



14151 BEAR CIRCLE ♦ BROWNSBORO, TEXAS 75756

PHONE: (903) 852-8021 FAX (903) 852-6389

PRINCIPAL: STEPHANIE PULIDO

STUDENT HANDBOOK

Horizon Academy Staff Contact Information

Principal	Stephanie Pulido	pulidos@gobearsgo.net
Secretary	Liz Robertson	robertsone@gobearsgo.net
Teacher Language Arts	Judy McLean	mcleanj@gobearsgo.net
Teacher Special Education, Mathematics	Matt Stuckey	stuckeym@gobearsgo.net
Aide	Cheryl Chambers	chamberss@gobearsgo.net

Statement of Purpose

The mission of the Horizon Academy is to provide flexible, individualized educational opportunities in a supportive learning environment to empower students to complete their secondary education credits.

This program provides a distraction-free learning environment for students who would like to accelerate their learning and/or for learners who have circumstances which prevent them from being successful in a traditional school setting.

Horizon Academy provides learners with an opportunity to succeed in a non-traditional school setting which primarily uses an online curriculum. Learners are allowed to work at an accelerated pace on an individualized curriculum to achieve a high school diploma and prepare for life after high school - whether that is college, the workforce, military, or other specialized training.

Certified teachers interact with learners throughout the school day and serve as facilitators in the classroom environment.

Enrollment in Horizon Academy

General Guidelines for Eligibility

1. Behind on credits
 - Senior - greater than 2
 - Junior - greater than 4
 - Sophomore - greater than 6
 - Freshman - greater than 8
2. Pregnancy/parenting
3. Medical circumstances (with self or immediate family member)
4. Extenuating circumstances that have placed a learner at risk of dropping out
5. Priority given to juniors and seniors

General Guidelines for Non-Eligibility

1. Expelled learners are not eligible during the term of expulsion and/or discipline placement.
2. Learners who are not eligible for enrollment in BISD.
3. Learners who have extensive discipline and/or attendance issues

Attendance

Students must be in attendance each and every day in order to make progress and earn credits (PLEASE SEE THE 'TRUANCY NOTICE' - Appendix E). Parents should notify the Horizon/Compass office at 903-852-8021 when their child is going to be absent from school that day. When a student is absent from school, the reason for that absence must be provided in writing within 72 hours (3 school days) to the school in order to adhere to appropriate documentation requirements. A handwritten note or email from the parent to the campus attendance secretary will be accepted. Phone calls will not be accepted as documentation. A phone call from the school verifying the parent note may occur in some instances. Horizon Academy will attempt to contact the guardian via telephone when students are marked absent from school.

Arrival and dismissal

Students will enter Horizon Academy at the main entrance. The entrance door is marked "Horizon Academy".

Horizon Academy students will be screened upon entry using a hand-held metal detector and may be asked to empty pockets, purses, lunch bags, etc. Students will be required to surrender personal electronic devices when entering the Horizon classroom. Students may use personal electronic devices on earned breaks during the day

Horizon Academy Hours: **Class begins at 7:53 a.m. each day and ends at 3:45 p.m.**

Behavior

Horizon Academy follows the BISD Code of Conduct. Persistent misbehavior could jeopardize student privilege of attending HA. If a student violates the BISD Code of Conduct, the parents will be called for a parent/teacher conference as needed and consequences will be issued. ***Remember, attending Horizon Academy is a privilege.***

Breaks

Students will be provided a morning break. A 30-minute lunch break is also provided.

Bullying

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

In some cases, bullying can occur through electronic methods, called “cyberbullying.” Bullying that occurs off campus, including cyber bullying, is best addressed by parents. However, in statutorily limited circumstances when the principal or designee determines that the conduct causes a substantial disruption to the school’s educational program, school disciplinary consequences may be applied.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. All staff are trained to respond to students’ needs quickly and anonymously.

The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying.

Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Please refer to the Brownsboro ISD Student Code of Conduct for additional information.

Dress Code

Students at Horizon Academy are subject to the Brownsboro High School dress code.

Early Graduates

Early graduates are defined as learners who have completed all course requirements for graduation prior to the end of the school year. Each early graduate:

- will remain on Horizon campus until confirmation by BHS administration that all required courses are complete.
- may attend all senior activities unless circumstances deem otherwise.
- will submit current contact information to the principal. If a student does not have a personal email account, a gmail account will be created prior to leaving campus.

Extracurricular activities

Learners at Horizon Academy may attend extracurricular events as long as they are outside of the regular school day. Examples of daytime events a learner may not attend without permission of campus principals include pep rallies, tournaments, lunches. All questions concerning high school activities are to be directed to the Horizon Academy principal. The high school campus (or any campus other than Horizon Academy) is off limits during the

regular school day unless permission has been granted by the Horizon Academy principal. As a group, Horizon Academy will participate in as many day-time high school activities as possible.

