



STUDENT CODE OF CONDUCT

Purpose

The first priority for all decisions and actions taken at Horizon Honors is to provide a safe and orderly learning environment. This can only happen if all involved are committed to performing their best and respecting the rights of others. This "Student Code of Conduct" provides the foundation for such an environment (HCLC Policy JICA).

Rationale

The rationale for this code of conduct is based upon the belief that each person wishes to be treated with kindness, respect, dignity and fairness. Thus, one simple but profound rule applies, "Treat others the way you wish to be treated."

School & Parent Responsibilities

The responsibility of maintaining a positive and productive learning environment is a cooperative effort, shared by students, parents and the school. The active involvement of and support by teachers, parents, administrators and other school staff is critical in helping the student to understand and honor the learning community values. Teaching and assisting students to develop positive and productive attitudes and behaviors will enable them to be active learners and valued contributors to the learning community.

Student Responsibilities

Each student is responsible for helping to create and maintain a school environment that is safe and conducive to learning. He/she shall:

- Model acceptable behavior at all times while on school property, attending a school event or on school buses.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect to fellow students, parents, community members, school staff members, and school property.
- Display physical and verbal self-control by using the problem-solving methods for addressing concerns.

Parental Involvement

When addressing any violation of the student code of conduct, it is important that the parents and the school be involved. When an incident is reported, the school staff members will conduct an investigation to gather the facts and information from those involved. Contact will be made with parents to inform them of their child's outcome. Under FERPA, the schools cannot discuss the discipline and outcome of other students.

Staff Conduct With Students

HCLC Board Policy GBEBG states employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any work activities.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

Guidelines for Inappropriate/Forbidden Items

Students are encouraged to bring only educationally appropriate materials to school. This is not a comprehensive list. The school administration reserves the right to make decisions regarding forbidden items. Items that interfere with the educational process or present a safety hazard as determined by the Horizon Honors administration will be confiscated. Examples of the types of inappropriate items that are not allowed at school are chains, energy drinks, gum, pepper spray/mace, silly string, water guns/balloons, snap caps, sunflower seeds, and toys. Also, inappropriate use of any item is not allowed. Students will be assigned an appropriate consequence for possession or inappropriate use of any item in accordance with the Student Code of Conduct.

Personal Property

Horizon Honors is not responsible for loss, damage or theft of personal property. This includes items lost, damaged, or stolen on campus during the school day, at after school activities, athletic events, field trips, social events, etc. Horizon Honors does not assume any financial responsibility for personal property (HCLC Policy ECAP).

Electronic Devices & Computer Use

Horizon Honors is committed to providing all students, parents, faculty, staff and community members an environment rich in technology. Horizon Honors will provide access to the available technology with certain responsibilities and obligations by the users. HCLC is subject to local, state and federal laws. All HCLC technology will be used strictly for approved educational purposes according to the Technology Acceptable Use Policy (http://horizonclc.org/UserFiles/Servers/Server_370486/File/technologyuse.pdf).

The following are the policies on the Computer Agreement/ Computer Application distributed and signed by both students and parents annually:

Students will:

- Limit usage to educational purposes that further educational goals as stated through ILP and course syllabi.
- Understand that the use of HCLC technology is a privilege, not a right. Access may be revoked at any time by HCLC, as it sees fit. Inappropriate use will result in consequences outlined in the Code of Conduct, which may include denying technology access, suspension, financial obligations, expulsion or civil or criminal liability under applicable laws.
- Not use HCLC technology to engage in behavior that does not follow the school’s values and that is illegal, inappropriate, destructive, or harmful. Not use a mobile device as a hotspot to avoid the firewall. Not attempt to bypass HCLC’s content web filters. Students will abide by the policies and guidelines for the Code of Conduct behavior listed in the HCLC Family Handbook.
- Recognize that even though HCLC provides protection to limit Internet accessibility, these are not foolproof and may not protect against inappropriate information. It is the student’s responsibility to avoid such information and inform HCLC staff immediately of any inappropriate information.
- Understand that all technology is the property of HCLC and is not private and that all of my activity, transmissions, documents, posts, etc., are subject to review and monitoring by staff.
- Release HCLC from any liability resulting in actions I take while using HCLC technology including unwanted financial obligations.
- Understand HCLC may provide personal accounts for communication, document sharing and access to educational tools. Any access granted to personal accounts through HCLC must meet all of these criteria, or privilege will be forfeited.

