



# HORIZON

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## CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK

2011/2012

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

Telephone: (541) 387-3200

FAX (541) 386-3651

www.horizonchristianschool.org

School Colors: Red, Yellow-Gold and Black

School Mascot: Hawk

School Day 8:00 AM – 3:00 PM

Pre-K Hours 8:00 AM – 3:00 PM

Office Hours 7:45 AM – 4:00 PM

Summer Hours 9:00 AM – 4:00 PM

Superintendent and Development Director Donor Relations	Ken Block	<a href="mailto:Ken@horizonchristianschool.org">Ken@horizonchristianschool.org</a>	Ext. 1108
Business Manager and Development Director	Carol Yates	<a href="mailto:cyates@horizonchristianschool.org">cyates@horizonchristianschool.org</a>	Ext. 1107
Secondary Principal	Tom Kamp	<a href="mailto:tkamp@horizonchristianschool.org">tkamp@horizonchristianschool.org</a>	Ext. 1109
Elementary Principal	Kim Spotts	<a href="mailto:kspotts@horizonchristianschool.org">kspotts@horizonchristianschool.org</a>	Ext. 1110
Athletic Director	Oscar Stenberg	<a href="mailto:ad@horizonchristianschool.org">ad@horizonchristianschool.org</a>	Ext. 1149
International Student Program			541-387-3200
Office Manager	Cynnamon Hawkins	<a href="mailto:chawkins@horizonchristianschool.org">chawkins@horizonchristianschool.org</a>	Ext. 1103
Administrative Assistant	Becky Sandercock	<a href="mailto:bsandercock@horizonchristianschool.org">bsandercock@horizonchristianschool.org</a>	Ext. 1105
Bookkeeper	Lana Kent	<a href="mailto:accounting@horizonchristianschool.org">accounting@horizonchristianschool.org</a>	Ext. 1106
Librarian			Ext. 1158
School Chaplain	Bruce Parker	<a href="mailto:bruce@theparkerhome.net">bruce@theparkerhome.net</a>	541-386-6088
Bus Driver	Kirk Fisher		

## Elementary Staff

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Pre-K teacher T/Th	Christina Hicks	<a href="mailto:chicks@horizonchristianschool.org">chicks@horizonchristianschool.org</a>	Ext. 1131
Pre-K Asst. MWF	Tonya Aldrich		Ext. 1131
K	Collette Kingrey	<a href="mailto:ckingrey@horizonchristianschool.org">ckingrey@horizonchristianschool.org</a>	Ext. 1134
1 <sup>st</sup> /2 <sup>nd</sup>	Diane Phelps	<a href="mailto:dphelps@horizonchristianschool.org">dphelps@horizonchristianschool.org</a>	Ext. 1138
3 <sup>rd</sup>	Renee Rieke	<a href="mailto:rrieke@horizonchristianschool.org">rrieke@horizonchristianschool.org</a>	Ext. 1135
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6 <sup>th</sup>	Sheila Sletmoe	<a href="mailto:ssletmoe@horizonchristianschool.org">ssletmoe@horizonchristianschool.org</a>	Ext. 1148
Elementary Music	Leslie Sullivan	<a href="mailto:lsullivan@horizonchristianschool.org">lsullivan@horizonchristianschool.org</a>	Ext. 1163
Elementary Art	Kristin Marble	<a href="mailto:kmarble@horizonchristianschool.org">kmarble@horizonchristianschool.org</a>	Ext. 1118

## Secondary Staff

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Wade, Susan		<a href="mailto:swade@horizonchristianschool.org">swade@horizonchristianschool.org</a>	Ext. 1151
Secondary Music	Leslie Sullivan	<a href="mailto:lsullivan@horizonchristianschool.org">lsullivan@horizonchristianschool.org</a>	Ext. 1163
Secondary Art	Kristin Marble	<a href="mailto:kmarble@horizonchristianschool.org">kmarble@horizonchristianschool.org</a>	Ext. 1118

## 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 (policy 1.01)

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 (policy 1.03)

Teaching Truth ~ Changing Lives

#### Vision (policy 1.02)

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 (policy 1.04)

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 Trustees:** Don Hoffman, Dan Boyden, Ron Jensen, Dennis Bokovoy, Darin Lingel, Paul Mansur, Bob Spotts.

### **Statement of Faith** (policy 1.06)

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.

