

**TODD COUNTY HORIZONS ACADEMY /**

**TODD COUNTY DAY TREATMENT**

**STUDENT HANDBOOK**

**2024-2025**

**804 South Main Street**

**ELKTON, KY 42220**

**PHONE: (270) 265-7503**

**(270) 265-7504**

**SUPERINTENDENT**

**Mark Thomas**

**ASSISTANT SUPERINTENDENT**

**Kenneth Anderson**

**PRINCIPAL**

**Bryan Morris**

Our vision at Todd County Horizons Academy is to keep students in school, help them graduate, and be prepared as a future productive members of society.

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# WELCOME

## TO THE STUDENT:

The staff at Todd County Horizons Academy would like to welcome you. We look forward to an exciting and challenging school year. Horizons Academy is a multifaceted A-5 and A-8 program that provides services for students in grades 6 through 12. Students may be placed at TCHA for the following reason(s): Instructional Delivery Style Offered at TCHA, Disruptive Behavior, Specific Academic/Social Supports Needed, Code of Conduct or BOE Violation(s), A High Drop Out Risk, Academic Failure, Ongoing Truancy Issues, other reasons referenced in 702 KAR 19:002/09.4341, credit recovery or to serve in school suspension days. Students assigned to Horizons Academy for academic or behavior reasons will normally stay for nine weeks. The length of stay will vary and will be determined by the Individual Learning Plan Addendum (ILPA) Team. NOTE: ILPA Checklist must be completed prior to any placement. The Director of Special Education/Designee will be a member of the ILPA Team when Special Needs Student(s) is involved.

The Todd County Day Treatment is a community-based treatment facility with an educational component for youth who have been identified by the court, school officials, community workers, and parents as having demonstrated behavior patterns (i.e. beyond parental control; delinquency; truancy; drug and/or alcohol problems; or other behaviors that could be harmful to self or others) that indicate the need for their involvement in a multi-leveled treatment program. TCDT offers individual academic instruction that mirrors the Todd County Central High School and Todd County Middle School. TCDT provides a variety of counseling activities including individual and group counseling. The program offers recreational activities and a GED preparatory program for youth that qualify. In addition, the TCDT coordinates the program closely with other agencies so when the need arises, youth can be provided with referrals to employment, vocational rehab services, mental health services, emergency shelters, health services programs, etc.

### Additional Notes:

---Positive Behavioral Interventions and Supports (PBIS) requirements and expectations at TCHA are the same as the parent school.

---Students assigned to TCHA are subject to the District Drug Testing Policy.

---Students assigned to TCHA will have the same support services as other students in the Todd County School District.

---While assigned to TCHA, students may or may not be allowed on any other Todd County School Campus. (ILPA Team Decision)

We are here to help you in any way we can and you should take advantage of what we have to offer. The following pages in this handbook explain what you will need to know to make your stay a rewarding one. Take time to go over these pages with your parents/guardians and we look forward to the opportunity to serve you.

## STAFF

Bryan Morris	Principal
Melanie Turner	SPED Teacher
Mike Pardue	Gen Ed Teacher
Tracy Latham	Front Office Personnel
Chris Luna	Instructional Support Staff

**BELIEF STATEMENT-** It is the Belief of Horizons Academy that education is the key for success and productivity in society, and that all students can learn and achieve at high levels if their needs are addressed in the appropriate manner.

**MISSION-** The mission of Horizons Academy is to help eliminate the dropout rate, keep students in school, whether they are gifted, at-risk or have special needs.

**VISION-** Our vision at Horizons Academy is to keep students in school, help them graduate and are prepared as future productive members of society.

**GOAL-** The goal at Horizons Academy is to meet the diverse needs of all assigned students and to equip them with the necessary skills to be successful.

**EDUCATIONAL PHILOSOPHY-** We, the staff, parents, and community of Horizons Academy recognize that the function of our alternative school is to provide a placement for students to continue their education, get back on track, recover credits, or return to their regular school and be successful. For this to happen, parents, teachers, and students will have to work together.

