

# HORIZON MIDDLE SCHOOL

“Home of the Hornets”



2671 Thornton Rd.  
P.O. Box 1769  
Ferndale, Washington 98248

Main Office: 360-383-9850  
[www.ferndalesd.org/horizonmiddle](http://www.ferndalesd.org/horizonmiddle)

## Student Handbook 2022-2023

*“We believe in fostering a culture of BELONGING where everyone has an opportunity to learn and build positive relationships.”*

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AT HORIZON MIDDLE SCHOOL WE  
ARE:

RESPECTFUL  
RESPONSIBLE  
SAFE  
INCLUSIVE  
KIND

THESE ARE OUR CORE BELIEFS AND  
SCHOOL-WIDE EXPECTATIONS

## Horizon Middle School Mission

Horizon is a school community committed to developing lifelong learners and productive citizens by engaging and motivating students with differentiated learning opportunities, ensuring high academic standards, using technologically rich instruction, and nurturing positive relationships with all members of the community.

## Horizon Middle School Vision

Horizon is an inclusive middle school that meets the needs of all students, develops students of integrity, and is a place where every member of the community learns, laughs, and loves.

## Horizon Administration, Main Office Staff and Key Support Specialists

<b>Principal</b>	Christine McDaniel	360-383-9851
<b>AAI—Asst. to the Principal</b>	Kathy Leamer	360-383-9851
<b>Assistant Principal/Athletics</b>	Tim Keigley	360-383-9854
<b>AAII—Asst. to Assistant Principal, Attendance and Athletics</b>	Emily Wollebek	360-383-9854
<b>School Counselor</b>	Martha Dearstyne	360-383-9896
	Abby Wilson	360-383-9896
<b>MTSS Coordinator</b>	Melanie Helt	360-383-9853
<b>AAII—Registrar</b>	Melissa Tieri	360-383-9855
<b>School Nurse</b>	Adaela Pelton	360-383-9898
<b>Drug and Alcohol Counselor</b>	Terry Saunders	360-383-9857
<b>Title VII Native American Advisor</b>	Logan Toby	360-383-9896
<b>Academic Intervention Specialist</b>	Jennifer Mietenkorte	360-383-9154
<b>Academic Intervention Specialist</b>	Raegen Miller	360-383-9875
<b>Library</b>	Teresa Nelson	360-383-9860
<b>Community in Schools Mentor</b>	Maura Davis	360-383-9868
<b>Main Office Line</b>		360-383-9850

Please go to <https://www.ferndalesd.org/horizonmiddle/people> for a complete directory of Horizon teachers, para-educators and other support staff, including phone and email contacts.

## Calendars and Bell Schedules



### 2022-2023 Calendar

Aug 30	First day for Teachers
Aug 31	First day for students
Sep 5	No School, Labor Day
Sep 14	K-12 Early Release
Sep 21	K-5 Early Release, Conferences
Sep 22	K-5 Early Release, Conferences
Sep 23	K-5 Early Release, Conferences
Oct 5	K-12 Early Release
Oct 19	K-12 Early Release
Oct 27	6-12 Early Release, Conferences
Oct 28	6-12 Early Release, Conferences
Nov 4	K-5 Early Release, Report Card Prep
Nov 11	No School, Veteran's Day
Nov 16	K-12 Early Release
Nov 23	K-12 Early Release
Nov 24 - 25	No School, Thanksgiving Break
Dec 14	K-12 Early Release
Dec 19 - 30	No School, Winter Break
Jan 2	No School, Winter Break
Jan 16	No School MLK Day
Jan 23	No School, Treaty Day
Jan 27	K-5 Early Release, Report Card Prep
Jan 30	No School, Semester Break
Feb 8	K-12 Early Release
Feb 9	K-5 Early Release, Conferences
Feb 10	K-5 Early Release, Conferences
Feb 20	No School Presidents' Day
Mar 8	K-12 Early Release
Mar 23	6-12 Early Release, Conferences
Mar 24	6-12 Early Release, Conferences
Apr 3 - 7	No School Spring Break
Apr 19	K-12 Early Release
May 3	K-12 Early Release
May 24	K-12 Early Release
May 29	No School Memorial Day
Jun 2	K-5 Early Release, Report Card Prep
Jun 13	Last Day for Students, K-12 Early Dismissal
Jun 19	No School, Juneteenth
Jun 14-21	Snow Make-up Days as needed



### AUG/SEPT 2022

M	T	W	T	F
	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### OCTOBER 2022

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### NOVEMBER 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### DECEMBER 2022

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### JANUARY 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

First day for Students
K-5 Early Release
6-12 Early Release
Snow Make-up Days as needed

### FEBRUARY 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

### MARCH 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### APRIL 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### MAY 2023

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### JUNE 2023

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

K-12 Early Release
No School

## **Horizon Middle School Calendar**

Please visit the Horizon Middle School Calendar website page at the following link to access school specific event information: [HMS Calendar](#) or <https://horizonmiddle.ferndalesd.org/our-schools/calendar>

## **Bell Schedules**

**Doors Open:** No later than 7:40am all doors will be unlocked and opened to students. When adverse weather occurs doors will open at 7:35. Students proceed to the cafeteria for breakfast or to their advisory/WIN time class. Students will not gather in common areas or bathrooms before school.

**Start/End of Day:** The first class at Horizon begins at 8:00 am. Students are expected to be in their classroom, seated, and ready to begin when the bell rings. End of day dismissal is 2:30 pm.

### **Regular Bell Schedule:**

<https://drive.google.com/file/d/1O93KDzh7daoc5y0V3voM6gg64s6NIsJK/view?usp=sharing>

### **Early Release Bell Schedule:**

<https://drive.google.com/file/d/1nFM7noL3DIw-40y2BtMo40R7oLweG7ae/view?usp=sharing>

## **Extra and Co-Curricular Programs**

### **Athletics**

Horizon Middle School typically offers 7<sup>th</sup> and 8<sup>th</sup> grade students four seasons of competitive sports in the Whatcom County Middle School League.