**What does a Horizon graduate look like?** (policy 1.05)

- A. As we strive to attain our vision, HORIZON desires to produce graduates who possess the following qualities in their personal lives.
- B. Well prepared in all academic disciplines, and skilled in reading, writing, speaking, listening and thinking.
- C. Understand the value and giftedness of all people as created in the image of God and will respect their own bodies as gifts from the Lord.
- D. Have the skills to question, problem-solve, and make wise decisions by utilizing resources, including technology, to search, analyze, and evaluate data.
- E. Desires to know and trust the redemptive power of Jesus Christ while cultivating the ability to understand and apply God's Word in daily life.
- F. Able to articulate and defend their beliefs about what the Bible teaches and can discern right from wrong and truth from error.
- G. Pursues a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love, empowered by the Holy Spirit.
- H. Can effectively share the gospel and disciple others who want to know Jesus Christ, while maintaining a godly testimony in the culture God has called them to serve.
- I. Are fully equipped to thrive in a college, career, or vocational environment as life-long learners.
- J. Have an appreciation and respect for the natural environment and will practice responsible stewardship of God's creation.
- K. As servant leaders involved in a local church and community, graduates will respect and relate with integrity to the people with whom they live, work and play.

## SECTION III

### INFORMATION A - Z

#### Address Changes

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

#### Academic Progress (policy 5.11)

At Horizon, we strive for educational excellence. In keeping with this goal, students in grades 7-12 are expected to maintain a 2.0 minimum quarterly GPA. Students who fail to meet this expectation will be placed on academic probation the following quarter.

Academic probation serves to encourage academic improvement and provide a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance monitored in all classes and parents/guardians will be expected to check their grades weekly via Gradelink.

Students on academic probation who fail to make satisfactory academic progress will be recommended for dismissal from HORIZON.

All incoming students will be placed on academic probation for their first quarter.

#### Attendance (policy 5.10)

Regular school attendance is a necessary part of an effective academic program that provides consistent learning and mandatory Oregon state law.

Absence from school will be excused for illness, family emergency, driver's license testing, inclement weather, medical/dental appointments, and when pre-arranged by parent petition. Students participating in sanctioned school activities shall not be considered absent from school.

To be classified as an excused absence, a telephone call or note from parents is required. The school office is open at 8:00 AM, and *the school should be notified by 9:00 AM if a student won't be in attendance*. If the school has not heard from the parents or guardians regarding an absence, it will call to make sure the child is safely at home. A parent or guardian will need to call the school each day a student is ill or absent from school.

To petition for planned absence, the family must turn in a prearranged absence form no less than ten days prior to the absence.

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

#### 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 Secondary Principal.
- 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**

See *Discipline Policy* in Appendix.

## **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.

## **Bullying** (policy 5.39)

Horizon Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

## **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 (policy 5.40)

Horizon Students are expected to devote their full attention to the teacher and work assigned by the teacher during class time. Use of a cell phone in any form during class time constitutes disrespect of Horizon and the teacher.

Students are permitted to bring cell phones to school. The phone must be in "powered-off" mode and must not be visible during class time. Cell phones may only be used outside of class rooms during passing periods, authorized breaks, or lunch. If a cell phone is either visible or is "powered-on" in a classroom, 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 offense and handled accordingly. In the event that a student needs to be contacted during the school day, individuals 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.

## 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. Follow the link on the school website at [www.horizonchristianschool.org](http://www.horizonchristianschool.org).

## 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 4:29; 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 I Thessalonians 4:3-7)
9. I will use cell phones, technology, and social media in an appropriate and responsible manner.

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. (policy 5.21)

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** (policy 5.23)

See *Computer Acceptable Use Policy* in Appendix.

### **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** (policy 5.16)

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** (policy 5.20)

See *Discipline Policy* in Appendix.

## **Dress Code Standards** (policy 5.22)

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.

## **Driving for Field Trips**

Parent drivers are welcome and needed for field trips. A copy of the driver's license and insurance information needs to be left with the front office.

## **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. Please see appendix for details.

### Expulsion

See *Discipline Policy* in Appendix.

### Food, Candy, Gum and Drink

Food, candy, gum, and drinks are not allowed in the hallways or 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 (policy 5.32)

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.

