunch</i>
11:53 – 12:46	8th Grade 5 th period
12:24 – 1:20	6th Grade 5 th period
12:27 – 1:20	7th Grade 5 th period
<i>12:50 – 1:20</i>	<i>8th Grade Lunch</i>
1:21 – 2:16	6 th period
2:19 – 3:15	7 th period

HOME AND SCHOOL COMMUNICATION **(PowerSchool)**

Please sign up for the PowerSchool app and online access to stay informed and involved in your child's progress. Powerschool allows you to view your child's attendance, access up-to-date grades, and to communicate with your child's teacher. You will also receive notifications from the teacher on this platform. If you need assistance with signing up for PowerSchool, please stop by our office.

We will often send out emails and phone messages to our families reminding everyone of important events or announcements. This has proven to be the most effective way to keep you

informed about school events. Please make sure our school office always has your current email and phone information so you do not miss any school communication. We are a quick phone call or email away if you ever need to update your contact information.

TITLE I

Horizon is fortunate to be a school-wide Title I school, meaning all students at Horizon receive services through the Title 1 program. We are able to offer instructional interventions to students who need more support and extension activities for students who may be more gifted. We view it as our responsibility to meet every student's learning needs during the hours they are in school. Extended learning opportunities are offered after school during Study Lab. At the beginning of each year, parents have the opportunity to fill out applications for Free and Reduced lunch. If accepted, this provides additional funding for the school as well as waiving/reducing: supply, lunch, athletics, activities, and other fees. Applications are completed online and are available in paper format, if needed. Computers are available to you on campus to support this process.

RENAISSANCE

Reward + Recognize + Respect + Relationships + Reinforce = Results

Recognizing and rewarding academic success is an important aspect of creating school spirit at Horizon. Through the Jostens National Renaissance program, we celebrate student achievement and school PRIDE with special events throughout the school year. To qualify for Renaissance, students must have no referrals and earn a 3.0 GPA or higher at the end of the quarter. There are 3 levels for Renaissance: Gold (4.0), Black (3.5-3.9) and Red (3.0-3.49). Upon completion of each quarter students who achieve one of the levels listed are awarded with extra incentives and activities during the following quarter.

STUDENT SCHEDULES

We offer a variety of classes and experiences for our students. Every attempt is made to assign students to the classes they request. At times, requested classes are full or unavailable. Students may request schedule changes prior to the start of each semester by speaking with or emailing their grade level counselor. ***Please note: Schedule changes will not be made after the first day of each semester.*** We do not make schedule changes in order to switch teachers, instead, we encourage working through challenges together and building relationships.

GRADING POLICY

Student Report cards will be visible online through PowerSchool, unless a parent requests a paper copy to be mailed home. Parents are encouraged to check PowerSchool regularly to keep updated on student progress. Teachers will update student grades weekly.

Quarterly Report Card Grading Scale		
A	90%-100%	Excellent
B	80%-89%	Above Average
C	70%-79%	Average
D	60%-69%	Below Average
F	59% and below	Failing
P	N/A	Passing
I	N/A	Incomplete
M	N/A	Missing

*End of quarter (report card) grades will be weighted and based a combination of student's performance (60%) and practice (40%) work

Practice (40%)

Grades will include a combination of in class work, participation, and homework. Practice grades will be visible in the Parent Portal as a percentage (%) grade. The exact make-up and how much weight is based on each will be different by class type. *For example: PE classes will place a larger emphasis on participation, and less on homework, than will a core area class.

There is a standard, school-wide consequence for completing practice late. Practice work that is not completed by the date due will be assessed a 10% penalty for lateness. **For example: a rough draft homework assignment is due in Language Arts class and it is turned in 10 days late, the assignment was originally worth 20 points, after grading the assignment the earned grade is 18 out of 20, however since it was more than one week late a 10% penalty will be assessed, meaning the highest grade possible is 18 out of 20 (20 points minus 10% penalty). Therefore, the actual score given on the assignment will be 16 out of 20 – for a grade of 80%.

Performance (60%)

Performance grades are standards-based and meant to evaluate student performance in relation to the standard/criteria. Work will be assessed based on mastery of the standard criteria as it relates to the rubric. There are assignments, at times, that teachers will give both a performance and practice grade for the same assignment.

Student grades are a combination of practice (40%) and performance (60%). You can track your students' grades at any time through PowerSchool, or installing the app on your phone. You will be able to see an “overall” grade throughout the quarter in PowerSchool.