Season #1	Fall	All-gender Football & Cross Country, Girls Softball, Boys Soccer
Season #2	Early Winter	Girls Basketball and Boys Basketball
Season #3	Late Winter	Girls Volleyball and All-gender Wrestling
Season #4	Spring	All-gender Track and Girls Soccer

### **Clubs**

Horizon is proud to offer a variety of clubs to students. The following clubs are currently active or will launch sometime this spring. Please stay tuned to your e-mail and daily announcements for club sign-ups and more detailed club information.

Club	Advisor
ASB	Cynthia Ridings
Natural High	Terry Saunders
Anime	Andrew Archer
Ping Pong	Tim Keigley

## **GENERAL ACADEMIC AND STUDENT SERVICES INFORMATION**

### **HMS After-School Enrichment**

After-School Enrichment is a structured study time with access to on-site staff and teachers from 2:30 pm-4:30 pm. After-School Enrichment will begin on October 3rd, 2022.

### **Afterschool Activity Bus**

Ferndale School District offers transportation to students for after school sponsored activities on full school days, Monday through Thursday at 4:30pm.

### **Associated Student Body (ASB)**

Students enrolled at Horizon Middle School are our student body. Students elect officers and representatives to ASB who then assist in planning student activities and the budget. ASB elected members vote on expenditures for dances, after school sports, clubs, extra-curricular field trips, and other activities.

### **Teacher-Student-Parent Communication**

Communication is an important part of creating a successful learning experience for all students. If a concern arises that would best be served with an in-person meeting between teacher, student and parent, the student and/or parent may request a conference with a teacher at any time of the year. Teachers are typically available between 2:30 pm-3:00 pm on school days. To set up this meeting a teacher may be contacted directly by email or phone. Please refer to our school webpage <https://horizonmiddle.ferndalesd.org/our-schools/staff-directory> for a staff directory

### **Device/Computer Insurance**

Insurance on school issued devices/computers, or personal student computers that are used in place of school issued devices, can be purchased each year. **This insurance protects the device against accidental damage, theft, fire, flood, natural disasters, power surge and vandalism.** Enrollment is available for students ANY time during the school year. For purchasing and more information, please visit [gpo.worthavegroup.com/gpo/ferndale/](http://gpo.worthavegroup.com/gpo/ferndale/).

### **Fines/Responsibility for School Property**

During the school year, students are issued and assigned a variety of school owned property including laptop computers, textbooks, project materials, uniforms, and PE locks. Students with damaged or lost school property are subject to fines.

### **Grading Periods/Report Cards**

Horizon Middle school is on a semester grading system. A semester consists of 18 weeks or 90 school days. Report cards are issued every semester. The semester grade is the final grade that appears on the permanent record. Parents can expect to receive report cards approximately one week after the end of each grading period. The quarter grades are averaged to obtain a semester grade. Progress reports are sent home at week 6 and 12 of each semester. In addition, parents and students may electronically view their academic progress on Skyward Family Access and Student Access.

### **Skyward Family Access and Student Access**

Family Access and Student Access is an online information system that provides students and parents with current grades, assignments and attendance, test scores, school announcements, school meal payments/accounts and access to annual athletic registration. Horizon gives parents and students a username and password along with instruction on how to access at the beginning of each school year and as students register. Staff in the main office can assist you with a username and password, if you lost or did not receive a username and password.

- Link to Skyward can be found on the school district website under the families tab and Skyward Family Access
- Skyward has an app available for both Android and iPhone users



### **Student Resources and Online Learning Platforms**

Students can find a variety of student resources and access to our online learning platforms and applications such as Canvas, iready, Office 365, and Google Drive at the following District webpage: <https://www.ferndalesd.org/teaching-learning/student-resources>.

### **School Bus Passes**

If a student plans to ride a school bus afterschool other than their assigned bus or be dropped at a different bus stop different from their assigned stop, a student must have a bus pass. **A student can obtain a bus pass by bringing a parent/guardian signed note to a main office staff member.** The note must include the name of the student, the address of the destination, and the date for transportation.

### **Health and Nursing Services**

The Horizon school nurse serves a pivotal role that bridges health care and education so students are safe, healthy and ready to learn. To see services provided by Ferndale School District nurses please see the following District webpage: <https://www.ferndalesd.org/deptprograms/health-nursing-services>

### **Student Accident Insurance**

The school district purchases liability insurance for its educational programs and operations; however, the district is not liable for all student accidents which occur at school. Parents are encouraged to provide insurance to cover routine, unanticipated injuries sustained at school or while participating in school activities.

Students who participate in interscholastic activities and athletic programs are required to have a physical examination and provide proof of adequate family medical insurance coverage.

School accident insurance is available from **Myers-Stevens & Toohey & Co, Inc.** Forms are available in our main office or students may enroll online through a link on our District Website under Families and then Student Accident Insurance.

### **Whatcom County Library System ConnectEd.**

The Whatcom County Library System ConnectED program provides a library drop box outside the school as well as a place to pick up books in the school library. Student's school ID card works as a library card; with this, students can:

- Borrow 2 physical items at a time, such as books, CDs or DVDs from any public library location in Whatcom County.

- Borrow 5 digital eBooks or eAudiobooks at a time.

- Stream or download digital music and borrow digital magazines.

- Incur no overdue fines for items classified for children and teens.

- Access other educational resources, such as online encyclopedias, using the Internet from school or home.

### **Attendance-Why it Matters**

Students are expected to attend all assigned classes each day on time unless they have a school approved absence. Consistent and on-time student attendance is essential to school success and meeting graduation-ready benchmarks. Every absence is a lost opportunity to learn; Washington State attendance data shows that chronically absent students—a student who misses 10% (18 days) or more of the school year—is likely to fall behind academically and less likely to graduate. For more information on research that illustrates the importance

of attendance as well as what works to support students with chronic absenteeism click on the following link:  
<http://www.attendanceworks.org>.

