



2022-2023

HORIZON ACADEMY
STUDENT/PARENT HANDBOOK

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Dean of Students
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PBIS: Leadership, Integrity, Focus and Engagement

ACADEMICS

At Horizon Academy students are allowed to work at an accelerated pace using an online, computer-based curriculum supplemented with offline projects and assignments to ensure that all Georgia Standards of Excellence are met and that the curriculum is rigorous and relevant. Students will be able to catch up academically or move ahead at an accelerated pace. The Academy uses Edgenuity www.edgenuity.com.

INFINITE CAMPUS: All student information is stored virtually through Infinite Campus. Parents and students are encouraged to set up online portal accounts to ensure that they have 24-hour access to school information. Once portal accounts have been established, students will keep the same accounts continuously within the Fayette County School System. **Parents should provide current contact (email and phone) information. Parents may update email addresses and phone numbers through their portal accounts.**

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behaviors that are unacceptable include, but are not limited to:

- copying another student's work;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from a test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part, or in whole, to use or to give others;
- using information from a source without proper attribution;
- copying and pasting from another source and submitting it as you own work
- taking papers from other students, publications, or the Internet;
- submitting any work that is not entirely your own;
- acquiring answers or tests by any dishonest mean;
- providing answers to others on any type of assignment;
- if taking an online graded assignment, having any other site open.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking tests, receiving a failing grade on the project/test, receiving a lower overall grade in the class, suspension, or expulsion.

Rationale: Plagiarism and academic dishonesty are serious violations of the principles of academic integrity. They represent a form of theft rather than genuine learning, and undermine the learning process. Plagiarism and academic dishonesty demonstrate a breach of character that is at odds with the values and goals of Fayette County Public Schools as an agency of college and career readiness. Students must become adept at gathering information, evaluating sources, citing material accurately, reporting findings from their research, and analyzing sources in a clear and cogent manner.

Class Credit: Course credits are awarded when a student shows mastery of the curriculum in a given course. All courses have a final exam requirement or End of Course (EOC) assessment that must be completed in order to receive credit for the course. Final exams will count as 20% of the overall course grade.

Continuing Enrollment: Students who show strong academic progress, have regular attendance, and have no discipline issues may apply to return to Horizon Academy on a voluntary basis.

Dual Enrollment: Dual enrollment will be considered on an individual student basis. Contact the base or homeschool counselor for more information.

Edgenuity: Edgenuity is the computer-based curriculum platform used at Horizon Academy. Edgenuity is accessible to students at home as well as at school. Notes and quizzes may be taken at home, but all tests must be taken on site unless individual arrangements are made for assessments. When working in Edgenuity, no other windows should be open.

Grades and Summary Reports: Report cards will be issued in alignment with the FCBOE calendar. Progress reports, pacing guides, and grade updates are available through Edgenuity. Please contact your student's teacher for specific questions regarding grades or progress.

Student Class Loads: Students must complete six classes per semester (3.0 credits).

Student Maps: Students will receive individual maps on the first day of school or semester. Each map includes classes that have been completed and courses that are incomplete. This map is a summary of their high school transcript.

Test Taking: The following are rules regarding taking an online test:

1. The classroom teacher must be notified prior to beginning any test. This includes pre and posttests in the prescribed curriculum and any test in aligned curriculum.
2. There will be a time limit established for each test. This time limit will be determined by the classroom teacher. Accommodations will be provided for 504 and IEP plans.
3. All other windows must be closed while taking a test. This includes, but is not limited to, media player, Google and other search engines.
4. Tests must be completed in a single session.
5. All lessons must be completed prior to attempting a test.
6. Notes or other documents may be required to be presented by the teacher prior to the student being allowed to take a test. This decision is at each teacher's discretion.
7. Any student who solicits help from another student or is using the internet to search questions during a test will be considered to have cheated on that test. The only communication allowed during a test

will be with the teacher. Any student that offers or receives help during a test will be in violation of the FCBOE code of conduct.

Grade Progression

Fayette County high schools are on a semester grading and scheduling system with two 18-week semesters. Each semester grade is final, and students must earn final semester grades of 70 or higher to pass. Twenty-three units/credits are required for graduation.