Core Course	Credits	Notes
English	4	
Social Studies	4	
Math	3	
Science	3	
Bible	4	
Language	2	
Computer	1	
Physical Ed	1	
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 (policy 5.06)

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 / Missed Work** (policy 5.17)

It is the responsibility of the student to complete and turn in assigned work on time and check with each teacher and arrange for the completion of work missed due to excused absence.

Generally, homework and tests missed due to absence which were not assigned prior to the absence must be made up within two days of the absence. In the case of extended absence, the student will receive one day for every two days missed to complete and turn in work before it is considered late.

If work was previously assigned and due the day of the absence or the day following the absence, the work should be turned in the day the student returns to school. If a test was previously scheduled for the day of the absence or the day following the absence, the student should plan to take the test the day the student returns to school. Exceptions to this will be considered with a note from the parent stating the student was unable to study during the absence. Tests may be delayed at the discretion of the teacher.

Work turned in late will receive a reduced grade, at the discretion of the teacher, until the test on that material is given.

No credit will be given for school work missed due to unexcused absence.

### **Leaving Campus**

Students may not leave during the school day without parental approval and must sign out before leaving.

Horizon maintains an open campus policy for Senior students, allowing them to sign out and leave campus during the lunch period. Seniors returning late may have this privilege suspended.

### **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 overnight.

### **Medications** (policy 5.08)

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.

## **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. These reports are available on Gradelink. Please call the school office to have a hard copy mailed to you.

## **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** (policy 5.13)

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.

### 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 (policy 5.14)

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 (policy 5.10)

Students are expected to be in class on time.  
 Students arriving late to school should report directly to the office.  
 A third tardy in any class per quarter will result in a lunch-time detention.  
 A third lunch time detention will result in an after-school detention.  
 Any further lunch time detention will result in after-school detention.  
 Normal after-school detentions will last one hour. Students will be expected to arrange transportation.  
 Detentions will be scheduled by administration. Any scheduled detention missed without valid reason and prior notice will result in another detention to be served in addition to the one missed.

Tardies / Consequences
1 <sup>st</sup> – verbal warning
2 <sup>nd</sup> – written warning
3 <sup>rd</sup> – Lunch detention
4 <sup>th</sup> – Lunch detention
5 <sup>th</sup> – Lunch detention
6 <sup>th</sup> – After-school detention
7 <sup>th</sup> – After-school detention
8 <sup>th</sup> – After-school detention and parent conference.

### 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. Damaged textbooks will be assessed the following fees: ten dollars for elementary texts, twenty dollars for secondary texts. Textbooks that are damaged beyond repair will be assessed the cost of replacement.

## 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 (policy 5.29)

- 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

*The contents of this handbook are derived from the Horizon Christian School Policy Manual. Anything stated in this handbook is subject to the Horizon Christian School Policy Manual. Revision of the policy manual occurs in writing with approval of the Horizon Christian School Trustees. Policy is reviewed continually and is subject to change. Changes are distributed upon approval and the revised Policy Manual is posted to [www.horizonchristianschool.org](http://www.horizonchristianschool.org), the Horizon Christian School website.*

# Appendix

2011-2012 Calendar

August-11						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September-11						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October-11						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November-11						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December-11						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Aug-11**
- 8 Fall Sports Parent/Athlete Meeting
  - 22 Fall Sports Practices Begins
  - 26 New Teacher Inservice
  - 29-1 Teacher Inservice & Workdays
  - 31 7-12th grade, New Student/Parent Orientation
- Sep-11**
- 1 1:00-3:00pm Pre-K-6th Meet your Teacher
  - 1 6:00pm 7th-12th Grade Registration
  - 6 First Day of Classes
  - 6 7-12 Pictures, Pre-K
  - 7 K-6th grade Pictures, Pre-K
  - 7 12:00pm Gr. 7-12 Leave for Jonah
  - 7-9 Jonah Trip for Grades 7-12 (required)
  - 13 Band Night - 5th Grade only
- Oct-11**
- 7 Hoedown for Horizon Families
  - 10 Progress Report 4th-12th Grades
  - 12 PSAT Test Day - Grades 10-11
  - 12-13 Elementary Half Days
  - 12-13 Conferences for Elementary
  - 14 Teacher Inservice
  - 31 Winter Sports Parent/Athlete Meeting
- Nov-11**
- 6 Daylight Savings Time Ends
  - 9 **End of 1st Quarter**
  - 9 Grandparents Day
  - 10 No School: Teacher Work Day
  - 11 No School: Veteran's Day
  - 17 Arena Conferences Grades 7-12
  - 23-25 Thanksgiving Break
- Dec-11**
- 8 5th-12th Music & Band Concert
  - 9 Progress Report 4th-12th Grades
  - 15 Elementary Music Concert (Pre-K-4th)
  - 19-30 Christmas Break
- Jan-12**
- 3 First Day Back to School
  - TBA 1/2 day, Game in Portland
  - 16 Martin Luther King Day - NO SCHOOL
  - 23-27 Semester 1, Finals Week
  - 27 **End of 2nd Quarter & 1st Semester**
  - 30-31 No School: Teacher Work Day & Inservice

