



# HORIZON

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## CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK

2009/2010

TEACHING TRUTH ~ CHANGING LIVES

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Horizon Christian School  
700 Pacific Avenue  
Hood River, OR 97031

541.387.3200

[www.horizonchristianschool.org](http://www.horizonchristianschool.org)

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## SECTION I

### CONTACT INFORMATION

School Day 8:00 AM – 3:00 PM

School Colors: Red and Yellow-Gold

School Mascot: Hawk

Telephone: (541) 387-3200

[www.horizonchristianschool.org](http://www.horizonchristianschool.org)

Pre-K Hours 8:00 AM – 2:30 PM

Office Hours 7:45 AM – 4:00 PM

Summer Hours 9:00 AM – 1:00 PM

FAX (541) 386-3651

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Business Manager and  
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Middle School/High School Principal.....Tom Puddy.....ext. 1109  
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Elementary Principal ..... Kim Spotts .....ext. 1110  
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International Student Program.....Carol Wagar.....ext. 1111  
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Bus Driver ..... Kirk Fisher

## Primary and Elementary Teaching Staff

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 Music..... Leslie Sullivan..... [lsullivan@horizonchristianschool.org](mailto:lsullivan@horizonchristianschool.org) .....ext. 1163  
 Art..... Laurie Bell.....[lbell@horizonchristianschool.org](mailto:lbell@horizonchristianschool.org).....ext. 1118

## Middle School and High School Teaching Staff

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## SECTION II WHO WE ARE

### Certification

The Horizon Christian School Pre-K program operates as an Oregon certified child care center.

### Accreditation

Horizon Christian School, grades K-12, is accredited by the *Northwest Association of Accredited Schools* (NAAS). All parents, students, and staff are asked to assist and support the process of ongoing review, modification, and maintenance of this status.

### Mission

Our mission is to build a solid foundation for life by providing students with an excellent education that integrates academic achievement, biblical truth, and character development.

### Motto

Teaching Truth ~ Changing Lives

### Vision

Our vision is to become an extraordinary school by providing a premier education while developing Christian servant leaders through dynamic teaching, the integration of biblical truth, positive peer and mentor relationships, and life enriching activities outside the classroom. We pledge to be an educational community, who faithfully models the Christian life for the glory of God.

Our vision is based on the example of Jesus Christ as He extravagantly loved and equipped his 12 young disciples to impact the world.

### Foundational Statement

It is the purpose of Horizon Christian School to provide a sound academic education integrated with a Christian view of God and the world. The Bible is specific in stating the principles that underlie Christian education. The apostle Paul presents a comprehensive principle when he wrote of Christ, "For by Him were all things created, that are in heaven, and that are in earth...And He is before all things and by Him all things consist."(Colossians 1:16,17) The writer of the fourth Gospel said, "All things were made by Him; and without Him was not anything made that was made." (John 1:3)

There is an important difference between the Christian and non-Christian viewpoints on a given subject. No subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it.

In accordance with God's word found in the Bible, parents are responsible for the education of their children. Education must include the counsel of God revealed in His Word and His work revealed in our world. Students should recognize that all truth is God's truth, including history, geography, science, music, and the arts, and that Jesus Christ is to be central in all learning and living.

**Board of Directors:** Don Hoffman, Dan Boyden, Ron Jensen, Dennis Bokovoy, Mylisa Giroski, Darin Lingel, Paul Mansur, Bob Spotts, John Taylor.

## **Statement of Faith**

We believe:

- The Bible is God's Holy Word, without error, and our final authority in all matters of faith and practice.
- In one God eternally existing as Father, Son and Holy Spirit.
- In Jesus Christ, conceived by the Holy Spirit and born of a virgin—fully God and fully Man. He lived a sinless life, performed miracles, died upon the cross and rose again, conquering sin and death. He is now with the Father but will return in glory to judge the world.
- All people have sinned and deserve the penalty of death—eternal separation from God.
- Salvation is an act of God through faith in Jesus Christ, by which He gives believers a new nature and enables them to live righteously through His Holy Spirit. This salvation restores fellowship with God for all who believe.
- All followers of Jesus Christ are spiritually one.