### **OBJECTIVES-**

1. To follow the TCHA Operating Principles on a daily basis
2. To provide a balanced program with experiences wherein each student can participate and attain academic success in relation to his/her abilities.
3. To guide students in assuming increased responsibility for their behavior and accept appropriate responsibility for their learning.
4. To provide the directions and environment that encourages students to develop abilities in problem solving and decision-making.
5. To help students learn from their mistakes and share with them some ways to prevent them in the future.

**SCHOOL DAY**- the school day for students begins at 7:50 a.m. and ends at 2:50 p.m. Students should not arrive before 7:30 a.m.

**SEARCHES**- Students assigned to Todd County Horizons Academy are subject to searches. Searches will consist of a brief & appropriate pat down by a same sex staff member. Other staff members will be present while searches are being conducted. Students will also be asked to turn their pockets inside out and periodically be asked to remove their shoes and socks. Law enforcement officials may be called in order to perform a more detailed and precise search when necessary.

**RESPONSES TO STAFF**- All responses from students to all staff including teachers, counselors, secretaries or any other authority figures will be either “yes, sir/ma’am” or “no sir/ma’am.” No other responses will be acceptable.

**ATTENDANCE**- School Board Policy will be followed in dealing with excessive absences and tardiness. Students will normally be excused for illness, death in the family, a scheduled family trip, religious activities, or any emergency excused by the Director in accordance with Board Policy. Students are required to bring notes, excuses & etc. upon their return to school. **NOTE: During NTI days attendance will be taken via phone contact, email, or logging onto Edgenuity for that day.**

**EARLY DISMISSALS**- Students who are to be dismissed from school early should bring a note from parents and present it to a staff member before school starts. When the parent/guardian arrives, the student will be contacted to sign out. No student may leave school without permission during school hours. Board policy will be followed in dealing with excessive unexcused early dismissals. All students assigned to TCHA must bring a note from a parent/guardian to sign out early. **NOTE: INCLUDES 18 & OLDER.**

**TELEPHONE**- Students may use the office phones for **emergencies** and must have permission from a staff member. This privilege will not be abused.

**BUS SAFETY**- TCHA students are required to follow the Todd County Board of Education rules for riding a school bus. These rules must be reviewed and understood. It is important for students to understand that riding a bus is a privilege that can be taken away through misconduct. The director will deal with discipline problems as needed.

**BUS NOTES**- Any student who plans alternative transportation must bring a parental note stating the alternative plan that includes the date, bus number, destination, and parent/guardian signature. The note must be presented to the director or staff member upon arrival at school. Any such requests will be coordinated/approved by T.C. Horizons Academy Staff.

**TRANSPORTATION**- Students assigned to Horizons Academy are not allowed to drive to and from school, ride with another student, walk, ride a motorcycle or bicycle unless they are assigned to the Credit Recovery Program. Students must ride the bus or ride with a parent and or guardian. **NOTE: Driving is a privilege for Credit Recovery Students. This privilege may be taken away if the student’s behavior, attendance, grades etc., warrant such action. (Principal’s Discretion)**

**FIELD TRIPS-** Field trip privileges may be denied for academic or discipline reasons.

**DRESS CODE-** The Day Treatment requires students to wear standardized clothing every day to school.

Students will wear a uniform consisting of:

1. **Pants must be worn at waist level. SAGGING PANTS ARE PROHIBITED.**
2. **Shirts must cover the torso. HOODED SWEATSHIRTS ARE PROHIBITED. Wear clothing with appropriate content/logos.**
3. **Student's clothing must be of appropriate size and no more than 2 inches above the knee. Clothing cannot have any large holes or be ragged in appearance.**
4. **Leggings must be covered mid thigh.**
5. **Student's are not allowed to wear jackets and/or coats in the classroom. Coats are to be hung up after completing the check in procedure.**
6. **Students must wear closed toed shoes (Slides, flip flops, sandals and house shoes are not allowed). Students will be periodically asked to remove shoes during check in.**
7. **Student's are not allowed to wear sunglasses. Jewelry must not be distracting to the educational process (admin decision)**
8. **Students may not wear any head apparel in the building during the course of the day. This includes: bandanas, caps, scarves, sock caps, head bands, picks, combs, etc.**
9. **No purses, bookbags, or other bags are allowed.**

**GUIDANCE-** The academy will have access to the guidance counselors at Todd County Central High School and Todd County Middle School. In addition, we will have access to a school psychologist and a youth service center representative.

