

Horizons Elementary School Student/Parent Handbook 2026-2027



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Chrissy Byerly, Assistant Principal

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VISION: Strong schools. Strong students. Strong possibilities.

MISSION: Caldwell County Schools empowers students to learn, lead, and live responsibly by providing high expectations, support, and innovation.

Horizons Elementary Starfish

Mission

Horizons Elementary School will provide a safe and structured environment where students can become successful learners.

Vision

Help students achieve academic excellence and maintain acceptable behavior that will enable them to return to their home schools and continue their education toward reaching 21st-century skills.



School Information

Administration/Support Staff

Dr. Katie Elliott, Principal
Chrissy Byerly, Assistant Principal
Officer Cody Saunders, School Resource Officer
Angela Proffit, School Nurse
Emily Jud, Lead Secretary
Annette Stutzman, Receptionist
Wendy Arroyo, Data Manager
Makayla Gilbert, Social Worker
Carlie Wood, Counselor
Laura Starnes, Custodian
Crystal Price, Custodian

Teachers and Instructional Assistants

Jenna Bumgarner, K-1 Teacher
Caitlin Shelley, 2-3 Teacher
Emily Toothman, 4-5 Teacher
Emily Watkins, Elementary Behavior Specialist
Gary Crouch, Physical Education Teacher
Elizabeth Farmer, Art Teacher
Melissa Beggs, Exceptional Children's Teacher
LaTisha Wilson, Instructional Assistant
Doris Holland, Instructional Assistant
Whitney Tyler, Instructional Assistant

SCHOOL CALENDAR

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8 ¹			1	2	3	4	5					1	2	3
9	OP	OP	OP	OP	OP	15	6	H	8	9	10	11	12	4	5	6	7	8	9	10
16	P	PD	PD	P	OP	22	13	14	15	16	17	18	19	11	12	13	14	15	OP	17
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24
30	31						27	28	29	30				25	26	27	28	29	30	31

NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	PD	4	5	6	7			1	2	3	4	5						H	2
8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	AL	H	H	28	20	OP	OP	H	H	H	26	17	H	19	20	21	22	23
29	30						27	AL	AL	AL	AL			24 ²⁴ 31	25	26	27	28	29	30

FEBRUARY							MARCH							APRIL						
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7	8	9	10	11	PD	13	7	8	9	10	11	OP	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	H	27	18	19	20	21	22	23	24
28							28	AL	AL	AL				25	26	27	28	29	30	

MAY							JUNE							JULY						
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2	3	4	5	6	7	8 ¹			P	P	OP	OP	5					1	2	3
9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	H	6	7	8	9	10
16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24
30	H						27	28	29	30				25	26	27	28	29	30	31



2026 - 2027 School Calendar

Aug. 24	First Day of School
Sept. 7	No School for Students
Oct. 16	No School for Students
Nov. 3	No School for Students
Nov. 11	No School for Students
Nov. 25 - Nov. 27	No School for Students
Dec. 18	Early Release
Dec. 21 - Dec. 31	No School for Students
Jan. 1	No School for Students
Jan. 18	No School for Students
Feb. 12	No School for Students
Mar. 12	No School for Students
Mar. 26	No School for Students
Mar. 29 - Mar. 31	No School for Students
Apr. 1 - Apr. 2	No School for Students
May 28	Last Day of School; Early Release
OP	Optional Planning
P	Planning
PD	Professional Development
H	Holiday
AL	Annual Leave

2026-2027 Annual Notices to Students and Parents

Please use the link above to find important information about the following topics:

- **Student Records: Family Educational Rights and Privacy Act (FERPA)**
- **Non-Discrimination: Title VI of the Civil Rights Act of 1964; The Rehabilitation Act of 1973 (Section 504); The Americans with Disabilities Act of 1990 (ADA)**
- **Students with Disabilities: Individuals with Disabilities Act (IDEA)**
- **Homeless Students: McKinney-Vento Homeless Assistance Act**
- **Protection of Pupil Rights Amendment (PPRA) and N.C.G.S. § 115C-76.65**
- **Student Health: N.C.G.S. § 115C-375.4**
- **Student Health: N.C.G.S. § 115C-47(51)**
- **North Carolina Safe Surrender Law**
- **Asbestos Hazard Emergency Response Act**
- **Use of Pesticides: N.C.G.S. § 115C-47(47)**
- **Student Restraint/Seclusion/Isolation**
- **Parental Information for Title I Schools**
- **Free or Reduced School Lunch**
- **Student Discipline Policies**
- **Student and Parent Complaint and Grievance Procedures**
- **Equal Access to Facilities**
- **Information Regarding Advanced Courses**
- **School Bullying/Cyber-Bullying Policies**
- **Student Testing Information**
- **School Annual Report Card Grade**
- **Student Wellness Policy**
- **School Health Education Program**
- **Local Education Agency Report Card**
- **Title IX Nondiscrimination on the Basis of Sex**
- **Health Care Services**
- **Parental Remedies**

HORIZONS ELEMENTARY SCHOOL

Mission: The mission of Horizons Elementary School is to provide a safe and structured learning environment where students can become successful learners.

