

# Horizon High School



## Student Handbook 2018-2019

**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>  
**STUDENT HANDBOOK**  
**VOLUME 23**  
**2018/2019**

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. Kim Brady
Assistant Principal/Athletic Director.....	Mr. Martin Tonjes
Assistant Principal .....	Mrs. Erica Fleeman
Assistant Principal .....	Mrs. Katie Romero
Dean.....	Mr. Ralph Garcia
Dean.....	Mr. Cassidy Gussman

**Adams 12 Five Star Schools**

Superintendent.....	Mr. Christopher E. Gdowski
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**Board of Education**

President .....	Ms. Kathy K. Plommer
Vice President.....	Ms. Laura P. Mitchell
Secretary .....	Mr. Norman L. Jennings
Director.....	Mr. Brian D. Batz
Director.....	Mr. Jamey L. Lockley

The information contained herein is designed to keep students and parents informed of upcoming events and activities and to encourage planning. Please listen to announcements or visit our website at [www.horizon.adams12.org](http://www.horizon.adams12.org) for changes and updates.

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## Quick Reference

## 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 21<sup>st</sup> 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

Academic Performance .....	Teacher/Advisor/Counselor
Activities/Clubs .....	Athletic Director
Attendance .....	Ms. Tia Neil
Athletics .....	Mr. Martin Tonjes
Athletics Secretary .....	Ms. Lori Hill
Bus Transportation .....	720-972-4299
Career Center .....	Counseling
Class Schedule .....	Administration
College/ACT/SAT/Scholarship .....	Counselors
Discipline .....	Deans
Graduation .....	Principal
Health Services .....	Ms. Melissa Fore
Homework Assignment (For extended absences) .....	Attendance
Library .....	Ms. Sara Poinier
Lockers/Lost & Found .....	Campus Security
Nutrition Service .....	Ms. Tia Bernard
Parking Permits .....	Mr. Ralph Garcia
School Newspaper .....	Mr. Eric England
Student I.D. ....	Ms. Ruth Cummings
Yearbook .....	Ms. Alison Root

### 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.

# DAILY BELL SCHEDULES 2018 – 2019

## Regular Schedule

53 minute periods

1	7:15	-	8:08
2	8:14	-	9:12
3	9:17	-	10:10
4	10:15	-	11:08
5	11:13	-	12:06
6	12:11	-	1:04
7	1:09	-	2:02
8	2:07	-	3:00

## Early Release Schedule

Wednesdays, 30 minute periods

Intervention	7:10	-	7:50
1	7:55	-	8:25
2	8:30	-	9:00
3	9:05	-	9:35
4	9:40	-	10:10
5	10:15	-	10:45
6	10:50	-	11:20
7	11:25	-	11:55
8	12:00	-	12:30

## Assembly Schedule

45 Minute Periods

1	7:15	-	8:00
2	8:05	-	8:50
Assembly 9:00 - 10:00			
3	10:05	-	10:50
4	10:55	-	11:40
5	11:45	-	12:30
6	12:35	-	1:20
7	1:25	-	2:10
8	2:15	-	3:00

## 2 Hour Weather Delay

38 Minute Periods

1	9:15	-	9:53
2	9:58	-	10:41
3	10:45	-	11:23
4	11:28	-	12:06
5	12:11	-	12:49
6	12:54	-	1:32
7	1:37	-	2:15
8	2:20	-	2:58

## ACADEMIC/GRADUATION REQUIREMENTS

### Horizon learning requirements include students who:

- Integrate information/make connections
- Independently inquire, seek answers
- Solve problems and organize time
- Speak more than one language
- Write to persuade and inform
- Seek new learning experiences and have a passion for ideas
- Are compassionate and cooperative
- Are competent in the use of technology as a tool for learning
- Explore ideas and readily accept academic challenges
- Are competent in all disciplines
- Love to learn, read and write

### Graduation Requirement Classes, 2017

Graduation requirements have been established by Horizon High School and Adams 12 Five Star Schools Board of Education to insure a well-balanced educational program to assist students in meeting the challenges of our society. These requirements allow and encourage a wide range of electives to prepare students for post high school advanced study, work, and training.

### Early Completion of Requirements/Release

Students requesting to be released prior to the regular completion date for graduation must have successfully completed all Horizon High School graduation requirements. Application for early release must be completed with the consent of a counselor, parent, and school administrator. Students must register for a complete schedule as defined below. This opportunity is available only at the end of a student's 3rd year of after the 1st semester of a student's senior year (unless the student is a "returning senior").

### Graduation Requirements Classes

Requirement	Credit
<b>English</b> <i>Must include composition and literature</i>	4
<b>Social Studies</b> <i>Must include 1 credit US History and 1/2 credit Government</i>	3
<b>Math</b>	3
<b>Science</b>	3
<b>Physical Education</b> <i>Horizon requires all students to take 1/2 credit Health and 1/2 credit Fitness</i>	2
<b>Fine and Practical Arts</b> <i>Business/Management Technology, Family &amp; Consumer Sciences, Fine Arts, World Language, and all career/technical courses at BTEC.</i>	2
<b>Total Required Credits</b>	17
<b>Total Elective Credits</b>	6

Students and parent(s)/guardian(s) should consult the registration guide for specifics within each of the above requirements.

**Reclassification Procedure:** Seniors who have not earned 19 credits at the end of their 1st semester will be reclassified to junior status for the following school year. The status may be reviewed at the end of the grading period and status changed if the student has completed the necessary credits to be on track to graduate.