**MEDICATION-** Students are not permitted to bring any prescribed medication to school. The medication must be brought by a parent or guardian in the original container. There will be no exceptions. All non-prescription medication or over the counter medications, must be in their original containers, must have a dated and signed permission note from the parent/guardian.

**GRADING AND REPORTING PROCEDURES**- Reports are sent home after four and a half weeks of study of each nine-week period. Report cards are issued per TCBOE after the nine-week grading period has ended. Letter grades will represent the following:

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
F			59 & Below

**COURSE OFFERINGS:** We offer most of the TCCHS/TCMS core classes. All courses are grade appropriate. Courses will be offered on the computer through Edgenuity platform.

**VISITORS**- NO VISITORS ALLOWED IN THE BUILDING (UNLESS FOR CONFERENCES), OR UNLESS SCHEDULED IN ADVANCE.

**STUDENT SALES**- Students are not permitted to sell anything from outside sources or any personal items while at school.

**MEALS**- Meals will be provided for all students. Students are not permitted to bring their own meals or any snacks. NOTE: TCHA is a Community Eligibility Option School and this means that students enrolled at TCHA will receive breakfast and lunch at no charge.

**EXTRACURRICULAR ACTIVITIES**- Students assigned to TCHA will not be allowed to participate in or attend extracurricular activities unless approved by administration. Student must be in good standing with attendance, behavior, and academic standards.

**STUDENT CONDUCT**- it is our goal at Horizons Academy to be fair and consistent in holding students accountable for their actions. Student cooperation, participation, and commitment will result in privileges. Disruptive behavior will result in loss of privileges. Continued disruptive behavior may result in the student being required to go to court, or being referred to a more appropriate environment. Students and parents should become very familiar with the following:

1. Academy and Horizons students may not bring backpacks.
2. Students are forbidden to bring the following items to school: knives, lighters, fireworks, electronic entertainment device, pornographic magazines, weapons of any kind and any item being used to cause a disruption to the educational process.



**(ALL ELECTRONIC DEVICES INCLUDING CELL PHONES WILL BE COLLECTED BY STAFF MEMBERS AND SECURED BEFORE BEING RELEASED AT THE END OF THE DAY.) In addition, electronic cigarettes are not allowed.**

3. The following conduct is not acceptable and will be dealt with appropriately.

- Sagging
- Stealing – Cheating – Profanity
- Use or possession of alcohol, tobacco, or other drugs or paraphernalia
- Vandalism – damaging or defacing
- Possession of weapons
- Inappropriate display of affection
- Food is not allowed
- Any other type of conduct that is disruptive to the educational process or is abusive to any student or staff member
- Willful disobedience or defiance of authority
- Fighting or provoking a fight
- Leaving class or school premises without permission
- Disrespect or Horseplay
- Harassment
- Sleeping in class will not be tolerated.

4. Staff members have the right and the responsibility to discipline any student at the Academy to include assigning writing assignments as disciplinary actions.

## **TCDT Student**

Students assigned to TCDT will serve a minimum of days assigned Ex. 20, 30, or 45 day placements or longer as court appointed. To receive credit for the day the student must complete the following

- 1) Complete all assignments for each class set forth that day
- 2) Adhere to the Operating Principals set forth by TCDT
  - a. Treat everyone with dignity and respect
  - b. Participate in counseling sessions.
- 3) Adhere to all rules set forth in the Code of Conduct and TCDT handbook

**ADVERSE WEATHER AND EMERGENCY SCHOOL CLOSINGS**- In making a decision to close schools, run late or dismiss early, THE SAFETY of everyone is the primary concern. Notification of school closing, early dismissal or running late will be broadcast on these local and regional electronic media and will be posted on the Todd County School District Web page:

WEKT Radio, Elkton - 1070 AM

WBKO TV (ABC) - Bowling Green

WHOP Radio, Hopkinsville - 98.7 FM

WSMV TV (NBC) - Nashville

WHVO Radio, Hopkinsville - 1480 AM

WTVF TV (CBS) – Nashville

WBVR Radio, Russellville - 100.3 FM

WKRN TV (ABC) - Nashville

Media notification will be made as soon as possible before 5:30 a.m. In order to prevent fraudulent calls to media, a system of code words is in place. If we should open one hour late, the building administrator(s) will assume the responsibility for modifying the school's schedule. We will dismiss at regular time.