Students will have until the end of the unit of study to turn in work for that unit. Teachers will communicate the last date work will be accepted for the current unit at least one week (7 days) prior.

Student grades will be used to determine eligibility for athletics and activities. Students who have an “F” will not be allowed to participate in games, meets, and contests the following week. Grade checks will be conducted weekly.

Parent-Teacher conferences will be formally held twice a year. Conferences will be offered both in-person and virtually over ZOOM. You are strongly encouraged to attend conferences and meet with your child’s teachers to get firsthand knowledge of their progress. Additionally, we encourage you to call or email your child’s teachers at any time. When you make a phone call or send an email to Horizon staff, we strive to reply within 24 hours.

COMPUTERS

All Horizon students will need a computer at school and at home each day. Horizon is a 1:1 school, meaning each student will have a computer. Students are assigned a Chromebook from Horizon to use at school and at home; this computer will be assigned to the student while enrolled at Horizon. A technology agreement must be completed, and the yearly technology fee will be assigned. This yearly fee and insurance cover natural wear on their Chromebooks, which includes trackpad issues, missing keys, and charging issues. Broken screens and water damage are not covered by this, and fees associated with fixing these issues will be communicated home and assessed to the student account.

If your student’s computer is not working properly or has missing keys, please ask them to complete [this form](#). This allows us to be able to get the computer fixed and make sure that all students have access to a working computer.

All communication is monitored for inappropriate words, searches, and emails at all times. The District has a monitoring system that notifies school personnel and, in some cases, law enforcement. Monitoring occurs anytime a student is logged into their District account, whether on a school or personal computer. **Monitoring often creates alerts that result in a phone call from District security or law enforcement to be dispatched to the home.**

HOMEWORK

The term homework refers to assignments completed during supervised time in the classroom or at home. If a student does not finish his/her work at school, it may be considered homework. The purpose is to improve the learning process, to aid the mastery of skills, and to create and stimulate interest on the part of the pupil. All parents can expect some homework each day/week.

Although parents should observe their child at work and give assistance or guidance, one of the major goals of all homework is that of self-direction and independent study. Parents can help by providing an atmosphere at home that supports and encourages students in homework completion. Study lab will be available to provide support to students in each grade level, and often will be assigned to students who need the support.

STUDENT BEHAVIOR EXPECTATIONS

Discipline is a learning experience. It is essential to a child's development and necessary for the success of an effective school program. It is our belief that discipline by the teacher or staff and self-discipline by the student will result in a harmonious learning environment and promote positive character traits and social skills. Students are expected to conduct themselves in a manner that is safe, healthy, and conducive to learning. In order to meet this goal, each student should be aware of the following expectations:

- ★ Academic achievement is everyone's primary focus during the school day.
- ★ Students support the education of others and will not interfere.
- ★ Students treat each other and all staff with respect.
- ★ Students use technology safely and responsibly.
- ★ Students should know and follow all school rules and grade level expectations.
- ★ Appropriate language is used at all times.
- ★ Students will stand against violence and bullying for themselves and others.

It is our philosophy that students are most successful when home and school work together to support behavior. Please be aware that:

- ❖ Parents/guardians will be notified when a student is referred to the office for a discipline problem.
- ❖ Students may be suspended up to ten days from school according to state law.
- ❖ Students assigned detention after school will call their parents/guardians to inform them of the incident and the consequence of staying late.
- ❖ We have a School Resource Officer (SRO) stationed at our campus full time. He is an El Paso County Sheriff and holds students to the requirements and consequences of the law. Students that break the law on or off campus could be subject to criminal charges.

Students are subject to disciplinary action for any misconduct that occurs:

- In school
- On school property
- In a school vehicle
- While participating in or attending any school-sponsored activity or trip
- Off campus **any actions that transfer into the school day including but not limited to inappropriate internet activity and electronic communication, fighting or physical altercations, verbal threats or altercations, etc. are all subject to disciplinary actions.*

FOOD & DRINK

Food and drink are not allowed outside of the cafeteria at any time. Open containers will be removed from hallways or classrooms. Only water is allowed and we encourage students to

bring water bottles with a lid to stay hydrated and healthy.

Breakfast and lunch are to be served and eaten in the cafeteria prior to exiting to the halls or outdoors.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not to be kissing or engaging in other inappropriate physical contact with each other while on school grounds, on school buses, or at any school-sponsored activity. Parents will be made aware if this behavior occurs.