Grading, instruction, assignments, and testing

Students at Horizon Academy are working towards course credits - typically 2 courses at a time. Grades will be recorded in a system separate from that of the home campus. Parents can opt to receive progress reports from Horizon Academy upon request. Attendance records will be maintained on the district's Skyward System - as it is with any other campus in BISD. District attendance policy applies to all Horizon Students. Truancy and make-up time procedures apply to all Horizon Academy students.

Students are responsible for maintaining progress on coursework. Daily and weekly goals will be set by students in order to facilitate progress. Students must check in with teachers when they have been absent. Tutorials and extra time may be required when a student falls behind.

Students attending Horizon Academy will complete assignments and instruction in English/language arts, mathematics, science, social studies, and other electives via a computer-based program. Certified teachers will provide instruction, intervention and supplement learning as needed. Special education teachers will accommodate or modify work as specified in a student's IEP.

Standardized exams may be administered at the high school or at Horizon Academy, and will be determined on a case-by-case basis.

Instructional staff

The Horizon Academy staff consists of teachers, an administrative secretary, and administrators. Teachers and staff have extensive experience with students from diverse backgrounds. The role of the Horizon Academy teacher is to be an involved, motivational instructional leader. They provide direct instruction and instructional support to students. Horizon Academy teachers also modify assignments to student's strengths if needed.

Material or property abuse

Students are responsible for all Brownsboro ISD property and materials used at school. Abuse, misuse, damage or loss will be charged to the student at the replacement value of the item.

Meals

Breakfast and lunch will be provided at the Horizon Academy through the district's food service program. Horizon Academy students may also bring their lunch. Students have access to a refrigerator and microwave. All lunches brought on campus are subject to screening. Special nutritional needs forms are available from the Food Service main office.

Medication

Students may be provided medication at school under strict procedural guidelines. Prescription medication must be in the original container with an appropriate, current prescription label, delivered to school by a parent, and turned over to school personnel for administration as per physician's orders. A medical permission form must be completed and signed by the parent. Students may not transport medication to and from school. No over-the-counter drugs are allowed at school under the possession of the student. Tylenol, Ibuprofen, aspirin, etc. must be provided by written consent by parents in a new, sealed container.

Remaining in good standing at Horizon Academy

Attendance, behavior, and academics will be closely monitored. Problems that occur in these areas could result in removal from the program. Learners are expected to participate in team-building activities, field trips, community service projects, etc. If a learner is removed from Horizon Academy, he/she must re-apply to Horizon Academy in order to be considered for return. Please remember that enrollment in Horizon Academy is a privilege.

Safety and Security

Students may be subject to scanning by metal detectors if reasonable cause is determined by campus principal within the school day. Camera surveillance is consistent at the Horizon campus. Student backpacks, lunches, purses, etc. are subject to search if reasonable cause is determined by campus principal within the school day. Visitors will not be permitted to enter the building beyond the office at Compass/Horizon. Students will have limited permission to bring certain personal items to school (purse, cell phone, lunch, jackets, etc.). Nothing is to be brought to school that has not been specifically allowed. **Cell phones may not be used during instructional time.** Students will be provided with a safe place to store their electronic communication devices (cell phones, smart watches, personal tablets) in a secured location during instructional time.

Supplies

Basic school supplies (paper, pencil and a laptop/chromebook) are provided to Horizon students. Students will need to provide their own set of headphones/earbuds. Any specialized supply that a student wishes to bring must be approved by Horizon staff.

Technology use

Students use an online platform for completing courses. Students must follow the district's acceptable use policy for computer usage. If a student visits an unauthorized website, he/she could receive a disciplinary consequence. Personal device use is restricted to non-instructional time only.

Textbooks

Students will be issued the necessary textbooks to use at school, if needed. Textbooks will not be sent home unless absolutely necessary.

Transportation

Students may drive to school if a valid driver's license has been issued to the student. They will park in designated student parking areas (on the west side of the "old" gym. In order to receive a permit to park in this area, students must register their vehicle with the Horizon Academy office and provide a copy of a valid driver's license and proof of insurance. Students may also ride the school bus or be dropped off/picked up by parent/guardian (see arrival/dismissal times).

APPENDIX A

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before

the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: **Contact Person: Sandra Duke, Director of Special Education**

Phone Number: (903) 852-8100

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: **Contact Person: Rita Gray, Director of Federal Programs**

Phone Number: (903) 852-3701

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

[Legal Framework for the Child-Centered Special Education Process](#)
[Partners Resource Network](#)

[Special Education Information Center](#)

[Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos

que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Sandra Duke, Director of Special Education

Número de teléfono: (903) 852-8100

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Rita Gray, Director of Federal Programs

Número de teléfono: (903) 852-3701

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

APPENDIX B

TRUANCY NOTICE

According to the Texas Education Code, Sec. 25.085, COMPULSORY SCHOOL ATTENDANCE is a mandatory law that schools must enforce. At Brownsboro ISD, our goal is for your child to obtain a quality education. Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. Because attendance is so critical for the quality of your child's education, in Texas attendance at school is required. At the District level, we have been working to revise attendance procedures to include increased communication. As part of our ongoing communication we want to assist any family that may be struggling with chronic unexcused absences. This written notice outlines important information pertaining to truancy.