ARRIVING AT SCHOOL

The doors will open at 7:45 AM. Please pull all the way to the end of the circle to drop off your student. There will be someone there directing you. If you must come into the building, park in a visitor's parking place at the side of the building.

ATTENDANCE

Regular attendance in school is required by law until a student is 16. Too many absences, tardies, or early dismissals interfere with a student's learning and progress, and may result in court action against the guardian(s). A student must be present for half of the school day to be counted present for the day. Students who arrive at school after 7:55 should enter with their parents through the front door and report to the office to sign in on the computer.

IMPORTANT: When a student is absent, please call the school or send a message on ParentSquare that morning and give the reason for the absence. Also send a written excuse to the teacher stating the exact reason for the absence. Excessive absences may require a Dr's note to be excused. **If a written excuse is not received within three days of the return to school, the absence is coded as unexcused. This unexcused code can be changed if a note is received.**

The Caldwell County Board of Education Attendance Policy (4400) states the following:

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Students are entitled to make up any work they have missed due to the absence stated above. Generally, such work would be made up within a time period equal to the length of the absence.

Lawful absences (excused) are identified by the state of North Carolina as those involving personal illness, serious illness or death in the immediate family, religious holiday, or medical emergencies. A written excuse must be sent to the teacher for any absence to be considered lawful.

Unexcused Absences: Unexcused absences include, but are not limited to missing the bus, oversleeping, car trouble, or babysitting. Schools may develop specific consequences related to such absences.

NOTIFICATION OF EXCESSIVE ABSENCES (K-12)

The principal and his/her staff may require documentation to verify reasons for absences. The school will notify the parent, guardian, or custodian of excessive unexcused absences under the following conditions:

1. The principal or designee shall notify the parent, guardian, or custodian of the child's excessive absences after the child has accumulated **three** unexcused absences in a school year through mailed letter.
2. After not more than **six** unexcused absences, the principal shall notify the parent, guardian, or custodian by mailed letter that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. Once the parent, guardian, or custodian are notified, the school social worker shall work with the child and the family to analyze the causes of the absences and determine steps, including adjustment of the school program, or obtaining supplemental services to eliminate the problem.
3. After the **tenth** accumulated unexcused absence in a school year:
 - a. The principal shall review any report or investigation prepared under G.S. 115.C-381 and shall confer with the student and student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law with an attendance contract.
 - b. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the directory of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

BAD WEATHER

In the event of bad weather, the Caldwell County School System will make announcements concerning school on Parent Square, local radio stations, on Caldwell County Schools social media, and on several television stations. There will be a system-wide automated call from the school system. *Make sure that the school has instructions as to what to do with your child should school be dismissed early due to bad weather or other emergency.*

BEHAVIOR PLAN/DISCIPLINE

A school-wide student behavior plan outlines the school rules, procedures, and interventions. A Daily Behavior Sheet records behavior and is sent home at the end of each day for the parent/guardian to review (electronic copy on ParentSquare). Students will move through tiers with varying degrees of support in place to teach, practice, and maintain positive behaviors. Each parent/guardian is given a detailed explanation of the behavior plan as the student enrolls.

Aggressive behavior, threats, property destruction, and other behaviors outlined in North Carolina law and Caldwell County School Board policy 4300 are grounds for a student to be suspended from school and possible involvement by law enforcement. The principal or designee will determine which offenses warrant suspension and the length of the suspension. If it is determined that suspension is necessary, the parent/guardian will be called immediately to pick up the student from school.

The school will make every effort to keep parents informed of their child's escalated behavior as soon as possible.

BIRTHDAYS

Birthdays are important events to elementary school children and we recognize students on their birthday. Please note that it is not permitted for balloons, stuffed animals, flowers, homemade food items, invitations, etc. to be sent to Horizons students at school, per Caldwell County School Board. Please plan to present such items to your child at home and not at school. Store bought items may be brought with prior approval from the student's teacher or principal.

BULLYING

Students have the right to learn in a safe environment and not be intimidated or harassed. School bullying undermines the academic mission of a school and jeopardizes the safety of a school. Bullying will not be tolerated in any school or on any bus, at any time.

Retaliation in any form against any individual that reports a valid complaint of bullying or is a corroborating witness will not be tolerated. It is the duty of all school staff to report and intervene in all acts of bullying.

Bullying is an act of violence defined as harassing behavior in which someone is perceived to be more powerful (the bully) than another (the victim) and subjects someone to abusive treatment that may be physical, verbal, cyber, and/or emotional in nature.

Please notify staff if you are aware of any bullying so that it may be investigated and a solution found.