**Outside Credits:** A maximum of 3 credits from outside accredited institutions will be allowed for graduation. These must be pre-approved through the Counseling Office or Administration.

### Guidelines and Restrictions:

1. District 12 requires that all students in grades 9-12 be enrolled in a minimum of 6 credits (at least 2.5 credits in a given semester). Adams 12 Five Star Schools will require 3 credits of these 6 credits be taken in core subjects (English, Social Studies, Science, Math or Foreign Language). Exception to the three (3) core classes may be made for students at the Bollman Technical Education Center,

providing such students can demonstrate competency in the core areas.

2. Seniors must have completed all graduation requirements by the last day for seniors in order to be eligible for participation in the graduation ceremony. *However, seniors may have the option to continue in the classes until the official end of the school year in order to earn credits toward their diploma (but will not be allowed to participate in the graduation ceremony).*
3. In order to receive a Horizon High School diploma, a student must establish residency by attending Horizon High School for a minimum of one full semester and earn a minimum 3.0 credits (1.5 of which must be in core subjects) at Horizon.
4. Credits earned from outside accredited institutions must be pre-approved through the Counseling Office or Administration.

**Honor Cords/Recognition:** The only cords that are allowed to be worn during the ceremony are Adams 12 Five Star Diploma, National Honor Society and Valedictorian. All other recognitions are demoted in the graduation program.

**CDHE Requirements:** The Colorado Commission on Higher Education has enacted new admissions standards for the state's four-year colleges and universities. Under the CDHE guidelines, the required pre-collegiate curriculum includes four units of English, four units of math (Algebra 1 and higher), three units in social sciences (one unit of US or World history), two units of world language (must be same language) and two units of academic electives.

### PARCC Credit:

**9th grade** students may earn up to a maximum of .5 credits (.25 Language Arts and/or .25 Math) for scoring at the identified level on the PARCC Assessment. Students will receive .26 credit of Language Arts if their PARCC Reading and Writing scores reflect one of the following:

- Proficient or Advanced
- Raise their score from unsatisfactory to partially proficient; or
- Raise their partially proficient scores by .5 or more on PARCC Reading and Writing. They must score at this level on BOTH assessments in order to receive the .25 Language Arts credit.

Students will receive .25 credit of Math if on the PARCC Math assessment, their score reflects one of the following:

- Proficient or Advanced
- Raise their score from unsatisfactory to partially proficient; or,
- Raise their partially proficient score by .5 or more.

**10th grade** students may earn up to a maximum of .75 credits (.25 Language Arts and/or .25 Math and/or .25 Science) for scoring at the identified level on the PARCC assessment. Students will receive .25 credit of Language Arts if their PARCC Reading and Writing scores reflect one of the following:

- Proficient or Advanced
- Raise their score from unsatisfactory or partially proficient; or
- Raise their partially proficient score by .5 or more on PARCC Reading and Writing. They must score at this level on BOTH assessments in order to receive the .25 Language Arts credit.

Students will receive .25 credit of Math if on the PARCC Math assessment, their score reflects one of the following:

- Proficient or Advanced
- Raise their score from unsatisfactory to partially proficient; or
- Raise their partially proficient score by .5 or more.

Students will receive .25 credit of Science if on the PARCC assessment, their score reflects one of the following:

- Proficient or Advanced
- Raise their score from unsatisfactory to partially proficient; or
- Raise their partially proficient score by .5 or more.

Students who fail or receive a low grade in a class may retake the class (on a space available basis) for a better grade. The student will be awarded the higher grade, and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "NC" and the new course grade and credit will be listed in the transcript under the corresponding semester. Students requesting grade replacement should see their counselor the first week of the semester and complete a Grade Replacement Form. Grade replacement is not an option for maintaining valedictorian status.

### SAT Credit

11th grade students may earn up to .5 credits for their preparation and score on the state mandated SAT testing on the identified state-wide testing day at their school. This credit will be awarded based on the following criteria:

- Scoring a \*\*\* or above on the test will award the student .5 elective credit; or
- Students who take the standard SAT preparation training from the school district and earn a score of \*\*\* or above will receive:
  - .25 credit for the preparation training; and
  - .25 elective credit for the score
- A student who's recommended for the 'enrichment' SAT preparation training, completes it, and receives a score "At the Top of the "PLAN" Predictor Score Range" will receive:
  - .25 credit for the preparation training; and
  - .25 elective credit for the score.

## ACADEMIC POLICIES/PROCEDURES

### Academic Honor Code

Academic honor nurtures a positive and 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 or copying (whole or in part) printed, verbal or electronic sources (either published or unpublished) without citing the author(s) of the sources
- 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)
- Illegally changing a grade or trying to get someone else to do it
- 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 staff.

Students who cheat are: 1) those that do any of the above, and 2) those that knowingly participate in or encourage any of the above. Cheating may result in the following:

- First offense:** "0" grade for assignment, parental contact by the teacher and a Discipline Referral.
- Second offense: (same or different course within 365 days of first offense):** "0" credit for the Remainder of the \*term after the offense, parental contact by the teacher, and a Discipline Referral that includes: an In-School Discipline hearing or an academic behavior contract and a warning about possible expulsion.
- Third offense: (same or different course within 365 days of first offense):** "0" credit for the remainder of the \*term after the first offense, parental contact by the teacher, and a Discipline Referral that includes the scheduling of a District Expulsion Hearing.