## **Biblical World View**

The educational program and the methods of instruction at Horizon Christian School are dependent on a Biblical philosophy to provide the viewpoints, general background truth, and principles for interpreting the facts encountered in the study of the subject. We believe that the concepts of a Biblical World View philosophy include:

- God is the creator and sustainer of all things, and the source of all truth.
- God maintains control over his entire universe.
- Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the source of all wisdom.
- Regeneration is by faith in Jesus Christ. True meaning and value can be ascertained only in the light of his word, person, purpose and work.
- God has revealed himself specifically in the Bible and in a general way in His world and universe.
- The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social and physical growth.
- God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level.
- The Christian is not to be conformed to the world but must recognize his responsibility and his role in life in our democratic society.
- The student's home, church, and school experience and training should be a preparation for life: a life of fellowship with God and service to man.

## **SECTION III INFORMATION A - Z**

### **Absences-Excused**

Please call the school office by 9:00 am when your child is absent from school and state the reason for the absence. We want to be sure your child is safely at home. If we do not hear from a parent, we will attempt to contact you. Please call the school each day your child is absent. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school.

### **Absences-Planned**

To petition for a planned absence, please turn in a pre-arranged absence form no less than five school days prior to the absence. Pre-arranged absence forms may be obtained in the school office.

### **Absences-Unexcused**

After two unexcused absences within any month, a conference with the parents and principal may be scheduled.

### **Address Changes**

Please notify the school office with all address, email and telephone number changes.

### **Attendance**

Consistent, on-time attendance at school is a great benefit to students. Regular school attendance is a necessary part of an effective academic program that provides consistent learning, and is mandatory under Oregon state law.

### **Automobiles and Transportation**

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. A driving privilege form needs to be signed and returned to the school office on the first day of school. Violation of these regulations may result in loss of driving privileges.

- Student drivers are expected to obey all applicable traffic laws and operate their vehicles in a safe manner, both on school property and driving to and from any school function. The speed limit is 5 mph on campus.
- Cars are to be parked in designated areas and are not to be driven at noon recess except by seniors exercising their off-campus lunch privilege or by special permission of the Administrator.
- Students may briefly go to their vehicles to retrieve items, but may not loiter or remain in their vehicles during the school day.
- Students are not to use cars for errands during school time unless given special permission by the school. Sign-out is required.
- Student drivers please use the east entrance and exit only.

### **Behavior Contract**

A written contract, signed by the administration, parents, and the noted student is used by Horizon to help identify areas of deficiency or needed improvement, and to track behavior and performance as needed. To help a student fulfill the requirements of the contract, the parents, teachers, and school administration will work closely together to ensure success.

### **Behavior while off campus and during non-school hours**

This is first and foremost a parental responsibility. While behavior may be a concern to the school, as a rule this is only for very serious issues. In these cases, the school will contact the home and discuss the concerns with the parents. The school will work with the family to bring about any needed change in behavior. If the student fails to implement these changes, then she/he will be subject to disciplinary action.

### **Bicycles**

Bikes and other equipment ridden to school should be secured to the bike rack. Helmets shall be worn as required by law. Bikes are not to be ridden on school property during school hours. The school will not be responsible for loss, theft or damage to bikes and other student equipment.

### **Boxtops for Education**

The school participates in the program offered by General Mills, where we submit boxtops from various products and receive either points or dollars for purchasing educational equipment. There is a collection can in the front office. Please contact the office for more information.

### **Bus Transportation**

Daily bus transportation is offered to Horizon Christian School students at an additional cost to student tuition. Scheduled stops are prearranged in The Dalles, Hood River, Mosier and White Salmon. For bus fees and schedule check at the office.

**NOTE:** In the event of an emergency or mechanical breakdown we will attempt to notify parents of alternate transportation being arranged.

### **Calendar**

Prior to the start of school, a yearly calendar will be issued, providing important dates and events. Each month you will receive an updated individual calendar with schedule additions and/or deletions via the school newsletter called "CONNECTIONS".

