

Horizon High School



Student and Parent Handbook 2024 - 2025

Horizon High School
5321 East 136th Avenue
Thornton, CO 80602
720-972-4400 (Main Office) / 720-972-4597 (Attendance)
FAX 720-972-4599
<http://www.horizon.adams12.org>

Reaching our Potential Today -- Meeting the Challenges of Tomorrow.

WELCOME to Horizon High School!

We are delighted that you will be a member of the Horizon High School family. We are proud of our school, the academic offerings, the athletic and activities programs, our students, and our staff who provide a quality high school experience for all of our students.

This handbook contains a wealth of information about school personnel and guidelines, district policy and procedures, and details unique to Horizon High School. Please take the time to review the handbook and the Table of Contents to familiarize yourself with the variety of information contained in this resource. Whenever you have questions about school operations, please consult the handbook as a primary source of information. This will enhance communication among students, parents, and school personnel.

We are excited that you are a Horizon student, and we are proud to be partners in your education. If you take ownership in your education and combine it with the support of the Horizon staff we believe that you will have an outstanding year as a Hawk!

Sincerely,
Horizon High School Staff

HHS Administration

- Principal..... Mrs. Erica Fleeman
- Assistant Principal..... Ms. Terra Paul
- Assistant Principal..... Mrs. Lisa Saunar
- Assistant Principal/Athletic / Activities Director..... Mr. Martin Tonjes
- Dean..... Mr. Ralph Garcia
- Dean..... Mr. Cassidy Gussman
- Dean..... Mrs. Melissa Crockett-Hernandez

Adams 12 Five Star Schools

- Superintendent..... Mr. Christopher E. Gdowski

Board of Education

- President..... Ms. Lori Goldstein
- Vice President..... Ms. Amira Assad-Lucas
- Secretary..... Dr. Paula Battistelli
- Director..... Ms. Courtney Potter
- Director..... Ms. Alexis Marsh-Holschen

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NOTE: The information contained in this handbook is designed to help keep students and parents informed of upcoming events and activities and to encourage planning. Calendar activities and events published may not be totally accurate as a result of changes, deletions, and additions that may occur throughout the year. Please listen to announcements, visit our web site at www.horizon.adams12.org and consult the parent newsletters for updates.

Important Phone Numbers

Main Office (Hours 7:15 a.m. - 3:45 p.m.): 720-972-4400 Fax Line: 720-972-4599

Attendance Line (available 24 hours a day): 720-972-4597

***Please call before 9 a.m. if your student will be absent or tardy.**

Cafeteria: 720-972-4419

Library: 720-972-2500

HORIZON HIGH SCHOOL IMPORTANT DATES

2024-2025

All activities and dates subject to change

PLEASE VISIT THE SCHOOL CALENDAR at horizon.adams12.org

HORIZON HIGH SCHOOL VISION

The Horizon Community envisions a school of excellence in academic achievement, arts education, athletic competition, and co-curricular activities. We are a safe, caring community that fosters global thinkers prepared for successful living in the 21st Century.

The Horizon High School staff respects each other as professionals and recognizes that teaching is a group effort in which teachers collaborate on a regular basis, share best practices and instructional strategies, analyze student work and data, and search together for answers. Further, we realize that knowing students as individuals is key to helping them experience personal success.

Horizon offers a wide variety of academic experiences that require students to participate in problem solving and critical thinking. Students develop a strong work ethic while taking personal responsibility for their choices and decisions. Staff and students know that learning, both academic and personal, is their primary responsibility. Horizon graduates are prepared for post-secondary success and have become young men and women who are confident and kind.

Hawk Pride

School Mascot: HAWK

School Colors: MAROON & SILVER

School Fight Song

Let's Go Hawks!
We are the mighty warriors.
Let's Go Hawks!
We'll conquer what's before us .
We will fight for victory.
Horizon Hawks won't know defeats, so
Let's Go Hawks!
For we will rock 'em, stomp 'em.
Let's Go Hawks!
We'll always try to stop 'em.
They may fight with all their might
But Hawks will win tonight.

Quick Reference

Academic Performance	Teacher/Advisor/Counselor
Activities/Clubs	Terra Paul
Attendance	Myrna Garcia
Athletics	Martin Tonjes
Athletics Secretary	Braedi Tagart
Bus Transportation	720-972-4299
Class Schedule	Counseling
College/Career/Scholarships	Counseling
Discipline	Terra Paul/ Deans
Graduation	Terra Paul
Health Services	Melissa Lansden
Homework (Extended Absences)	Admin & Myrna Garcia
Library	Rachel Gallagher
Lockers, Lost and Found	Campus Security
Nutrition Services	Dawn Vigil
Parking Permits	Dean's Office
Student I.D.	Jeanie Simmons
Yearbook	Alison Root

DAILY BELL SCHEDULES

2023-2024

<u>Regular Schedule</u>	<u>Academic Support Schedule</u> Wednesday, every week
1 – 7:40 – 8:30	Academic Support – 7:40 – 8:30
2 – 8:35 – 9:25	1 – 8:35 – 9:20
3 – 9:30 – 10:20	2 – 9:25 – 10:10
4 – 10:25 – 11:20	3 – 10:15 – 11:00
5 – 11:25 – 12:20	4 – 11:05 – 11:50
6 – 12:25 – 1:20	5 – 11:55 – 12:40
7 – 1:25 – 2:15	6 – 12:45 – 1:30
8 – 2:20 – 3:10	7 – 1:35 – 2:20
	8 – 2:25 – 3:10

<u>Assembly Schedule</u>	<u>1 Hour Weather Delay</u>
1- 7:40-8:23	1 - 8:40 - 9:20
2- 8:28 - 9:11	2 - 9:25 - 10:10
A - 9:16 - 10:19 ASSEMBLY	3 - 10:15 - 11:00
3- 10:24 - 11:07	4 - 11:05 - 11:50
4- 11:12 - 11:56	5 - 11:55 - 12:40
5- 12:01 - 12:45	6 - 12:45 - 1:30
6- 12:50 - 1:34	7 - 1:35 - 2:20
7- 1:39 - 2:22	8 - 2:25 - 3:10
8- 2:27 - 3:10	

ACADEMIC/GRADUATION REQUIREMENTS ([District Policy 6340](#))

Academic and Graduation requirements may be found under [District Policy 6340](#)

Schedule Additions/Changes

At the start of the semester, students may request a change for the following reasons only:

1. Failed or has not taken the prerequisite
2. Double scheduled
3. Previously earned credit in same class
4. A senior needing graduation credit
5. Other (must attach a note explaining reasons)

Requests for schedule changes must be submitted by the fourth day of the start of the new term to the counseling office. Requests after the fourth day will not be considered.

Early Graduation ([District Policy 5240](#))

Horizon High School Process for Consideration for Early Graduation

The typical path to high school graduation is four years of a well-balanced education program with a wide range of opportunities to prepare students for post-secondary experiences. Students wishing to complete high school a half-year or year early need to pre-plan with their counselor, parent/guardian, and the school administrator and complete all Adams 12 Five Star Schools graduation requirements. Taking additional classes beyond the required during the school day is not allowed for acceleration. Students in need of additional credits will need to explore approved opportunities with their counselor and may incur a cost for classes. During junior or senior year, the application for early graduation form must be completed by the student and approved by the student's counselor, parent/guardian, and school administrator. Early graduates are eligible to participate in the high school graduation ceremony at the end of the school year if permitted by the school Principal. 12th-grade students who graduate early may attend all other school activities when approved as a guest. PLEASE NOTE: Students who graduate early will not be allowed to participate in CHSAA-sanctioned athletics/activities upon conferring credits.