Progression: Students earn one half (.5) unit of credit for each semester course that they pass. To be promoted from one grade level to the next, students must earn the following number of units:

9th to 10 th	5.5 units
10th to 11th	11.5 units
11th to 12th	17 units

Grade Level Promotion – Mid Year:

Grade 9 th to 10 th	8.5 units
Grade 10 th to 11th	14 units
Grade 11 th to 12 th	20 units

EXTRACURRICULAR PARTICIPATION (NO PASS – NO PLAY)

Students are “required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation and be on track for graduation” to be eligible to participate in athletics or competitive extracurricular activities. Students should be demonstrating academic success in current coursework to continue participation in extracurricular activities.

The following guidelines define being on track:

- 1st year high school student – is eligible 1st semester; must earn 2.5 units 1st semester to be eligible 2nd semester
- 2nd year high school student - must have at least 5 units and have earned 2.5 units in the previous semester
- 3rd year high school student - must have at least 11 units and have earned 2.5 units in the previous semester
- 4th year high school student - must have at least 17 units

Students who are in a 5th year or more are ineligible for all extracurricular athletic activities.

ACADEMIC CLASSROOM PROCEDURES

- Students must remain at their assigned work area unless given permission to do otherwise.
- Students may not write personal notes, draw, write on folders or school property, or sleep in class.
- Students may not sit with their heads down or “propped up” with eyes closed.
- Students may not write, possess, pass or receive personal notes or other items of any type. This includes any personal writing not related to academics.
- Students must not deface school property.
- Students may not change any computer settings on classroom computers or chromebooks.
- **Students work at their own pace, but teachers will set target deadlines.**

ANTI-HARASSMENT POLICY

The Fayette County Horizon Academy is committed to providing all students with a safe and supportive school environment. Members of the student body are expected to treat each other with respect.

Harassment of a student by another student is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's education benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

Indecent exposure of any kind, no matter how slight, will be construed as sexual harassment. Implied exposure will be considered as sexual harassment as well. Harassment of one student or students by another student or students will result in disciplinary action and possible prosecution.

ARRIVAL AND DISMISSAL TIME

- Students may not be on campus before 7:45 a.m. Students should not arrive early and loiter in the parking lot or hall. Students must be picked up at the school's designated place, immediately after being dismissed at the end of the day. Students must depart the campus, if walking, using the route designated by the administration.
- **Students will not loiter in the parking lot at any time.**
- Students are not allowed to store items in another student's car and retrieve the items after school.
- Students are not allowed to walk to the parking lot unless they are driving or leaving in a car parked there.
- When students arrive on campus they must enter the building immediately. Students may not leave campus after arrival.

ATTENDANCE

Students are expected to be in school each day unless excused for legitimate reasons. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as: illness, death in the family, or other extreme circumstances (court appearance). Students must bring a written excuse from a parent, guardian, or doctor the day that they return from an absence, **or no later than 3 days after the absence**. All other absences are unexcused. Absences due to lack of transportation are unexcused. Guidelines regarding attendance are outlined in the Fayette County Secondary Student Code of Conduct.

In the case of an absence or tardy, the parent/guardian is required to call Horizon Academy or leave a message on the voicemail by 8:15 a.m. The absence of any student who is on probation will be reported to his/her probation officer.

Students should be in the classroom and working by 8:15 a.m. A student who checks out earlier than 1:00 pm or checks in later than 9:45 am and misses more than ¼ of the class day will be considered absent.

Section 10 of H.B. 1190 provides that there shall be consequences for both parents of (and students who) have five unexcused absences. The Horizon program will comply fully with this section of the Georgia law.

BOOKBAGS/PURSES

- Book bags are not allowed.
- String bags are not allowed.
- Students may bring only clear, plastic purses (no long handles) into the building.

Certificate of Enrollment

COE certificates are required documents for students who wish to obtain their first GA driver's license/permit.

- Students may request a COE at the front office.
- Students should **allow two school days** for the verification and notarization.

CHECKING OUT

A parent/guardian must come to the Horizon Academy office and see an administrator or member of the office staff to check out a student. Remember that checking out may be counted as an absence for the purpose of following the attendance policy, depending on the time checked out. If parents/guardians send another person to check out their student, the school must be notified ahead of time and that person must present identification. All parental notes requesting a student be allowed to check out must have a telephone number. All notes may be verified.