BUSES

Bus transportation is available for all students during the school year. However, riding a school bus in the state of North Carolina is a privilege and not a requirement. Students who ride the bus are expected to conduct themselves in a proper manner according to the rules and regulations regarding school bus safety. Bus behavior is also part of the level system for students. Consequences for inappropriate or unsafe bus behavior will be given based on the driver's daily report. The consequences can range from a discussion with the principal to removal from the bus for up to 10 days. Should it be necessary for the bus driver to stop the bus during the route due to inappropriate behavior, the school will be notified and staff members will respond to the call. If the staff members determine that the student/s must be returned to school, a parent/guardian will be notified immediately to pick up the student at school. **Students who are exhibiting unsafe behaviors within 30 minutes of dismissal will not be allowed to ride the bus for safety reasons and a parent will be called to pick the student up at school.**

At no time should food or drinks be eaten on the bus.

Any requests for changes to bus routes/stops or student assignments to buses shall begin with the Principal. The principal then must communicate with the Transportation Department to approve or disapprove the request. This may take several days. **Once a student is assigned to a bus, he/she will be put on that bus each day unless a note from a parent or guardian states otherwise.**

At no time should a parent or guardian board the bus unless invited by the driver. It could be considered as trespassing and legal charges could be filed. Any questions or complaints about the bus should be addressed to the Principal.

Parents are requested to download the app "Where's the Bus" onto their mobile devices. This will allow parents to be notified when the bus is within a certain radius of the pick-up or drop-off location.

CAFETERIA/FOOD

ALL Caldwell County Schools have FREE breakfast and lunches!

Our school cafeteria serves a nutritious breakfast and lunch daily. The cafeteria is a place for enjoyment and learning where good table manners and eating habits are encouraged. Meals for students at Horizons are prepared by Davenport Elementary's cafeteria staff. Lunch will be ordered each morning for that day. At this time, students will be offered a hot or cold breakfast that must be ordered on the day prior. Students will eat breakfast in the cafeteria, while lunch will generally be served in classrooms.

In the event that school is delayed due to bad weather, breakfast may be served based on arrival time.

Students may pack their lunch but the lunch should not include carbonated drinks (soda) or energy drinks. Parents are encouraged to send either milk or water to drink. Items packed for lunch are to be eaten at lunch only and are not to be eaten on the bus, for breakfast, or in class. Candy, cake, cookies, etc. are not allowed. Refrigerators and microwaves are not available for student use. Due to safety and lack of space, parents/guardians are not permitted to eat lunch with their students. **Due to Child Nutrition guidelines, food purchased at restaurants or fast-food establishments cannot be brought in for students to eat.**

CHANGES OF ADDRESS AND/OR TELEPHONE NUMBER

It is very important that the school always has the correct address and telephone number for each student for use in an emergency. It is also important that the school has a current work address and telephone number (including extension number) for each parent or guardian. **Please notify the school office to update this information.**

CHARACTER EDUCATION

The Board of Education has adopted nine character traits that are to be taught and molded in our schools: **cooperation, determination, generosity, honesty, integrity, kindness, optimism, perseverance, responsibility, respectfulness, and service.** We will do various activities during the school year to spotlight these traits. Please help by using these traits at home and praising your child for using them.

CHECKING OUT EARLY

When a student needs to leave early, the parent/guardian or person/s listed on file as having permission to pick up, must come into the school office to pick up the student. **Identification will be requested and verified.** In order to maintain safety, students are not allowed to leave the classroom without a call from the office.

CELL PHONE POLICY - NEW - Policy Code: 4318 Use of Wireless Communication Devices

Horizons has a no cell phone policy. Any cell phones brought to school will be turned off and kept in the office locked up as students enter the school building and returned to parent/guardian at end of day. If these items are seen, heard, or used on campus, they will be confiscated and held in the main office for parent pickup.

Consequences per Elementary Director:

1st Offense: Phone is confiscated. Parent contact. The student can pick up the phone at the end of the school day.

2nd Offense: Phone is confiscated. Parent contact. The student can pick up the phone at the end of the school day.

3rd Offense: Phone is confiscated. Parent contact. The parent/guardian can pick up the phone at the end of the school day.

4th Offense: Administrative decision.

COMPUTERS

Computers and Chromebooks are available to students in each classroom and are a part of their instruction. Students have access to a variety of educational tools and the internet provided by the school. The staff has been trained to use the computer as an educational tool to assess and instruct students. Students will earn privileges on the computers based on the school wide behavior plan. If a student does not follow school or classroom rules regarding computer and internet use, then privileges may be suspended for a period of time.

CUSTODY

In situations where a parent has sole custody, a copy of the custody papers needs to be filed in the principal's office. Custody papers are only enforceable if they are signed and dated by a judge. If this applies to your child, please bring your custody papers to the office so a copy can be made and kept on file.

Dismissal

On a regular school day dismissal is at 2:15. Please pull up to the same place as morning drop off and we will call for your student to come to your car. If the student rides a bus dismissal is at 2:10.

DRESS CODE

Student dress and appearance are the responsibility of the parent/s. Student dress often establishes a pattern for classroom behavior. It also determines how children feel about themselves. Students enrolled in Caldwell County Schools should come appropriately dressed for learning activities, weather conditions, and safety. A student's appearance, mode of dress, or condition of personal hygiene shall not distract or disrupt the learning environment or constitute a threat to the safety, health, or well being of students and staff. Clothing should fit appropriately and not expose too much of the body. Student dress or appearance that interferes with or disrupts the learning environment may be prohibited at the discretion of the principal or designee.