\*Term is defined as the duration of time of a course for which credit is awarded.

### Grade Change for a Course Taken

When a grade received by a student is challenged, a request for grade review and possible change must be made to an administrator during the quarter immediately following the completion of that particular class.

### Grade Replacement

### Schedule Additions/Changes

Students may request a change for the following reasons only:

1. Failed or has not taken the pre-requirete.
2. Physical disability (must have doctor's excuse)
3. Double scheduled
4. Previously earned credit in same class
5. A senior needing graduation credit
6. Other (must attach a note explaining reasons)

**Requests for schedule changes must be submitted by the 4<sup>th</sup> day of the start of both block and single period classes. A grade of "F" will be assigned to the class if dropped after the 4<sup>th</sup> day. Appointments for considering schedule changes will be made before each quarter begins. Students should not plan on requesting a change when they are scheduled to be in class.**

### Students Withdrawing from Horizon High School:

A grade for every class enrolled will be issued after the fourth day for a single hour class and after the second day for a block class. **Students who withdraw from Horizon High School and reenter** will have their transcript reflect a "W" or "F", based on withdrawal grades.

## ACTIVITIES

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.

Students can earn letters by participation through 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. 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 Guidelines. 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
Art Club
Cheers
Battle of the Books
Chess Club and Gaming
Creative Writing Club
Community Service Club
DECA
Drama Club/Theatrical Troop
FBLA
FCCLA
French Nat'l Honor Society
Freshmen Leadership
German Nat'l Honor Society
Green and Clean
GSA
Improvisational Troupe
Junior Leadership
Knowledge Bowl

Link Crew
Nat'l Art Honor Society
Nat'l Honor Society
Newspaper
Photo Club
Ping Pong Club
Political Science Club
POMS
Powerlifting
Senior Leadership
Sophomore Leadership
Spanish Nat'l Honor Society
Speech and Debate Club
Special Olympics
Ultimate Frisbee
Weight Room
Yearbook

Please check with the sponsors for exact dates of meetings. Students will not be excused from class to attend club activities.

### ANNOUNCEMENTS

Announcements will be broadcast several times each week during the last 5 minutes of period 2.

### ASSESSMENTS

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 and 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 PARCC 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

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

#### Eligibility

Students involved in athletics, spirit squad 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 \$150 per sport - \$300 maximum per participant per academic year.** All athletes participating in high school sports must return all required forms and pay fees BEFORE practice begins. The necessary forms are available in the Athletic Office or on the Horizon website under Athletics. 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 requirement 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, including the Adams 12 High School Athletic Code.
6. Must have a physical examination from a medical doctor, physician's assistant or nurse practitioner with the last calendar year.
7. Must have a permission form signed by parent(s)/guardian(s) giving authorization to participate in the athletic program and indicating coverage by an insurance plan.
8. Must not have turned age 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	T.J. Ricciardi
Football	V, JV, F	Frank Ybarra
Golf (B)	V, JV	Mitch Dean
Gymnastics	V	Phil Sailas



Soccer (B)	V, JV, C	Bryan Johnston
Softball (G)	V, JV, C	Gary Mares
Tennis (B)	V, JV	Alex Le
Volleyball (G)	V, JV, S, F	Julie Kindzerski

#### Winter Sports

Basketball (B)	V, JV, S, F	Chad Wilson
Basketball (G)	V, JV, S, F	Dan Doehler
Swimming (G)	V, JV	TBD
Wrestling	V, JV	TBD

#### Spring Sports

Baseball	V, JV, C, D	Ralph Garcia
Golf (G)	V	Mitch Dean
Soccer (G)	V, JV, C	Bryan Johnston
Swimming (B)	V	Elizabeth Sedalnick
Lacrosse (B, G)		
Tennis (G)	V, JV	Travis Crouch
Track and Field	V, JV	Jennifer Sargent T.J. Ricciardi

#### Activity Cards

The admission price for all sporting events is:

Adults	\$6
K-12 grade	\$4
Senior Citizens	\$4
6 years 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), family cards are \$70 and contain 24 admissions; one admission per family member is required.

#### Athletic Refund Policy

Criteria for Refund	Refund
A. Cut from squad by coach	100%
B. Quits the squad or declared ineligible for semester:	
1. First through fifth day	50%
2. Sixth day of practice to first sanctioned, competitive contest/scrimmage	50%
3. After the first sanctioned competitive contest/scrimmage	None
C. Injuries or illness (serious) that will eliminate the athlete for the entire season. A written diagnosis by a physician will be required.	
1. First day of practice to the day of the first sanctioned competitive contest/scrimmage	100%
2. After the first sanctioned competitive contest to the middle of the competitive season.	50%
3. After the mid-season contest	None
D. Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad:	
1. First through the fifth day of the season	100%
2. Sixth day through the end of the season	None
E. Dropped for disciplinary reasons – <b>No Exceptions</b>	None
F. Transfers out of the building	
1. First day of practice to the day of the first sanctioned competitive contest/scrimmage	50%
2. After the first sanctioned competitive contest/scrimmage	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 (See District Policies)

In addition to the Superintendent Board 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.

A student's dean will be notified weekly when the student has had two or more unexcused absences recorded for the previous week. 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
- District Discipline Hearing
- District Expulsion 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 Superintendent 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. 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 and 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 (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.

#### 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 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 Colorado State Statute, 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 regain 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.

#### Prom

Student must achieve and maintain a **95%** or greater attendance rate to be eligible to attend Prom.