February-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
March-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
June-12						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Quarter	Days	Ends
1st	45	Nov 9
2nd	39.5	Jan 27
3rd	40	Apr 5
4th	45.5	Jun 14
Total Instructional days		170
Total Teacher work days		6.5
Total Teacher Inservice		6

- Feb-12**
- 3 Spelling Bee Gr 1-8 Eastside Christian
- 13 Spring Sports Parent/Athlete Meeting
- 17 No school - Teacher Inservice
- 20 President's Day - No School
- Mar-12**
- NW Christian Band Festival
- 2 Progress Report 4th-12th Grades
- 9 Talent Show
- 11 Daylight Savings Time Begins
- 26-30 Spring Break
- Apr-12**
- 2 First day back from Spring Break
- 5 **End of 3rd Quarter**
- 6 Good Friday - No School
- 9 No School: Teacher Work Day
- 13-14 Theater Performances
- 16-20 Stanford Achievement Test Gr 1-11
- 18 Fulfilling the Vision Breakfast
- 19-21 Theater Performances
- May-12**
- 4 National Day of Prayer
- 5 Open House/Car Wash
- 7-18 AP Exams
- 11 Teacher Inservice
- 18-20 Jazz Band Silverwood Trip
- 21-25 May Term
- 28 No School: Memorial Day
- 31 5th-12th Band Concert
- Jun-12**
- 2 High School Formal
- 4-8 Finals Week - Seniors
- 7 Elem Music Concert (Pre-K-6th)
- 9 Class of 2012 Graduation
- 11-13 Finals Week-Grades 7-11
- 11 Kindergarten Promotion
- 12 1-6 Awards
- 13 Pre-K Last day of School
- 13 K Last day of school
- 13 Gr 7-11 Awards, 8th Gr Promotion
- 14 Last day; Early Release - 11:30am
- 15 Teacher Workday

We will follow HR County School District Snowday closures and delay schedules.

## **BUS RULES – For Your Safety**

- 1. Follow the directions of the driver at all times.**
- 2. Stay seated while the bus is in motion**
- 3. Use low voice level.**
- 4. Keep hands, feet, and objects to yourself and inside the bus  
at all times.**
- 5. No name calling, teasing or harassing, swearing or put-  
downs.**

## Dress Code

It is the desire of HORIZON to provide a productive learning environment that includes a safe and modest standard of dress and that enhances our educational goals. Our Dress Code Policy serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community.

- A. Horizon students are to maintain a neat appearance at all times:
1. All clothing worn to school must be within the guidelines listed in the following pages and may be purchased from any vendor that supplies school uniform clothing (or indistinguishable from) that falls within the following specifications:
    - i) Pants, skirts and shorts in tan, navy, grey, or black.
    - ii) Polo shirts, button up shirts, blouses, or sweaters in any solid color.
  2. The Board has authorized the Superintendent to declare a limited number of “special dress” days when modified apparel will best meet the objectives of Horizon for those days. In all cases, modified dress days will be equal to or more modest than standardized clothing provided elsewhere in this policy.
  3. Clothing must be clean and free of damage.
  4. Clothing must fit properly (see specific guidelines for details).
    - a. Pants and shirts must not be baggy or tight.
    - b. All pants/shorts/skirts are to be hemmed.
  5. Shirts must fall two inches past the belt line for both boys and girls.
  6. All clothing must be free of imagery and wording, however, a HORIZON logo can be added by Land’s End at your request. This is permissible, but not required.
  7. No body or facial piercing of any kind; girls may have pierced ears.
  8. Hats and/or baseball caps may not be worn inside the building by either boys or girls.
- B. The Dress Code Policy applies to K-12 students; Pre-Kindergarten students are exempt.
- C. We recognize that it is a parent’s responsibility to train their children to respect authority and the rules of our school community. We ask parents to see that their children are dressed according to the Dress Code Policy of HORIZON. Together we hope to eliminate the need for teachers to spend valuable learning time reminding students of the Dress Code Policy.