Agree to abide by the following use for my personal technology devices:

Grades K-4 – No personal technology devices allowed on school grounds

Grades 5-6 – Personal technology devices are only allowed for home and family communication after school only. Personal technology devices must be turned off and secured in student’s backpack before and during the school day.

Grades 7-8 – Personal technology devices must be turned off and secured in student’s backpack during the school day. Devices are not to be used during the school day, which includes transitions, breaks, and lunch time unless permission is by a staff member.

Grades 9-12 – Personal technology devices are allowed during school hours. In class, use with teacher permission only.

Parents will:

- Read and agree to abide by the Technology Agreement and the terms and conditions.
- Understand that this access is designed for educational purposes and HCLC has taken available precautions to eliminate controversial material.
- Recognize it is impossible for HCLC to restrict access to all controversial materials and will not hold them responsible for materials acquired utilizing our technology resources.
- Give permission to issue an account for their child

Hazing, Harassment, Intimidation, & Bullying (HCLC Policy JICFA and JICK)

HCLC Board Policies JICFA and JICK state there shall be no hazing, harassment, intimidation or bullying, solicitation to engage in hazing, harassment, intimidation or bullying or aiding and abetting another who is engaged in hazing, harassment, intimidation or bullying of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to the School within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

"Hazing" means any intentional, knowing, or reckless act committed by a student, whether intentionally or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation.

"Harassment, intimidation, and bullying" encompass a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying, including cyberbullying, can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, malicious teasing, name-calling); or psychological, (e.g., social exclusion, extortion, intimidation, spreading rumors, manipulating social relationships).

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing, harassment, intimidation or bullying to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. Failures by a staff member to timely inform the school administrator or next higher administrative supervisor of hazing, harassment, intimidation or bullying allegation or their observation of an incident of harassment, intimidation or bullying may subject the staff member to disciplinary action in accordance with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, harassment, intimidation or bullying which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

Disposition of all reports/complaints shall be reported to the Executive Director. The Executive Director will determine if the policies of the School have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of these policies shall be treated in accordance with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff and others.

Offenses & Consequences

Horizon Honors recognizes that there is a need for problem solving K-12 and views the problem solving process as appropriate for students' developmental levels. Part of Horizon Honors' philosophy includes the use of the problem solving process to educate and help in the growth of individual students, while protecting the safety of the entire community. The developmental levels are considered for every child with regard to consequences.

Level I Offenses:

- Disrespectful behavior including but not limited to: acting out, altercations short of physical contact
- Refusal to follow directions
- Refusal to engage in the education process (i.e. work completion, etc.)
- Dress Code infractions
- Minor disruptions of the learning process
- Unauthorized selling or trading
- Student transportation devices safety or use on campus
- Tardiness (unexcused)
- Public displays of affection (except holding hands in grades 9-12)
- Student parking violations
- Not wearing or improper use/display of student lanyard and/or ID (grades 7-12 only)

Level I Consequences (to be determined by staff member involved):

- Immediate natural consequences
- Time away from the community
- Apology
- Problem solving
- Written action plan
- Letter of apology
- Detentions
- Repeated Level I offenses will result in high level consequences

Level II Offenses:

- Acts of dishonesty including: lying, cheating, forgery or plagiarism
- Computer/cell phone use violations
- Bribery
- Possession/inappropriate use of items
- Disrespect/defiance of authority/insubordination
- Inappropriate use of technology
- Use of technology that disrupts the educational environment
- Invasion of privacy/property of others
- Improper use of school name(s) or logo(s)
- Truancy/ditching*
- Habitual unexcused tardiness/absences
- Leaving campus without permission
- Gambling
- Speeding/improper operation of a vehicle on school grounds
- Use of offensive, obscene, profane, hostile, or abusive language or gestures
- Acts of physical aggression
- Reckless behavior
- Bus/van misconduct
- Presents a health risk to self and/or others directly or indirectly
- Obstructing the problem solving process (Grades K-6)

Level II Consequences (to be determined by staff member involved):