CIVILITY POLICY

Members of the Fayette County School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering school or district grounds.

Disruptive Individuals Must Leave School Grounds. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or another administrative officer.

Students who behave in a manner such as that described above, will face disciplinary action and prosecution under applicable laws.

If any member of the public or any student uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students. If the abusive individual does not stop the behavior, the district employee may verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If necessary, the assistance of administrators or school resource officers will be sought. The employee may be asked to provide a written report of the incident for the purpose of prosecution under Georgia Law 20-2-1181 (GCA 32-9927).

College Visits

- Students in grades 11 and 12 may take two college visits during their junior and senior years. These absences will be entered into the attendance record as “college visits,” and they will not count against exam exemption.
- Students must complete the “Notification of Intent to Visit a University/College” form and submit the top portion to the Front Office at least one day prior to the visits.
- Students must return completed “Confirmation of an Off-Campus College Visit” form to the Attendance Office within three days of returning to school.
- Juniors and seniors may visit colleges during the school year for no more than four days per year. The student must bring documentation from the school indicating that the student visited the school. College visitations will be considered field trips as long as the student provides documentation.

COMMUNICATION

Students and parents/guardians are encouraged to regularly check each of their Edgenuity courses for information such as lessons, assessments, important dates, etc. Teachers and staff members are available via email. Please allow 24 hours for email response.

CONTRABAND AND SEARCHES

All items not necessary for the Horizon Academy will be taken up and given to an administrator. **(Confiscated items will not be returned to the student.)**

A search of buildings, grounds, cars, and classrooms by school staff and police K-9 units may be conducted at any time – whether students are present or not.

The following items are considered to be contraband and students are not allowed to have in their possession:

1. Drugs – prescription, non-prescription, controlled substances, alcohol
2. Tobacco in any form
3. Drug paraphernalia and “look alike” including vape devices and fluids

4. Knives or cutting edges – regardless of size
5. Firearms and/or ammunition
6. Pyrotechnics of any kind
7. Wallet chains
8. Gang-like symbols in any form
9. Book bags
10. Cellular phones
11. Gang related symbols, art or paraphernalia
12. Lighters/matches
13. Laser pointers (laser pointers may be considered a weapon)
14. Flash drives, smart watches or any device that connects to the internet
15. Electronic games
16. Non-electronic games
17. Hats or any other types of head coverings
18. Money in excess of \$20.00.
19. Weapons of any kind – real or facsimile or anything which could reasonably be considered a weapon
20. Bracelets, necklaces or other **leg, waist, wrist** or arm accessories
21. Any material or item deemed by the administration of the school to be counterproductive and inappropriate for the learning environment of the school
22. Lanyards and/or long key chains
23. Pepper Spray
24. Pencil sharpeners
25. **All meals, snacks, and drinks other than water will be collected each morning at the metal detector and provided during lunch only.**

Contraband items confiscated from students will not be returned to the student.

COUNSELING

The counseling department at Horizon Academy provides a full comprehensive counseling program for students. This includes individual counseling, group counseling, academic planning, college and career counseling, scholarship opportunities, college applications, and much more. Please contact our counselor to make an appointment.

Dr. Beverly Brown
brown.beverly@mail.fcobe.org

CURRICULUM POLICY

Students are required to take all courses in proper sequence as determined by the teacher, counselor and principal. Final examinations or End of Course Tests will be administered in all high school courses and will count 20% of the final grade for the course. 8th grade exams will count 15%. All course work must be completed and graded before a student may take a final exam. It is the decision

of the teacher when a student is eligible to take the final exam for each course. **Students are expected to follow the online program course pacing guide.**

DETENTION

Detention will be assigned for excessive tardies. Detention will be held after school at a designated place, from 2:30 to 3:00. Students will report to the detention site, with school work to do, immediately upon being dismissed from their regular class.

During detention, students may not eat or drink. A student going to the restroom will be escorted and the time spent going to the restroom will be added to the end of the detention period. During detention students must stay awake, with their heads up. Students will work on school work, which they must bring, for the entire period.

Failure to adhere to rules during detention will result in additional disciplinary consequences.