### **Cell Phones**

Students are permitted to bring cell phones to school. However, the phone must be in "powered off" mode and must not be visible while in the school building. Cell phones may only be used in the foyer during an authorized break or at lunch. If a cell phone is either visible or is "powered-on" within the school building, the phone may be confiscated and the student is subject to loss of cell phone privileges up to and including the remainder of the school year. Any inappropriate use of cell phones may be dealt with as a major school

offence and handled accordingly. In the event that a student needs to be contacted during the school day, the contacting individual should call the school office at 541-387-3200.

## Chapel

Chapel is a vital part of the school. The purpose is to help students develop a sense of worship as well as to nourish their spiritual lives. We seek to keep the programs alive, interesting and challenging. The heart of chapel is the Word of God. We attempt to make each presentation Bible-centered and life-related through various pastors, youth workers, missionaries, staff, students, music groups and films.

## Closed Campus

Students are not allowed to leave the school property during school hours except for scheduled appointments or illness. The exception to the closed campus policy is for seniors who have off-campus privileges during their lunch hour. If a senior is late to the class directly following the lunch hour, he will lose the off-campus privilege for two weeks. Subsequent tardies will result in further disciplinary action.

## Closures and Delays

Local radio stations, 1340 AM and 104.5 FM, will carry all school schedule change announcements due to inclement weather or other emergencies by 6:30 AM when possible. An announcement will also be placed on the radio stations' message line by 6:30 AM for those who are unable to receive the radio announcement. Parents should call (541) 386-1336 to obtain this information. We will be following the Hood River County School District's weather calls. If Hood River schools are closed or have a late start time we will follow those times. In the event school must be dismissed early, the school will make every attempt to contact parents to pick up their child. If the parent cannot be reached, the school will care for the student until the time for regular dismissal.

You may sign up to receive email and cell phone notification as a Flash Alert through the Hood River County School District. Go to <http://www.hoodriver.k12.or.us>, and under **Site Shortcuts** click **Sign Up to Receive Flash Alerts** and follow the instructions.

## Code of Conduct (Honor Code)

One of the goals of Horizon Christian School is to promote Christian character. In keeping with the goal, students are responsible to follow Biblical standards of conduct as part of their growth to maturity. The Bible gives us many principles for living, but the following have been identified as specific guidelines for student behavior.

1. I will submit to the civil authority of our country and obey its laws. I understand this will prohibit such things as the use of tobacco, alcohol, and illegal drugs, gambling and shoplifting. (Reference Romans 13:1)
2. I will willingly submit to those in authority over me. (Reference Hebrews 13:17)
3. I will respect and honor other individuals. (Reference 1 Peter 2:17; Philippians 2:3; and Galatians 5:14)
4. I will respect the property of others. (Reference Mark 12:31; Exodus 20:15; and Philippians 2:4)
5. I will conduct myself with honor and integrity in both spoken and written word. (Reference Proverbs 12:22 and Colossians 3:9-10)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Reference Exodus 20:7; Ephesians 5:29; and Hebrews 10:29)
7. I will be modest in my dress and appearance. I have read and understand the applicable sections of the

Student Handbook related to dress and appearance. (Reference Thessalonians 4:3-7 and 1 Timothy 2:9-10)  
8. I will remain sexually pure. (Reference Thessalonians 4:3-7)

Horizon Christian School supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other.

Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities.

The following Scripture should guide us in this policy: Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things (Phil 4:8).

Students are responsible to abide by these standards of conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action.

### **Computer and Internet User Agreement**

The use of the school computers is a privilege, and the computers are provided for students to use for academic purposes related to school class work, research, and projects. Most of the school computers have internet access, and the school expects students and staff to limit web access to sites which directly support educational purposes appropriate to the mission and vision at Horizon Christian School. Internet access is provided for legitimate Horizon academic research, assignments, and projects. Students are expected to access only those sites and materials, which are appropriate for these purposes and are approved by Horizon teachers or staff. The school restricts access to undesirable materials; however, students must also take responsibility for avoiding restricted sites, programs, and materials. Students must report any instances of access to any restricted or inappropriate sites, programs, and materials to a teacher or staff member, who will inform the school administrator. Inappropriate use of school computers will result in disciplinary action. The following rules apply to all users of Horizon Christian School computers:

- The computers and the computer labs at Horizon are limited to the use of school-supplied software
- Use of another organization's networks or computing resources must comply with rules for that network
- Transmission of any material in violation of any United States statutes is prohibited
- Use of outside software including games is not permitted
- Students may only access the internet under direct staff supervision
- Students may not use school computers to access private internet providers of personal accounts not associated with the school, including, but not limited to access to non-Horizon email, facebook, myspace, twitter, skype and instant messaging.