### **Attendance Agreement**

Annually, per State Law, parents and students are to sign an attendance agreement with the school and district they attend. The purpose of this requirement is to establish clear communication between school, parent and student about attendance, to best support student academic and social success.

### **BECCA Notification**

Under state law (RCW 28A.225), students are required to attend school full-time, without unexcused absences, skips or tardies. When a student accumulates seven (7) days of unexcused absences in any month (one day consists of more than half a school day) or ten (10) days of unexcused absences in a school year, it may result in a Becca Petition being filed with the juvenile court.

### **Excusing Absences**

A parent or guardian is required by State law to notify the school the reason for their student's absence within 48 hours of the student returning to school to have the absence excused. We encourage parents to contact the school as soon as it is known their student will be absent from school, preferably on the same day.

#### **Students may be excused for:**

- 1) participation in school approved activities.
- 2) illness.
- 3) chronic or extended health conditions.
- 4) family emergency.
- 6) religious or cultural purposes.
- 7) absences for parental approved activities.
- 8) absences resulting in disciplinary actions.

#### **Parent or guardian may notify our school the reason for their student's absence in a variety of ways:**

- Call our Attendance line 360-383-9850 and press option #1. Messages can be recorded 24 hours a day/ 7 days a week on this attendance line.
- E-mail our Attendance Secretary, Emily Wollebek
- During main office hours, contact Emily Wollebek directly at 360-383-9854.
- Send a signed note with your student upon return to school to turn into the main office.

### **Early Dismissal Protocol**

- 1) **Parent/Guardian notifies the school prior to the early dismissal by sending a note with their student, an email to our attendance secretary or by calling our main office.** Notification needs to include the reason for absence, early dismissal time and return time.
- 2) A main office staff member will issue an early dismissal pass to the student to present to their classroom teacher.
- 3) **Before a student leaves school, a parent/guardian or a parent/guardian approved adult or family member must sign the student out at the main office.** In the latter case, the person will be required to provide their driver's license to verify their identity and to scan into our Safe Visitors system.

### **Returning from an Absence/Late Arrivals**

After an absence, excused or unexcused, a student must report to the main office before going to class to verify with the attendance secretary he/she has returned, and a parent excuse has been communicated.

## **Planned Absences**

In case of an anticipated absence please contact our attendance secretary in the main office. If you have an anticipated absence for 2 or more days, please obtain a Planned Absence Form from the main office, complete and turn into the main office, preferably five school days in advance of the planned absence. We encourage parents, before they decide on a planned absence, to consider the potential impact that an extended absence may have on their student's school progress and their plan with teachers to keep their student current with school assignments before, during, and after the extended absence.

## **Academic Protocols During Absences**

If a student is absent, they should refer to the checklist below in order to stay on top of schoolwork while out.

- Access Canvas for each class every day to locate daily classwork that you are missing
- If work is assigned, complete the work and either turn it in on Canvas (if possible), email it to teacher, or bring it back to school when you return
- Email teachers directly with any questions you might have about the assigned work or for help in completing the work
- Try to stay on top of all schoolwork so that you are not behind when you return. If you are too sick to complete work, please let your teachers know through email.
- Homework requests may be made directly through email with the student's teachers. With parent support, we encourage students to make the homework requests using their school issued device and email.
- If a student does not have an internet connection at home, the student or parent may also request homework by contacting the main office. Please allow up to 24 hours for a teacher to provide students with materials electronically and/or to leave in the main office for pick up.
- In cases where a student has an excessive amount of missing assignments, teachers may issue only a few assignments at a time, until students complete and turn in assignments.

## **Absences--Unexcused**

Students who have a pattern of unexcused and/or excessive excused absences will be provided intervention and support. We do not exclude students from a classroom or instructional/activity area or suspend students for unexcused absences or excessive excused absences. We intervene at various levels depending on the frequency and degree of unexcused absences.

**Level 1:** If a student accrues an unexcused absence, parents will receive an automated or personal call from our attendance secretary.

**Level 2:** For every 3 unexcused absent days, or 18 unexcused periods, a student accrues the school will arrange a student/parent conference with a student support staff member to identify and analyze the reasons for absences and collaborate with the student and parent on a plan to reduce and eliminate future absences.

**Level 3:** **When** a student accrues 5 unexcused absences or more, the school will arrange a student/parent attendance conference, which will include an attendance assessment and an updated plan for eliminating future unexcused absences.

**Level 4:** **If** a student accrues 7 unexcused absences in a month or 10 unexcused absences in a year, and the student is not responding to school-based interventions, per State law, a petition ordering attendance with the courts will be filed. The court will put the order on stay, while the school schedules the student and their parent to participate in a community truancy board to collaborate and agree on a formal plan to reduce and eliminate future absences.

**Level 5:** If a student and/or parent is in violation of the Community Truancy Board agreement, the stay on the order will be lifted and the student and parent will be scheduled to attend Whatcom Juvenile Court to further problem solve a plan to eliminate school absences.

If a student accrues an excessive number of excused absences, more than 10 days and the student's academic growth is being impacted, the school will reach out to the student and parent with support. We will collaborate with the student and parent to identify and analyze the reasons for absences and devise a plan to reduce and eliminate future absences.

### **Tardies: Unexcused**

Students are expected to be seated with proper materials and be ready to begin work when the class bell rings. If a student develops a pattern of unexcused tardiness, the teacher may address the problem by conferencing with the student, reteaching the expectation, notifying a parent, and documenting the intervention. If the student's tardiness persists the teacher will refer the student by writing an office discipline referral.

## **STUDENT RIGHTS**

### **Students have the following rights per District Policy, State and Federal law**

- 1) Use established channels to voice their opinions in the development of curriculum.
- 2) Physical safety and protection. Safe buildings and sanitary facilities.
- 3) Consult with teachers, counselors, administrators, and other school personnel.
- 4) Participate in electing peers in student government.
- 5) Representation on advisory committees affecting students and student rights.
- 6) Freedom of inquiry, expression, and assembly consistent with the lawful maintenance of an orderly and efficient educational process.
- 7) Present petitions, complaints, or grievances to school authorities.
- 8) Know the requirements for the course of study and how the student's grade will be determined.

