

Horizon High School Student Handbook 2023-2024

At Horizon, we engage, inspire, and nurture students through high-quality instruction, meaningful educational opportunities, and dynamic learning experiences. These experiences make up the roadmap for each learner's journey of excellence.

A Horizon graduate is prepared for career, college and community involvement. We will achieve these goals through Pride, Courage and Respect (PCR)

SCHOOL COLORS

Green and Gold

MASCOT

Husky

FIGHT SONG

Go Horizon we're backing you
Green and Gold to you we are true
Fight our fame and our huskies glory
Our foes will fear our name H.H.S
Go Horizon we'll see you through
Win or lose we'll stick right with you
Fight. fight for our senior high school
Fight and we'll win this game

ALMA MATER

Green and gold, to you we sing
Our dear Horizon High
Memories of our school days ring
Through the years' endeavor.
Loyalties we hold so dear
Sing with voices clear.
Green and gold, to you we sing
Our dear Horizon

GENERAL PROCEDURES

ITEM DROP-OFF

Prior arrangements should be made to meet in the lobby between passing periods or at lunch. The delivery of flowers, balloons, and other gift items and including food deliveries from services such as but not limited to Uber Eats, Grubhub, Doordash will not be allowed at any time. Due to school safety procedures and federal school lunch guidelines, no lunches may be dropped off. Food may be purchased in the cafeteria.

TEACHER COMMUNICATION

If you need to communicate with your teacher outside of class, there are three ways you can do this:

1. Email the teacher from your pvlerners account.
2. Check the teacher's website often for updates.
3. Ask your teacher when his/her office hours are and schedule a time to meet.

COUNSELING DEPARTMENT

Counselors are available to the student for help in a variety of situations. To make an appointment, students should go to the Counseling Office and complete a request form. Parents can call 602-449-6015 to schedule an appointment with a counselor. The College and Career Center is located near the front office. Students and parents can call 602-449-6051.

SCHEDULE CHANGE INFORMATION

Students may ONLY request a schedule change in the first week of each semester for the following reasons:

- a) There is a hole in their schedule
- b) They took a summer class – not fixed yet
- c) Double scheduling – two different classes scheduled at the same time
- d) They failed a prerequisite class
- e) They are missing a required class, such as English

If the student requires a level change (example: Honors English to Regular English), the student must discuss the request with their current teacher and the department chair.

SPECIAL PROGRAMS

Dual Enrollment- Dual Enrollment classes are college classes taught on a high school campus. You can work towards an Associate of Arts degree with Rio Salado earning both college and high school credit. Please visit HorizonDual.com

CAPS- the Horizon High School CAPS (Creating Alternative Pathways to Success) Program setting allows students to maximize their learning and complete their schoolwork in a more flexible, yet structured environment. This allows students to move forward on required subject matter that is reflective of the Arizona State Standards-based curriculum. In general, the program setting motivates students to finish their classes, move back into traditional classroom environments, and progress toward graduation.

Advanced Placement- Horizon currently offers 18 AP Courses. Most AP level classes typically occur during the student's Junior and Senior years. Students are highly encouraged to consider taking Honors classes during their Freshman and Sophomore years to prepare for AP classes.

EXTRACURRICULAR ACTIVITIES/CLUBS

Extra-curricular activities and clubs can be one of the most positive things about high school. Some activities are co-curricular (which means you have a class, like Student Council) and some are extracurricular, like a sports team. There are also clubs that meet regularly and have a special interest, such as Key Club. A list of approved clubs can be found on the website under Extracurricular. All school expectations must be met (including dress expectations) in order to participate in all extracurricular activities and clubs

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS) - PCR

The goal of PBIS is to acknowledge the positive behaviors demonstrated by the students in a public forum to influence the expected behavior. By encouraging recognition of positive behaviors, other observing students will begin to realize that doing the right thing is not overshadowed by focus on negative discipline. Both students and staff thrive in Husky Nation through the campus core values- *Pride, Courage, and Respect*.

TO PARTICIPATE IN ATHLETICS

To participate in Athletics, there are tasks required to be completed prior to tryouts. Please visit the athletics website for more information.

TYPES OF ABSENCES

Excused Absences - Those in which parents or guardians call within 24 hours of the absence to the Attendance Office at (602) 449-6001. Any absence that is not excused within the time frame will be recorded as unexcused.

Tardy - Arriving to class within 20 minutes after the scheduled start time for the first period and 10 minutes after the scheduled start time for periods 2 through 7. Arriving after the 20 minutes of the first period will be counted as an absence and a parent must call the student in or sign in the student at the attendance office. Three tardies to the same class will result in corrective action from administrators, including, but not limited to detention.

Religious Absences - Absences for attendance at religious services. (Religious absences are the only absences, which will be excused, based on a written note.) A phone call will be required if no prior written permission is obtained.