Any questions about these rules or computer use at Horizon should be given to the administrator. Inappropriate use of school computers in violation of local, state, or federal laws may result in prosecution.

Student and parent signatures on the attached form at the end of this handbook will allow supervised student use of school computers and the Internet.

### **Computer and Internet Security**

Notify school administration of any noted security issues. Problems must not be demonstrated to others, and passwords must not be shared.

### **Computer Misuse**

Any attempt to harm, deface, disable, or destroy a computer or any computer-related equipment, software, networks, or data will result in loss of computer privileges and disciplinary action, as will attempts to access unauthorized sites, inappropriate material, or unapproved programs.

### **Concerns**

If a student or parent has a concern about any aspect of the school, the school desires to resolve it as quickly as possible. If the concern is with an individual, go first to that individual. If a resolution is not found, then contact the responsible Principal. If the matter still remains unresolved, then contacting the Superintendent would be appropriate. (Refer to Matthew 18 for conflict resolution).

### **Conferences**

Parent-teacher conferences are an important part of home-school communications. Time is scheduled at the end of the first nine-week grading period in order for parents to meet with their child's teacher. You will be notified of the time to schedule your conference. Additional conferences may be scheduled at any time during the school year. Please contact the teacher directly to arrange a time.

### **Copyright and Citations**

Copyrighted materials are subject to the Fair Use provision of copyrighted materials as related to education. Internet materials used in reports or other documents must be cited. Indirect citations must cite the uniform resource location (URL).

### **Curriculum**

At Horizon Christian School we are teaching and training our students from a Christ-centered, Biblical Worldview, integrating Biblical truths into all areas of study. Not all of the materials or texts used are Christian in nature, but Biblical truths are integrated into all of our subject areas by mature Christian teachers in a Christ-centered environment.

### **Damage to School Property**

The parent or guardian of any student whose willful, careless, or accidental conduct causes damage to school property, equipment or materials will be held responsible for the damage and for the replacement and/or repair costs.

### **Discipline**

Methods of discipline shall include those positive elements that encourage good behavior and reduce the occurrence of bad behavior. These include such things as awards, stickers, encouragement, praise, close supervision (hallways, playground, exams), use of eye contact, and reminders of expected behavior. Where misbehavior does occur, various consequences will be employed to discourage it from happening again.

All discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Whenever possible, punishment shall be a logical consequence of the misbehavior and appropriate in severity. School personnel are responsible for determining whether a specific event constitutes a minor offense or a major offense. They are expected to discuss it with the student, and employ appropriate disciplinary measures based upon established policy.

### **Discipline Offenses (Minor)**

Teachers will use their discretion in such things as horseplay, talking out of turn, disturbing others, throwing objects, homework not done, dress code violations, gum chewing, plagiarism, meddling with or accidentally damaging property, etc. A disciplinary report may be filed and the student sent to the office.

### **Discipline Offenses (Major) and Dangerous Items**

More serious violations of the code of conduct including lying, cheating, stealing, swearing, violation of computer user agreement, inappropriate use of cell phones, willful defiance, disrespect to those in authority, possession of illegal drugs, tobacco, alcohol, firearms or pornographic materials, false fire alarms, cutting classes, fighting, mistreatment of others, excessive plagiarism, or sexual immorality. A major offense will result in a report being filed, parents contacted and possibly further disciplinary action taken by the administration such as, but not limited to, a parent/teacher/administration meeting, suspension, student behavioral contract or expulsion.

### **Downloading**

Any student who desires to download from the Internet must have approval from the appropriate school staff member for each download. Any download should be for academic purposes related to school class work, research, and projects.

### **Dress Code Standards**

See Complete Dress Code Policy in the Appendix section.