### **Grievance Procedure**

If a student or parent has a grievance with a school staff member, please contact a building level administrator. In this case, an administrator will investigate and work with all involved parties to resolve the problem and restore positive relations.

### **Privacy Act**

The Family Education Rights and Privacy Act of 1974 requires a school district to notify parents that schools maintain official records regarding their child, which include information deemed necessary to the welfare of students and the orderly operation of schools, or information required by law regulation.

Student records are the property of the school district; however, parents and/or students eighteen years of age or older may inspect the records by contacting the school counselor for an appointment. Copies of school records are provided upon request for a charge of ten cents per sheet. Parents may challenge the inclusion in their student's records of any information they believe inaccurate, misleading, or in violation of the student's privacy or other rights. Parents may request modification of the records, or enter their own statements of explanation. Concerns about the information included in the student's records are to be discussed with the principal. If the concern cannot be resolved between the parents and principal, a fair and impartial hearing, upon the parent's written request, will be convened to review the matter.

With very few exceptions, the school will not release information regarding your child to other persons or organizations except with your written, signed consent. However, the District does specify certain directory information, which may be released by the District for non-commercial use without the parent's permission. Such information is limited to the following: name, address, and telephone number, date and place of birth,

grade level, major field of study, records of participation in school activities and sports, weight and height of team members, dates of attendance, awards and honors received, and the most recent previous school attended. If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing at the beginning of each school year. This form may be obtained from the Horizon Main Office.

### **State and Federal Non-Discrimination Policy**

Ferndale School District complies with all state and federal rules and regulations and does not discriminate on the basis of gender, age, race, religion, creed, color, national origin, marital status, sexual orientation including gender expression or identity, the presence of any physical, sensory, and/or mental disability, or the use of a trained guide dog or service animal by a person with a disability, honorably-discharged veteran or military status or any other basis prohibited by law. The Ferndale School District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States code as a patriotic society. Inquiries regarding compliance and/or grievance procedures may be directed to a Horizon administrator.

### **STUDENT RESPONSIBILITIES/SCHOOL-WIDE EXPECTATIONS**

***Students have the responsibility to comply with school-wide expectations to ensure we have a positive teaching and learning climate in which all students and staff feel welcome, cared for, and supported in doing their best work.***

### **Cell Phones and Personal Electronic Devices**

*While cell phones can be useful for a variety of purposes, when used during the school day they can be detrimental to a focused, learning environment. Students who bring a cell phone or earbuds to school are expected to observe the following expectations:*

1. **During the school day, 7:40 am-2:30 pm, students are expected to store cell phones and earbuds in their backpack; devices should be turned off.** We ask that parents contact the main office at **360-383-9850** if they need to get a message to their student.
2. Students **may not wear earbuds** during the school day, 7:40 am-2:30 pm with the exception of teacher directed instructional purposes.
3. Personal electronic devices not intended for school learning, such as **gaming devices, are not permitted** at Horizon Middle School.
4. Students are solely responsible for the personal devices they bring to school. **Ferndale School District will not be responsible for loss, theft, or destruction of devices** brought onto school property or to school sponsored events.
5. **Students are prohibited from videotaping, recording, or taking pictures of any student or staff member without teacher permission and for academic purposes only.** If consent is not given, students will be in violation of RCW 9.73.030 intercepting, recording, or divulging private communication and RCW 9.73.060 violating right of privacy. Content or images that violate state or federal laws will be referred to law enforcement.

### **Cell Phone and Personal Electronic Device Violations**

**Pre-Level 1 Intervention:** Students will receive a warning(s) and be asked to power off the phone or earbuds then stow it in their backpack. If a student refuses to comply, Level 1 will be enacted.

**Level 1:** A student who violates our cell phone, earbud or electronic device expectations after Pre-Level 1 Interventions must surrender their phone, earbuds or other device to administration. Violation will be documented and parents will receive a phone call to determine a plan for pick up.

**Level 2:** If a student violates the cell phone, earbud or electronic device rule multiple times, a parent/guardian meeting will be scheduled to determine a plan for moving forward.

## **Dress Code**

*Horizon Middle School is committed to developing students that are SAFE, RESPECTFUL, and RESPONSIBLE community members. **Students are expected to present themselves in a manner that is appropriate for school. While we encourage individuality, the dress code aims to foster a positive and healthy environment.***

1. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.

2. Clothing will cover the torso, and backside; undergarments should not be visible at any time.

\***torso** refers to the area between the under arms (arm pits) and the belly button (top of, middle of or below belly button is fine)

\***backside** refers to the area on a student's body between the waist and mid-thigh, **both in front and in back**.

3. Clothing, drawings, tattoos, and accessories which carry a vulgar or offensive message, are not permitted. **These include references of hate, violence, drugs, alcohol or tobacco-related information, gangs, weapons, or sexual innuendo. Clothing with mottos or sayings that represent or symbolize exclusion of others is not allowed.**

4. **Hoods, bandanas (red, blue, black or purple), and sunglasses are not allowed at Horizon Middle School.** Students should remove their hoods upon entering the building.

5. **Most hats are allowed at Horizon Middle School.** Students should not wear hats which block the view of others during class.

**Violation of the dress code will require a change of clothing. Repeated violations will result in a consequence for non-compliance.**

## **Backpacks**

Backpacks are to be used to transport school-related items to and from school. Please carry backpacks safely, keep them off hallway floors in shared areas, and put them in teacher designated areas in class. During lunch, please store your backpack next to your individual lunch table to the left or right, ensuring it is not left in the aisle way. During physical education class, store backpacks in a designated area per your teacher's direction.