### D. Dress Code Policy for Boys

1. Shirts, sweaters, and sweatshirts may be purchased from any school uniform line (or be indistinguishable from). A HORIZON logo may be added to your Land’s End shirts at your request. This is permissible, but not required. The following criteria also applies:
  - a. *Solid colors only, no denim, argyle sweater vests are acceptable.*
  - b. *Shirts must be polo shirts or button up shirts only*
  - c. *No T-shirts (except for PE, see specifications below)*
2. Pants may be purchased from the any school uniform line (or be indistinguishable from).
  - a. *Pants may be tan, navy, grey, or black.*
  - b. *No denim*
  - c. *Pants must be worn in the appropriate size. Pants must not sag so that underwear is showing.*
  - d. *Underwear or bare (belly or lower back) skin should not be visible.*
3. Shorts may be purchased from any school uniform line (or be indistinguishable from).
  - a. *Shorts may be tan, navy, grey, or black.*

- b. No denim
- c. Shorts must be worn in the appropriate size. They may not sag so that underwear is showing.
- d. Shorts may be worn in the spring when Daylight Saving Time begins and in the fall until Daylight Saving Time ends.

The following items may be purchased from sources other than the authorized school uniform, but must adhere to the Dress Code Policy requirements.

- 4. Coats need to be free of wording, logos, or pictures.
  - a. Coats are not to be worn in the classroom, and must be hung up on a coat rack.
- 5. PE Clothing:
  - 1. Solid color T-shirt must be worn in an appropriate size – no pictures or words.
  - 2. Athletic shorts in appropriate size; shorts may not sag, so that underwear is showing.
  - 3. Sweat bottoms in appropriate size – sweats may not sag, so that underwear is showing; solid colors; no imagery or wording.
- 6. Belts are optional for elementary students; boys in grades 7-12 must wear a belt.
  - a. Must be solid, neutral color (black, tan, brown, beige, navy)
  - b. No decorations or studs
  - c. Must be worn in belt loops at all times
- 7. Shoes No flip-flops or beach footwear.
- 8. Accessories:
  - a. Any jewelry should be small and understated.
  - b. No spikes, studs, heavy chains or bones
  - c. No earrings or piercing of any kind
  - d. Sunglasses may not be worn inside the building.
- 9. Hair must be above the collar in back; front must be above the eyebrows.
  - a. Conventional haircuts only—extreme styles are unacceptable (e.g. long, spiked hair or dreadlocks)
  - b. Sideburns must not go below the earlobe
  - c. Hair must be a natural color (blonde, brown, black or auburn)
  - d. No facial hair

#### **E. Dress Code Policy for Girls**

- 1. Polo shirts, blouses, sweaters, and sweatshirts may be purchased from any school uniform line (or be indistinguishable from). A Horizon Christian School logo may be added to your Land's End shirts at your request. This is permissible, but not required. The following criteria also applies:
  - a. Solid colors only, no denim
  - b. Polo shirts, blouses, sweaters, and sweatshirts must be worn in appropriate size, and may not be tight or baggy.
  - c. Polo shirts, blouses, sweaters, and sweatshirts must fall at least 2" below waistband or be tucked in.
- 2. Pants may be purchased from any school uniform line (or be indistinguishable from).
  - a. Pants may be tan, navy, grey, or black.
  - b. No denim
  - c. Pants must be appropriately sized – not tight (showing panty lines) or low (riding on the hips below the bottom of shirt).
  - d. Underwear or bare (belly or lower back) skin should not be visible.
- 3. Skirts/jumpers may be purchased from the any school uniform line (or be indistinguishable from).