A student assigned detention is responsible for:

1. notifying their parents/guardians.
2. having a ride arranged to leave school grounds promptly at 3:00 p.m.
3. bringing enough school work to last the entire detention period.

DISRUPTION OF SCHOOL

GEORGIA LAW 20-2-1181 (GCA 32-9927) Disruption or interference with operation of public schools: It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (Acts 1976, p. 480; 1994, p. 1012, eff. May 1, 1994.)

DRESS CODE /UNIFORM

In order to promote school safety, improve discipline and enhance the learning environment, the Horizon Academy has implemented a policy which requires uniform student dress. Students accepted for enrollment must adhere to the guidelines as follows:

Shirts

- a. Solid white or school issued blue t-shirt
- b. Shirts may be short or long sleeved.
- c. Shirts must have a polo style collar.
- d. May not have a logo larger than a quarter.
- e. Shirts must be appropriately sized and tucked in "where the top of pants and belt is visible".
- f. No holes are allowed.

Pants, Shorts, Skirts

- a. Must be khaki color.
- b. No blue jeans are allowed.
- c. Must be free of graphics and embroidery. Pants are allowed a small company name tag.
- d. Shorts and skirts must have a hem longer than the fingertips when arms are extended straight down at the sides.

- e. No “cargo” style pants or shorts with pockets halfway down the legs.
- f. Pants must be appropriately sized. No baggy or sagging pants or shorts are allowed. No “low rise” or “hip hugger” pants or shorts are allowed. Pants must not be worn with the waistline below the hipbone.
- g. All clothing must have finished hems. Cut-off pants and shirts are not allowed.
- h. When worn at the appropriate waistline and the belt is tightened to the appropriate fit, if the pants/shorts “gap” or double over, they are too large and may not be worn.
- i. The bottom of the pants leg may not touch the floor.
- j. No holes are allowed.
- k. No other clothing with pockets may be worn beneath pants. This includes specifically, gym shorts.

Belts

- a. A belt must be worn at all times.
- b. Belts must be plain black or brown with a plain buckle.
- c. Belts must be appropriate in size with no long dangling ends.
- d. Belts must be buckled.

Shoes

- a. Shoes must be worn at all times.
- b. Shoes worn must be tennis or court shoes with the original laces.
(Closed toe and closed heel.)
- c. Laces must be the same color in both shoes and must match the shoes in color. Laces must not touch the floor.

Socks/Footies

- a. Socks/Footies shall be solid white or black in color.
- b. Both socks must be of the same color.

Coats

- a. During cold weather, coats, jackets and sweaters may be worn over the uniform, but they must have a full-length opening in the front and no hood; no pullover outer garments such as sweatshirts or hoodies which do not open fully in the front may be worn over the uniform.
- b. No crowns may appear on coats, jackets or any other article of clothing.
- c. Shirts or jackets with a shirt-like appearance may not be worn.
- d. No holes allowed.

Additional Considerations

- a. Undershirts may be worn under the uniform shirt but they must be solid white in color.
- b. The following items are not allowed:
 - Hoodies, jackets or coats with hoods
 - Sunglasses
 - Wallet chains.
 - Trench coats.
 - Cosmetic dental inserts and/or grills.
 - Jewelry which is distracting or disruptive.
 - Beaded jewelry in any form. NO EXCEPTIONS.

- Rubber bands/silly bands.
 - Lanyards or long key chains.
- c. Undergarments may not be visible either through exposure or seen through outer clothing.
 - d. Clothing may not, in the judgment of the staff, be overly form-fitting.
 - e. All items must fit in a **clear pencil pouch**. At no time may students carry or conceal any item of any kind underneath clothing.
 - f. Hair bows may be no longer than 2 inches or no wider than 2 inches.
Bows are limited in color to black or white.
 - g. Decorative scarves are not allowed – either worn on a student's neck or head.

When, in the judgment of the administration of the Fayette County Horizon Academy, the dress requirements have not been met, the student will not be permitted in class until the situation is corrected.

Each dress code violation will be documented. Any violation declared excessive by the administration will result in the student being placed in ISS for the day.

The school reserves the right to change or modify the dress code to address changing conditions. Repeated problems with a student meeting the dress code will be grounds for termination from the program.