## Horizons/Credit Recovery

Students assigned to Horizons Academy for credit recovery purposes will note it's a program for the nontraditional high school student. Students cannot enroll just because they want to. As a minimum, the following criteria and factors will be considered to determine enrollment eligibility. Some or all of the below may be used.

---Slot Availability

---Student's age

---Number of credits earned/Number of credits needed

---Grade level status & (your graduating class date)

---Mitigating circumstances

---Superintendent / Central Office Personnel Placement

Any student not following the rules in credit recovery may lose the opportunity to stay in the program due to attendance, grades, effort, attitude & etc., and be reassigned to the academy. **Cellphones will be stored in the principal's office and backpacks are not allowed.**

Procedures for Enrollment: The Principal will be contacted to determine slot availability. If the slot is available, the student must out process from TCCHS/TCMS (Checklist). The ILPA Team will schedule the Intake meeting and during the meeting the ILPA

Checklist will be completed.

Students that are enrolled will be held strictly accountable for their attendance and behavior. POOR ATTENDANCE AND INAPPROPRIATE BEHAVIOR WILL NOT BE TOLERATED AT TCHA AND COULD LEAD TO YOUR DISMISSAL FROM THE PROGRAM.

NOTE: CREDIT RECOVERY STUDENTS WITH AN UNEXCUSED ABSENCE DURING THE WEEK WILL BE INELIGIBLE FOR REWARDS THAT WEEK.

Horizons Academy is fully recognized by the State Department of Education as a high school in Todd County. Students who enroll at Horizons Academy will be required to take the state mandated assessment(s).

Students attending Horizons Academy will need to earn 22 credits and fulfill their ILPA obligations before graduating. Horizon's students cannot graduate early. NOTE: The maximum number of credits a student in Credit Recovery may earn per year at TCHA is 10. The Superintendent may approve two Additional credits.

Students assigned to Horizons Academy may be allowed to participate in or attend extracurricular activities. This will be determined on a case-by-case basis in accordance with SBDM Policy, ILPA Team, or Board Policy.

Students who graduate from Horizons Academy will have a graduation ceremony and will receive a fully accredited diploma signed by the Todd County Schools Superintendent and Chairman of the School Board.

# BUS INFORMATION

## Responsibilities of the Student

### Arrival at the Bus Stop:

.... Be On Time. Leave home in time to arrive at the bus stop five minutes before the bus arrives. The bus cannot wait on you.

.... Never take dangerous short cuts to the bus stop.

.... Students should not cross private property, cut through shrubbery or hedges, climb fences, or litter the area.

.... Students should learn traffic signals and signs and obey these signals.

.... Students should always look left, right, left before crossing roads or streets.

.... Students should never accept candy, money or rides from strangers at the bus stop. Upon arriving at school, report these strangers' presence at the bus stop to your principal.

.... Students should never play in the road or street adjacent to the bus stop. Never trust motorists. Look out for yourself.

### Waiting For The Bus:

.... Student should learn the meaning of the flashing lights on the school bus. Yellow or amber-warn that the school bus is about to stop. Red-the school bus is stopped to load or unload students and all traffic should stop.

.... The student should await the school bus driver's signal and then cross in front the bus at a distance of approximately ten (10) feet in front of the bus. NEVER cross behind the bus.

.... The student should remember that flashing red lights and an extended stop arm are no guarantee that motorists will stop. Await the bus driver's signal and look both ways before crossing.

.... Students should form a single line when boarding the bus.

### Riding the School Bus:

.... Students shall ride their assigned bus unless a note signed by the parent/guardian and approved by the principal is presented to the driver.