#### Make Up Work

Refer to Superintendent Board Policy 5020.

#### Tardiness

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

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

While we encourage students to use alternative forms of transportation to get to/from school, bicycle, skateboard and rollerblade 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 must put their equipment in their lockers or locked on the rack available by the Student Center immediately upon arrival.

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.

#### CLOSED CAMPUS

Horizon High School has a modified closed campus. Grades 11 and 12 have open campus. The campus is closed for 9<sup>th</sup> grade students. 10<sup>th</sup> 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 9<sup>th</sup> grade year. 11<sup>th</sup> and 12<sup>th</sup> grade students taking underclassmen off campus will lose their parking privileges. Students must go to the Student Center if they do not have a class. Permission to leave campus will be granted for verified work, 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.**

#### ELECTRONIC USE AGREEMENT – NETWORK, INTERNET, EMAIL

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 Board or Superintendent policy/procedure.
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. **User 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 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.**

planning, such as: computer/internet searches, shadowing, job possibilities, interest and aptitude surveys, information on jobs, volunteer opportunities, etc. Much of this information and guidance can be found in the Career Center.

3. **Personal** – There are 5 counselors in the Counseling Center to speak with you regarding personal concerns and interests.

### ASSESSMENTS

#### SAT TEST PROPOSED DATES; [WWW.COLLEGEBOARD.COM](http://WWW.COLLEGEBOARD.COM)

August 25, 2018  
October 6, 2018  
November 3, 2018  
December 1, 2018  
March 9, 2019  
May 4, 2019  
June 1, 2019

#### Advanced Placement Test Dates

May 6, 2019 – May 17, 2019

#### PSAT Test Date

TBD

#### SAT State Mandated Test Date

TBD

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

### 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 Deans Office.

### DEANS

<b>Cassidy Gussman</b> 720-972-4412	Students: A-L
<b>Ralph Garcia</b> 720-972-4410	Students: M-Z

### DISCIPLINE

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.

**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.**

### COUNSELING

#### Counselor Alignment

Counselor	Alignment
TBD 720-972-4425	A – C 504 A-L
Deb Moquin 720-972-4426	D-Hi 504 M-Z
Mike Muedeking 720-972-4428	Mj-Se ELL
Anjela Schwab 720-972-4427	SF-Z
Stacey Neumann 720-972-4429	SOAR
Eric Fodness 720-972-4593	School Psychologist
Kristie Robbins 720-972-4432	Social Worker

Counselors are trained to assist students in three important domains: **academic, career, and personal:**

1. **Academic** – Counselors are available to assist students regarding academic matters such as course selection; schedule concerns; credit counts; summer and evening classes, alternative credits; and ACT/SAT preparation.
2. **Career** – Students can find a wide variety of services and information pertaining to career

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 1000 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.

#### EMERGENCY CLOSING/STORM SCHEDULE

In case of inclement weather or emergency situations resulting in a change of start or dismissal of school, information will be announced by radio and TV stations as soon as possible. Please listen for school cancellation announcements on one of the following stations or log on to the Adams 12 website at [www.adams12.org](http://www.adams12.org)

TV Channels	Radio Stations
Channel 2	KHOW AM 630
Channel 4	KLZ AM 560
Channel 7	KOA AM 850
Channel 9	KYGO FM 98.5
	KRXT FM 107.5
	KBPI FM 105.9
	KOSI FM 101.1

#### 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 will have the option to pay for past due balances and optional fees only at Student Check-In. The District will bill households in October for all fees. Current year fees will be due by November 20<sup>th</sup>. Parents are expected to pay for fees online through the Pay-For-It system.

CLASS	FEE
<b>TEXTBOOK FEE (all students)</b>	\$30
AP Test Fee (Subject to change)	\$92
Chemistry/CP Chemistry	\$10
French Language Workbook	\$18
German Language Workbook	\$18
Jewelry I, II, III	\$25
Marketing	\$20
Math Calculator (T183) per semester	\$15
PE Uniform	\$15
Photography I, II, III	\$30
Planner with Handbook (all students)	\$5
Pottery I, II, III	\$25
Recreational Sports/Bowling	\$75
Sculpture I, II, III	\$25
Spanish Language Workbook	\$18
Technology (all students)	\$15
<b>CLUBS</b>	
French National Honor Society Membership	\$20
German National Honor Society Membership	\$15
National Honor Society Membership	\$10
Spanish National Honor Society Membership	\$20
Thespian Troop (Costumes)	\$50
<b>OPTIONAL</b>	
<i>Athletics to be paid at sports check-in</i>	
• <i>Per Sport</i>	\$130
• <i>Maximum per participant per academic year</i>	\$260
<i>Athletic Card</i>	\$30
After Prom Donation	\$10

Locker	\$2
Parking Permit	\$50
Replacement ID	\$5
Replacement Horizon Lanyard	\$2
Yearbook	\$65
Late Yearbook Orders	\$75

#### DISTRICT/HORIZON GRADING SCALE

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D

#### 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.

#### SOAR

**Coordinators: M. Safe, S. Lash, D. Schafer**

Listed below are the requirements for earning the SOAR certificate. Students who intend to participate in SOAR should also be aware that the criteria and admission process for the honors program specific to their major may have additional requirements.