Clothing and accessories that contain obscene, threatening, or suggestive writing/pictures are not permitted. The display of alcoholic beverages, drugs, or tobacco products is also prohibited.

Shoes must be worn at school at all times. Students should wear safe and comfortable shoes and they must cover the entire foot. Tennis shoes are encouraged to allow students safe participation in daily activities and are required for specific activities such as Physical Education.

Some examples of inappropriate dress include, but are not limited to:

- Hats or head coverings inside the building (hats etc...may be allowed on certain days)
- Sunglasses
- Dresses that would visibly show undergarments or undergarments worn as outer garments
- Unsafe shoes- shoes are to be tied and/or Velcro-ed as designed and have full fronts, backs and sides (tennis shoes, crocs, sandals etc) ; work/cowboy boots, shoes with high heels, or shoes with wheels, cleats, noise making devices or lights, flip-flops are not allowed)
- Body piercing other than ears
- Students on Safety and Support may wear stud earrings. Students in Safety will not be allowed to wear any other jewelry. Students on Support may wear jewelry as agreed upon with the teacher and Mrs. Kinley.
- Excessively revealing clothing such as short shorts, midriff shirts, strapless shirts, spaghetti-straps, backless shirts etc.
- Ties/Bowties (except on picture days)
- Items that could be considered a weapon
- Pants that restrict movement or are too long or loose (a belt or rope will be used with pants that create a safety issue by being too long)
- Unnatural hair coloring
- any others deemed inappropriate will be discussed with parents at the end of the day

****Parents-**Please pay close attention to your children's clothes. Many pictures on shirts have very small or well hidden pictures that are not appropriate in school.

*****Please** consider providing the school with one change of clothes for emergencies that may be left in the classroom (shirt, pants, underwear, and socks)

EMERGENCY DRILLS

Monthly fire drills are held in order to help students understand and practice the right way to evacuate the building. Horizons also participates in tornado, earthquake, and lockdown drills designed to keep everyone safe in emergency situations.

EQUAL EDUCATIONAL OPPORTUNITY

The Caldwell County Board of Education has a policy (4001) that states that no student or employee shall, on the basis of race, religion, national origin, sex, or disability be denied the benefits of or the right to participate in any program or activity offered by the school system.

EXCEPTIONAL CHILDRENS' SERVICES/ACADEMICALLY-INTELLECTUALLY GIFTED

Exceptional Children's services in the areas of learning disabilities, occupational therapy, speech/language therapy, physical therapy, etc. are available to students who qualify. Students having continual academic difficulty may be referred by the school MTSS Team for testing by the School Psychologists. This will be discussed with the parent and permission obtained for testing. After testing is completed, the results will be discussed with the parent. Students meeting certain requirements may qualify for extra help. Caldwell County Schools also provides Academically/Intellectually Gifted services for students meeting eligibility criteria. Contact your child's teacher or the principal for information.

FIELD TRIPS

Field trips are planned periodically for students as required by the school system for certain grade levels. Each student must have a signed permission slip filed at the school before they can go on field trips. Unless noted, field trips are a privilege and can be denied due to behavior. Transportation takes place on a bus from the school system's bus fleet and chaperones are school system employees. Insurance is paid by the school and covers all students while on the field trip. While away from school, students are expected to behave appropriately and can be disciplined for misbehavior during the trip and/or after returning.

GRADES

Grades shall be entered **at least weekly** into the Infinite Campus gradebook. Grades and feedback should be given within a week of the assignment, preferably sooner, as two-way feedback has a high impact on student success. Students should be given both opportunity and support in making up work for failing grades. Midterms are sent home mid-grading period, with personal contact to parents for any student with a D or F.

Grading strategies must be aligned with class standards and objectives and must reflect students' mastery of the material taught. Assignments that are not closely aligned with standards should not be assignments, and therefore never be entered as grades.

[Evaluation of Student Progress - Grades](#)

The grading scale for grades 3 through 12:

- a. A - 90 to 100 percent
- b. B - 80 to 89 percent
- c. C - 70 to 79 percent
- d. D - 60 to 69 percent
- e. F - 59 percent and below

The grading scale for grades K through 2:

- a. 4 - Consistently exceeding grade-level expectations.
- b. 3 - Consistently meeting grade-level expectations.
- c. 2 - Performing below grade-level expectations but demonstrating growth.
- d. 1 - Performing below grade-level expectations and having considerable difficulty.

Progress in other curriculum areas and conduct in grades K through 5:

- a. S - Satisfactory
- b. N - Needs Improvement
- c. U - Unsatisfactory

HOMEWORK

Teachers may assign homework that he/she feels best helps their students. Homework is assigned primarily to practice a skill learned in class. Parents should provide support by asking children about homework and checking their *Daily Behavior Sheet* each night. Teachers will communicate through ParentSquare.