- Problem solving
- Compensation
- Community reconciliation time
- Removal from the community
- Letter of apology
- Detention
- Saturday School
- Short term suspension from school and school-related events (1 to 10 Days)

Level III Offenses:

- Emotional/physical/sexual harassment, intimidation, and bullying (including cyberbullying)*
- Hazing
- Use or written display of ethnic/racial slurs
- Obstructing the problem solving process (grades 7-12)
- Trespassing
- Identity theft: the fraudulent acquisition and use of a person's private identifying information
- Defacement/destruction of property (i.e. graffiti, tagging, etc.)
- Use/display of gang-related, drug, satanic, or sexual symbols, gestures or words or one denoting a negative group affiliation
- Presents a physical/emotional threat to self or others (verbal or written) including indirect aggression
- Possession/use/under the influence of alcohol/tobacco/e-cigarette/vaping products or intent to sell or share*
- Possession/distribution/Participation in the viewing of pornographic material or conducting pornographic searches on the Internet
- Non-Approved possession/use/distribution of over the counter drugs*
- Possession/use of look-a-like drugs/alcohol/tobacco/e-cigarette/vaping products/paraphernalia
- Possession/use of a look-a-like weapon
- Spontaneous physical assault *
- Fighting or striking*
- Extortion
- Indecent exposure or sexual misconduct (which includes behaviors such as depantsing and bra snapping)*
- Endangerment
- Theft
- Bus/van misconduct causing a safety hazard to self and/or others

Level III Consequences:

For Grade K-6:

- The first violation of any of the offenses will result in a short-term (1-10 days) suspension from school and school-related events as determined by the school administrator and may include any or all: compensation, community service, and apology.
- A second violation will require a discipline hearing to determine that discipline action to be taken with the student that may result in a recommendation for expulsion to the HCLC school board. Participation/completion of counseling for the student or student/parent may be required prior to re-admittance to school.

Grades 7-12:

- The first violation of any of the offenses listed will result in a short-term (1-10 days) suspension from school and school-related events. Participation/completion of counseling for the student or student/parent may be required prior to re-admittance to school. A discipline hearing will be held to determine the length of suspension if more than 10 days is recommended and may include any or all: compensation, community service, and apology.
- The second violation of the offenses listed will result in an automatic recommendation by the principal to the School Board for school expulsion. A formal hearing will be conducted by a hearing officer who makes a recommendation to the School Board for disciplinary action which may include expulsion.

Level IV Offenses:

- Endangerment through the use of fire alarm, calling 911 or bomb/chemical/biological threat **
- Sexual assault**
- Premeditated physical assault**
- Aggravated assault/assault on a staff member**
- Arson/reckless burning**
- Possession/Use/Distribution of explosive or destructive devices (including firecrackers and fireworks)**
- Possession/Use/Distribution/Purchase/Under the influence of prescription, designer, inhalant or illicit drugs**
- Possession/Use/Distribution/Purchase of a deadly weapon**
- Possession/Use/Distribution/Purchase of a dangerous item*
- Threatening to cause physical injury to an employee at HCLC or any person attending an Horizon Honors school.**
- Threatening or causing damage to HCLC, the property of HCLC, the property of an HCLC employee or the property of any person attending an Horizon Honors school.**
- Burglary**
- Robbery*

* Offenses will be reported to the Arizona Department of Education

** Offenses may violate a federal or state law and may include the involvement of the appropriate authorities. In addition, offenses will also be reported to the Arizona Department of Education

Level IV Consequences:

Grades K-6:

- The first violation of the offenses in Level IV will result in a suspension from school pending a discipline hearing to determine the consequence, which may include recommendation of expulsion to the HCLC School Board.

Grades 7-12:

- The first violation of the offenses in Level IV will result in a suspension from school and an automatic recommendation by the principal to the School Board for expulsion from school. A formal hearing will be conducted by a hearing officer who makes a recommendation to the School Board for disciplinary action which may include expulsion.

Excessive Suspension in Levels I, II

- Repeated offenses may result in doubling the consequence.
- Once a student has multiple suspensions totaling more than 10 school days, students will have a formal discipline hearing, which may result in a recommendation to the HCLC School Board for expulsion.