ELECTRONIC EQUIPMENT

Horizon Middle School is not responsible for items brought to school and are subsequently lost, stolen, or broken. Cell Phones, iPads, headphones, gaming and other devices are included in this policy as well and should not be brought to school. Use of these devices during the school day to take photographs or video that is not related to the instructional process may result in disciplinary action. Please use technology responsibly.

CELL PHONES

Appropriate cell phone use is allowed during lunch as well as before and after school. Please refrain from calling or texting your child at school to prevent disruptions to their learning, the learning of others, and to teaching. Students do have access to school phones to make emergency calls before or after school and during lunch. Parents can also call (719)495-5210 to get a message to their student.

Headphones that are dependent on cellphones are included with this policy and should remain stowed away during the school day. With teacher discretion, students may bring headphones that are compatible with their chromebooks.

Electronic devices will be confiscated if misused (including texting, calling, emailing, etc. during class) and a parent will need to come to school to collect them.

Cell phones, and other electronic equipment, are brought to school at your own risk, school staff will not investigate reports of broken or lost cell phones.

DRESS CODE

The goal of our dress code is to promote a safe, disciplined school environment, to prevent interference with schoolwork and behavior, and to encourage pride in student appearance. All students will dress in a way that is appropriate for the school day or for any school-sponsored event. A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. *The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.*

Any student deemed in violation of the dress code shall be required to change into school-loaned appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. If the student cannot promptly obtain appropriate clothing, an administrator shall request the student change into loaned clothing, if available, and notify the student's parent/guardian.

The following procedures listed in ***must wear***, ***may wear***, and ***cannot wear*** will be used to guide students, staff, and parents in appropriate school attire. In the case of questionable dress, school staff will have the final word on what is appropriate.

Students Must Wear:* while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), that reaches the bottom of the rib cage.
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts).
- Shoes.
- Clothes that are clean and neat and meet reasonable standards of health and hygiene.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

Students May Wear: *as long as these items do not violate “must wear” requirements

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajama pants
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and halter tops that appropriately cover undergarments
- Athletic attire

Students Cannot Wear:

- Clothing that distracts from the educational process or causes a disruption to the school environment.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment) such as head coverings that fully or partially cover the ears or head, including hoods, unless special permission is granted to accommodate student needs or religious beliefs.
- Any clothing that reveals private body parts or undergarment (bra, underwear/boxer shorts) or appears to be an undergarment.
- Clothing that includes violent or obscene language or images such as hate speech, profanity, pornography, or gang affiliation.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon (bullet proof vest, body armor, tactical gear, chains, spikes, etc..).

In the case of questionable dress, administration will determine what is appropriate.

HALLWAY EXPECTATIONS

- Walk on the right side of the hallway (just like driving)
- A pass is required to be in the hallway during class or lunch
- Be respectful of students in classrooms and do not disturb their learning
- Yelling, horseplay, running, etc. is not allowed
- Keep our school clean, if you see trash - please pick it up.

DISCIPLINARY PROCEDURES

(BOE policy: JK, JKD/JKE, JKD-E, JKE-E, JKD-R, JKE-R)

The objective of student discipline is to teach valuable life skills, ensure a safe environment that is conducive to learning, and prevent negative incidents from reoccurring. In addition, the student learns self-discipline and socially acceptable behavior. Our discipline philosophy relies on the administration of logical consequences for behavior. A school administrator may discipline, suspend, or recommend expulsion of a student who engages in the following prohibitive behavior according to the District 49 student conduct and discipline code:

Grounds for Suspension/Expulsion:

- Behavior on or off school property, which is detrimental to welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to others.
- Willful destruction or defacing of school property - vandalism
- Continued willful disobedience or open and persistent defiance of proper authority.
- Use or Possession of a Weapon Which Includes Knife, Pocket Knife, Firearm or Any Other Object used as a Weapon or facsimile
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Use of Obscene Language, Behavior or Threats to a Staff Member or another Student
- Harassment/Bullying (sexual, verbal, physical, racial, etc.)
- Sale, Use, or Possession of drugs, alcohol, tobacco, or paraphernalia
- Discrimination, Harassment, Bullying (sexual, racial, physical, written, etc..).
- Lying or giving false information.
- Obtaining money or objects of value from an unwilling person, or forcing an individual to act through the use of force or the threat of force – stealing or extortion
- Physical injury to another person – fighting or assault
- Scholastic dishonesty – cheating, plagiarism,
- Visiting inappropriate websites.
- Violation of criminal law, school or district rules and regulations.
- The commission of an act which, if committed by an adult, would be robbery or assault.
- Failure to comply with the state immunization requirements (will not be reported as a disciplinary action).
- Declaration as a habitually disruptive student.