### **Dress Code Violations**

Horizon Christian School does not have a uniform, but we do have a dress code. It is the parents and students responsibility to know and abide by it. Any student with questionable dress will be sent to the office for clarification. In the event clothing is inappropriate or does not fit within the guidelines of our school, appropriate action will be taken by the office staff.

### **Electronic games and Devices**

Electronic games, iPods, CD, DVD players, MP3 and any other such devices may not be used on campus without specific permission. They must be left in the school office, backpack or locker for safekeeping until

after school hours. Students who bring any electrical, computer, digital, mechanical, entertainment devices, or any other personal property on school grounds, do so at their own risk. Horizon is not responsible for the loss or damage to any personal property.

### **Eligibility for Extracurricular Activities**

Horizon Christian School is a member of the OSAA, which is a voluntary organization of public and private schools of Oregon, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extracurricular activities. The school is subject to and governed in part by the rules and regulations for extracurricular activities of the OSAA.

### **Expulsion**

Expulsion of a student occurs at the discretion of the Board after consultation with the Superintendent and the parents. Parents who wish to re-enroll an expelled student may request such by letter to the Board. The letter should indicate the evidence of a changed attitude and behavior sustained over a period of time which would warrant consideration by the Board. The Board may choose to re-enroll the student with or without probationary conditions or may refuse to accept the re-enrollment. Expulsion of one child, in of itself, shall not jeopardize the continued enrollment of any siblings; however, lack of parental support for the discipline policy may.

### **Food, Candy, Gum and Drink**

Food, candy, gum, and drinks are not allowed in the classrooms except for special occasions, circumstances, or projects scheduled by the teacher with the permission of the elementary or secondary principal.

### **Freedom of Speech**

Students are free to articulate any point of view which does not conflict with the student code of conduct.

### **Fundraising**

Horizon runs a few significant, well-organized fundraisers during the year. Parent participation in Horizon fundraisers is an excellent way to get involved in the school and to support the financial needs that are not met by our tuition dollars. Any fund raising projects must be approved in advance by the school administration.

### **Grading System**

<u>letter</u>	<u>percent</u>	<u>letter</u>	<u>percent</u>	<u>letter</u>	<u>percent</u>	<u>letter</u>	<u>percent</u>	<u>letter</u>	<u>percent</u>
A+	98-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A	93-97	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

GPA's are calculated based on each letter grade being assigned a value (i.e. A=4, B=3, C=2, D=1, F=0). All of the values are summed and then divided by the total number of values for an average (GPA). Individual

teachers will establish the appropriate standards, categories and percentages for their classes. Students and parents should consult each teacher regarding grading methods and procedures.

### **Graduation Requirements**

- Students must earn a minimum of 26 units in grades nine through twelve.
- A credit is defined as the successful completion of a course that meets daily for 36 weeks.
- Credits must be earned according to the schedule below.
- Seniors must meet all graduation requirements to participate in graduation ceremonies.

<u>Core Course</u>	<u>Credits</u>	<u>Notes</u>
English	4	
Social Studies	4	
Math	3	Honors Program: + 1 credit
Science	3	Honors Program: + 1 credit
Bible	4	
Language	2	Petition out for special cases
Computer	1	
Physical Ed	1	Sports = 1 credit per / year for 3 sports
Electives	4	
Total	26	

### **Hawk for a Day**

Students who are interested in attending Horizon may arrange to visit our school for a day. These arrangements need to be made with our director of admissions. These students will be paired up with a student at their grade level and experience a regular school day. Visiting students are asked to wear clothing similar to the dress code for the day.

### **Health Insurance**

Students' health insurance claims should be processed through their families' own personal insurance carrier first. Horizon provides secondary coverage for school-related injuries.

### **Honor Roll**

Honor Roll will be published after every quarter of the school year. "A" Honor Roll requires a GPA of at least 3.5, and "B" Honor Roll requires a GPA of at least 3.0. Honor roll designation begins with Grade 3.

### **Illness**

When your child is sick, please keep them at home. It is the responsibility of the parents to arrange transportation home for a student who becomes sick while at school.