HONOR ROLL

Students in grade 3-5 are eligible for the A Honor Roll, A/B Honor Roll, or Principal's List at the end of each grading period.

IMMUNIZATION

North Carolina state law requires that any student enrolling in public school for the first time or coming from outside our school system present his/her birth certificate and immunization record when registering. A physical examination must also be completed for students entering school for the first time.

Parents/guardians are given 30 days after enrollment to provide this information or the child **must** be suspended until records are in order.

Infinite Campus

Parents are encouraged to sign up for Infinite Campus (IC). Access to IC will provide you with access to your child's report card, End of Grade Test results, and certain information that must be filled out for a student's yearly enrollment. Infinite Campus also allows parents to make updates to address and contact information.

INJURY OR SICKNESS

Should your child become injured or sick while at school, the staff will contact the parent by phone or in writing. If the child is in pain, contact will be made immediately. The only thing that the school can do for an injury is clean it and put on a Band-Aid. **MAKE SURE THAT THE SCHOOL ALWAYS HAS YOUR CURRENT WORK AND HOME TELEPHONE NUMBER IN CASE OF AN EMERGENCY.**

INSURANCE

School accident insurance is available for students to buy to provide coverage during the school day or during a full 24-hour period. Forms are sent home at enrollment, may be obtained from the school office or downloaded from the Caldwell County Schools Website under the Parent Tab. Coverage begins on the day that the insurance premium is paid.

INTEGRATED PEST MANAGEMENT

The Caldwell County School System utilizes an integrated pest management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of a specific pesticide application at the school. To view Policy 4302 in its entirety and to download a notification request form, go to www.caldwellschools.com/ParentsandStudents/IntegratedPestManagement .

ITEMS TO LEAVE AT HOME

If a student brings any of the following items to school or on the bus without a prior permission slip, they will be held by the principal to be sent home at the end of the school year, or given to parents at an in-person meeting. The school reserves the right to search a student if it is suspected that any of these items are on his/her person or in a bookbag.

- Toys, including trading cards
- Chewing gum and candy, drinks, food other than a packed lunch, etc.
- Electronic Devices (iPod's, gaming devices, cell phones, etc.)
- Money (unless for identified purposes)
- Pets and other animals
- Hats, bandanas, scarves, etc.
- CDs, game cartridges, DVDs, etc.
- Invitations

It is very important to leave anything at home that does not belong or is not needed at school. Such items will be confiscated and placed into a plastic bag for parents to pick up.

Possession of any of the following items will result in more serious punishment as set forth by School Board Policy:

- 1. Tobacco or any tobacco products.**
- 2. Medication/Drugs that are over the counter (OTC) or prescribed (see Medicine)**
- 3. Weapons, knives, toy guns or knives, fireworks, or other items that could be used as a weapon**

LOST AND FOUND

Lost and Found is kept in the Horizons' Assistant Principal for any items found on the school grounds. Please label all items brought or worn to school with your child's name so that they can be returned to them if lost. If the student can identify them, they may be sent home with the student in their book bag. Parents, if you think something could be missing, please call the school and we can look for you. Please write your child's name on the inside of your child's coat(s).

MEDICINE

If it is necessary for your child to take prescribed medicine during the school day, you must send the medicine form to the school stating the dosage and what time it is to be given. The forms are sent home at the beginning of the school year or can be obtained from a teacher or the office. No medication will be given without the form on file that is signed by a parent and a medical provider. All medication must be turned into the school office by an adult. **Children can not bring medicine in their bookbag.** Over-the-counter medicines (Tylenol, aspirin, cough medicine, etc.) are not provided by the school nor can they be given to a student by a staff member.

Multi Tiered System of Support (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework designed to deliver high-quality instruction to all students in the areas of academics, behavior, and social-emotional learning. MTSS allows schools to deliver targeted or intensive interventions to ensure student success. By utilizing data and evidence-based practices, schools identify students in need of additional support and deliver it through multiple tiers or levels of instruction and intervention.

The goal of MTSS is to identify students in need and provide targeted interventions while maintaining core instruction to ensure the success of the learner. By closely monitoring each student's progress, schools can adjust the level of support based on the student's response. This data-driven approach helps ensure that every student achieves adequate yearly progress.

PARENT CONFERENCES

Parents are encouraged to schedule parent conferences with teachers at any time. Teachers may also call the parent to schedule a conference. Both parents and teachers can gain insight into a child by sharing their knowledge and observations of him/her. Parentsquare is the best method to get in contact with a teacher. Parent meetings will be held several times each school year to inform parents about the Title I plan and provide information about topics of interest and ways to assist students at home.

PARENT INVOLVEMENT

The staff at Horizons believes that parent involvement is a key factor in student achievement and overall improvement. Parents are encouraged to ask questions, share information, and provide input concerning their child's academic and behavioral progress. A copy of our Parent Involvement Policy is sent home annually and is available in the school office, as well as on the Horizons Website.