1. Academics
2. Advance Learning Experiences
3. Community Service
4. Extra-Curricular Activities
5. Areas of Specialization

#### SOAR Benefits:

- **College Preparation:** Many honors classes place a great deal of emphasis on life-long learning and continuing education. With a focus and a mind set on college entrance exams, SOAR students will receive advice and counseling from mentors on selection of colleges, scholarships and application procedures for college and career planning.
- **Special Activities:** Students who participate in the SOAR Honors Program will have opportunities to participate in honors retreats, cultural events and theaters and museums, campus-wide recognition banquets, dinners with faculty members, etc. This is a great way to start networking.
- **Scholarship Opportunities and College Credit:** Students who participate in the honors program may also qualify for certain scholarships and college credit. Successful participation in this program guarantees personalized letters of recommendation from the administration.
- **Priority Registration:** SOAR membership allows priority scheduling or students in the honors program. This helps to ensure that honors students will be able to complete their individualized academic program.

#### AP (Advanced Placement)

Horizon High School is pleased to offer the following Advanced Placement Courses (when possible): **Biology, Calculus AB, Calculus BC, Chemistry, Drawing, English Language, English Literature, Environmental Science, French Language, German Language, Physics C:Mechanics, Psychology, Spanish Language, Statistics, Studio Art(2D/3D), World History and US History.** The Advanced Placement Program is a collaborative effort among motivated students, dedicated teachers and committed high schools, colleges and universities. AP provides students with the opportunity to take college level courses and exams to earn college credit while still in high school.

## Valedictorian/Salutatorian Status

### Horizon High School Valedictorian/Salutatorian Requirements:

The Valedictorian and Salutatorian will be determined by the total cumulative GPA. Students qualifying for Valedictorian and Salutatorian can have no grade replacement/grade change/modification or pass/fail academic courses. The Valedictorian and Salutatorian are determined at the end of the 1<sup>st</sup> semester of the student's senior year and final determination will be made at the completion of 3<sup>rd</sup> quarter senior year. To be considered a student must:

- Be in good academic standing.
- Have taken the letter grade option (A, B, C, D, F) in all academic classes.
- Have no grade change, replacements/changes/modifications.
- Have completed and/or enrolled in at least 3 AP courses, one of which must be completed during sophomore or junior year with an accompanying score of a 3 or higher on the AP examination.
- Have attended Horizon High School for 3 consecutive semesters.
- May not be an early graduate.

In the event of a tie, the state ACT composite will be used to determine Valedictorian and Salutatorian.

### Grade Replacement:

Students who fail or receive a low grade in a class may retake the class (on a space available basis) for a better grade. The student will be awarded the higher grade, and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "NC" and the new course grade and credit will be listed in the transcript under the corresponding semester. Students requesting grade replacement should see their counselor the first week of the semester and complete a Grade Replacement Form. Grade replacement is not an option for maintaining valedictorian status.

### Grade Change/Modification:

Additional time/opportunity to redo, complete work and/or an assessment after the end of a grading term

### Grade Correction:

Correct a grade that was calculated or posted incorrectly.

*Grade change/modification or Replacement will disqualify a student from earning Valedictorian or Salutatorian status.*

## Adams 12 Five Star Diploma Criteria\*

A graduating senior of any Adams 12 Five Star School District high school may receive a **FIVE STAR DIPLOMA** for completing the following requirements:

- Completes 24 credits
- Has an accumulative GPA of 3.5 as of the end of the first semester of their graduating year
- Receives test scores of proficient or advanced on all PARCC tests.
- Receives a composite test score of \*\*\* or higher on the state mandated SAT test given on the required date at the student's school.
- Meets or exceeds the CCHE requirements, and
- Has participated in all state mandated assessments at the current school while enrolled as a student in Adams 12 Five Star Schools.

\* For over a decade, Adams 12 Five Star Schools has awarded the Five Star Diploma to graduating students who have met a number of rigorous academic criteria, including participation and high achievement on state-mandated assessments. The Five Star Diploma signifies a student has completed additional requirements toward high school graduation that are beyond the minimum requirements to earn a high school diploma from Adams 12 Five Star School.

In the spring of 2015, House Bill 15-1323 was passed by the Colorado Legislature and signed by the governor. One portion of this new law allows parents to excuse a child from state assessments in English language arts, math, science and social studies. The new law also precludes a school district from imposing negative consequences, including prohibiting school attendance, imposing an unexcused absence or prohibiting participation in extracurricular activities on the student or the parent.

Because the new law allows parents to excuse students from certain state assessments, many of the meaningful criteria of the Five Star Diploma can no longer be mandatory, given the requirement that the district not impose negative consequences for students excused from state tests.

Consequently, the Five Star Diploma will be discontinued for the graduating classes of 2019 and beyond. For students in the graduating classes of 2016, 2017, and 2018 who have met the criteria for the Five Star Diploma during the 2014-15 school year as well as prior school years, the Five Star Diploma will still be awarded.

## IDENTIFICATION CARD

ID cards are issued to students at check-in and must be **displayed** at all times. ID cards are used for identification of Horizon students on school grounds and at school activities, to check out materials from the Library, purchase food, as bus passes, and as activity cards upon the purchase of an activity validation. Lost ID cards may be replaced for \$5 in the Counseling office and lanyards replaced for \$2 payable at the Bookkeepers office.

## INDEPENDENT STUDY

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.

## INSERVICE/WORK DAYS/NO SCHOOL

The following have been scheduled as in-service days or no school days for students.