Students who engage in an activity or behavior that results in a suspension will NOT be allowed on any district property for the duration of the suspension. There is NO In-School Suspension (ISS) option at Horizon Middle School. A parent or legal guardian MUST

come to the school to conference with the administrator and take the student home upon a phone call notifying of the suspension. A parent contact or conference is required before a student may return from an out-of-school suspension. Students may have additional conversations and/or consequences with the school resource officer.

NOTE: *Students are required to complete all assignments missed while they are suspended. In order for students to not fall behind in their classes, they should request work and complete it as assigned during suspension. As with all absences, students will be allowed two days to make-up work for every day they are suspended.*

Habitually Disruptive Students:

A Remedial Discipline Plan will be enacted for “habitually disruptive” students. A student is considered habitually disruptive when he/she causes a disruption in the classroom, school grounds, in school vehicles, or at school activities more than three times during the year and is suspended for those actions. Habitually disruptive behaviors are actions that are willful, overt, and require the attention of school personnel. Students will be referred for further disciplinary action for violation of Remedial Discipline Plan.

D49 Code of Conduct:

A District 49 Student Conduct and Discipline Code Book for the current year will be posted on the District 49 website at www.d49.org. If you would like a printed copy of the District School Conduct manual, please request one by calling the school office at 495-5210. A link to the Code of Conduct will also be published on the school website when available.

Bullying:

Bullying is defined as unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is NEVER tolerated at Horizon Middle School. Students who are victims of bullying or who have witnessed acts of bullying should come to the Counseling Office to report what has occurred. Students can also use the Safe-2-Tell Hotline to report incidents by calling (877-542-7233). This service notifies Horizon Middle School of the situation so that it can be addressed. We encourage you to report anything that makes you feel threatened, bullied or if you notice a friend that may need help.

Students often have conflicts with each other that would not be considered bullying. In these instances, it is beneficial for students to resolve their conflict together. Our counselors have Peer Conflict forms available in all classrooms, the front office, and the counseling office. Our counselors are always available to help students work through the situation.

COUNSELING SERVICES

The counseling department at Horizon Middle School exists foremost to serve the needs of the students. Acting as a consultant to teachers, administrators, and parents/guardians, the counselors also serve students through both family and classroom involvement.

To see the counselor, any student may come to the counseling office during lunch, before or after school, or with a pass from a teacher to request an appointment. Parents/guardians are welcomed and encouraged to either phone or come in to discuss concerns about their child/children.

Students may visit the counselor for:

1. School problems (grades, teachers, friends)
2. Family relationships
3. Social concerns
4. Physical limitations
5. Low self-esteem
6. Loneliness
7. How to make decisions
8. Getting extra help before or after school from tutors or staff

Often the counselor will request to see a student for the purpose of getting acquainted, sharing information, or discussing their class schedule. Confidential student information will only be disclosed if endangerment to self or others is indicated. Please call the main office if you would like an appointment.

ATTENDANCE

(BOE policy JH, JH-R, JHB, JHB-R)

Positive student attendance is crucial to success at school. **Students are required by Colorado State Law to attend school every day that school is in session.** Parents are expected to call the 24-hour attendance line at (719)495-5201 when an absence is anticipated for any reason, including: illness, medical or dental appointments, religious holidays or family trips. The school must be notified within 48 hours of an absence or the absence is documented as unexcused.

Students should never exceed more than 10 excused absences per school year. It is the student's responsibility to complete any work missed during the time of their absence. Students are allowed 2 days to make up work for every day absent. **If unexcused attendance becomes an issue, form letters will be sent home to begin the Truancy Process.**

- 3 days (or 24 periods)– 1st letter of concern
- 5 days (or 40 periods)– 2nd letter of concern and attendance contract developed, parent meeting
- 7 days (or 56 periods) – notice of non-compliance
- 10 days (or 80 periods) – truancy petition

Truancy:

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. Habitual truancy is defined as “a student of compulsory attendance age who has **7 unexcused or more than 10 excused** occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

When a student fails to report on a regularly scheduled school day, and school personnel have not received notice, the school shall make a reasonable effort to notify the parent/guardian by telephone and/or the dialer. When a student is declared habitually truant, the school shall require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually truant.