ESSA-Every Student Succeeds Act

Every Student Succeeds Act regulations, parents at Title I schools may request information concerning the professional qualifications of their child's teacher/s including the degrees held, certifications held, and whether the teacher is certified in the area he/she is teaching. In addition, Title I schools must notify parents if their child is being taught for four consecutive weeks by a teacher who does not meet the highly qualified definition. Parents may also request information concerning whether or not their child is receiving instruction by a teacher assistant, and if so, his/her qualifications.

PARKING

Parking is rather limited at the school. Visitors who will be entering the building must park in a marked space located at the side of the school. Handicapped spaces are located in front of the school (Permit only). **Please do not park cars in the driveway.**

PROMOTION AND RETENTION

Decisions about passing or retaining a child are based on several things: performance in the classroom, performance on local and state assessments, his/her maturity level, and his/her attendance. Third graders have additional parameters set forth by the state. Before a retention at any grade level occurs, discussions would be had between principal, guardians, and school staff. Please see your teacher or principal for more information.

REPORT CARDS

Report cards can be accessed on Infinite Campus. Instructions for access will be provided by the school upon enrollment. They will also be printed quarterly.

RETURN TO THE HOME SCHOOL

Decisions for students to return to their home school will be made by the county's District Review Team. Once the team decides a student is to return, the staff will work collaboratively with parents and home school to develop a transition plan and then continue to work with the student after returning.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team has the duty of analyzing data from students' End of Grade tests, K-2 Assessments, Star, Daily Behavior Sheets, and other assessments to determine any new programs and/or staff development that is needed. Team members include teachers, teacher assistants, parents, or others related to the school community who can assist in making decisions for the school. Meeting times will be determined and posted for everyone to see on the school website. Also, dates may be sent home in newsletters. Parents may volunteer to be a member of the team and/or attend any meetings.

SCHOOL PICTURES

School pictures are taken early in the school year. There will be an opportunity for make-up pictures. A notice will be sent home before pictures are taken.

SCHOOL SAFETY

School safety is a top priority for Horizons Elementary School. The school and school system have developed a Crisis Management Plan that addresses major crises, such as extreme weather, armed intruders on campus, chemical spill, etc. It defines the steps that should be taken and outlines staff responsibilities to ensure the safety of each student. Law enforcement and emergency agencies work closely with the school to prevent and prepare for these incidents that would threaten the safety of students. Crisis response is continually modified to meet the most current demands in society. For more information, contact the Caldwell County Schools Community Relations Office at 728-8407, extension 120 or the Principal.

SCHOOL/STUDENT DIRECTORY INFORMATION

Under Federal Family Educational Rights and Privacy Act, Horizons Elementary may release directory information about students including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received, and school last attended. Such information will be available

for release to certain authorized agencies unless the parent or student over age 18 requests in writing to the school principal that such information be withheld.

STUDENT CODE OF CONDUCT Policy Code: 4309

The Caldwell County Board of Education's Student Code of Conduct serves to notify students and their parents of expected behaviors, to provide a description of conduct subject to disciplinary action and to define the range of possible disciplinary consequences for misconduct. The term "parent" as referenced in student behavior policies includes legal guardian, legal custodian, or other adult caregiver authorized by statute.

The consequences for engaging in behavior prohibited by the Code of Student Conduct will be determined by the principal, in accordance with the school's Student Behavior Management Plan. Students may be subject to a range of consequences, up to and including long-term suspension or expulsion, based on the nature of the offense and whether it constitutes a minor or serious violation, as described in Section D of Board Policy 4300, Student Behavior Policies. As permitted by state law, students who engage in conduct prohibited under Section J of the Code of Student Conduct may be subject to a 365-day suspension.

A. Integrity and Civility

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. gambling or engaging in related games of chance involving payoffs of any kind;
5. cursing or using vulgar, abusive or demeaning language toward another person; and
6. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

2. Disruptive Behavior

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking

- access to school functions or facilities or preventing the convening or continuation of school-related functions, including false fire alarms;
- 2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see Section C);
- 3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- 4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
- 5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
- 6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

3. Student Dress

The Board believes the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The Board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the Board prohibits any appearance or clothing that does the following:

- 1. violates a reasonable dress code adopted and publicized by the school;
- 2. is substantially disruptive (for more information on gang-related attire, see Section G) ;
- 3. is provocative or obscene; or
- 4. endangers the health or safety of the student or others.

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

4. Use of Wireless Communication Devices

Consequences per Elementary Director:

1st Offense: Phone is confiscated. Parent contact. The student can pick up the phone at the end of the school day.

2nd Offense: Phone is confiscated. Parent contact. The student can pick up the phone at the end of the school day.

3rd Offense: Phone is confiscated. Parent contact. The parent/guardian can pick up the phone at the end of the school day.

4th Offense: Administrative decision.

Reference: Policy 4318 Use of Wireless Communication Devices

5. Tobacco Products -- Students

The Board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the Board supports state laws that prohibit the sale or distribution of tobacco

products to minors and that prohibit the use of tobacco products by minors. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine, specifically but not limited to *Cigarettes, Cigars, Little Cigars, Cigarillos, Dissolvable Products (tobacco products that are not smoked and are often called "dissolvables."), Electronic Cigarettes (Also Referred to as: Vape Pen, e-Hookah, Hookah Pen, JUUL), Chewing tobacco, Snuff, and Waterpipes (Also Referred to as: Hookah, Shisha, Narghile, Argileh)*. The Board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the Board.