DATE	ACTIVITY	GRADES	TIME
Aug. 9 and 13	District In-service days	9, 10, 11, 12	Full Day
Aug. 10 and 14	Teacher Duty Days	9, 10, 11, 12	Full Day
Aug. 15	Orientation	9 and New Students	Full Day
Dec. 21	Teacher Duty Day	9, 10, 11, 12	Full Day
Jan. 7	Building In-Service Day	9, 10, 11, 12	Full Day
Feb. 15	District In-service day	9, 10, 11, 12	Full Day
May 24	Teacher Duty Day	9, 10, 11, 12	Full Day

## LIBRARY

**Mission:** Cultivating curious, thoughtful, ethical, and knowledgeable learners.

**Hours:** 6:45 – 3:30 M/T/Th/F  
6:45 – 12:30 Wednesday Early Release Day

The Horizon High School Library's primary purpose is to support student success in school. Students may visit the library before or after school and during free periods or lunch to study and are required to scan in with their ID. Behavior is that expected in all instructional settings in the building.

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

- Books check out for three weeks
- Reference materials check out overnight
- Various art supplies available for in-library use
- Pencils, pens, notebooks and index cards are available for purchase
- Flip video cameras available for student use on class assignments.

Printing fees:

Class Printing:

- Black and white up to 10 pages per assignment: FREE
- Color: 10 cents per page

The following information resources are available for student and community use. Information about all resources can be accessed on the Library website.

- PRINT: fiction, non-fiction, references, magazines
- ONLINE : databases, e-books, curated class links and other recommended sites

Computers are available in the library for students' educational use. Please refer to the school district's [Acceptable Use Policy](#) under [Computer Lab Usage Guidelines](#) for further details about computer rules and regulations.

Contact Persons: Ms. Poinier and Mrs. Johannsen

## 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.

## 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 the 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 spaces in either the Staff Lot or the East Lot. 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 Risk Management. Teachers of school groups parked for overnight activities are expected to fax 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 and who attend school consistently. 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 at the August check-in only if they have passed all of their classes in Spring 2016 (determined by checking 4<sup>th</sup> quarter/2<sup>nd</sup> semester grades). With their dean's approval, permits may be purchased at quarter or semester if the student is passing all classes at that time and has not more than 10 UNX periods per quarter. However, students should be aware that their parking privileges can be lost due to problems with grades, attendance, behavior or motor vehicle violations as determined by their dean.
- **The parking permit fee is \$50.**
- **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 138<sup>th</sup> 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, improperly parked or parked illegally will be ticketed and fined for each infraction.**

### 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.
  2. Good attendance as determined by the student having no more than 10 UNX periods per quarter.
- **Purchase**
  1. The student must begin with his/her dean, who will check the student's grades and attendance. If appropriate, an approval form will be signed and given to the student.
  2. Take the approval form to the bookkeeper along with cash or check for \$50 made out to Horizon High School. Get a receipt. Note: All outstanding fines and fees must be

- paid prior to the student requesting a permit receipt.
- 3. Bring the receipt, driver's license, car registration and proof of insurance to the Dean's secretary who will issue the permit.
- 4. We expect that the student will take care of this process during their lunch or free period.

- **Expectations:**

- 1. Students should maintain their grades and attendance. Those with any F's at a marking period (quarter) and or negative changes in their attendance record (more than 10 UNX periods per quarter) may lose their parking permit at the determination of the dean.
- 2. Carpooling should be approved by the parents involved and follow their expectations.
- 3. 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.
- 4. 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.
- 5. 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.

- Approved for those previously denied or who have lost their permit privilege:
  - 1. Students who have worked to positively change their grades (no F's) and who have maintained/improved their attendance may request approval or reinstatement of their privilege by following #1 under Eligibility.

**Parking Permit Placement**

- Parking permits must be stuck to the back of the rear view mirror (regular permit) or hung from the back of the rear view mirror (dirt lot permits) and be visible from the outside.
- Anyone who will be driving more than one vehicle needs a permit for each vehicle. Students will not have to pay an additional fee.
- Unattached permits 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 the loss of parking privileges.

**Parking/Driving Expectations and Violation Procedures**

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

- Posted speed limit 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).
- Students with vehicles who need to leave before the end of the school day, for classes at BTEC, work, or

appointments, are required to obtain an exit pass from the Attendance office before leaving campus.

Misuse of parking privileges will result in disciplinary action ranging from a warning, police citation, and loss of the parking privilege and/or towing at the owner's expense. The following procedures apply to all vehicles:

**District Parking Violation Policy**

- 1<sup>st</sup> time – warning
- 2<sup>nd</sup> - \$10.00 fine
- 3<sup>rd</sup> - \$20.00 fine
- 4<sup>th</sup> - \$30.00 fine
- 5<sup>th</sup> - \$40.00 fine and revoke permit
- 6<sup>th</sup> and above \$40.00 each violation.

**REPORT CARDS/MID-QUARTER REPORTS**

Report cards will be distributed two times during the school year. First and third quarter report cards will be available on the parent portal. Second and fourth quarter report cards will be mailed home.

First quarter midterms will be available on the Parent Portal at Parent/Teacher conferences in September. Third quarter midterms will be available on the Parent Portal at Parent/Teacher conferences in February. These midterm reports are especially important for keeping track of the progress made in 1/2 credit block classes. This will be the only notification of progress before the final grade is awarded. Parent/Teacher conferences are held in September and February. Teachers are required to update grades weekly. Parents and students can access grades via the Parent Portal of Infinite Campus at [www.horizonadams12.org](http://www.horizonadams12.org). If a student is having difficulty, parents can request that he/she complete a Weekly Progress Report Form. Forms can be picked up by students on Thursday in the Counseling or Dean's office, and ask teachers to complete if as they attend classes.