## **Immunizations**

The state of Oregon requires a schedule of immunizations of every child in an Oregon public or private school. Families must give evidence that their child is adequately immunized against measles, polio, diphtheria, whooping cough, tetanus, mumps, rubella, hepatitis B, and varicella. The State Board of Health may modify the above list and it will be the policy of Horizon Christian School to enforce compliance with those changes. Refusal or failure to present such documentation will be grounds for dismissal from school until such time as immunization evidence is presented, or the medical or religious exemptions are completed and/or signed on the state immunization form.

## **Independent Study**

A Horizon Christian School student who desires to advance in grade level (skip a grade), or work independently for high school credit must submit a detailed, written plan to the administration in advance of starting any work for approval. Without advance approval from the school administration, any course work may not be accepted or considered by Horizon.

## **Late Work and Makeup Work**

It is the responsibility of the students to complete the assigned work by the time it is due. In the event of an excused absence, the student will generally be given two days of class time to make up the work and receive full credit. All other late assignments turned in will receive a reduced grade at the discretion of the teacher. Students must check with their teachers to arrange for any extensions and late credit.

## **Lockers**

Students in grades four through twelve will be assigned lockers. Lockers are the property of Horizon and may be inspected by school staff at any time. Horizon does not assume responsibility for anything lost or taken from a locker. Cartoons, sayings or pictures which are offensive or off-color are not allowed. Food items are not to be left in the lockers.

## **Medications**

No medications of any kind (including ibuprofen) will be dispensed by Horizon staff without notification to you for your child/children. School personnel can only dispense medication when:

- Medication is contained in/with the original prescription bottle, sample packaging, or otherwise clearly labeled with information to identify the medication.
- Medication is accompanied by a written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
- Medication is accompanied by a written permission from the parent or guardian of the student requesting that the school comply with the physician's order.

Do not send medications or supplements in your child's lunch or backpack.

## **Network Storage Areas**

Network storage areas are treated like school lockers. Designated Horizon staff may review any files and communications. Users should not expect files used or stored on school computers to be private.

## **Newsletter**

We publish a weekly newsletter called “CONNECTIONS,” which is an informational tool for communicating important information and dates to the school family. Look for CONNECTIONS that is emailed home every week.

## **Parent Agreement**

The parents and students at Horizon Christian School are required to sign the Parental Agreement, found in the student application, at the time they submit an enrollment application, or as requested by the school office. Parents agree that they will abide by the commitments of the Parental Agreement.

## **Picking Up and Dropping Off Students**

Our school doors open at 7:45AM. Students may be dropped off at the front of the building or at the west side doors.

After school pickup is at 3:00PM. Elementary students are picked up on the west side of the building. Parents line up in cars and staff members bring the students to cars. If parents are picking up both elementary and secondary students, please wait at the front of the building. Students in families with only secondary students exit on the east end of the building.

## **Progress Reports**

Progress reports for students in grades 4-12<sup>th</sup> are issued the middle of each quarter. Parents, please sign and return to the teacher the progress report reply slip.

## **Record Transfers**

A student’s education records may be requested from another school, without written permission from the parent or guardian according to Federal law 99.32. “No parent signature required for educational records to be sent to another educational agency.”

## **Records**

Student records may be reviewed by staff following the check out procedures. Parents and eligible student (who are 18 or older) have the right to inspect and review the student’s education records maintained by the school. The school is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

In cases where parents are separated or divorced and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

State and federal data privacy laws recognize the right of a natural parent, regardless of child custody determination, to have access to the school records of their child. A non-custodial, natural parent may arrange to review the school record of his or her child in accord with school policy.

### **Report Cards**

Students are issued report cards following each quarter. Parents, please sign and return to the teacher the report card reply slip.

### **Right to Assemble**

Students have the right to assemble at Horizon for any purpose which is not contrary to the policies of Horizon or the behavioral standards set forth in our code of conduct.

### **Scrip**

Rosauers, Safeway, Walmart and Heights Shell Service Station are all offering a scrip rebate program to our school. Safeway is an electronic program using your Safeway card. Your purchases are calculated and Safeway sends Horizon a check for a percentage of those purchases. Rosauers, WalMart, and the Heights Shell station offer gift cards/checks to our parents and Horizon receives a rebate on the sales of scrip through the school office. For more information on these programs check with the school office.