In support of the Board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

6. Drugs and Alcohol

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The Superintendent is responsible for ensuring this policy is consistently applied throughout the school system.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;
6. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
7. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Students are prohibited from possessing, using, transmitting, or selling a substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school, regardless of whether it constitutes a controlled substance under state or federal law.

Students are prohibited from possessing, using, transmitting, or selling prescription or over-the-counter drugs except in accordance with policy 6125, Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance with policy 6125 does not violate this policy. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

Disciplinary consequences for violations of subsections F shall be consistent with Section D of policy 4300, Student Behavior Policies. Where a student has possessed, used, transmitted, or sold

a controlled substance in violation of law, the principal shall comply with the reporting requirements within this policy subsection K.

Violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

7. Gang-Related Activity

The Board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, "gang-related activity" means: (1) any conduct that is prohibited by another Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
2. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see Section H);
4. requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see Section I);
5. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see Section I);
6. soliciting others for gang membership; and
7. committing any other illegal act or other violation of school system policies in connection with gang-related activity.

The Superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors.

The Board acknowledges that not all potential gang indicators denote actual membership in a gang.

Before being punished for a violation of subsection A.1 or A.2, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

Disciplinary consequences for violations of subsections A.1, A.2 and A.6, above, shall be consistent

with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of these subsections.

Violations of subsections A.3, A.4, A.5 and A.7, above, are violations of both this policy and other Board policies. Disciplinary consequences for such violations shall be consistent with Section D of policy 4300 and the specific range of consequences listed in the Code of Student Conduct for the other Board policy violated. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the student and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parents information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

8. Theft, Trespass, and Damage to Property

The Board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

2. Damage to Property

Students are prohibited from damaging, defacing, destroying, or altering the use of school property or private property or attempting to engage in such behavior.

3. Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
- the student is loitering at any school after the close of the school day without any specific need or supervision; or
- the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

9. Assaults and Threats

The Board will not tolerate assaults or threats from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

2. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence, or disruption.

Bomb and terrorist threats are also addressed in section J, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

10. Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- loaded and unloaded firearms, including guns, pistols and rifles;
- destructive devices as described in subsection J.5.b. of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- slingshots and slungshots;
- leaded canes;
- blackjacks;
- metal knuckles;
- BB guns;
- air rifles and air pistols;
- stun guns and other electric shock weapons, such as tasers;
- icepicks;
- razors and razor blades (except those designed and used solely for personal shaving);
- fireworks;
- gun powder, ammunition, or bullets;
- any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and
- mace, pepper spray, and other personal defense sprays.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item shall notify a teacher or the principal immediately.

This section does not apply to Board-approved and -authorized activities for which the Board has adopted appropriate safeguards to protect student safety.

- Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax shall notify a teacher or the principal immediately.

- 3. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax shall notify a teacher or the principal immediately.

- 4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- theft or attempted theft by a student from another person by using or threatening to use a weapon;
- the intentional and malicious burning of any structure or personal property, including any vehicle;
- an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- any intentional, highly reckless or negligent act that results in the death of another person;

- confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
- any other behavior that demonstrates a clear threat to the safety of others in the school environment.

5. Consequences

- General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event shall be suspended for 365 days, unless the Superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Superintendent shall not impose a 365-day suspension if the Superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

11. Criminal Behavior

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes

has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable Board policies, and also may be criminally prosecuted.

School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or Board policy.

1. Students Charged with or Convicted of Criminal Behavior

If necessary, the Superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated Board policy or school rules and is suspended or expelled in accordance with procedures established in Board policy.

2. Reporting Criminal Behavior

A school employee may report to law enforcement an assault by a student on a school employee, and principals or other supervisors shall not, by threats or in any other manner, intimidate or attempt to intimidate the school employee from doing so.

Principals shall immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and (10) possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the Superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice shall occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The Superintendent shall inform the Board of any such reports. In addition, the principal or designee shall notify the parents of students who are alleged to be victims of any reported offenses.

Certain crimes shall be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

Legal References: 17 U.S.C. 101, 102, 106, 107, 110, 117; G.S. 115C-47, -288, -307, -390.2, -390.5

Cross References: Goals and Objectives of the Educational Program (policy 3000), Copyright Compliance (policy 3230/7330), Student Behavior Policies (policy 4300), Use of Wireless Communication Devices (policy 4318), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Administering Medicines to Students (policy 6125)

Adopted: January 14, 2013

SUPPORT SERVICES

The services of a School Counselor, Social Worker, and Nurse are available to our students. School-Based Therapy and Day Treatment Services are available by referral.