.... Students shall get on and off at their regular designated place unless a note signed by the principal /designee is presented to the bus driver.

.... Upon boarding the bus, the student should be properly seated promptly and remain seated. Keep hands, arms, heads etc. inside bus at all times.

....The student should avoid any activity that might divert the bus driver's attention away from his/her bus driving duties and possibly lead to an accident-loud talking, loud laughing, and unnecessary confusion. The bus driver determines the acceptable noise level of the bus.

...Additional activities prohibited on the school bus: Disobedience or exhibiting improper behavior; Fighting; Smoking; Eating and Drinking; Possession of fire arms, explosives, knives or weapons; Foul or Vulgar Language; Marking or defacing the bus- Restitution required.

...Other disruptions that are prohibited by each school's Pupil Handbook and/or would be considered to have the potential to deter the health and safety of the student and/or driver.

#### **Leaving the Bus:**

...Students should remain in their seats until the bus comes to a complete stop.

...Students should take their time and watch their step when leaving the bus. Use the handrail.

...Students who must cross in front of the bus should await the driver's signal to cross. Look both ways and proceed to cross approximately ten (10) feet in front of the bus. **MAKE SURE THAT THE DRIVER CAN SEE YOU. NEVER** cross behind the bus.

...Students should leave the bus stop area immediately and should not wait around to meet friends, etc.

In the event the school bus fails to run on time, the complete route will be run as soon as possible.

The **privilege** of any student to ride a Todd County School District School Bus is conditioned upon their good behavior and satisfactory observance of transportation policies, rules and regulations.

**The School Bus Driver is In Charge of the Bus.** He/she has the responsibility to maintain order and the safe operation of the bus for the daily route or special trip in accordance with transportation policies, rules and regulations. Pupils who fail to cooperate with the driver in observance of school bus policies, rules and regulations will be reported to the principal/designee for disciplinary action.

## SCHEDULE OF DAILY MINUTES

Check-In	7:30-7:50	(20 minutes)
1st Period	7:50-8:55	(65 minutes)
2nd Period	8:55-9:45	(50 minutes)
3 <sup>rd</sup> Period	9:45-10:35	(50 minutes)
4 <sup>th</sup> Period	10:35-11:25	(50 minutes)
WIN TIME	11:25-11:45	(20 minutes)
Lunch	11:45-12:10	(25 minutes)
5 <sup>th</sup> Period	12:10-1:00	(50 minutes)
6 <sup>th</sup> Period	1:00-1:50	(50 minutes)
7 <sup>th</sup> Period	1:50-2:50	(60 minutes)

Period	Class
<b>1<sup>st</sup> Period</b>	<b>Math (Blended Learning)</b>
<b>2<sup>nd</sup> Period</b>	<b>English (Blended Learning)</b>
<b>3<sup>rd</sup> Period</b>	<b>Science</b>
<b>4<sup>th</sup> Period</b>	<b>Social Studies (Blended Learning)</b>
<b>Lunch</b>	
<b>5<sup>th</sup> Period</b>	<b>Elective</b>
<b>6<sup>th</sup> Period</b>	<b>Elective</b>
<b>7<sup>th</sup> Period</b>	<b>Elective</b>

# Horizon's PBIS POINT SYSTEM

## 0-300 Points:

- You will have to do extra work in a different room

## 301-350 Points:

- Ice Coffee on Friday

## 351-400 Points

- Ice Coffee
- Soda on Friday

## 401-500 Points:

- Soda on Tuesday and Friday
- Ice Coffee at breakfast
- extra hour of free time



Todd County Schools

Horizon's Academy





TODD COUNTY HORIZONS ACADEMY  
SCHOOL ACKNOWLEDGMENT

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Student Name (Please Print)

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Grade

As the parent(s)/guardian(s) of the above named student, I have read and discussed the Handbook and all rules, regulations, and policies of Todd County Horizons Academy with my child.

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Parent Signature

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Date

I have read and understand the Handbook and will conform to all rules, regulations, and policies of Todd County Horizons Academy.

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Student Signature

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Date