## **Bicycles, Skateboards, Rollerblades and Scooters**

Students may bring bikes, skateboards, rollerblades, and scooters to school for transportation purposes only; for liability reasons, they are not to be used on campus at any time unless there is a school sanctioned event. Bikes are to be locked on the bike rack located in the front of the school. Skateboards, scooters, wheelies and rollerblades are not permitted in classrooms and need to be left in the main office.

## **Bus Conduct**

Students will be SAFE, RESPONSIBLE, and RESPECTFUL on the school bus. All school policies apply to conduct on school buses. For specific school bus safety rules and consequences, refer to the "Ferndale School District

Guidelines and Rules for Students Riding Buses” available on the Ferndale District website:  
<https://www.ferndalesd.org/transportation/school-bus-rules>.

### **Bus Misconduct**

Students who violate school bus rules will be provided intervention and support and are subject to all forms of school suspension, removal from the bus as well as police notification depending on the frequency and the nature of the behavioral violation.

### **Classroom Expectations**

Positive classroom behavior is critical toward optimal teaching and learning and supporting all students’ progress toward graduation. All students are expected to be KIND, SAFE, and RESPONSIBLE by:

- 1) Complying with classroom social contracts.
- 2) Arriving on time and entering the room in an orderly way.
- 3) Following staff instructions and completing assigned work.
- 4) Asking for staff permission before leaving class and using the sign in/sign out procedure for each class.
- 5) Asking for help and helping others.
- 6) Creating high expectations for yourself. *YOU CAN DO IT!*
- 7) Showing tolerance of others’ beliefs and values.
- 8) Actively listening to staff and peers.
- 9) Using school appropriate language and voice level.
- 10) Keeping classrooms and desks graffiti and vandalism free.

### **Gym Clothing—Physical Education**

We ask students to wear shoes designed for active movement that do not mark the floor. Students who wear regular school clothes to school are expected to participate in PE. Our PE teachers recommend that if you wear a dress or skirt, to consider wearing leggings.

### **Guest/Substitute Teachers and Paraeducators**

Substitute teachers/paraeducators are guests to Horizon Middle School. Please cooperate and be as helpful as possible. They have the same authority as your regular teachers and paraeducators.

### **Disruptive Behavior**

Students who disrupt the educational process will be provided intervention and support and may be subject to classroom exclusion, suspension, emergency expulsion and expulsion depending on the frequency and degree of disruptive behavior.

### **Insubordination**

Insubordination includes willful refusal to follow a reasonable request of a school staff member as well as intentional non-compliance with clearly stated behavior expectations. Students who engage in Insubordination will be provided intervention and support and are subject to classroom exclusion, suspension, and emergency expulsion.

### **Classroom Exclusion**

Classroom exclusion means the exclusion of a student from a classroom or instructional/activity area for behavioral violations for more than five minutes. Before excluding a student from class, our staff use one or more other forms of discipline to support a student in meeting behavioral expectations, unless the student’s presence

poses an immediate and continued danger or an immediate and continuing threat of substantial disruption of the educational process. The staff who excludes the student from class will:

- 1) Refer the student to the Main Office.
- 2) Notify a building administrator and a parent as soon as reasonably possible.
- 3) Document the incident on the student's Skyward discipline record.

Students who are excluded from class are directed to the main office to conference with an administrator and parent/guardian. Students will be provided an opportunity to make up any assignments and tests missed during the classroom exclusion.

### **Hallway and Pod Expectations**

Expected behaviors in school hallways and pods when in transit from one place to another:

- 1) When exiting a pod, always go right and follow school floor markers for traffic directions.
- 2) After exiting a pod, **walk in a single file as far right to the wall as you can.** Please do not walk side by side—we do not have enough room inside for us to do this and safely social distance.
- 3) Walk safely, keep hands and feet to oneself, maintain a calm voice level, and use school appropriate language.
- 4) Carry a pass whenever in the hallway during class time.
- 5) Show courtesy to others.

### **Hall Passes**

Hall passes are mandatory when moving around the school during class time. Hall passes are not needed when the sign out/in form is used for the pod restroom or water fountain. **It is the responsibility of the student to ensure a member of staff provides permission to leave class and a hall pass.**

### **Closed Campus**

Horizon Middle School is a closed campus. Students may not leave, without parent/guardian permission, from the time they arrive on campus until the end of the school day.

### **Restroom Expectations**

When using school bathrooms, please:

1. Check in with your teacher and have them sign you in and out for bathroom use.
2. Comply with capacity signs. Most bathrooms only allow 2 students in the restroom at a time. If the bathroom is at capacity, wait outside the bathroom.
3. Cell Phones are not allowed in restrooms or anywhere else on campus.
4. Keep bathrooms graffiti and vandalism free.
5. Inform adults of restroom problems and report vandalism.
6. Wash hands.
7. Dispose of paper towels in garbage cans.
8. Leave the bathroom promptly when you are done using the bathroom facility.
9. Respect others' privacy; for example, knock on closed stall doors.

### **Lunch Expectations**

- 1) Sit at an open seat.
- 2) During lunch, store your backpack next to your assigned seat or under the table, out of the aisle.
- 3) Dispose of your food, trash, and recyclables in proper containers. Please report spills.
- 4) Show courtesy, good table manners, use school appropriate language and dismiss according to the direction of staff.



### **Food and Drink**

Eating food is allowed at designated breakfast and lunch areas. Open containers of food or drinks are not allowed in the hallways or classrooms. To maintain the best possible learning conditions for our students, ***energy drinks and possession of excessive amounts of candy are prohibited at Horizon Middle School.***

### **Vending Machines**

Can be used before/after school and during lunch.

### **Food and Drink Violations**

Students who violate our food and drink policy will be asked to put away their drinks and/or food.

If students have a pattern of violating our food and drink policy, a staff member will work with the student and parent to develop a plan to eliminate further violations.

### **Playground Expectations**

Staff expect the following behavior on our play fields and other grounds around school.