A student shall be given notification of his/her first truancy offense. The student may be subject to disciplinary action, which includes a suspension. Additional truanies shall be grounds for detention, suspension, and/or expulsion.

Make-up Work:

Make-up work shall be allowed for any class in which a student has an absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. We also encourage you to email your teachers while absent to get a head start on making up anything you miss. There shall be 2 days allowed for make-up work for each day of absence. For example, if a student is absent for 2 days, he/she will be allowed 4 days to make up work.

Make-up work shall be allowed following any absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. When requesting make-up work, please allow 24-hour notice to the teachers.

ILLNESS & SCHOOL NURSE

In the event that a student becomes ill at school and, if in the opinion of the school nurse/principal, a child is too ill to remain at school, the child will be made as comfortable as possible. The parent will be contacted and arrangements will be made for the child to be sent home. It is **ESSENTIAL** that the school always has a contact number for one or both parents/guardians. If we are unable to contact the parents/guardians at home or work, the number designated on the emergency card will be used.

Students are not permitted to carry, in their possession or hold in a backpack, any over the counter (Tylenol, Advil, Sudafed, cough drops, etc..) or prescription medication. Students who need to take medication at school must have written permission from a Doctor and it must be on file in the health office at Horizon. Medication can only be administered at school by trained school personnel. A student may carry an inhaler if a Doctor's note is on file in the health room.

We must always ensure vaccinations are up to date and accurate for all students. On occasion, there are students who do not meet vaccination requirements. When this occurs, nursing staff will contact parents over the phone and in writing to inform you of what is needed. If requirements are not met by **August 1, 2024**, your student will not be able to attend school until the requirement is fulfilled.

NUTRITION SERVICES

Breakfast and lunch are available to all students free of charge. Milk or juice is included with the lunch. Additional meals, milk, or juice may be purchased. Forms are available in the school office for families who are eligible for reduced or free lunches. We encourage you to complete an application as it could possibly help reduce athletic and classroom fees as well. Lunch may be purchased by the day, week, or month. Charges are not allowed. You are encouraged to use www.payforit.net to pay for students' lunches. You can see lunch menus at www.d49.org on the Nutrition Services site. If you have any questions about the lunch program Horizon please call food services at 495-5214.

Horizon also has a breakfast program. The breakfast program runs from 7:40 – 7:55 am each morning before school. If you want your child to eat breakfast at Horizon, they **MUST** be at

school before 7:55 am. Students arriving tardy or late to school will not have the opportunity to eat breakfast at school.

TRANSPORTATION

Bicycles must be parked and locked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Motor operated bikes/scooters are not allowed. Roller blades, skateboards, and scooters may be used as transportation to and from school but must be kept in the racks during the school day and brought at your own risk. We will not provide storage for these items inside the school. Skateboarding, rollerblading, bicycling or riding a scooter is NOT allowed on the sidewalks on school property.

BUSES

Students are expected to follow the rules given by the bus driver at all times. Riding a bus is a privilege. Willful disobedience, destruction of property, and actions dangerous to others that distract the driver, may be grounds for suspension of bus privileges. If a student is suspended from the bus, they must find their own transportation during the time assigned.

All students must have a Z pass to ride the bus. If they do not have one, the parent needs to send a note with their student and the student must bring it to the office to get an authorized bus pass to give to the driver. If the student does not typically ride a bus, the parents will be billed for that ride.

To put money on a student's Z pass, or to purchase a replacement, please go to the Transportation Department (10850 E. Woodmen Rd.). Funds can also be put onto an account through www.payforit.net. Call 495-1159 with further questions.

ATHLETICS

D49 Eligibility Policy and Procedures:

School District 49 believes that extra-curricular athletic and activity programs are an extension of the total education program. Therefore, the administration, teachers, and coaches will constantly monitor the students' performance in their classes to determine if they are eligible for participation. District 49 eligibility procedures will be in addition to CHSAA minimum standards and will apply to all students participating in extracurricular activities:

1. All sixth-grade students shall be eligible upon entering middle school, and all ninth-grade students shall be eligible upon entering high school by meeting CHSAA requirements.
2. Each student will have a weekly grade check given to coaches weekly to ensure academic progress.
3. A student's grade will determine eligibility for athletics and activities.
4. Students failing (F) in any class will become ineligible for the next Monday through Saturday period or during fall and spring break until the next grade check.
5. Students will not be allowed to participate in a game or activity with the team while they are ineligible. They may practice, and each school will offer academic support programs to

accommodate student needs.