- a. *Skirts may be tan, navy, grey, black, or plaid.*
  - b. *No denim*
  - c. *Skirts must be appropriately sized – not tight (showing panty lines) or low (riding on the hips below the bottom of shirt).*
  - d. *Skirts must be no shorter than 4 inches above the knee (measured from the floor while kneeling).*
4. *Shorts may be purchased from the any school uniform line (or be indistinguishable from).*
- a. *Shorts may be tan, navy, grey or black*
  - b. *No denim*
  - c. *Shorts must be worn in the appropriate size – not tight (showing panty lines) or low (riding on the hips below the bottom of shirt).*
  - d. *Shorts may be worn in the spring when Daylight Saving Time begins and in the fall until Daylight Savings Time ends.*

*The following items may be purchased from sources other than school uniform lines, but must adhere to the Dress Code Policy requirements.*

5. *Coats need to be free of wording, logos, or pictures.*
- a. *Coats are not to be worn in the classroom, and must be hung up on a coat rack.*
6. *Shoes: No flip flops, beach footwear or spiked heels.*
7. *Stocking/Hosiery:*
- a. *Nylons or tights in neutral colors (taupe, brown, black, beige, navy); no patterns*
  - b. *Socks in any color*
  - c. *No fish net stocking*
8. *PE Clothing:*
- a. *Solid color tee shirt (not white) in an appropriate size – not tight (clinging) and it must come at least 2” over shorts or sweats. No pictures or words.*
  - b. *Shorts in appropriate size – not tight (showing panty lines) or low (riding on the hips below the bottom of the shirt); shorts may be no shorter than 7” above the floor when kneeling (girls in grades 7-12).*
  - c. *Sweat bottoms in appropriate size – not tight (showing panty lines) or low (riding on the hips below the bottom of shirt); solid color only; no pictures or words.*
  - d. *Solid color sweatshirt in an appropriate size – no pictures or words.*
9. *Bathing suits:*
- a. *A modest one piece or tankini (no midriff showing)*
  - b. *A modest two piece swimsuit may be worn with a solid dark (no white or light colors) tee shirt over it at all times*
10. *Jewelry:*
- a. *All jewelry should be small and understated.*
  - b. *Earrings only – no other body piercing.*
  - c. *No studs, spikes, bones, or heavy chains*
  - d. *Sunglasses may not be worn inside the building.*
11. *Hair accessories:*
- a. *No elaborate or distracting items. No hats or caps may be worn in the building.*
12. *Makeup that is Natural looking is permitted.*
13. *Hair may be any length; must be a natural color (blonde, brown, black or auburn). Styling must be conventional and understated (e.g. no long, spiked hair or dreadlocks).*

## **Student Discipline Policy** (policy 5.20)

### **Philosophy**

The scriptures command parents to train up children in the way they should go and raise them in the nurture and admonition of the Lord. Fundamental to this task is the development of positive character traits (honesty, self-control, loving kindness, generosity, diligence, etc.) and the elimination of negative character traits (lying, stealing, anger, selfishness, laziness, hatred, etc.). Because children are born with a sin nature, they inherit a tendency to sin and will do so if left to themselves. Parents have the responsibility to discipline their children using Biblical methods of reward and punishment to encourage positive qualities and discourage negative ones. A child's sin nature will often manifest itself at school just as in the home, resulting in behavior which is disruptive to the educational process for both the offender and others. Parents, by enrolling their children in Horizon, delegate some of the responsibility for training their children to school representatives. Along with this responsibility comes the authority to take appropriate disciplinary measures which will further the character training begun at home and maintain a positive educational setting.

### **Policy**

Parents are responsible to understand and support the goals and procedures of the Discipline Policy publicly and privately. They are expected to teach their children the importance of obedience to all legitimate authority. They are responsible to discuss any concerns regarding a specific disciplinary measure with the staff member involved.

Students are responsible to understand, support and obey all school rules and graciously submit to correction when it is given.

School personnel are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality. They are responsible to take appropriate disciplinary action when rules are broken, taking into account the nature of the offense, the student's age and understanding and the student's past behavior. They are responsible to keep accurate records of serious or repeated offenses.

Aides and volunteers are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules without partiality and inform school personnel regarding infractions.

The Superintendent is responsible to ensure that parents, students and teachers are informed of the Discipline Policy and School Rules each year. He is responsible for ensuring that both are followed consistently. He is to report to the Board regarding those incidents of behavior that in his opinion, merit suspension for more than five days or merit expulsion.

This policy applies at school, at all official school functions and during transit to and from such functions. It further applies to any behavior outside of these settings that, in the opinion of the Board, is inconsistent with genuine Christian commitment or detrimental to the reputation of the school. In such cases, appropriate action will be taken by the Board.

Misbehavior off campus and outside of school hours 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 he or she will be subject to disciplinary action.