### **Search & Seizure**

In cases involving student or facility security and safety, it may be necessary to search through the private belongings of students or staff: i.e. lockers, backpacks, lunch boxes, or pockets of clothing, etc. A search of this nature may be performed in the presence of a student and a staff witness. Care will be taken not to harm or disturb personal belongings, and to leave things in the condition found as much as possible. Any illegal, stolen, dangerous, or contraband materials or substances will be reported to local police. Disciplinary action will be taken by the school administration as deemed appropriate and necessary. The Principal or his designee may search personal property if reasonable cause exists that an illegal act or violation of school rules and regulations is being, or about to be committed or if the health and safety of students/staff is at risk. The following procedures will be followed to assure individual rights:

- A search of a student's personal property may be conducted when there is a reasonable suspicion to believe the particular student is concealing evidence of an illegal act or is in possession of illegal materials or an object that is a danger to others.
- Illegal items, such as firearms, weapons, tobacco, narcotics, etc., or other possessions determined to be a threat to the safety and security of others will be confiscated by school officials.
- Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
- General search of school properties including, but not limited to, lockers, cubbies, rooms, or desks may occur at any time. Items belonging to the student, which are unlawful, or are in violation of school policy may be confiscated. Parents and students will be notified that a search of school property has occurred and will be notified of any confiscated items.

### **Sign-out Procedures**

Students who leave at any time during the day (for appointments or illness) must sign out and be picked up in the school office by a parent/guardian. Please do not ask your student to meet you at the street or in the parking lot. Students who drive to school may not leave without parental approval (prearranged in writing or by telephone authorization).

### **Skateboards/Scooters/Skates**

Skateboards, scooters, and skates other equipment ridden to school should be put in lockers or cubbies. The school will not be responsible for loss, theft or damage to student equipment.

### **Standardized Tests**

Students will be given Stanford Achievement Tests each Spring. These tests are administered for the evaluation of the overall program as well as for each student. Results of the tests are sent home to the parents.

### **Student Leadership Team**

The student leadership team has been designed to coordinate and carry out activities relating to the entire school. They strive to be an example in Christian conduct and character as representatives of the student body of Horizon, and in all things bring honor and glory to our Lord Jesus Christ (1 Timothy 4:12).

### **Suspected Abuse**

Horizon school staff is concerned for the welfare of every full-time and part-time student and person associated with the school. Charges of physical, sexual, mental, or emotional abuse brought to any staff person's attention, whether at school or at home, must be reported to local authorities according to state law. Any school employee who has reasonable cause or suspicion that a student has suffered abuse or neglect, as defined in state law, will immediately notify a local office for Services to Children and Families.

### **Tardies**

Students are to report directly to the office if arriving late. An excused tardy carries no penalty. Three unexcused tardies may result in disciplinary action.

### **Telephone Use**

Telephones in the school offices are to be used for school business only. Permission must be given by a staff member prior to using a school phone.

### **Textbooks**

It is the student's responsibility to take proper care of their books and maintain them in good condition. A student may be required to pay for damage to or loss of any textbooks assigned to him/her.

### **Tuition**

Parents are responsible for reading and adhering to their Enrollment and Tuition Contract. If you select the monthly tuition plan, your payments are due in the office by the first day of the month and accounts are "past due" after the 5<sup>th</sup> day of a given month. This includes tuition and/or any miscellaneous items that are billed on the regular monthly statement. If a family is in arrears on full payment of their account balance, the child or children from that family may be asked to stay home from school until the account has been made current or satisfactory arrangements have been made with the business manager (see the financial policy for further information). Parents also agree to pay a \$20.00 service charge for each returned check, regardless of the reason for the return.