Unexcused Absence - Absences that are not called in within 24 hours are considered unexcused. Parents should call in all absences within 24 hours of the absence. Loss of credit for missed work or tests is subject to teacher discretion.

10-Day Withdrawal - Any student who accumulates ten *consecutive* days of unexcused absences will be withdrawn from HHS enrollment, pursuant to ARS 15-901.

EXCESSIVE ABSENTEE

A student who is absent from a class 18 or more times per year for any reason may fail the course or receive a lower grade. All absences from class, including suspensions, will be counted in the total absence count. As an excessive absentee, you may be placed on an attendance probation contract, which will be handled by the Attendance Dean. Doctor documentation may be required for students with excessive (18) absences.

CHRONIC ILLNESS

The district is committed to providing appropriate education to all students, including those with chronic health conditions resulting from illness, disease, or accident. Medical documentation will be required in cases where a medical condition interferes with regular school attendance. Students with a documented medical certification on file will not be penalized for absences as long as those absences are solely due to the disease, illness, or injury as expressed in the medical documentation form. Medical documentation is valid only for the current school year and can only be certified by an MD, DO, or Nurse Practitioner or Podiatrist. It is the student's responsibility to communicate with the teacher regarding missed assignments. All assignments are to be made up within 1 week of the original due date unless an extension is granted by the teacher through student communication. All missing coursework must be completed two (2) weeks prior to the end of the current semester. Credit will be given for work completed within established timeframes communicated between the student and teacher. If a student is absent, the parent must notify the school within an hour of the school start time. The parent must let the school know if the absence is related to the chronic illness or not. If the absence is not reported within 24 hours, the absence will be considered unexcused. If the absences regarding the medical condition amount to 30 school days or more, another meeting will take place to discuss appropriate alternative service delivery methods necessary for continuous learning.

STUDENT PERMISSION TO LEAVE

Horizon is a closed campus, meaning you are not allowed to go off campus for lunch. Once you arrive on campus, you are not permitted to leave without first checking out through the attendance office. If you need to leave for a doctor's appointment or a family matter your parent/ guardian needs to call the attendance office at (602) 449-6001. A pass will be sent to the student to leave class. We only accept phone calls from parents or guardians. No written notes, faxes, or emails will be accepted. Failure to check in or check out through the Attendance Office may result in disciplinary action.

LEAVING DUE TO ILLNESS

If you are not feeling well and need to go home, ask your teacher for a pass to the Health Center. The nurse will contact your parents and you will be dismissed through the Health Center.

DISCIPLINE POLICY

Horizon follows a progressive discipline policy, working with students to improve behavior whenever possible. Please refer to the District parent/student handbook for a detailed list of discipline infractions and consequences.

RESTORATIVE PRACTICE

PV Schools believes student and adult relationships are at the center of building a safe school climate and addressing student behavior. We believe in a relational approach to behavioral consequences that address inappropriate behavior, resolves problems, provides meaningful accountability, and builds relationships. Administrators may determine to utilize Restorative Practice in addition to or in lieu of Disciplinary Action. Restorative Practice focuses on the harm created by a disciplinary offense and provides a process for holding students accountable for their actions while building a supportive school environment for them to make amends, and reintegrate into the community.

MEDICATION & DRUGS

All medications (including over the counter such as tylenol/advil) must be dispensed by the nurse in the school Health Center. No drugs, alcohol, or medication is allowed on campus regardless of student age, including but not limited to nicotine products such as vapes, cigarettes, cigars, *etc.*

DANCES

Participation at school dances is to be limited to members of the student body and approved guests. All Governing Board policies regulating student conduct are to be enforced.

IDs

Students must have their current year ID with them every day. IDs are required for entering campus, receiving services on campus, and for campus events. You must have your ID on you at all times. If you lose your ID, you must purchase or charge to your account a replacement in the bookstore for \$5. Replacements cannot be issued the day of request.

HORIZON DRESS EXPECTATIONS

Horizon is a place of learning where we want students to be able to express themselves while also promoting Pride, Courage, and Respect.

We realize that respecting our dress code expectation is the choice of the student. All students who choose to participate in our clubs, athletic teams, fine arts, STUGO, *etc* must choose to respect the dress expectations. Those who choose not to, will have a conference with their administrator. If the concern is not rectified, the student will no longer be given the privilege to be part of these groups.

The dress code for school events outside of the school day may be different than during the school day. Please show respect for our dress code expectations.

We expect all students to be dressed appropriately for the learning environment.

Please wear the following:

- Shirts that are adequate length. Sports bras or extremely cropped shirts are not acceptable for the school day.
- Shirts that have straps
- Shorts that are of adequate length to cover the bottom at all times
- Clothing that has appropriate language (please no drug, alcohol, sex, profanity, or language that demeans others)
- Adequate shoes (please no slippers)
- Hats may be worn but please remove in the building/classroom if asked by a staff member

Consequences: In addition to possible removal from clubs, activities, and elective classes, students who are not dressed appropriately for school may be sent to the office to change. Students will be provided a t-shirt to change into or may wait in the office for a parent to bring appropriate clothing. Students may not return to class until they are dressed appropriately. A warning will be issued and further consequences may occur for repeat infractions.