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, reminders of expected behavior etc. 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 the following guidelines:

**Minor Offenses** such as horseplay, talking out of turn, disturbing others, homework not done, meddling with or accidentally damaging property, etc. warrant one or more of the following penalties:

- 1 Verbal reprimand
- 2 Writing assignments (essays, lines, spelling or vocabulary)
- 3 Isolation from the class (at the back of the class, out of class)
- 4 Detention (recess, noon or after school)
- 5 Restitution (payment for or restoration of damaged property)
- 6 Community service (sweep walks, shovel snow, clean library)
- 7 A note and/or phone call to parents

**Major Offenses** are more serious violations of the Student Code of Conduct including lying, cheating, stealing, swearing, 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, repeated critical or derogatory comments, deliberate or serious damage to property, sexual immorality, scoffing at things of the Lord, and repeated Minor Offenses. Additionally, a major offense includes being charged with a criminal offense. A Major Offense will result in the filing of a Disciplinary Incident Form in the student's record (also sent home for parent signature) AND any one or more of the following penalties:

- 1 Any of the penalties for Minor Offenses but with greater severity
- 2 A meeting with the Principal, parents and others as is appropriate
- 3 Probation
- 4 Suspension
- 5 Expulsion

**Detention** will be administered by a staff member and is meant to be a consequence for minor offenses and tardiness to class.

The third tardy in any class in a quarter shall result in Detention 1 (noon hour detention).

Each additional tardy in the class will result in Detention 1.

The third Detention 1 (tardy or minor offense) shall result in Detention 2.

All further offenses will result in Detention 2.

The third Detention 2 offense will result in a mandatory parent conference.

**Probation** is a period of time during which the student's enrollment is in doubt. Initial probationary status may be imposed by the Principal at their discretion, but the duration of the probation and the specific changes expected of the student will be determined by the Superintendent.

**Suspension** of a student occurs at the discretion of the Superintendent in the event of a Major offense or if probation has not achieved the desired outcome in student conduct, after consultation with the student, parents and or legal guardian, and any other affected parties. The duration of a suspension is determined by the specifics of the situation and if longer than ten (10) school days, with the advice and consent of the Board Chair.

**Expulsion** of a student occurs at the discretion of the Board after consultation with the Principal and 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 and of itself, shall not jeopardize the continued enrollment of any siblings. However, lack of parental support for the Discipline Policy may do so.

In the event a student is arrested for a criminal offense, a meeting with the parents or legal guardian of the student with the designated school officials is mandatory prior to the student returning to school. An initial determination will be made by the Superintendent as to whether a student's arrest warrants an immediate suspension or whether the student can return to school.

In the event that Criminal charges are pending or have been filed against a student the following will apply:

In the event of criminal acts, other those committed against persons, it is automatically deemed an action requiring suspension, pending an investigation of the student acts and the probable outcome in a judicial proceeding. The student and the family would waive any confidentiality rights, make their attorney and counselors available to us and we would then make a judgment as to whether to reinstate, based on our investigation.

In the event of criminal acts against a person, suspension is also automatic, but reinstatement would require the same investigation and releases, a final criminal determination, the expiration of any protective order restrictions, the completion of required probation, and a determination of how likely this behavior might reoccur in the future, relying on the reports of counselors, pastors, probation workers, and our own judgment.

Copies of this Discipline Policy shall be distributed to every family annually.

**Horizon Christian School**  
**ACCEPTABLE COMPUTER USE POLICY**  
(policy 5.23)

**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.

### Acceptance

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

I have read the HORIZON CHRISTIAN Acceptable Computer Use Policy.  
I agree to use school computers in an appropriate, responsible manner.

I have reviewed the parent/student handbook and agree to abide by the standards and codes of conduct set forth in this handbook.

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

### Parents:

I have read the HORIZON CHRISTIAN Acceptable Computer Use Policy. I agree to support my student and Horizon Christian School in using the technology responsibly and appropriately.

I have reviewed the parent/student handbook and agree to support both my student and Horizon Christian School in adherence to the standards and codes of conduct set forth in this handbook.

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

<u>Parent Survey:</u>			
My preferred method of initial communication is:			
<input type="checkbox"/> Phone call	<input type="checkbox"/> Email	<input type="checkbox"/> Text message	<input type="checkbox"/> Direct mail
<input type="checkbox"/> No preference	<input type="checkbox"/> Other: _____		