- Stay in designated and supervised areas before school, during class, lunch recess, and after school when outside. The following areas are off limits for play during the lunch hour: the woods east of our playfields, Eagleridge Elementary playground and track, the courtyard on the south side of the school adjacent the gym, playfields farther than the football goal posts, as well as grass/bark landscaping near Horizon classrooms.
- Acceptable playground activities include non-contact sports, pro-social talk, approved school projects, outside games, and relaxing.
- Prohibited playground activities include contact sports and horse play such as wrestling, hitting, tackling, and kicking.
- Return inside the building promptly when signaled.

### **Horseplay**

Horseplay, also known as rough play or boisterous fooling around, is inappropriate in a school setting. Examples of horseplay include scaring someone, wrestling with someone, boxing, flipping one another's hats, throwing water or other objects at someone, and practical jokes. Students who exhibit and engage in horseplay will be provided intervention and support and are subject to classroom exclusion and suspension.

### **Afterschool Expectations**

We encourage all students to take advantage of Horizon after school co-curricular and extracurricular opportunities. To ensure a safe and positive after-school environment school staff expect:

- 1) Students are on campus after school with permission from a parent or guardian.
- 2) Students are allowed to remain on campus afterschool for school approved reasons only: participation in a sport, club, study table, school sponsored event or have an appointment with a staff member.
- 3) Students need to remain under staff supervision during after school hours, unless a student has a hall pass and is transitioning from one after school activity to another or using the restroom.
- 4) Students will carry a pass when moving from one after-school activity to another. For example, if a student is meeting with a teacher after school for extra support and then transitions to the library for After-School Enrichment (A.S.E.), the student will carry and submit a note to our A.S.E. staff.
- 5) Comply with school-wide expectations of being **KIND, RESPONSIBLE AND SAFE.**

## **Main Office Expectations**

Complying with main office expectations enables our school to operate effectively and efficiently:

- 1) Enter and exit in an orderly, quiet fashion through the front door only.
- 2) When class is in session, students will show a classroom pass and ***politely state the reason for the office visit and comply respectfully with office staff member requests.***
- 3) Students who come to the main office to stay more than a few minutes must sign in on the front counter clipboard.
- 4) Student socializing and use of a school issued device is off limits in the main office lobby.
- 5) Students may use the main office phone or their cell phone to contact a parent/guardian with permission from an office staff member.
- 6) Use school appropriate language and treat others with courtesy.

## **Visitors**

During the instructional day, Horizon Middle School does not allow student visitors to classrooms, because of the potential disruption to the learning process. Parents/Guardians are encouraged to visit our school for assemblies; however, prior permission from an administrator must be received before visiting classrooms.

## **Medications at School**

Per School Board Policy No. 3410, a parent/guardian of a student needing prescription medication or over the counter medication at school are required to complete a medication authorization form prior to bringing or consuming the medication at school. Each medication request requires an authorization form. This form must be completed and signed by the parent/guardian and prescribing Health Care Provider (HCP) unless otherwise indicated (i.e. over the counter medication for self-administration.) All medication forms must be renewed by the parent each school year. Medication authorization forms and a complete list of guidelines are available at our main office or online at <https://www.ferndalesd.org/student-services/health-and-nursing-services>.

## **Change of Address/Living Situation**

If a student moves to a different address, he/she and a parent/guardian should notify office staff as soon as it is known. This is extremely important in case of emergencies, communication of school news and progress reports, and to determine whether an internal or external transfer request needs to be completed.

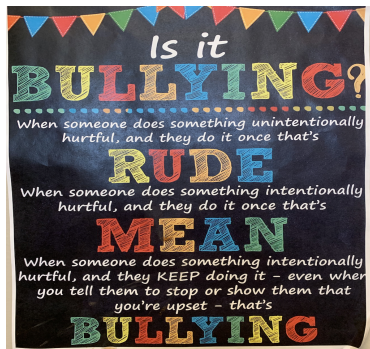
## **Harassment, Intimidation and Bullying (HIB) RCW 28A.300.285 and FSD Policy 3207**

The school board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- 1) Physically harms a student or damages the student's property.
- 2) Has the effect of substantially interfering with a student's education.
- 3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4) Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to possess a characteristic that is a basis for harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions:** Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.



### **Reporting Harassment, Intimidation and/or Bullying (HIB)**

If a Horizon student perceives he/she or others are being harassed, intimidated, or bullied, it is important for the student to report it. HIB reports can be made in the following ways:

- 1) **Complete and turn in a *Counseling Request* form to a staff member in the main office.**
- 2) Have a parent contact or make an appointment with the school counselor.
- 3) Students may also report incidents anonymously at the Ferndale School District Safe Schools Alert webpage: <https://ferndale-wa.safeschoolsalert.com>
- 4) Complete a *HIB Incident Form* in the main office or make a written statement and submit it to a teacher or a main office staff member. It is important to note reports must be honest and forthright and describe the reporting person's involvement in the incident. Honest and mindful communication helps make it right, paving a positive future for all parties involved. *HIB Incident forms can be obtained from a teacher, library, main offices, or on our school website.*

### **Harassment, Intimidation and Bullying Consequences (HIB)**

- If a Horizon student, staff member or other person reports harassment, intimidation and/or bullying, a support staff member such as a counselor or administrator will contact the victim, his/her parents and investigate the incident.
- A support staff member will pursue interventions designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.
- The perpetrator(s) will be provided intervention and support and are subject to classroom exclusion, suspension, emergency expulsion and police notification.
- The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining discipline.
- **Retaliation and false allegations** are prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, people found to knowingly report or corroborate false allegations may be subject to discipline.

### **Threats**

Students who make threats toward other students or a staff member—indirectly, directly, electronically, written and/or orally--will be provided intervention and support, notification to their parents, and are subject to police notification, suspension, emergency expulsion, and expulsion.