ELECTRONICS POLICY

Students will put away all cell phones, air pods, headphones, and any other electronics as they may not be used during the class period unless given permission by the teacher. Students are required to use school-issued Chromebooks. Students are responsible for the care and maintenance of their computers. Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of taking pictures or video footage of others at school, on the bus, or at school-related activities/events. The school is not responsible and is unable to investigate when these items are lost or stolen.

1st offense: Warning from teacher, store items in classroom sleeve

2nd offense: Phone call or email home by teacher, store items in classroom sleeve

3rd offense: Referral to office and consequences assigned

4th offense and beyond: Referral to office, Progressive Discipline as assigned by administration

CAFETERIA/LUNCH CONDUCT

Please show respect and line up in an orderly fashion. Please do not cut in line. You can eat in the cafeteria or outside in the quad. Please clean up after yourself as you leave the table. Students are not allowed in the building during lunch unless going to a scheduled club meeting or have a pass from a teacher.

INFINITE CAMPUS

Infinite Campus is an online grade book for PV Schools. It allows parents and students to access grades, attendance, and other information to track academic progress. Log in: auth.pvschools.net

New students can obtain usernames and passwords in the Library/Media Center.

Parent Access (new users)

To log into Infinite Campus, you will need to access your username and password.

(<https://pvdata.pvschools.net/auth/getportal>)

Enter the email address you provided on your student's emergency card. Each parent listed on the emergency card who provides a unique email address can access his or her login.

Download the Infinite Campus app for iPhone and Android.

To download:

1. Visit your app store and search for Infinite Campus.
2. After downloading and launching the app, make sure you select Paradise Valley Unified School District. There is more than one Paradise Valley and you want to ensure you select the correct one.
3. Enter your username and password to log into the system.

PARKING ON CAMPUS

Horizon High School has a limited number of parking spaces available for student use and will be allocated using a permit system at the discretion of the administration. Parking on school grounds is viewed as a privilege. If a parking regulation is violated, the student's parking privileges may be denied. As a privilege, there are corresponding responsibilities for the student who drives to school, namely:

1. First, and foremost, it is the responsibility of the student to drive safely to and from school. It is the responsibility of the student to drive safely on school property, which includes obeying parking regulations. Any misconduct involving automobiles or other discipline issues may result in the loss of a student's parking privileges in addition to other disciplinary consequences.
2. Students are to park in either the parking lot located on Nisbet (south of the tennis courts) the parking lot located on Greenway Road (near the football stadium). Students are not allowed to park in any other area. Lack of space is not an excuse for parking in a restricted area. All vehicles are to be parked properly within the striped parking stalls and are not to be driven over 5 miles per hour on school property. After students arrive on campus, they are not permitted to access their vehicles until the end of their school day. Students are not to loiter in the parking lots before, during or after school.
3. Students driving to school must have their vehicle registered with the high school office. Parking decals must be placed on the inside left bottom front windshield for easy recognition. Only properly registered vehicles will be allowed to park on school property.
4. If a different vehicle is continuously being driven at any time during the school year, the Arizona Vehicle Registration needs to be shown to the assistant principal's office. No new decal will be issued. The student will transfer the static vinyl decal to the car that is registered with Horizon High School. In the event that the original car is in an accident, sold, taken away or a windshield is replaced, it's the student's responsibility to retrieve the decal for future use. If a student who has a parking permit loses that permit, they may forfeit their parking permit. Note: A replacement parking decal will be the same amount as what is being charged for a new decal.
5. Horizon High School and the Paradise Valley School District are not responsible for damage to or theft of any vehicle.
6. All previous fees must be paid (excluding senior graduating fees) before a permit will be issued. Qualifying seniors and juniors will be issued permits on a first-come, first-served basis. Other qualifying grade level students will be placed on a waiting list in the same manner.
7. Students may not sell or give their decals to another student. The decal you purchase must be for your own car. Misuse may result in the loss of your parking privileges and you may not be eligible for a refund.
8. In the rare event you need to drive a non-registered car to school, you need to do one of the following:
 - Transfer your vinyl decal to the temporary car.
 - Place a note on your dashboard that includes your parking tag number.

**Failure to do one of the above may result in a boot on your car.
There are no refunds for parking permits.**

TUTORING SERVICES

Student to Student Tutors – Call the Counseling Office for the list @ 602-449-6015

I have read the contents of the student handbook and agree to abide by the policies outlined.

[SUBMIT YOUR ELECTRONIC SIGNATURE](#)