ELECTRONIC DEVICES

No cellular phones, smart watches, iPods, headphones, CD players, electronic games, etc. are permitted in the building. The only electronic devices permitted are calculators and these will be used only at the discretion of the classroom teacher. Graphing or programmable calculators may not be brought to school.

EMERGENCY PREPAREDNESS PROCEDURES

Tornado Watch

1. Verbal announcement over hand-held radios or P. A. system of a **TORNADO WATCH**.
2. Announcement of a **TORNADO WARNING** over hand-held radios or P.A. system. Upon receiving the signal, students will be relocated to assigned areas.
3. Return to classrooms upon instruction from an administrator.

Tornado Warning

At least once each school year, Fayette County Horizon Academy students participate in a practice tornado warning drill. The purpose of the drill is to give our school a chance to determine if we can receive a warning, and if we can demonstrate what to do when a warning is received or a tornado is sighted. The TORNADO WARNING signal for the Alternative Program will be an announcement

on hand-held radios or over the P.A. system. Upon hearing the warning, students and all school personnel are to follow the procedure outlined below:

1. Report to the assigned area in a quiet and orderly fashion.
2. Listen carefully for emergency instructions from teachers/ administrators.
3. Face the interior wall in a fetal-protective position.
4. Protect head with arms.

Fire Drill

Fire Drills shall be held once each month, in accordance with the law. Each classroom should have posted the appropriate exit route to follow during such drills. Fire drills will be held during different times of the day, throughout the year. Be aware of your exit routes and remain quiet and orderly during the drill.

Inclement weather or snow is not unusual during the winter months.

In case of severe weather conditions, tune your radio to 1450 WKEU or 750 WSB AM. These two stations will carry up-to-minute information concerning the Fayette County System, including the Fayette County Horizon Academy and possible school closings.

Code Red Drill

At least once a semester the Horizon Academy will conduct a “Code Red”, or lockdown drill. During these drills it is imperative that students quickly follow the directions of the teacher. For the purpose of this drill, students will be directed to an area of the room that is not readily visible from the outside windows. The classroom door will be locked and the door window will be covered. This drill is practice for the possibility of an armed and/or dangerous intruder on the campus. The intruder may be either inside or outside the building.

EXTRACURRICULAR ACTIVITIES

Students who are not voluntary may not attend any Fayette County school functions regardless of location. This includes, but is not limited to, away games, proms, graduations and baccalaureates.

FOOD

Students are allowed to bring their own food for lunch. Students are not allowed to get anything from the line (fork, spoon, napkins, sauces, etc) if they do not purchase a food item. Students may also opt to purchase lunch. No items may be charged. No metal silverware allowed only plastic ware.

All drinks including water brought for consumption must be in **UNOPENED**, screw-top plastic bottles only. Single serving flavor packets are allowed for lunch only. Cans and glass bottles are not allowed. Beverages will be allowed only during lunch or at times designated by the teacher. Due to the time spent in the classroom, students **may be** permitted to have water in a clear screw-type plastic bottle. While working at his/her individual assigned seat, he/she may take a sip of water.

Eating is allowed only during lunch or at times designated by the teachers.

No food may be delivered to school from a “fast food” establishment in compliance with federal guidelines. **“Fast food” will only be permitted if brought in as leftovers when arriving in the morning.**

FORGERY

The crime of forgery generally refers to the making of a fake document, the modification of an existing document, or the unauthorized signing of a document by any person other than the one whose name is signed. This will be punished as a form of dishonesty.

Gang-Related Activity

A gang member is a person who is part of an association of people which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, social media postings, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.

Penalty may range from short-term suspension to a recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion. The student may also be reported to law enforcement.

GRADUATION

Students who are here voluntarily may participate in the graduation at the home school. Participation in the graduation ceremonies is a privilege. The student must have completed all state and local requirements. In addition, the student must maintain good conduct and be in good standing with the school by not having any outstanding obligations. Students suspended or expelled through the second semester of their senior year will not be allowed to participate in any school-sponsored activities, including the prom, baccalaureate or graduation ceremonies.

HOPE GPA

Students may view their preliminary HOPE GPA information online at www.GeorgiaFutures.org

INTERNET/ELECTRONIC COMMUNICATION

Students are not allowed on any network system, including the Internet, unless supervised by a teacher. Students may not communicate with each other via digital communication.