### **Drugs**

Students are expected to be drug and alcohol free at school, on any district property, or during any school sponsored activity unless it is an authorized prescription by a doctor and the parent has completed all steps in

compliance with our medication guidelines and policies. The presence of drugs and drug use at school is harmful to others and creates a significant disruption to teaching and learning and the operation of the school. If a student knows that another student is having difficulty with being drug free, we have school resources to help. Please inquire about this with our school counselor.

### **Drugs—possession, distribution, under the influence**

If a staff member has reasonable suspicion or evidence that a student is in possession, distributing, and/or under the influence of a banned substance or drug delivery system (paraphernalia), the staff member will notify an administrator immediately. The administrator will escort the student to the main office, investigate the claim and notify the parent/guardian. Banned substances include alcohol, marijuana, unauthorized prescription drugs, narcotics; paraphernalia such as vape pens, pipes, lighters; and other substances such as vape juice and tobacco. If a student is in possession of drugs or drug paraphernalia, distributing drugs or under the influence of a drug, the student will be provided intervention and support and is subject to classroom exclusion, suspension, emergency expulsion, expulsion, and police notification.

### **Weapons**

Students are expected to be weapon free at school, on any district property, or during any school sponsored activity. It is a violation of district policy and State law for any person to be in possession of a firearm or other dangerous weapon on school premises, including school-provided transportation or other facilities being used for school activities.

Dangerous Weapons include firearms, pellet and BB guns, air and paintball guns, knives, razor blades, clubs, fireworks, explosives, mace, pepper spray, ammunition, handcuffs or other objects intended to be used to cause harm to others. Look alike weapons are prohibited and will be treated as if they are a dangerous weapon. It is expected that students report any known weapons on school property or school sponsored events.

### **Weapon Offenses**

If a staff member has reasonable suspicion or evidence that a student possesses a dangerous weapon, the student will be escorted to the main office, where a support staff will investigate. If a student is in possession of a weapon, the student will be provided intervention and support and is subject to suspension, emergency expulsion, expulsion, and police notification. Students who violate the firearms provisions are subject to a minimum one calendar year mandatory expulsion, subject to appeal with notification to parents and law enforcement (RCW 28A.600.420).

### **School Technology: Use Agreement and Care**

Each student at Horizon Middle School is provided a school issued laptop computer at the beginning of each year. In addition, students are provided access to using the Ferndale School District Internet, FSD Network and access to other technology in the building such as printers, desktop computers, headphones, calculators, and computer tablets. Before a student can access school issued technology the student's parent/guardian are required to sign a *Technology Resource Use Agreement*. The purpose of this agreement is to focus technology use on education and educational research and maintain Internet safety for all. Staff provide students with time to read and review the use agreement at school. In addition, students are provided time to read and review the *FSD Technology Handbook* in class which covers FSD technology vision, student/parent technology rights and responsibilities, computer checkout process, computer and other technology use, care, and class routines. To access the *The FSD Technology Handbook* please go to <https://www.ferndalesd.org/teaching-learning/technology-services> or obtain a hardcopy from the school's main office.

### **Technology Violations**

Students who violate the Technology Use Agreement are subject to warning, reteaching technology expectations, confiscation of devices, limited access to network and internet, parent contact, restorative conferences, and suspension. If the activity is unlawful, police will be notified.

### **Lost or Damaged School Property**

Parents/guardians of a student who damages or loses school property are ultimately responsible for replacement costs. Common types of school property that are lost or damaged include textbooks, computers, computer power cords and PE locks. Replacement costs go on a student's fine list. All fines are due quarterly unless a parent/guardian requests a payment plan or a community service alternative. Payment plans and community service alternatives can be requested through the main school office.

### **Dances**

Horizon ASB and/or PTO typically host several dances each school year. To be eligible to attend and be admitted to a school dance, a student must:

- 1) Be an enrolled Horizon student and have a school ID or other valid identification.
- 2) Attend school the day of the dance.
- 3) Not be on school suspension.

Expectations during the dance include:

- 1) Comply with school-wide expectations.
- 2) Dance and act in a way that is safe and avoids risk of injury.
- 3) Follow direction given by the D.J., administration and chaperones.
- 4) Remain in the designated dance areas. Once a student leaves the designated dance area, the student may not return to the dance.

### **Emergency Drills/Evacuation Procedures**

To provide a safe learning environment, emergency drills and evacuation procedures, including fire drills and lockdowns, will be outlined, communicated, and practiced throughout the year. Students and parents are asked to cooperate fully with all school expectations during the entirety of these procedures.

### **Assemblies**

Horizon hosts several assemblies throughout the year that are educational, school spirit focused and honor student achievement. At the end of each semester, we host an awards assembly to recognize students for honor roll, sports, and other school activities. Class specific awards are given each semester to students who are selected by their teachers for outstanding work. Parents are welcome to attend assemblies after signing in at the main office. During assemblies, we expect students to sit with their scheduled class and teacher and demonstrate positive audience behavior: courtesy, respect, appreciation, listening, attention, quiet voices, hands to self and appropriate participation. We want students to express appreciation using appropriate applause by clapping hands. Whistling, stamping of feet and booing are examples of inappropriate audience behavior.

### **Lost & Found**

Students are encouraged to always keep all possessions in their care. Please turn in lost and found items to the main office. If you have lost something, please check with the main office staff. If the lost item is not found, complete a Lost/Stolen Item Report form, so that our custodian and staff can be on the look-out for your lost or stolen item.

## **SCHOOL DISCIPLINE**

*The following school discipline definitions, rules, policies, and procedures are in alignment with the State law: Revised Code of Washington and Washington Administrative Code; Ferndale School District Board Policies and Procedures as well as best practices for promoting a positive learning environment for all students.*

Our school's first action to behavioral violations is proactive. We teach school-wide expectations through advisory class and other content classes, using our Student Handbook *Student Rights and Responsibilities*. In addition, our staff members teach weekly social and emotional skills lessons using Second Step Curriculum. See the curriculum at <https://www.secondstep.org/middle-school-curriculum>. We also provide school-wide and grade level assemblies on sustaining a positive learning environment on an array of topics.