TESTING

Students in Grades 3-5 are given N.C. End-of-Grade Tests in Reading and Math, and Science in grade 5. These tests use information from the curriculum and also emphasize thinking and computation skills. They are given during the last 2 weeks of each school year with the results being available before school ends. In addition, fourth graders are given the Test of Cognitive Skills. Additionally, students in third grade will be given a Beginning of Grade Test during the first 10 days of school.

Testing Dates for 2026-2027

BOG 3rd grade-9/9/26

RTA 3rd/4th grade-10/28/26

EOG Reading 3rd grade-05/17/27

RTA 3rd grade-05/20/27

EOG ELA 4,5 grades-May 17-May 28

EOG Math 3,4,5th grades-May 17-May 28

Science 5th grade-May 17-May 28

Visitors

Horizons School is a closed campus, and ALL visitors must report to the office upon arrival.

- All visitors must report to the office. Those who choose not to can be arrested for trespassing. N.C.G.S. 14-159.13
- The administration reserves the right to deny visitors permission to be on campus.
- A visitor may only attend classes at the principal's discretion. Permission must be obtained in advance.
- A visitor pass is valid for a specified time limit/area and must be displayed at all times by the visitor while on campus.
- Visitors may not attend school during exams or the last two weeks of the school year without express written permission from the Principal.
- Visitation for social purposes is not permitted.

Regulation Code: 3225/4312/7320-A Technology Responsible Use Agreement

Caldwell County Schools Technology Responsible Use Agreement

PURPOSE: This policy provides guidelines and information about district expectations for individuals who use any Caldwell County Schools technology devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that individuals will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that individuals will make a good faith effort to keep district owned devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES- The individual will:

- Adhere to these guidelines each time the device is used
- Use appropriate language in all communications, refraining from the use of profanity, obscenity, and offensive or inflammatory speech.
- Refrain from cyberbullying, including personal attacks or threats toward anyone, made while using either the district-owned or personally owned technology. Cyberbullying is to be reported to responsible school personnel immediately. Communication should be conducted in a responsible and ethical manner.
- Respect the Internet filtering and security measures included on the device. All devices are configured so that the Internet content is filtered when the individual is on any school, public, or private network.
- Only use technology for school-related purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video or other content that individuals are authorized or legally permitted to reproduce or use for school-related work.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- **(If an individual is issued a device specifically to them)** Return (including the charger) the device and carrying case (if supplied) upon transferring out of school, at the end of the year, or when instructed to do so.

RESTRICTIONS - The individual will not:

- Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
- Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.

- Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials.
- Modify or remove the CCS asset tag or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that individuals will apply common sense to the care and maintenance of district owned technology. In order to keep devices secure and damage-free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case (If provided), etc. Do not loan any of these items to anyone else.
- While a properly designed case (If provided) affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

COMPUTER DAMAGES

If a device is damaged, the school/Technology Department must be notified immediately. If an individual damages a device due to negligence, the individual is responsible for paying repair costs according to the repair costs determined by Caldwell County Schools Technology Department up to the full cost of a replacement device. **A replacement device will not be issued until repair costs are paid in full.**

Caldwell County Schools Technology Department reserves the right to charge the individual the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others.

- Using equipment in an unsafe environment.
- Using equipment in an unsafe manner.
- Ignoring common sense guidelines delineated above.
- If the device charger or carrying case (If provided) is damaged or lost, the individual is responsible for replacing it.
- Access to an CCS provided device and network should be considered a privilege that must be earned and kept.
- An individual's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the CCS technology agreements outlined in this document.

Replacement Item	Cost
Charger	\$40
Non Touch Screen	\$40
Touch Screen	\$140
Keyboard	\$60
New Chromebook	\$250
New Windows Laptop	\$849
Wifi Hotspot	\$285
Hotspot Charger	\$20

*Prices subject to change.

DISCIPLINE

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

- Violations may result in a limited or immediate total loss of rights to the District's technology resources.
- Additional disciplinary action may be determined in accordance with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
- Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Individuals have the right to due process following District policy.

I understand that failure to follow these requirements will result in disciplinary action, including revocation of user privileges and, in the event of willful misuse, possible criminal prosecution. I also understand that while school personnel generally do not monitor my Internet activity on a personal device during non-school hours, I may be disciplined when my online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, even if no school system technological resources are used.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254\(h\)\(5\)](#); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Web Page Development (policy [3227/7322](#)), Use of Personal Technology to Conduct School Business (policy [3228/7323](#)), [Copyright](#) Compliance (policy [3230/7330](#)), Responsible Use of Personally Owned Devices (policy [3228/4313/7321](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records – Retention, Release, and Disposition (policy [5070/7350](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted: August 09, 2021

Revised:



Horizons Elementary School

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(828)726-3855 · FAX (828)754-1083 - Marcia Kinley, Principal

Student - Parent Handbook Agreement

I attest that my child, _____ and
(print the students name here)

I, _____ have read through this Handbook,
(print the guardians name here)

and reviewed the expectations. I also attest that my child and I understand its contents

and agree to follow the procedures. As a guardian with a student at Horizons

Elementary School, I know if I have any questions, concerns or support measures, I can

contact my child's teacher or principal for help.

Guardian Signature

Date