ISS

Students who are serving ISS begin by copying the eight rules of the ISS classroom. They then begin on regular school work as usual. Anytime a student violates the ISS rules, they **must** recopy all 8 rules. ISS lunch will be brought to the ISS classroom if the student ordered from the cafeteria. Microwaves are not accessible for students serving ISS.

MEDICINES

In order for medication of any kind to be administered to a student at school, a parent or guardian must fill out and sign an ADMINISTRATION OF MEDICINE form. This form must also be signed by a doctor if it is a prescription medication. This form must be completed and signed even for over-the-counter medications such as Tylenol and cough drops. Medications must be brought to school in the original bottle(s) or container(s), complete with the doctor's or manufacturer's directions for administering the medication. Prescription medications will not be given to students using any procedure other than what is prescribed by a doctor.

AT NO TIME MAY STUDENTS BE IN PERSONAL POSSESSION OF ANY TYPE OF MEDICATION WHILE ON CAMPUS WITH THE EXCEPTION, IN DOCUMENTED CASES OF ASTHMA, OF A PRESCRIBED INHALER.

METAL DETECTOR

All students must go through a walk-through metal detector upon arrival. A positive indication by the detector will result in a search of a student's possessions and person. A refusal to be searched may result in immediate and permanent removal from the program. Students may not touch the metal detector.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

Upon arrival all students will observe a moment of silence, not to exceed one minute, prior to starting on daily work. All students will be led in the Pledge of Allegiance. Students who opt to not participate must remain silent during the Pledge.

PARKING

Students who will be transporting themselves to the Academy **must** apply for a parking permit. Parking permits will be issued once the student completes and submits all appropriate forms to the administrative assistant. The parking permit **must** be displayed at all times. Students should park in the assigned parking lot and as close to the Academy building as possible. **Students are not allowed to return to their car during the day without permission from the office.**

PERSONAL WRITING

Students may not write, pass, possess or receive personal writings of any kind. This includes, but is not limited to, notes, lyrics, journals, phone numbers and social media information. **Students may not write on, or have written or drawn on, their skin, clothing or shoes.**

PHYSICAL VIOLENCE

Physical violence is defined as intentionally making physical contact with another person of an insulting or provoking nature and/or any physical contact with another person that causes physical harm.

Any student who is determined by the administration of the school to be guilty of physical violence will be subject to disciplinary action which will include suspension, prosecution and possible expulsion from the school and/or school system.

In almost all cases of school violence, the student or students responsible confided in others beforehand. Take all threats of violence seriously and report threats to the proper authorities. If you hear any threats, you should call the police or school office at 770-460-3551. You may remain anonymous if you wish.

PLAGIARISM

Plagiarism is the representation of another's ideas or writing as one's own.

There are two common types of plagiarism:

- A deliberate attempt on the part of the student to pass off, as his/her own works, writing or ideas of another person (student, parent, published or unpublished author, et al.)
- A failure to acknowledge indebtedness to outside material that results from the student's lack of attention to proper procedures for documentation.

Both types of plagiarism are serious violations of the principles of academic integrity. **Plagiarism will not be tolerated.** Student work may be reviewed by anti-plagiarism software to check for violations.

PROSECUTION

Any violation of the law committed by a student will be prosecuted.

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES

To enroll in Fayette County Public Schools a student must reside within the boundaries of Fayette County. A student must reside with a natural parent or a person who has been granted legal guardianship, a grandparent, a kinship caregiver with an affidavit, a person with a military power of attorney or the student must be under the care of a state agency with placement in Fayette County. Proof of residence is required.

RESPECT OF STAFF AND PROCEDURES OF SCHOOL

Students must follow staff instructions at all times without question, delay or comment. Failure to do so will constitute insubordination and will result in disciplinary consequences.

RESTRICTED AREAS

(Including all Fayette County Schools and Property)

Alternative Program students must park on campus in the student parking lot or be dropped off directly in front of the building. Students must immediately, and without delay, enter the building through the designated door. **All other parts of the campus are off limits to students unless they are in the company of Horizon Academy personnel.**

Students who are not voluntary are not to be on any other Fayette County School campus, sports events, or any Fayette County School function while enrolled at the Horizon Program. This includes bus stops.