Graduation Ceremony: [District Policy 6350](#)

Honor Cords/Recognition: The only cords/stoles allowed to be worn during the ceremony are ones approved by Adams 12. All other recognitions are denoted in the graduation program.

College Board Assessments (SAT/PSAT/AP): <https://www.collegeboard.org/>

Please note that students create their own accounts and Adams12 does not manage these accounts.

ACADEMIC POLICIES/PROCEDURES

Horizon's Academic Honor Code

Academic honor nurtures a positive trusting learning environment. Cheating undermines the integrity of our school, jeopardizes the student-teacher relationship, diminishes the student's ability to succeed in future courses, and threatens success in the workplace.

Cheating involves, but may not be limited to, one or more of the following actions:

- Plagiarism-adapting, adopting or copying (whole or in part) printed, verbal or electronic sources (either published or unpublished) without citing the author(s) of the sources
 - This includes Artificial Intelligence
 - Departments may choose to discuss and adopt Acknowledgment Statements regarding the use of Artificial Intelligence.
- Cheating through actions and/or the use of devices (i.e., looking at another person's work, using crib notes or stolen notes, or using disallowed electronic equipment or software)
- Illegally changing a grade or trying to get someone else to do so
- Forgery – the act of imitating a signature or submitting another's work as your own (this includes copying part or all of another person's work)
- Other acts of academic dishonesty as determined by Horizon High School staff

Determination of Academic Dishonesty: Aside from substantive evidence, Teachers may use their knowledge of student work as a basis for determining the ownership of the work in question for academic purposes.

Matrix for Plagiarism/Cheating:

- 1st – 0 on the assignment/assessment, the teacher calls home and discipline referral
- 2nd – 0 on the assignment/assessment, one-day suspension, parent/teacher conference, discipline referral
- 3rd – 0 on the assignment/assessment, two-day suspension, discipline referral
- 4th – 0 on the assignment/assessment, discipline referral that includes possible District Hearing for Expulsion

Additional discipline may be given based on the severity of the incident.

ACTIVITIES ([District Policy 5620](#))

Student involvement in activities is highly recommended. Through participation, students form many friendships, develop a greater sense of identity and ownership of the school, practice time management skills, and build self-esteem. Refer to our [school webpage](#) for up to date information.

Students can earn letters by participating in CHSAA co-curricular activities. In order to have some uniform, consistent expectations, listed are the basic criteria set forth and approved through Staff Governance:

1. Each club/activity/class will have its own unique requirements to letter if it falls under the CHSAA umbrella of activities. These requirements need to be submitted to an administrator in writing for approval. They will then be available for any staff member to view.
2. Students also need to be eligible under the guidelines set for by CHSAA. Students need to be enrolled in 2.5 credits each semester and may only have one failing grade each semester.

All Clubs and Activities must follow [District Policy 5620](#). Eligibility is not required for participation in co-curricular activities, only for lettering. The following clubs are available but may be updated. Students should check in the Main Office to identify the sponsor or to discuss the possibility of starting a club/activity not currently available or listed below:

Organized Clubs/Activities

Anime	French National Honor Society	Robotics
Art Club	Green and Clean	Senior Leadership
Battle of the Books	GSA	Science National Honor Society
Cheerleading	Junior Leadership	Sophomore Leadership
Chess Club	Knowledge Bowl	Spanish National Honor Society
DECA	LINK Crew	Ultimate Frisbee
Drama Club/Thespian	National Art Honor Society	Unified Club
FBLA	National Honor Society	Weightlifting
FCCLA	Newspaper	Yearbook
Fellowship of Christian Athletes	Photo Club	For a full list of clubs offered, Please visit horizon.adams12.org
Freshman Leadership	Ping Pong	
German National Honor Society	Poms	

Please check with the sponsors for exact dates of meetings. Information may also be found on the Horizon website. Students will not be excused from class to attend club activities.

ANNOUNCEMENTS

Announcements are shared on the Digital screens throughout HHS and on our school's website home page. These are updated weekly. Student Government shares video announcements throughout the year when HHS has weeks of special activities (i.e. Homecoming, finals, etc.) and you may also find those on Student Government's Instagram account. Additionally, special announcements may be made after the Pledge of Allegiance is spoken each day. NOTE: If you have questions about how to stay informed, please visit or call the main office for assistance.

ASSESSMENTS (District Policy 6300)

The District administers a variety of assessments to measure student learning and improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well the student, the school and the school district are achieving. Common assessments include:

Assessment for learning occurs during teaching and learning and focuses on ongoing improvement.

Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure students are learning. Students receive feedback on an ongoing basis about how well they are doing, where they are in their learning and where they are going.

Assessment of learning gathers information about how well students have mastered what they should know at their grade level. The PSAT/SAT is this kind of test. This state mandated testing program measures what students have already learned and provides accountability to parents and the community. A complete District Assessment Calendar including information about other assessments will be available at your school's counseling or administrative office.

ATHLETICS (District Policy 6250)

Any question concerning a specific sport, practice, lettering requirements, etc. should be discussed with the head coach of that sport. Eligibility, financial and athletic registration questions should be discussed with the Athletics Secretary.

Eligibility

Students involved in athletics, spirit squads and certain music activities at the state level must meet academic standards in order to gain and retain their eligibility. Once eligibility is initially established, participating students will have their academic grades verified on a weekly basis in the following manner:

- *Thursday – teachers submit grades*
- *Friday – information is collected and coaches/sponsors are notified.*
- *The following Monday – ineligible students may not participate beginning Monday through Saturday night. Athletes will still be expected to attend practices.*

Athletic Fees are \$175 per sport. All athletes participating in high school sports must register online and pay fees BEFORE practice begins. Online registration is found on the Horizon website under the “Athletics & Activities” tab. All athletes must comply with the following 12-point checklist before participating in the high school athletic program.

Checklist:

1. Must be an undergraduate of Horizon High School.
2. Must be enrolled in and attending classes which offer a minimum of 2.5 Carnegie Units of credit during the semester in which he/she is participating and the previous semester. If an athlete drops his/her course load to less than the equivalent of five classes, he/she immediately becomes ineligible.
3. Must **not** be failing more than the equivalent of .5 credits at the weekly eligibility checks. The student should see a counselor to ensure that he/she is meeting the requirements. A student who receives more than .5 credit of failure (one “F”) will be ineligible until the next eligibility check displays one “F” or less.
4. Summer school courses taken after the close of the second semester may be used to replace any Carnegie Units failed. Equivalent courses taken must be accepted by the school towards graduation. The equivalent credits must be completed by the first day of school for an allowable contest in that sport. Credits made up through summer school should be in the same curricular area and be accepted to meet graduation requirements of classes failed. The classes taken in summer school must have been previously failed (in any previous semester) and must carry credit toward graduation.
5. Must have read and signed the Horizon High School Authorization for Athletic Participation form online, including the Adams 12 High School Athletic Code.

6. Must have a physical examination from a licensed medical practitioner within the last calendar year that contains the date of exam, statement of clearance for athletic participation and the licensed medical practitioner's signature. Licensed medical practitioners are MDs, DOs, Nurse Practitioners, Physician Assistants, and Doctors of Chiropractic who are School Physical Certified (DC, Spc.)
7. Must have an online permission form signed by parent(s)/guardian(s) giving authorization to participate in the athletic program.
8. Must not have turned the age of 19 before August 1.
9. Must not have dropped out of school.
10. Must not play more than four seasons in any sport during high school. The period of eligibility for a high school athlete shall be limited to eight consecutive semesters (if he/she began high school as a ninth grader), except that a student otherwise eligible may complete a season begun with the limits set above.
11. Must not practice with a non-school team in his/her sport while he/she is a member of a Horizon High School team (unless he/she has received prior written consent from the Horizon High School Principal).
12. All student athletes must attend all classes on the day of an athletic activity (game or practice) in order to participate.