6. Appeals may be made to the Principal/Athletic Director to ensure that teacher errors are dealt with in a timely manner.
7. If the student removes the "F" by the next weekly grade check and has no other "F"'s he/she will become eligible on the following Monday.
8. A student who is suspended from school is suspended from all athletics and activities. No participation is allowed in practices, games or events during the period of suspension.
9. Coaches/sponsors will be allowed to receive/access grades of participants during the off-season to monitor academic progress. Identification of students at risk shall be determined through the weekly grade checks.

Grade checks will be conducted weekly on Friday at 3:30. Coaches will notify students who have an "F" on Friday, and they will not be allowed to participate in games the following week but are expected to attend practices.

District 49 **DOES NOT** provide accident insurance for students participating in school sports or any other school activity. The parent/guardian assumes responsibility for payment of expenses incurred in the event of an injury. Parents and students should check the school website for schedules and sports-specific information.

EXPECTATIONS AT EVENTS

Students are encouraged to attend after-school activities and contests. Whether you are a participant or a spectator, please observe these rules of good sportsmanship at all times:

- Consider all opponents as guests.
- Accept all decisions of the officials without complaint.
- Never boo or use offensive language toward players, coaches, officials, or visitors, including opponent free throws at a basketball game.
- Play fair according to the rules of the game. Horizon Middle School will be known for its good sportsmanship.
- Students attending after-school activities must be at the activity by 4:00 p.m. and remain there the whole time unless they leave to go home.
 - Students attending events after attending after-school study labs must have a pass from the study lab teacher.
- Students who leave the building during indoor activities will not be permitted to reenter.
 - When students leave the activity, they must leave the school grounds
- Students will be expected to stay in the student section at outdoor activities as well. If they leave the designated student section during activities, they will be asked to leave the game.
- Students need to have made prior arrangements to be picked up within 15 minutes of an activity ending or lose their privilege to attend.
- Student pickup will be in the front of the building by the flagpole.
- **If expectations are not met students will lose the privilege to attend sporting events.**

Etiquette for Assemblies, Concerts, and Public Performances:

Assemblies or shows are provided for educational value, as well as entertainment. Students are expected to:

- Act in a courteous and polite manner at all times.
- Be quiet and give the speaker/performer your attention during the presentation.
- Be polite and respectful toward the speaker/performer.
- Stay in your seat until the conclusion of the assembly or performance.
- Appropriate hand clapping is the only acceptable manner in which you should show your appreciation
- Students and parents are expected to stay for the ENTIRE performance.

VISITING SCHOOL

Parents/guardians are welcome and encouraged to visit Horizon. However, please call the teacher to make arrangements for the visit. The teacher's responsibility is to the children; please do not interrupt the teacher or classes as this takes time away from instruction and supervision. All parents/guardians, volunteers, and guests of the school must report to the office with a valid, government-issued ID upon entering the building. Anyone visiting Horizon Middle School must be prepared to show a valid driver's license when checking in at the front office. The safety of our students is our highest priority. District 49 utilizes the RAPTOR system to enhance school security. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time and date. The visitor's sticker **MUST** be worn while in the school.

Although we encourage other friends and relatives to watch students participate in extracurricular events, friends are not permitted at school during our regular school hours. Parents are also requested to make an appointment with the teacher at any time they feel a conference is needed. Visits to Horizon can aid the student, parents/guardians and teacher.

SCHOOL CLOSURE

When it becomes necessary to delay the start of the school day or to close District 49 because of severe weather conditions, the announcement will be made as early as possible. The report will be made over local TV stations including, but not limited to: KKTV-11, KRDO-13, KOAA-5/30, and FOX 21 as well as most local radio stations. Parents are urged NOT TO TIE UP the telephone lines by calling the school during these times.

When there is a cancellation, all school activities will be canceled for the day and evening. You may also sign up to be alerted to any closures or announcements through our district website www.d49.org or download the D49 app. Through this system you are able to receive an email or text alert whenever a closure or announcement is released.

Horizon Middle School
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