**SAFE LEARNING ENVIRONMENT POLICY**

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 6:45am to 3:30pm. 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 6:45am to 3:30pm and offices will only be available during this time.

**Building Access:**

All outside doors except the main entrance will be locked at 4:30pm. 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.

**HHS BOOSTERS**

The HHS Boosters is Horizon High School's parent organization to promote school spirit, excellence, and participation in activities and athletics. All parent representatives and committee members (After Prom, Concessions, etc.) will meet 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 Boosters on their club and sports activities. This very active group coordinates fundraising activities and events to support the clubs and sports at Horizon, and sponsor/coordinate the After Prom party, and concessions. The HHS Boosters is an organization dedicated to making the Horizon High School experience of extracurricular activities easily available and top quality for all of the students at Horizon. The

HHS Boosters seeks volunteers from the Horizon High School community to support our co-curricular programs.

## STUDENT CENTER RULES

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

- Students assigned to the Student Center must be in the center. Students wishing to move from the Student Center to the Library must obtain a pass from the monitor.
- 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, as listed in the Student Handbook, will be enforced.
- Use of personal stereo equipment is acceptable as long as others are not complaining about the volume.

## STUDENT GOVERNMENT

Student Government meets daily during second period.

### Officers for the 2018-2019 School Year

President	Sophie Castillo
Vice-President	Hunter Fillerup
Secretary	Meredith Halweg
Treasurer	Olivia Tagart
Comm. Dir.	Madilynn Castellano

## STUDENT SUPPORT SERVICES

School districts are required to locate, identify and evaluate all children birth through 21 years of age who are disabled and may need specialized instruction. This includes:

- Children birth to five
- Students attending district schools
- Students attending private schools located within the district
- Students who move often (migrant and homeless)
- Students who drop out of school

All district employees have the responsibility for locating disabled children/students living or attending schools within the boundaries of Adams 12 Five Star Schools.

### 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.

## TARDIES

A student is tardy when he/she has not entered the classroom by the scheduled time for the beginning of class. A student will be marked absent if he/she has not entered the class within the guidelines provided in the teacher's cover sheet.

- Following the first and second tardy in a class during a semester, the student can expect
  - A warning from the teacher of future consequences.
- Upon the third and subsequent tardy in a class for the semester, the student can expect:
  - Parent contact by teacher
  - Referral for detention/work detail as determined by the teacher/dean.

**Note:** Failure to appear for detention will result in additional consequences as per administrative decision.

Students may be excused for up to **THREE** tardy per semester. All other tardy will be considered unexcused.

## VISITOR/GUEST POLICY

Parents/legal guardians are welcome to visit the school. All guests are required to check in with a valid picture ID at the front desk for identification and to be cleared through the Raptor System. We request that you sign in upon arrival and sign out on your way out of the building. 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.

## TREATMENT OF STUDENTS, THEIR FAMILIES AND COMMUNITY MEMBERS: Board Policy 2.1

**Policy 2.1.5 – Information about Safe and Equitable Facilities**  
Our first concern at Adams 12 Five Star School District centers on the safety and security of our students, their families, and staff members. Therefore, our school facilities are operated within standards of safety and security and in accordance with Board of Education policies, and they are available on an equal basis for all. Utilization of the facilities by community members or groups can be arranged through the Department of Community Usage.

## INFORMATION ABOUT BUILDING OPERATIONS: Policy 2.16

### 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. 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.

You can and should expect Horizon High School's policies, 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 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. If an issue goes before the board, the board members will determine if board policy has been violated to the student's or parent's detriment.

## **HORIZON POSITIVE BEHAVIOR SUPPORT (PBS)**

Students: Do you want a chance to win gift cards or other prizes? Follow these expectations to earn PRIDE coupons from staff members. For each PRIDE coupon you can visit the Dean's office to redeem the coupons for candy or treats. Additionally, PRIDE coupons will be entered into end of quarter drawings.

**Parents:** Please help us teach these expectations.

**Perseverance**  
**Respect**  
**Integrity**  
**Determination**  
**Excellence**



# COLORADO

## Department of Public Health & Environment

### K - 12th Grade School Required Immunizations - 2018-19 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th-grade schools:

• Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

- diphtheria, tetanus & pertussis (DTaP, DT, DTP, Tdap)
- polio (IPV)
- measles, mumps, rubella (MMR)
- hepatitis B (HepB)
- varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

• Colorado rule requires that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 dose of Tdap vaccine for 6th-grade entry, even if they are under 11 years of age.

• The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf).

• Please take your student's updated vaccine record to school every time he or she receives a vaccine.

• If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

• If you choose not to get your student vaccinated according to the current ACIP schedule, you must submit an official *Immunization Non-Medical Exemption Form (Religious or Personal Belief)* to your school. This form must be submitted every year. You can either submit the official form online for inclusion in the Colorado Immunization Information System (CIIS) or provide a paper copy to your child's school. If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy if you submit online. You can get online and downloadable versions of the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

• Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website beginning in Spring 2017.

• You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).

• If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).

• Please share Page 2 of this letter with your student's healthcare provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)



## COLORADO

Department of Public  
Health & Environment

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) require students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- diphtheria, tetanus and pertussis (DTaP, DT, DTP, Tdap),
- polio (IPV),
- measles, mumps, rubella (MMR),
- hepatitis B (HepB),
- haemophilus influenzae type b (Hib),
- pneumococcal (PCV13), and
- varicella (chickenpox).