If you are not in compliance with any of the 12 items stated above, see the Athletic Director. If an ineligible player participates on a Horizon High School team in any athletic contest(s), the contest(s) must be forfeited according to league and state association rules. Please contact the Athletic Director in all matters relating to the Horizon High School Athletic Program.

Please Note: There will be **no** district transportation for competitions/contests within a 10 mile driving distance of HHS. It is the responsibility of parents to transport student-athletes to events 10 miles or less from school.

College-bound student athletes, who wish to participate in Division I or II athletics, must be certified by the NCAA Eligibility Center (formerly known as NCAA Clearinghouse). The eligibility center ensures consistent application of NCAA initial eligibility requirements for all prospective student athletes at all member institutions. Athletes need to start certification early – sometime during their junior year. In order to start this process, students should meet with Mike Muedeking in the Counseling office, at 720-972-4428.

High School Sports Offered at Horizon

Fall Sports

Sport	Level(s)	Head Coach
Cross Country	V, JV	Jason O'Shea
Football	V, JV, C	Ron Woolfork
Golf (B)	V, JV	Mitch Dean
Gymnastics	V	Phil Sailas (hosted by Thornton HS)
Soccer (B)	V, JV	Brendan Buchannan
Softball (G)	V, JV, C	Gary Mares
Tennis (B)	V, JV	Katie Oliver
Volleyball (G)	V, JV, C, D	Andrew Hinde

Winter Sports

Basketball (B)	V, JV, C, D	Brian Greene
Basketball (G)	V, JV, C	Dan Doehler
Swimming (G)	V, JV	Elizabeth Sedalnick
Wrestling	V, JV	Danny Medina

Spring Sport

Baseball	V, JV, C	Ralph Garcia
Golf (G)	V, JV	Mitch Dean
Soccer (G)	V, JV,	John Bills
Swimming (B)	V, JV	Elizabeth Sedalnick
Tennis (G)	V, JV	Travis Crouch
Track and Field	V, JV	TBD
Lacrosse (G)	V, JV	Greg Ritter
Lacrosse (B)	V, JV, C	Ethan LaHoda (hosted by Mt. Range)

ADMISSION PRICES:

The admission price for all sporting events is:

- Student Athletic Pass \$30
- Adults \$6
- Students K-12 grade \$4
- Senior Citizens \$4
- Preschool and under Free

For more information, call the District Athletic Office at 720-972-5920. Activity cards may be purchased for home sporting events (excluding district, regional or state playoff games). They may not be used at away games. Student cards are \$30 (unlimited admissions).

Athletic Refund Policy

Criteria for Refund	Refund
A. Cut from squad by coach	100%
B. Quits the squad or declared ineligible for semester: <ol style="list-style-type: none"> 1. First through fifth day 2. Sixth day of practice to first sanctioned, competitive contest/scrimmage 3. After the first sanctioned competitive contest/scrimmage 	50% 50% None
C. Injuries or illness (serious) that will eliminate the athlete for the entire season. A written diagnosis by a physician will be required. <ol style="list-style-type: none"> 1. First day of practice to the day of the first sanctioned competitive contest/scrimmage 2. After the first sanctioned competitive contest to the middle of the competitive season. 3. After the mid-season contest 	100% 50% None
D. Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad: <ol style="list-style-type: none"> 1. First through the fifth day of the season 2. Sixth day through the end of the season 	100% None

E. Dropped for disciplinary reasons – No Exceptions	None
F. Transfers out of the building 1. First day of practice to the day of the first sanctioned competitive contest/scrimmage 2. After the first sanctioned competitive contest/scrimmage	50% None

**To request a refund, the student must obtain a Refund Request Form from the Athletics Secretary. The form must be completely filled out, signed by the Coach and the original payment receipt provided. The form must be completed and returned to the Athletics Office or Bookkeeper. If participation fees were previously waived or reduced, the refunds will be adjusted accordingly. **

ATTENDANCE POLICY (District Policy 5020)

Attendance - Reporting Absences

Attendance Line: 720-972-4597

Absences must be reported on the school’s attendance line, even if the student’s teacher(s) have been informed of the absence. The school’s attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

View the Adams 12 Five Star School District School Attendance Policy [here](#).

In addition to the District Policy for attendance, the following are specific Horizon High School Attendance policies and procedures.

Parents/guardians are expected to take an active role in monitoring the attendance and academic progress of their children. As it is not always possible for teachers, deans, or counselors to keep in frequent contact with parents/guardians, we strongly encourage utilizing Infinite Campus, the district’s internet-based student information system. Attempts will be made daily utilizing the automated calling system to inform parents/guardians of absences. Therefore, it is important that the Attendance Office is provided an accurate phone number that can receive these calls. Attendance monitoring is conducted periodically through the Dean's office. Consequences assigned for truancy vary and could include warnings, parental contact, work detail, detention, and/or suspensions.

Should the selected behavior interventions be ineffective and a student continues to demonstrate attendance problems, sequential disciplinary action will be taken and may include any or all of the following:

- Student/Dean Conference
- Parent/Student/Dean In-school Attendance Hearing
- District Attendance Hearing
- Withdrawal from class with an “F” grade

- Enroll in Alternative Education Option
- District Discipline Hearing

Students with excessive absences risk entering non-student status resulting in withdrawal from school.

Excused Absences

Parents/ guardians are asked to call the **Attendance Office (720)972-4597** on the day of or within 48 hours of the absence to excuse the student for that full day. Refer to **District Policy 5020** for excused absences. Pre-arranged absences may be called in at any time prior to the absence. Late calls (after 48 hours) must be appealed through the Dean's Office. Students are granted **5** excused absences per semester. Within the 5 parent call-in days parents can excuse 3 single period classes per semester. After these 5 excused absences have been accrued, documentation must be provided (i.e. a doctor's note or court order) or contact must be made with an administrator. Non-medical absences must be excused by an administrator. It is the responsibility of the student to obtain an attendance printout signifying changes resulting from appeals and to notify teachers accordingly.

Extended Absences

Extended absences (more than 3 days) for non-family emergencies such as vacations are discouraged and can impact student learning and academic performance, especially those at the end of a grading period. Therefore, we strongly encourage parents to utilize the district calendar and the natural breaks in the school year when planning vacations. Attending and taking final exams as scheduled will prepare students for post-secondary success.

District Policy 5020: Student Attendance

6.6 Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.

Tardiness

A student is tardy when he/she has not entered the classroom by the scheduled time for the beginning of class. Students may be excused (by a parent) for up to **THREE** tardies per semester. All other tardies will be considered unexcused. A student may be marked absent or partially absent if he/she enters the class more than ten minutes late.

- Following the first and second tardies in a class during a semester, the student can expect:
 - A warning from the teacher of future consequences.
- Upon the third and subsequent tardies in a class for the semester, the student can expect:
 - Parent contact by teacher
 - Referral for study hall as determined by the teacher/dean.
 - **Note:** Failure to appear for study hall will result in additional consequences as per administrative decision.

District Policy 5020: Student Attendance

9.0 Tardies and Partial Absences.

9.1 For secondary schools, a tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. For elementary schools, a tardy is defined as the student entering or departing a class within 60 minutes of the scheduled start or end time. This differentiation is due to the length of attendance periods.

9.2 A partial absence for secondary schools is defined as a student entering class more than 10 minutes late, but before the midpoint of the attendance period. This also applies to students being in class beyond the midpoint, but departing more than 10 minutes early.