## **KEY DISCIPLINARY DEFINITIONS, PROCEDURES, CONDITIONS, LIMITATIONS**

### **Discipline**

Discipline means any action taken by a school staff member in response to a behavioral violation. A behavioral violation is an act that violates school-wide expectations and school board policy.

### **Disruption of the Educational Process**

Disruption of the educational process means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

### **Suspension**

Suspension means a denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subject or classes, but not including classroom exclusions, expulsion, or emergency expulsions. Before administering a suspension, we strive for early involvement of parents in efforts to support students in meeting behavioral expectations, including reasonable attempts to involve the student and parents in the resolution of behavioral violations. In addition, we consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether an exclusion is warranted. Students on suspension are provided educational services that enable the students to participate in the general education curriculum and to complete subject, grade-level, and graduation requirements.

### **In-School Suspension**

In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school for up to ten consecutive days. Students serve their in-school suspension in the Student Support Center or the main office; during this time students engage in activities such as reflecting on behavior, reteach lessons on behavioral expectations, restorative conferences, completing class assignments, studying for and taking tests, community service, counseling, tutoring, and mentoring. Students are provided with breaks, including time to eat breakfast and lunch.

### **Short-Term Suspension**

Short-term Suspension means a suspension in which a student is excluded from school for up to or including ten consecutive school days.

### **Long-term Suspension**

Long-term suspension means a suspension in which a student is excluded from school for more than 10 consecutive days.

### **Emergency Expulsion**

Emergency expulsion means the removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

### **Authority to Conduct a Search**

The law allows school authorities to search students, their lockers, their motor vehicles, and personal property when school authorities have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

### **Other Forms of Discipline**

Other forms of discipline include actions used in response to behavioral violations, other than classroom exclusion, suspension, emergency expulsion or expulsion. Other forms of discipline involve the use of best practices and strategies for maintaining a positive teaching and learning environment. In this document, we refer to "Other Forms of Discipline" as "Intervention and Support". This includes such actions as reteaching expectations, increased supervision, providing behavioral health support, creating a behavior contract, mentoring, tutoring, peer mediation, restorative justice practices, social skills instruction, employing de-escalation strategies, parent notification and collaborative problem solving with the family.

## **SCHOOL RESPONSE TO BEHAVIORAL VIOLATIONS**

When a student incurs a behavioral violation, our staff do their best to use non-exclusionary forms of discipline to assist the student with restoring positive behavior. Our staff strives to address student non-compliance with school expectations by focusing on opportunities for learning and growth. Disciplinary consequences depend on the frequency and degree of behavioral violations.

### **Disrespect: Physical**

Physical Disrespect includes low-level incidents of physical aggression such as minor pushing, pinching, grabbing, kicking, and hitting. Students engaged in physically disrespecting others will be provided intervention and support and are subject to classroom exclusion and suspension.

### **Disrespect: Verbal**

Verbal Disrespect includes language that demeans others or inappropriately interferes with teaching and learning. Common verbal disrespect includes profanity, which is defined as socially offensive language, also known as cursing, swearing, cussing, crude language, vulgar language, and lewd language. Students who engage in verbal disrespect, orally or written, will be provided intervention and support and are subject to all forms of exclusionary discipline. Verbal threats of harm or put-downs directed at specific people are considered a major behavioral violation.

### **Gang Behavior**

By definition, a gang is a group of three or more people who meet for antisocial or illegal activity. This includes recognized gangs and/or groups who gather to mimic gang activity. This includes, but is not limited to, visible tattoos, clothing, hand signals, symbols, graffiti, artwork, bandannas, or doodling. Students who engage in and/or mimic gang behavior are subject to all forms of discipline depending on the degree and frequency of incidents.

### **Forgery/Providing False Information/Plagiarism**

Students are expected to demonstrate academic and school integrity. Plagiarism in assignments, projects, or other schoolwork is not permitted. In addition, forging a parent/guardian signature or providing any other

misinformation in communication to the school is prohibited. School response for these types of offenses includes parent notification; possible grade reduction; re-doing assignments and restorative conferences.

### **Fighting, Assault and Physical Disrespect**

Staff expect students to solve conflicts in a constructive and civil way. We want all our students to be peacekeepers. Assault, fighting, pushing, kicking, hitting, and other types of physical aggression are not tolerated. In addition, encouraging a fight is not tolerated; examples include telling another student that another wants to fight, cheering for someone to fight another, watching a fight, and posting videos of a fight online. Students engaged in or promoting physical aggression will receive intervention and support and may be subject to suspension, emergency expulsion and expulsion.

### **Pantsing**

Pantsing is the pulling down of a person's pants and/or underwear, usually against their wishes and most often classifies as harassment, bullying or intimidation. Students who pants another student will be provided intervention and support and are subject to suspension.

### **Sexting**

Taking, sending, viewing, and/or possessing nude, semi-nude or other sexually explicit images, videos, text messages, or other digital content, also known as "sexting" is not permitted on any school district property or at any school district event. Underage sexting, even when consensual and even if you took the pictures of yourself, is illegal under Washington State child pornography laws. Violators may be charged with a felony and, if convicted, may be registered as a convicted sex offender for the rest of their life. Students who forward or keep images, videos, texts, or other digitally sexted content are subject to all forms of discipline as well as police notification.

### **Theft/Stealing**

Theft and stealing are defined as having property belonging to others in your possession without prior permission of that person. Students who steal items from the school, others at school or a school sponsored event will be provided intervention and are subject to suspension and police notification.

### **Vandalism**

Vandalism is the intentional destruction or defacement of public property or property belonging to others. Students who participate in vandalism will be expected to pay restitution for damages, engage in restorative conferences and are subject to non-instructional activity exclusions from school as well as suspension and police notification.

*We believe in the importance of the school-family relationship and will continue to work on providing support for all students. If we all work together we can create and maintain an environment where every child thrives and feels success. Thank you for doing this work alongside our Horizon Middle School staff!*