The 84th Texas Legislature passed House Bill 2398 which altered truancy laws in Texas. Any truancy proceedings will be handled in a civil court. The District is providing this written warning to parents at the beginning of the school year informing them that if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year, the parent/guardian may be subject to criminal prosecution and as mentioned, the student is subject to referral to a truancy court for truant conduct. Any missed days due to regularly scheduled appointments will not be considered excused temporary absences and, therefore, may be subject to judicial enforcement for truancy. According to the Texas Education Agency, in a letter dated November 7, 2001, "Regularly scheduled daily or weekly absences cannot be considered "temporary" within the meaning of TEC §25.087." The only exception is for a student with autism. Texas law provides that a temporary absence of a student diagnosed with autism spectrum disorder, on the day of the student's appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy, and occupational therapy, will be considered excused absences supported with a note from the health-care professional. Consequently, please schedule any appointments for regularly scheduled therapies or sessions after school hours so that your child can be present at school to receive his/her education and not be counted as having an unexcused absence.

Please be aware that Brownsboro ISD will enforce the Texas compulsory laws as follows:

- Campuses will place phone calls to parents or guardians notifying them when a student has been marked as absent. It is the parent's or guardian's responsibility to ensure that he/she provides current and up to date contact information to the school.
- All parents will be issued a warning notice when attendance records reflect that the student has absences without an excuse on three days or parts of days in a four-week period or five or more days or parts of days during the school year. Further, each campus may request a conference with the student and parent/guardian for the purpose of addressing truancy prevention measures for

students that exhibit attendance issues in order to improve the student's overall attendance.

- After a student is absent five or more days or parts of days during the school year, parents and students, (if older than 12) will be required to participate in a Truancy Intervention Program (TIP). The TIP is an information-based intervention program offered to parents and students as a preventative measure to intervene before students receive a referral to truancy court, and to educate parents/guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. The TIP is offered to students and parents only once during each school year.
- If a student fails to attend school without an excuse for 10 or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, students 12 and older may be referred to the prosecutor of the truancy court of Henderson County. At this point, the court could also file a criminal complaint against parents/guardians who contribute to the nonattendance of his/her student, regardless of the student's age.

Students who are considered truant may not receive course credit unless make-up time has been completed.

Please remember, presence in school is a strong indicator of future success.

APPENDIX C

HORIZON ACADEMY STUDENT EXPECTATIONS ACKNOWLEDGEMENT

I understand that I must comply with the following expectations to participate in the Horizon Academy: (initial each item and sign below)

- _____ Daily check in and check out is required at the front office; students may not leave campus prior to checking out.
- _____ All students entering the Horizon Academy campus will be subject to daily search (including metal detection).
- _____ No bags or backpacks will be permitted on campus. Students may leave those items in their vehicle or at home. Lunch boxes are permitted but will be subject to search.
- _____ Follow the Brownsboro High School dress code without exception, specifically:
 - _____ Piercings are limited to earrings and one piercing in a single nostril of the nose. Additional facial piercings must be removed and may not be covered with a mask.
 - _____ Hair must be of natural color only; blue, magenta, green, or other non-natural hair colors must be changed.
 - _____ Clothing with drug-, alcohol-, or illegal activity-related imagery, brands, or wording is not permitted.
 - _____ Caps, hats, and other head coverings may not be worn inside the campus building.
 - _____ Blankets and/or pajama bottoms are never permitted.
- _____ Personal electronic devices are not allowed to be used during instructional time. All cell phones and personal electronic devices will be turned in during morning check-in and secured during instructional time. Students may have the opportunity to earn the right to use these devices during break times.
- _____ Any female personal hygiene items may be given to a female staff member for safe keeping. Students may also request these items from a female staff member.

- _____ Students will set individual goals for course completion. Each assigned course should be completed within a 5-week period unless otherwise specified.
- _____ Work and progress is expected. Students with excessive idle time, minimal effort/activities, or frequent sleeping will be dismissed from the program.
- _____ Food/drink is NOT allowed in the Horizon instructional area; students must eat/drink in the break room provided.
- _____ Students who drive to school must obtain a parking permit (to do so requires proof of insurance and valid driver license). Students are NOT permitted to return to their vehicles any time during the instructional day.

This document may be amended at any time by the campus administrator.

My signature below indicates that I have read and understand the program participation requirements.

STUDENT PRINTED NAME: _____

SIGNATURE

DATE



14151 BEAR CIRCLE ♦ BROWNSBORO, TEXAS 75756

PHONE: (903) 852-8021 FAX (903) 852-6389

PRINCIPAL: STEPHANIE PULIDO

Student Handbook Acknowledgement

Student printed name: _____

I acknowledge that I have received, read, and understand the Horizon Academy Student Handbook.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

***This must be returned to the Horizon Academy office.**