Excessive tardiness may result in consequences at the discretion of school officials and classroom teacher

Parent Approved Late Arrival/Early Dismissal

To be excused after classes have begun, the following conditions must be met:

- If a student is in the building, a parent must call the Attendance Office **before** the student is scheduled to leave the building. **It is the responsibility of the student to pick up the exit pass from the Attendance Office prior to the start of class.**
- Single period absences can only be excused for legitimate reasons (i.e. doctor, dentist appointments, etc.) and the student must obtain an **exit pass** prior to leaving campus.
- If a student becomes ill while at school, he/she needs to check in with the Health Office. The student can then call his/her parents from the Health Office if it is necessary for the student to go home.
- In order to obtain an **exit pass**, please call the Exit line **one hour prior to the student's leave time.**

Eligibility

Students must attend all scheduled classes on the day of a school-sponsored performance or athletic activity to be eligible for participation. Any unexcused absence from any class makes the participant ineligible to participate on that day. School approved activities will not be considered absences.

The teacher's record is the official attendance record. Per District Policy, a school has the authority to accept or deny requests to excuse absences.

Suspensions

A student who is suspended out-of-school will not be allowed to participate in or attend any school-sponsored activity until they re-gain active student status. Any suspended out-of-school or expelled student on school grounds or at a school-sponsored activity will be issued a trespassing ticket by the Thornton Police Department. Students serving in-school suspension will maintain their eligibility and participate in school sponsored activities and earn academic credit.

Make Up Work

Refer to **District Policy 6281**.

Make-up work will be provided upon request for a student who has an excused absence. It is the responsibility of the student or parent to request and arrange to obtain make-up work no later than the second school day after returning to class or school from an extended absence. Students with excused absences shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the absence(s).

**Exceptions to the above will be noted in the course syllabus.

Assignments that have been given over a duration of time must be completed within the initial assignment timeline. Any consideration to that timeline will be at the teacher's discretion and based on timely communication with the teacher.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS & ATHLETIC/RECREATION EQUIPMENT

While we encourage students to use alternative forms of transportation to get to/from school, bicycle, skateboard, rollerblade and scooter users must follow the safety practices below:

1. Dismount/mount at the perimeter of campus to avoid collisions with pedestrians.
2. Stay out of areas with automobile traffic
3. Bicycles must be locked on racks provided with one owner-provided lock per bicycle
4. Skateboarders and rollerbladers must put their equipment in their lockers or locked on the rack available by the Student Center immediately upon arrival.
5. We are not responsible for lost, stolen or unauthorized access to your property that you bring on campus and leave unlocked.

The following applies to all:

1. Bicycles, skateboards, rollerblades, and any athletic or recreational equipment may not be ridden, bounced, balanced on, thrown, played with, or used on campus at any time, unless in a designated, supervised area.
2. Horizon neither assumes nor accepts responsibility or liability for lost, stolen or damaged bicycles, skateboards, rollerblades, or any athletic/recreational equipment.
3. Misuse of bicycles, skateboards, rollerblades, or any athletic or recreational equipment may result in confiscation and further consequences as determined by the deans.

BUILDING COMMUNICATION OPERATIONS at HHS

Effective resolution of complaints, concerns and grievances

We value two-way communication with our parents. We want our parents to feel comfortable with bringing concerns about their child's education to the attention of teachers and administrators at Horizon High School.

We all agree, the sooner a concern is dealt with, the better the chances are for a successful resolution. For classroom concerns, your child's teacher is the first source for finding a solution. If a resolution isn't reached between parent and teacher, the next step is to talk to your student's counselor, followed by the assistant principal over the department. The principal at Horizon High School should be the last level of resolution before moving to the district office.

At the district level, executive directors in Learning Services are assigned individual schools within Adams 12 Five Star Schools. If a resolution has not been reached at the school level, the appropriate district administrator is the next source.

While there is no guarantee that all concerns will be successfully resolved, the Five Star School District and Horizon High School remain committed to maintaining an environment that listens to parent concerns and responds to them.

The Five Star School District and Horizon High School stand committed to meeting the needs of all our students and families. The district and this school have a policy of nondiscrimination/harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability. **(District Policy 8400 and District Policy 8410)**

You can and should expect Horizon High School's practices, programs and activities to foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard and to be acknowledged. All students and parents will be treated equally without regard to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

We all recognize students who feel safe and welcome are more likely to excel academically, socially and emotionally.

If parents have followed the district and Horizon's process for resolving concerns and haven't arrived at an agreeable solution, students and parents can be heard by the Adams 12 Five Star Schools Board of Education. The Five Star District and Horizon High School's procedures for resolving issues should be exhausted before presenting the concern to the Board of Education.

CLOSED CAMPUS

Horizon High School has a modified closed campus:

- Grades 11 and 12 have an open campus.
- The campus is closed for 9th grade students.
- 10th grade students have the opportunity to earn the right to leave campus by earning a minimum of 6 credits toward graduation by the end of their 9th grade year
- 11th and 12th grade students taking underclassmen off campus will lose their parking privileges.
- Future Forward students are allowed to wait for buses in front of the school
- Students are not allowed to congregate around the perimeter of the building or parking lots

In Building Access

Students must go to the Student Center, Courtyard or LMC if they do not have a class, students are not to access hallways without a hall pass during class time. Students must access these designated areas prior to the tardy bell. Students who are found in hallways, bathrooms or other unauthorized areas of the campus after the tardy bell are subject to being assigned to study hall for the remainder of the period. Multiple offenses in one day will result in a study hall assignment for the remainder of the day. These offenses will be recorded as behavior violations and may result in escalated consequences.

Permission to leave campus will be granted for verified emergencies, confirmed appointments and school sponsored activities. **Parents/guardians requesting their student to leave campus for an appointment must call the Attendance Office before the student can leave campus.**

COUNSELING

Counselor Alignment

Counselor	Alignment
Patty Rolison 720-972-4425	A-CN
Kelly Parpovic 720-972-4426	CO-GT
Alecia Wilder 720-972-4431	GU-LN
Deanna Gussman 720-972-4592	LO-OQ
Mike Muedeking 720-972-4428	OR-SG
Anjela Schwab 720-972-4427	SH-Z
Stacey Neumann 720-972-4429	SOAR
Chelsea Wiegert 720-972-4503	Wrap Facilitator Social Worker -Resources

Professional School Counselors deliver programs that have an impact on student growth in three domain areas: academic development, career development and social/emotional development (ASCA, 2019). School counselors recognize students should demonstrate growth in these domains equally to be successful. Included in this is each student's Individual Career and Academic Plan (ICAP) which is a

multi-year process that intentionally guides students in the exploration of career, academic and postsecondary opportunities (cde.org).

Post-Secondary Planning

Information regarding colleges, universities, vocational/technical schools, financial aid and scholarships is located in the Counseling Center. Planning for college admission should begin during the student's freshman year.

The district requires all freshmen to take the MAPS assessment. This assessment is aligned to CMAS and the PSAT/SAT. Additionally, any college-bound student planning to take the SAT or wanting to qualify for National Merit Scholar should take the PSAT/NMSQT during their junior year. The SAT should be taken in the spring of the junior year and/or the fall of the senior year.

Suicide Prevention-

Suicide is a complicated matter that doesn't have one main cause. Certain factors such as substance abuse, depression or anxiety may prevent a person from thinking clearly about the situation. Sometimes these conditions are not identified or noticed; other times, someone will show obvious symptoms or signs. Please visit the district website for further resources. [Suicide Prevention](#)

CRIME STOPPERS

Crime Stoppers is an internationally recognized program, which allows students to provide anonymous tips to the administration about crimes. Students may receive a monetary reward ranging from \$10 to \$100 if the tip proves instrumental in solving a crime.