RESTROOM

There will be a group restroom break scheduled approximately every hour and a half. If a student needs to leave the room at another time, another staff member will be summoned to escort the student. This will, at the discretion of the teacher, result in a loss of classroom privileges, unless required by doctor's note.

SEXUAL HARASSMENT

It is policy of the Fayette County Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student through conduct or communications of a sexual nature.

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats
6. Indecent exposure of any sort

Any student who believes he/she is a victim of sexual harassment by staff or student must report it to their teacher, counselor or the principal. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's grade or status. The right to confidentiality, both of the complainant and the accused, will be respected. Criminal proceedings in any case reported may be initiated.

STUDENT INTERACTION

The sole purpose for attending the Horizon Academy is to work toward academic progress. Any behavior which detracts from that purpose is not allowed. Therefore, the following is expressly prohibited:

1. Giving, selling or receiving gifts and/or money
2. Passing, possessing, writing or receiving personal notes
3. Exchanging telephone numbers, personal information or social media accounts
4. Writing/possessing music or lyrics
5. Betting and/or gaming
6. **Touching of any kind including high fives or handshakes**
7. Communicating with any student outside the homeroom class

STUDENT REMOVAL

The principal of the program has the authority to remove students from the program.

SUPPLIES

Students are required to bring all necessary supplies (i.e. paper –not a spiral notebook for paper, pencil, pens) to complete their school work. **Pencil pouches must be clear.** Nothing will be permitted in the front or back cover of binders. Any other items may be taken up and turned in to an administrator.

TARDY/CHECK OUT POLICY

Students must be inside the entrance door before the 8:15 a.m. bell rings in order to be considered present and on time. Students who arrive after the 8:15 a.m. bell, or CHECK OUT, must be signed in/out at the front office by their parent or guardian.

Tardies will result in consequences apart from all other disciplinary considerations. These consequences are as follows:

First & Second Tardy - No Consequence

Third Tardy - Warning

Fourth Tardy – One day Admin Detention

Fifth Tardy - Two days Admin Detention

Sixth Tardy – Parent Conference and One day ISS or Friday Academy

Seventh Tardy – Two days ISS

For each additional Tardy, a parent conference will be held and ISS or OSS may be assigned. Excessive tardiness may result in removal from the program. Tardies which are excused will be exempt from this policy. A tardy will be excused ONLY in the following cases:

1. Presentation of a doctor’s letter explaining that the student was seen in the doctor’s office
2. Presentation of a document from an officer of the court documenting the student’s required presence in court or probation/parole office
3. At the discretion of the principal in extreme circumstances.

TRANSCRIPTS

For students applying to Georgia colleges and universities, transcripts may be requested through www.GeorgiaFutures.org. For out of state colleges and universities, transcripts may be requested through <https://student.naviance.com/auth/fclookup>. For hard copy transcripts for scholarships or other programs, students may request transcripts in the Counseling Office.

TRANSFER CREDITS

Any student wishing to take classes outside of the school district from private entities such as “The Campus” or “Faith Academy” must have signed approval from their home school principal.

TRANSPORTATION

Students must provide their own transportation. If a student is permitted to drive, a Student Parking Regulations form must be completed. Students who do not drive must be picked up by 2:45 p.m. Students who remain on campus after 2:45 p.m. will be subject to disciplinary action unless prior arrangements have been made with the school.

VISITORS

All visitors must check in and receive permission from the front office to be in the building. Failure to adhere to this directive will result in arrest and prosecution for criminal trespassing.

 <small>Where Creativity and Curiosity Thrive</small>	L LEADERSHIP	I INTEGRITY	F FOCUS	E ENGAGEMENT
CAFETERIA	Use respectful language	Clean your space	Stay in assigned area	Talk quietly only to classmates at your table
HALL	Model appropriate Behavior	Be respectful to all students, staff members and visitors	Walk single file and limit communication	Respect academic environment and personal space
CLASSROOM	Self monitor progress	Turn in your own work	Use technology appropriately	Stay on task and use technology appropriately
RESTROOM	Report Misuse	Keep it Clean	One person at a time	Enter and exit quietly
METAL DETECTOR	Be on Time and dress appropriately	Turn in personal technology	Be ready	Keep it Moving