## Visitors

- All visitors are required to register at the school office and obtain a signed visitor's pass and name tag.
- Parents and those considering enrollment may make arrangements to visit classes through the office. Students may arrange to visit as a "Hawk for a day".
- Horizon students must have permission to host a visitor and must make arrangements at least one day in advance.
- Visitors must agree to abide by Horizon guidelines, to dress in similar clothes to the dress code, while on campus.
- Permission may not always be granted depending on school circumstances.
- Visiting Horizon students during lunch hour by non-Horizon students is only allowed with permission from the office.
- Parents are always welcome at the Horizon campus, but should check in at the school office.

## Volunteers

We need, expect and appreciate our parents involvement in meeting needs in our school. There are many opportunities throughout the year for parents and friends to help the school staff. Horizon parents routinely assist the school by:

- driving for field trips, sports events, etc
- chaperoning classes, teams, or groups as requested
- assisting teachers by reading, grading, inputting data, watching a class, etc
- manning booths or serving food at special events
- cleaning, painting, repairing, building, etc as the school has need
- filling in at the office or in a classroom



# Appendix

**Horizon Christian School**  
**ACCEPTABLE COMPUTER USE POLICY**

**User Agreement**

The use of school computers is a privilege, and inappropriate use will result in normal school disciplinary action. The administration will decide what is appropriate and their decision is final.

The use of school computers must be in support of education, research, personal and professional development. The computer lab at Horizon Christian is limited to using only supplied school software.

- The use of another organization's networks or computing resources must comply with rules appropriate to that network;
- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- The use of outside software including games is not permitted
- Students may not use the Internet unsupervised.

*If you have any questions about these rules, please contact Network Services. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.*

**Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

**Philippians 2:3**

*“Do nothing out of selfish ambition or vain conceit, but in humility **consider others** better than yourselves.”*

- **BE POLITE:** Never send, or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal the addresses or phone numbers of students or colleagues without written permission.
- **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others.
- **REPRESENTATION:** Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.

**Security**

If you identify a security problem with school computers, notify Network Services at once. Never demonstrate the problem to other users. Never tell anyone your password. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

**Misuse**

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network resources, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral.

### Internet Acceptable Use Procedures

Computer use is a daily part of our curriculum at HORIZON CHRISTIAN. The Internet is an electronic highway connecting millions of computers and computer users from all over the world. We have a direct connection to the Internet available for student research as well as an extensive computer intranet within our building through which students create, edit, and store many of their school assignments. Because the Internet is a wide-open, unmanaged system, Horizon Christian requires that all students and staff be aware of and abide by the following Acceptable Policy for use of School Computers. **USE OF THE INTERNET AND SCHOOL COMPUTERS IN GENERAL IS A PRIVILEGE AND NOT A RIGHT.**

**SECURITY:** Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers will be private.

**PARENTAL PERMISSION:** Student and parent signatures on the Horizon Christian Internet Use policy will allow independent student use of the Internet. Permission slips will be distributed by the student's sponsoring teacher AFTER school starts. Their sponsoring teacher will give instruction on Internet use to students.

**E-MAIL:** Access to home or non-Horizon email will not be allowed. Hate mail, harassment, discriminatory remarks and other inappropriate behaviors are prohibited on the network. Receipt of inappropriate mail should immediately be reported to a teacher and to an administrator. The use of encryption will not be permitted. List servers may not be subscribed to without approval from a teacher or administrator.

**CHAT and USER GROUPS:** Independent student use of chat and user groups is not allowed.

**COPYRIGHT and CITATIONS:** Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

#### UNDESIRABLE MATERIALS:

##### Philippians 4:8

**"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."**

Horizon Christian will take all possible precautions to restrict access to undesirable materials. However, students and teachers must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to an administrator.

**DOWNLOADING:** Downloading from the Internet without approval from a teacher or principal is not allowed.

**PRIVATE INTERNET PROVIDERS:** Students may not use school computers to access private Internet providers of personal accounts not associated with the school.

Please detach, fill out the form below and return to the school office. Thank you.

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### Acceptance

Student Name \_\_\_\_\_

We have read the HORIZON CHRISTIAN Acceptable Computer Use Policy.  
I/Our child agree to use school computers in an appropriate manner, and to take responsibility for appropriate use of the computers.

\_\_\_\_\_/\_\_\_\_\_  
Student Signature (date)

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Signature (date)

Adopted 11/8/99  
Policy/Computer