Students who commit crimes at Horizon High School will be required to pay restitution both for the damage which occurs and to the Horizon High School Crime Stoppers program.

DANCE POLICY

Horizon students are allowed to bring **one** guest to school sponsored dances (Homecoming, Prom, etc.) Guests must show valid ID and have prior permission from school Administrators. Guest passes will be available in the Dean's Office. School administration reserves the right to deny guest access. All participants must abide by the Adams 12 student code of conduct.

DEANS	
Cassidy Gussman 720-972-4412	Students: A-G
Melissa Crockett- Hernandez 720-972-4529	Students: H-N
Ralph Garcia 720-972-4410	Students: O-Z

DISCIPLINE

Behavior Expectations, Disciplinary Action and Student Code of Conduct

In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to these policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes but not limited to information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment
- fighting
- drugs
- weapons

Parents who have a concern regarding discipline and/or attendance matters, please follow the procedure outlined below:

1. Call the teacher involved. Many concerns can be handled with a frank and honest discussion between teacher and parent.
2. If a satisfactory solution is not reached, involve your student's dean. Call the Dean's Office Secretary and make an appointment to meet with a dean, as the deans each have the responsibility for approximately 700 students. Drop-in visits are extremely difficult to accommodate. Please disclose the nature of the problem to allow the dean to gather any information needed.

Should your concern be in regard to social, personal, academic matters, or post-secondary plans, call the Counseling Office Secretary and arrange a conference with your student's counselor. Once again, it is important that you call ahead for an appointment. Of course, emergency situations will be handled immediately.

DRESS CODE District Policy 5060

In order to promote a safe environment that focuses on education and minimizes distractions, students are expected to abide by the guidelines as identified in District Policy 5060.

ELECTRONIC USE AGREEMENT – NETWORK, INTERNET, EMAIL
(District Policy 5030)

1. **Access provided to school electronic communications resources, including district electronic networks, are to be used only for educational research, educational communications, or instructional purposes.** These resources shall not be for any unauthorized purpose, including, but not limited to, commercial purposes, access to remote computers, without express permission from the building's technology coordinator, non-school related activities, or in any manner which violates District Policy 5030.
2. **All electronic accounts assigned to a user must not be used by any other individual.** Users are responsible for appropriate and authorized use of their accounts, including password protection and appropriate use of the school electronic communications resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's accounts; or other unauthorized use of an access account, is a serious violation of this policy and will subject the account holder and/or other users to consequences.
3. **Users shall not create, display, transmit, or make threatening, racist, sexist, obscene, profane or harassing language in email messages or attachments** including broadcasting unsolicited messages, sending unwanted emails, or impersonating other users. Communications which disrupt or interfere with the educational process or school operations are prohibited.
4. **Users shall not download programs from any source.** Computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the school/district electronic network and communications resources.
5. **Users shall not engage in activities to damage or disrupt the hardware or software** associated with the school/district network and electronic communications resources, such as:
 - Virus creation and propagation
 - Wasting system resources – including streaming audio or video files
 - Storing non-school related files such as executable, music, video, etc. (exe, dll, mp3, mp4, m3u, zip, avi, mpeg, mov, etc.)
 - **Tampering with any software protections or restrictions placed on computers and/or computer networks**
 - Distribution of advertising
 - Use of the network to make unauthorized entry into other computational, communications, or information devices or resources (e.g. modifying for attempting to modify any student data)
6. **Users shall not damage any physical or electronic property of the school or third parties** such as school records, or use the school/district electronic communications resources for illegal activities

7. **Users who suspect the misuse** of the school's electronic communications resources or violations of this Electronic Use Agreement shall notify a school faculty member or administrator immediately.
8. **Printing privileges:** Students are limited to printing a **total of 30 pages per week**. Exceptions to this limit must be arranged a minimum of 2 school days in advance with the teacher and/or technology department. At that time, additional pages may be requested at a cost of \$.10 per page (b/w print).
9. **Student email is provided by the school/district.** Use or access of outside email (Hotmail, Yahoo, AOL, etc.), chat services or bulletin boards (e.g. snapchat.com) during school hours and/or using school equipment is against school policy and will result in revocation of computer privileges at school and/or further disciplinary consequences.
10. **The use of the school/district network and electronic communications is a privilege**, not a right, and inappropriate use will result in cancellation of those privileges in addition to other disciplinary responses. **Student communications and activities on the school/district electronic communications system are not private and may be reviewed, audited, intercepted, accessed or disclosed by the school or District staff at any time, for any reason and without notice to the student. These actions may be taken concerning any activity completed on the system including, but not limited to, electronic mail messages received, sent or created for any purpose on the system.**
11. **You are a student, and school is your business – you will conduct yourself electronically as it is appropriate in every workplace.** These are school computers, school district networks and school provided email. You will use them for school and educational purposes only. **Games, videos, personal communication and entertainment are NOT to be done at school, or on school computers or school networks.**

Violations of this policy may be subject to Disciplinary Actions up to and including suspension or expulsion, restitution or payment of other damages and may constitute a criminal offense.

EMERGENCY CLOSING/STORM SCHEDULE (<u>District Policy 5710</u>)

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

TV Channels	Radio Stations
Channel 2	KHOW AM 630
Channel 4	KYGO FM 98.5
Channel 7	KRXT FM 107.5
Channel 9	KBPI FM 105.9

EMERGENCY INCIDENT

In the event that we have an actual LOCK DOWN, a Safe Site will be designated for which all communication will be disseminated. Parents will be asked to contact the safe site for instructions regarding when and where it will be safe to pick up their student.

FEES

Parents are required to pay past due balances and optional fees during online registration. The District will bill households in October for all fees. Current year fees will be due by November 20th. Dates are subject to change per district procedures. Parents are expected to pay for fees online through the Pay-For-It system. <https://payforit.net>

CLASS	FEE
TEXTBOOK FEE (all students)	NO Fee
AP Test Fee (Subject to change)	\$98
Chemistry/CP Chemistry	\$10
Culinary Essentials	\$35
French Language Workbook	\$20 or cost if less
German Language Workbook	\$20 or cost if less
Jewelry I, II, III	\$30
Marketing	\$25
Drawing I,II,III	\$20

Painting I,II	
PE Uniform (Shirt Only)	\$5.00
Photography I, II, III	\$30
Ceramics	\$30
Rec. Sports/Bowling	\$100
Sculpture I, II, III	\$25
Spanish Language Workbook	\$20 or cost if less
CLUBS	
French National Honor Society Membership	COST
German National Honor Society Membership	COST
National Honor Society Membership	COST
Spanish National Honor Society Membership	COST
DECA FBLA FCCLA	Cost for all club dues
OPTIONAL	
<i>Athletics to be paid at sports check-in</i>	
• <i>Per Sport</i>	\$175
• <i>Maximum per participant per academic year</i>	\$350
<i>Athletic Card</i>	\$30
Locker	\$2
Parking Permit	\$50
Parking Permit @ Semester	\$25
Parking Violation 1st	\$0 (Warning)
Parking Violation 2	\$10
Parking Violation 3	\$20
Parking Violation 4	\$30
Parking Violation 5	\$40
Parking Violation 6+	\$40 and Revoke of parking permit
Replacement ID	\$5

Yearbook	\$80
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GRADING SCALE

ADAMS 12/HORIZON HIGH SCHOOL GRADING SCALE

- A 89.5 – 100%
- B 79.5 – 89%
- C 69.5 – 79%
- D 59.5 – 69%
- F Below 59.5%

Infinite Campus

Parents and students have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school’s website, select “Useful Links”, then select “Infinite Campus Student and Parent Portal.” Please contact the school registrar with any questions or concerns.