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the **minimum age** and **minimum intervals** as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 yrs of age at [www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf). Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements per the ACIP schedule. There are three ways a school/student can meet the compliance requirements established by Colorado law:

- A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and Varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is 10 years of age.
- A student is in the process of getting up-to-date on required vaccines and has a written plan from a parent/guardian on file with the school.
- The student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed official *Immunization Non-Medical Exemption Form (Religious or Personal Belief)* or the healthcare provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistance) has signed an official *Immunization Medical Exemption Form* because of a condition that precludes a patient from receiving vaccine(s).

If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative.

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Immunization Law, please contact us from 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2700 or [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us). If you have questions about the Colorado Immunization Information System (CIIS), please contact us 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

Other reliable clinical resources include:

- CDC Vaccines & Immunizations

<http://www.cdc.gov/vaccines/default.htm>

- CDC's 13th edition (2015) of the *Epidemiology & Prevention of Vaccine-Preventable Diseases*

<http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>

- The Immunization Action Coalition: Ask the Experts

<http://www.immunize.org/askexperts/>

- CDC Experts at the National Immunization Program

[nipinfo@cdc.gov](mailto:nipinfo@cdc.gov) or 1-800-CDC-Info (1-800-232-4636)

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

**2018-2019 Important Dates**  
(Early Release Day every Wednesday)

**AUGUST**

9, 13	District In-Service Days – No Students
10, 14	Teacher Duty Days – No Students
15	<b>9<sup>th</sup> Grade and New Student Orientation</b>
16	First Day of School, All Students
23	Back to School Night, 3:30 – 5:30
20	HHS Boosters, 6:00 pm
25	SAT Test

**SEPTEMBER**

3	Labor Day – No Students
7	SAT Reg. Deadline for 10/6/18 Test
11	H.I.T. Meeting, 6:00 pm
18	HHS Boosters, 6:00 pm
27	Parent/Teacher Conferences, 4:00 – 7:30 pm
25 – 29	Homecoming Week
25	Powder Puff Football Game, 6:00 pm
29	Homecoming Assembly
30	Homecoming Dance, 7:00 – 11:00 pm

**OCTOBER**

6	SAT Reg. Deadline for 11/4/17 Test
7	SAT Test
9	H.I.T. Meeting, 6:00 pm
13	End of 1 <sup>st</sup> Quarter
16	HHS Boosters, 6:00 pm

**NOVEMBER**

3	SAT Reg. Deadline for 12/2/17 Test
4	SAT Test
10	Veteran's Day Observed – No School
13	H.I.T. Meeting, 6:00 pm
13	HHS Boosters, 6:00 pm
20 – 24	Thanksgiving Break

**DECEMBER**

2	SAT Test
11	H.I.T. Meeting, 6:00 pm
18	HHS Boosters, 6:00 pm
20, 21	Semester One Finals
21	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
25 – 1/5/18	Winter Break

**JANUARY**

8	Building In-Service – No Students
8	H.I.T. Meeting, 6:00 pm
8	HHS Boosters, 6:00 pm
9	School resumes for all students
15	Martin Luther King Day – No School
17	PSAT Practice Test – Sophomore Class
17	SAT Practice Test – Junior Class

**FEBRUARY**

9	SAT Reg. Deadline for 3/10/18 Test
12	H.I.T. Meeting, 6:00 pm
12	HHS Boosters, 6:00 pm
15	Parent/Teacher Conferences, 4:00 – 6:30 pm
16	District In-Service Day – No Students
19	Presidents' Day – No School

**MARCH**

6	8 <sup>th</sup> Grade Open House, 6:00 – 8:00
10	SAT Test
12	H.I.T. Meeting, 6:00 pm
16	End of 3 <sup>rd</sup> Quarter
19	HHS Boosters, 6:00 pm
26 – 30	Spring Break

**APRIL**

6	SAT Reg. Deadline for 5/5/18 Test
9	H.I.T. Meeting, 6:00 pm
13	Building In-Service – No Students
16	HHS Boosters, 6:00 pm
18	Academic Awards Night, 6:00 pm
21	Prom – TBD

**MAY**

4	SAT Reg. Deadline for 6/2/18 Test
5	SAT Test
8	HHS Boosters, 6:00 pm
9	Seniors Last Day
11	Graduation Practice and BBQ, 9:00
14	Graduation
23, 24	2 <sup>nd</sup> Semester Finals
24	End of 2 <sup>nd</sup> Semester (last day for students)
25	Teacher Duty Day
28	Memorial Day

**JUNE**

2	SAT Test
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**HORIZON HIGH SCHOOL  
FINE ARTS SCHEDULE  
2018-2018**

October 4, 5, 6	Avenue Q (School Edition)
December 3	Thespian Showcase
March 1, 2, 8, 9	Thoroughly Modern Millie
April 25, 26	The Musical Comedy Murders of 1940

## **VISUAL ARTS**

Throughout the year there are several opportunities that student's art is on display at the ESC, Horizons North Credit Union, and Allegro Coffee Market. Please check the Art National Honors Society link on our website at [www.horizon.adams12.org](http://www.horizon.adams12.org) throughout the school year for exact dates. Along with these displays, Horizon participates in the District Art Show (March through May), Tash-Co, Scholastics, Congressional, and others that may become available throughout the school year.