HHS ATHLETIC & ACTIVITIES PARENT GROUP (District Policy 1400)

Horizon High School’s Athletic/Activities Parent Group promotes school spirit, excellence, and participation in activities and athletics. The organization meets at 6:00pm in the Staff Lounge the third Monday of every month (due to holiday or no school days, the date is subject to change). Coaches, co-curricular sponsors, parent volunteers, and students are encouraged to attend the meeting to update the organization on their club and sports activities. This very active group coordinates fundraising activities and events to support the clubs and sports at Horizon, as well as sponsor/coordinate concessions. The organization is dedicated to making the Horizon High School experience of extracurricular activities easily available for all of the students at Horizon and seeks parent volunteers from the Horizon High School community to support all co-curricular programs.

HONORS/ACADEMIC LETTERS

Student achievement is recognized at the end of each quarter through honors recognition. Students having a grade point average of 3.75 and above, at the end of each quarter, will have his/her name on the HIGH HONOR ROLL. Students with a grade point average of 3.0-3.74 will have his/her name on the HORIZON HONOR ROLL. Maintaining a grade point average of 3.75 or higher for two consecutive semesters entitles a student to an Academic Letter.

IDENTIFICATION CARD (District Policy 5060 - 5.0)

ID cards are issued to students at check-in and students must have their ID’s available for review at all times. ID cards are used for identification of Horizon students on school grounds and at school activities, key card entry to the school, to check out materials from the Library, purchase food, as bus passes, and as

activity cards upon the purchase of an activity validation. Replacement ID's can be requested in the Counseling Office. The district will assess a fee of \$5 for damaged cards and for more than one lost card

INDEPENDENT STUDY (District Policy 6295)

Independent Study provides the opportunity for students to study subjects not available to them in the regular course offerings. With the approval and guidance of a sponsoring teacher, a student may apply for enrollment in one independent study per semester. Students work independently, under the guidance of the sponsoring teacher, on their own time outside of their regular class schedule. Progress is assessed by the sponsoring staff member as per contractual agreement. Evidence should indicate that the student is capable of doing high quality work in a program that does not have the structure of a normal classroom setting. Independent Study is not to be used as a substitute for courses currently available to students. At Horizon High School, a student must complete a contract, obtain necessary signatures, and return the form to their counselor within the first 5 days of the semester in order to receive credit.

PREREQUISITE: Application and consent of instructor.

LATIN HONORS

Latin Honors (Summa Cum Laude, Magna Cum Laude, and Cum Laude) are widely used by colleges and universities and by a growing number of high schools across our state and throughout the country. As a result, it is familiar and understandable to parents, college admission officers, and prospective employers.

The advantages of Latin Honors:

- Recognizes and incentivizes high performance for a greater percentage of deserving students.
- Reduces what can become an unhealthy level of competition among students vying for valedictorian and salutatorian
 - Students no longer have to root against one another as one student's recognition does not come at the expense of another student missing out on that recognition
- Encourages the pursuit of a wide range of classes and interests, such as career and technical education (CTE), visual and performing arts, and other "non-weighted" classes
- Aligns with colleges and universities and is understood by college admissions offices

The transition to a Latin Honor system will eliminate the valedictorian and salutatorian identification. Class rank will no longer be published on transcripts or used for identifying student performance. Each school will maintain class rank and will be able to provide it to any organization requesting it (applications for college admittance, scholarships, local, state or national awards).

In order to earn a Latin Honor designation, students must have a cumulative GPA (calculated at the completion of 1st semester of the senior year) of:

- 4.250 and above - Summa Cum Laude
- 4.000 - 4.249 - Magna Cum Laude
- 3.750 - 3.999 - Cum Laude

The graduation speaker will be determined by the beginning of 4th qtr among the senior honoree and student leaders. SOAR Commissioner, Adelante Delegate, NHS President, Class President that are on stage at the graduation ceremony.

LIBRARY

HOURS: 7:20 am – 3:30 pm Mon-Friday

- Students may visit the library before or after school and during free periods or lunch to study.

MISSION:

The Horizon High School Library’s primary goal is to support student success in school and to collaborate with teachers to develop our students’ information literacy, technology literacy and digital citizenship skills.

EXPECTATIONS:

While in the library, students are expected to behave in a manner that is respectful to library staff as well as their peers. HHS library staff reserve the right to send students to the student center, courtyard or dean’s office if respectful library behavior is not observed.

LIBRARY MATERIALS:

Student ID is required for checkout of library materials. Fines for long overdue books are listed in Infinite Campus and are communicated through the Adams 12 billing system. Students need to return missing books for fines to be canceled.

- [HHS Library Website](#)
- Books check out for four weeks
- Various art supplies are available for in-library use
- Index cards are available for student use

TECHNOLOGY:

Chromebook loaners and printers are available in the library for students’ educational use. Please refer to the school district’s [Acceptable Use Policy 5035](#) for further details about computer rules and regulations.

- Chromebook troubleshooting takes place in the library.

CONTACT PERSONS:

- Rachel Gallagher: Digital Literacy Partner
- Cheryl Johannsen: Media Technician

LOCKERS

Each student will have the opportunity to access an individual locker and will be expected to maintain it and be responsible for all contents. Fee for a locker is \$2, and it will be issued at student check-in. Students who damage, destroy or in any way deface their locker will be assessed a fine to cover costs.

- **Combinations should NOT be shared.**
- The display of pornography, nudes, or vulgar materials is not permitted. These items will be taken and destroyed. Students displaying such items are subject to disciplinary consequences.
- Lockers are school property and are intended for storage of books, clothing and other school-related material; therefore, the school reserves the right to inspect lockers at any time. Locker searches may include the use of trained dogs.
- Misuse or damage to lockers (including writing or using lockers as a message board) will result in a fine for repairs and/or loss of locker privileges.
- Padlocks are not allowed on lockers.
- Please report suspicious activity, damage of lockers and any thefts, to a campus supervisor or Dean.

Students are highly discouraged from keeping money or valuable articles in lockers. The school assumes no responsibility for lost or stolen articles including any electronic devices.

LOST AND FOUND

The lost and found is located on the stage in the Student Center. Items left in Lost and Found for more than one month will be donated to charities. Please see a Campus Supervisor for access to lost and found. Lost and Found electronic devices are often turned into the Dean's office or the main office.

MESSAGES

Due to class disruption and staff availability **emergency messages only** will be delivered to students. Deliveries unrelated to school activities, such as but not limited to flowers, birthday gifts/flowers, Valentine's Day gifts/flowers or the like, will NOT be accepted for students.

PARKING

All those who drive and park on school grounds are responsible for following state, county, city and school regulations. Students and staff who will be parking on our campus during the school day must have a permit. Visitors may park in the Visitor spaces in the Staff Lot in the front of the building. Visitors are expected to check in at the front desk and be cleared through the Raptor System. Visitors, students or staff with handicap placards may park in the appropriate handicap spaces on school grounds. Motorcycle parking is available in the East Lot and front Staff lot. Staff or students who must remain parked at the school after 11pm or overnight are expected to inform the Dean's secretary to alert Adams 12 district security. Teachers of school groups parked for overnight activities are expected to email a list of vehicle owners, models, license plate numbers and departure/return times to Risk Management at 720-972-4336. The school assumes no responsibility/liability for damages/losses to vehicles or to their contents.

Student Parking Permit Policy

The parking permit policy is designed to recognize and support the importance of academic success. The staff at Horizon High School has determined that a parking permit is a privilege earned by students who are passing all of their classes. This policy is the same for all students, including CHOICE students. Inquiries about this policy should be directed to the Dean's office at 720-972-4410.

- Seniors/Juniors/Sophomores may purchase a parking permit when the parking fee opens in August on <https://www.payforit.net/>. The parking permit fee in PAYFORIT will be opened as an optional fee. If your student had a "F" in the previous semester they will be denied a permit until they are passing or a refund can be issued to their infinite campus account. However, students should be aware that their parking privileges can be revoked due to problems with grades, behavior or motor vehicle violations as determined by their dean.
- The parking permit fee is \$50/yr prorated by semester.
- Dirt Lot: If your student does not wish to buy a parking permit, they may park in our school's dirt lot which is located near 138th and Holly Street. Please note this is an unpaved, dirt parking lot. The school holds no liability and students are parking at their own risk. Dirt Lot permits are free and are available in the dean's office.
- Anyone who parks in the Dirt Lot must have a Dirt Lot Permit or a regular Horizon Parking Permit.
- Those with a Dirt Lot Permit may park only in the Dirt Lot.
- Vehicles parked without a parking permit, parked in staff lots, improperly parked or parked illegally will be ticketed and fined. Misuse of parking privileges may result in disciplinary action ranging from a warning to suspension, police citation, and permanent loss of parking privilege and/or towing at the owner's expense.

Vehicles parked improperly or illegally will be ticketed and fined.

- 1st time - Warning
- 2nd time - \$10.00
- 3rd time - \$20.00
- 4th time - \$30.00
- 5th time - \$40.00
- 6th time - \$40.00
- Every time thereafter - \$40.00

Steps for purchasing a Parking Permit during the school year (after check-in)

- **Eligibility**

1. No F's on the date the student requests approval as determined by proof of current grades. Only quarter or semester grades will be considered. Any class failed in the previous semester, the grade may be replaced in the summer school session, and will be eligible for a parking permit.

- **Purchase**

1. The student must fill out Google Parking Form located on the Horizon High School website under [Parking](#). If passing all classes, students will be eligible for a permit once the form is filled out.
2. For credit card payment fee will be assigned in Infinite Campus to be paid via PAYFORIT. If a student is going to pay via cash or check they need to bring payment into the book keeper.
4. Once Google form and payment have been completed please see Dean's Office Secretary to receive the permit. We expect that the student will take care of this process during their lunch or free period.

- **Expectations:**

1. Carpooling should be approved by the parents involved and follow their expectations.
2. Taking students who should be in class off campus during the school day will result in the loss of the parking permit and any other consequence deemed appropriate by the deans.
3. Campus is still closed for freshmen and sophomores with less than 6 credits. Leaving campus with underclassmen will result in the loss of parking permit and any other consequences by the deans.
4. Motor vehicle and behavior violations may also result in the loss of the parking permit and any other consequences deemed appropriate by the deans and/or SRO.

Parking Permit Placement

- Parking permits along with dirt lot permits must be hung on the back of the rear view mirror and ***must*** be visible from the front of the car.
- Anyone who will be driving more than one car to school needs to register each car with the dean's office.
- Permits not hung from the rear view mirror are a parking violation.
- If a permit is placed on another vehicle other than the one on file with the school it may result in a parking violation.

Parking/Driving Expectations and Violation Procedures

The emphasis of these expectations is on the maintaining of safety and order.

- Students are assigned one placard for parking per year. If the placard is lost, you must pay \$50 to replace it.
- Posted speed limits and traffic signs are to be followed while on school grounds. Citations for violations may be issued by the Thornton Police Department, in addition to consequences levied by the school.
- All vehicles except those of visitors must have a permit.
- Parking is confined to assigned areas (all lots are signed). Vehicles must be parked within the lines of a single space. Those who park illegally are subject to the procedures below.
- Loitering in the parking lot and/or sitting in, on, or near vehicles is not permitted at any time.
- Once a vehicle is parked on school grounds it may be subject to a search (possibly by trained dogs)

ANIMALS ON SCHOOL/DISTRICT PROPERTY

Service Animals on District Property: [District Policy 1220](#)

Therapy Dogs on District Property: [District Policy 1225](#)

REPORTING OF GRADES/CONFERENCES/PARENT-STUDENT PORTAL

Report cards will be available on the parent/student portal at the end of each grading period. Information on current grades/assignments is always available for ALL classes in the Parent/Student Portal of Infinite Campus, including the Mobile Apps.

Parent/Teacher conferences are held in September and February. Teachers are required to post Progress Grades weekly. Parents and students can access current grades via the **Parent or Student Portal of Infinite Campus**. If a student is having difficulty, they are encouraged to work with their teacher, take advantage of Academic Support Period, and speak with their counselor. Parents may contact teachers/counselors/deans via email or phone. Contact information for all staff members is available on the Horizon website.

Block Classes meet two periods each day & receive ½ of a credit at the end of each quarter. Midterms for block classes are posted and available to within a reasonable amount of time after the halfway point of each quarter.

Single period classes receive ½ of a credit at the end of each semester. Midterms for single period classes are posted and available to view within a reasonable amount of time after the end of quarter one and quarter three.

SAFE LEARNING ENVIRONMENT ([District Policy 3500](#))

Horizon High School strives to provide a safe learning environment for all students. In order to accomplish this, the following policies are important to remember:

Building Hours:

Building hours are 7:10am to 3:00pm. Students should not be in the building at other times unless they are involved in a school sponsored supervised activity. Students will only be supervised from 7:10am to 3:40pm and offices will only be available during this time.

Building Access:

All outside doors will remain locked at all times. Access is granted through the usage of keycards. Access to the building for evening school events will be available at the nearest entrance to the event (i.e. the athletic entrance for athletic events, the auditorium entrance for performances in the auditorium).

Identification of Employees:

Horizon High School custodians are required to wear Horizon High School or district shirts for easy identification. District employees who are in the building wear district IDs and are required to check in at

the main office. All other workers (construction, maintenance, etc.) are required to check in at the main office for a visitor pass.

SOAR

Coordinators: D. Schafer, T. Zietlow, J. Madole, J. Valentine, T. King, S. Neumann

The SOAR Academic Program is designed to engage our highest-achieving students. Students are selected through a rigorous application process, limiting acceptance to approximately 85 incoming freshmen per year. Because SOAR students meet yearly standards for Leadership, Self-Actualization, Community & Civic Engagement, Post-Secondary Readiness, Communication and Collaboration, Experiential Learning, and other 21st Century Skills, they are eligible to receive a special SOAR diploma and recognition at graduation.

The SOAR program is a four-year, comprehensive program which provides an accelerated, rigorous course load. The four year SOAR class, totaling two elective credits, is designed around the advancement of six core 21st century objectives, with critical thinking and problem solving skills serving as the bedrock of all studies.

In addition to expected participation in extracurricular activities and community service, SOAR students must also maintain a 3.25 GPA through rigorous coursework, including AP Scholar criteria. By enriching their high school resumes, SOAR graduates will be better prepared for the competitive college/scholarship application process and post-secondary success.

SOAR PROGRAM REQUIREMENTS

In order to graduate as a SOAR student, one must meet the following requirements:

- Earns a 3.25 GPA or higher each semester
- Completes and provides proper documentation and reflection for required hours of community service on ePortfolio.
 - 9th=10 hrs.
 - 10th=15 hrs.
 - 11th=20 hrs.
 - 12th=15 hrs.-required by the end of first semester
- Enrolled in rigorous classes (or on track to meet the three required (AP and/or Concurrent Enrollment/Industry Certificate courses) and will be checked at the end of first semester senior year) - CP courses do not count.
- Participates in and provides documentation and reflection on ePortfolio of at least one extracurricular activity per year.
- 85%+ Cumulative/Summative Score on SOAR Standards posted on ePortfolio.
- Outstanding behavior exhibiting PRIDE

List of Advanced Placement / Concurrent Enrollment Classes:

AP Classes (at HHS)	Concurrent Enrollment (at HHS)	Career and Technical Education (CTE) Classes (AP & Concurrent Enrollment)
AP World History AP U.S. History AP Government & Politics AP English Lang. and Comp. AP English Literature AP Biology AP Computer Science A AP Computer Science Principles AP Psychology AP Calculus AB AP Calculus BC AP Statistics AP Chemistry AP Physics C AP Physics E & M AP Environmental Science AP 2D Art & Design AP 3D Art & Design AP Drawing AP Spanish Language AP French Language AP German Language	Strategic Marketing & Consumer Behavior Spanish IV College Algebra Calc III English 1021-1022 Entrepreneurship & Leadership	AP Computer Science A Auto Body Collision and Repair Automotive Technology 1-2 Automotive Technology 3-4 Advanced Medical Sciences / CNA English 121 / 122 Intro to Behavioral & Mental Health Graphic Design 1-2 Graphic Design 3-4 Video Production 1-2 Video Production 3-4 Principles of Construction, MEP 1-2 Advanced Construction, MEP, 3-4 Diesel Technology 1-2 Diesel Technology 3-4 Firefighting 1-2 Law Enforcement 1-2 Welding 1-2 Welding 3-4

STUDENT CENTER RULES

The following rules apply to the Student Center for **all** students throughout the day:

- Students assigned to an off period must be in the student center. Students wishing to utilize the LMC move from the Student Center to the Library must enter the LMC before the period starts.
- Passes are required at all times in the hallways and to enter or leave the Student Center.
- The Student Center has the same time requirements as any regular class.
- The gymnasiums are not part of the Student Center. There may be no activities unsupervised at any time in the gymnasiums.
- The stage is off limits.
- Continued littering or excessive spillage may result in consequences or loss of privileges for the individual or group.
- Please do not sit or stand on the tables, sit on the backs of chairs, or put feet on the tables.
- All rules of conduct of the school (**District Policy 5000**), as listed in the Student Handbook, will be enforced.

STUDENT GOVERNMENT

Student Government meets daily during one class period.

Officers for the 2024-2025 School Year

President: Max Hammang

Vice-President: Eliza Fillerup

Secretary: Andrea Whitmarsh

Treasurer: Brody Sampson

Comm. Dir.: Nina Bernhard

STUDENT SUPPORT SERVICES

School districts are required to locate, identify and evaluate all children born through 21 years of age who are disabled and may need specialized instruction. For more information please access the website [here](#).

Commitment to work with parents

Adams 12 Five Star Schools is committed to developing a collaborative working relationship between parents and staff, and we want to involve parents to the fullest extent possible in the education process. The Department of Student Support Services works with a Special Education Advisory Committee, a group of parents who meet with the Director of Special Education on a monthly basis. These parents are knowledgeable about programs and services in Adams 12 Five Star Schools that are designed to meet the needs of exceptional students, ensure and encourage parental involvement and serve as liaisons in the community. If you are interested in additional information about the Special Education Advisory Committee please contact the Department of Student Support Services at 720-972-4770.

Student Support Services Statement

Vision – Success for all students.

Mission – Build collaborative partnerships with Adams 12 departments, staff, parents and community to advocate for prevention and intervention programming that removes barriers to student learning.

TREATMENT OF STUDENTS, THEIR FAMILIES AND COMMUNITY MEMBERS Individual Rights and Responsibilities, (District Policy 8900)

The Board of Education of Adams 12 Five Star Schools has certain powers and duties prescribed by statutes and court decisions by which it must operate the District. In addition, the Board develops and expresses its philosophy through policies which recognize and protect the rights and responsibilities of all individuals in the system, including students, teachers, administrators, and board members themselves.

Safe Schools (District Policy 3500)

The District is committed to providing a safe and secure environment in school, on school transportation and at all school activities. Safe schools are a priority of the District and contribute to improved attendance, increased student achievement and community support. Utilization of the facilities by community members or groups can be arranged through the Department of **Community Usage**.

VISITOR/GUEST POLICY (District Policy 1200)

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

Parents and visitors are welcome in Adams 12 Schools. Student and staff safety will be prioritized in our school. All visitors during regular business hours must check in at the main entrance/secured vestibule. Visitors may not access other doors to enter our school (schools may reference specific doors or locations here). A valid ID must be presented at the time you arrive at school and will be used in the Raptor visitor tracking system. Classroom visits by parents or guardians should be approved 24 hours prior to the visit to avoid disruption of the learning environment. Students who permit friends or siblings to attend school and/or who violate District policy by attending a school where they are not enrolled will be subject to discipline and may be referred to law enforcement.

Whenever possible, the teacher and Principal should be informed in advance as to the day and time of the visit to avoid conflicts with the school schedule. **Students will not be allowed to have visiting friends or relatives attend classes with them.**

INFORMATION AVAILABLE ON DISTRICT WEBSITE:

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy on the District's [website](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District’s [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- teacher Qualifications
- video and audio monitoring
- visitors to schools

TREATMENT OF STUDENTS, THEIR FAMILIES & COMMUNITY MEMBERS

[District website](#)

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District’s [website](#).

LEGAL NOTIFICATIONS

The District’s legal notifications/annual notices are available on the District’s [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions

Performance Schedule 24-25

All events and times are subject to change please check website for updated information

FALL DATES 2024

JUNE 4TH	Marching Band Rehearsal	9am-1pm
JUNE 11TH	Marching Band Rehearsal	9am-1pm
JUNE 18-20TH	Marching Band Mini Camp	9am-4pm
JULY 29-AUG 2	Marching Band Camp	8-5pm
AUG TBD	Mile of Money Fundraiser - Marching Band	10am-12p

AUG 19th	Theatre Ice Cream Social	3:15 - 4 pm
AUG 23rd	Fall Production Auditions	3-6pm
SEP 8th	Harvest Fest Parade (Arvada)	8am
SEP	Thespian Conference I.E. Auditions	TBD
SEP 21st	Monarch Marching Festival	All Day
SEP 28th	Legacy Marching Festival	TBD
SEP TBD	Marching Hawks Showcase	2-4pm
SEP 30th	Choir Rehearsal	3:30
OCT. 1st	Choir Concert	6:30pm
OCT. 3rd	Orchestra/Concert Band Concert	6:30pm
OCT. 5th	Big Cat Marching Band Festival	All Day
OCT. 10-12	Fall Play	7pm
OCT. 14th	Marching Band Northern Regionals	TBD
OCT. 25th-26th	Marching Band State	All Day
OCT 29th	Jazz Bands Concert	6:30 pm
NOV. 1st	MSU Choral Fest.	TBD
NOV. 2nd	Adams12 Honor Choir	All Day
NOV.13th-14th	Horizon Jazz Festival	All Day
NOV 16th	Adams 12 Orchestra Festival	@LHS
NOV 18 - 19th	Auditions for Musical Adams Family	3:15
DEC. 5th	Thespian Showcase/Parent Mtg	6pm
DEC. 9th	Dress Rehearsal Choir and Orch.	3:30pm
DEC. 10th	Winter Choir/Orchestra Concert	6:30pm
DEC. 12-14th	State Thespian Conference	ALL DAY
DEC. 17th	Holiday Band/Jazz Concert	6:30pm

