



## Policy Manual

Revised as of November 21, 2011

### 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 Board of Trustees in the process of ongoing review, modification, and maintenance of these policies and procedures

Horizon Christian School is an Oregon non-profit religious corporation.

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## Chapter I. Foundational Documents

### ***Policy 1.01 Mission Statement***

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.

Last revision 7/25/2009

### ***Policy 1.02 Vision Statement***

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.

Last Revision 7/25/2009

### ***Policy 1.03 Motto***

**“Teaching Truth, Changing Lives”**

Last Revision 7/25/2009

## **Policy 1.04 Foundational Statement**

It is the purpose of Horizon Christian School (HORIZON) 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 counsels 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 learning and living.

Last Revision 4/23/2001

## **Policy 1.05 What does a Horizon graduate look like?**

- 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 are 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.

**Last Revision 7/25/2009**

## ***Policy 1.06 Statement of Faith***

We believe:

1. The Bible is God's Holy Word, without error, and our final authority in all matters of faith and practice.
2. In one God eternally existing as Father, Son, and Holy Spirit.
3. 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.
4. All people have sinned and deserve the penalty of death - eternal separation from God.
5. 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.
6. All followers of Jesus Christ are spiritually one.

**Last Revision 4/23/2001**

## ***Policy 1.07 Articles of Incorporation***

### **Horizon Christian School**

Pursuant to the provisions of the Oregon Non-profit Corporation Act, the Board of Trustees of Horizon Christian School hereby restate the Articles of Incorporation as follows:

#### Article I

The name of the corporation is Horizon Christian School

#### Article II

This corporation is a religious corporation.

#### Article III

The name of the registered agent is Carol Yates, and the office address of the registered agent is 700 Pacific Avenue, Hood River, OR 97031.

#### Article IV

The address of the principle office of the corporation is 700 Pacific Avenue, Hood River, OR 97031.

#### Article V

The corporation shall not have members. All affairs of the corporation shall be governed by the Board of Trustees of the corporation.

#### Article VI

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of 50% of all assets of the corporation to the First Baptist Church of Hood River, OR and 50% of all assets to Shepherd of the Valley Bible Church of Hood River, OR. If either First Baptist Church or Shepherd of the Valley Bible Church are not then in existence or do not at the time qualify as an organization exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), the assets shall first be distributed 100% to the surviving entity listed above, and if neither entity is in existence and so qualified, then the assets shall be distributed to such organization or

organizations which are organized and operated exclusively for charitable, religious, or educational purposes and shall at the time qualify as an organization exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

#### Article VII

The name and address of each director of the corporation is as follows:

Ron Jensen	1801 Markham Road, Hood River, OR 97031
Ray Kulper	Box 1224, White Salmon, WA 98672
Bob Spotts	885 Fordan Road, Hood River, OR 97031
Beth Orgain	2030 State Road, Mosier, OR 97040
Doug Rovianek	3466 Foster Court, Hood River, OR 97031
John Page	4597 Westwood Drive, Hood River, OR 97031
Renee Mettam	6995 Allen Road, Parkdale, OR 97041
Stan Love	3419 Courtway Drive, Hood River, OR 97031
John Taylor	3450 Avalon Drive, Hood River, OR 97031
Dennis Bokovoy	210 May Avenue, Hood River, OR 97031
Dan Boyden	1430 Eastside Road, Hood River, OR 97031
Carolyn Kirby	2600 Wy'East Road, Hood River, OR 97031

#### Article VIII

The corporation is organized as a religious corporation within the meaning of the Oregon Non-profit Corporation Act and is also organized exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law), including, but not limited to, for such purposes, the providing of education with academic content based on a Christian world view and integrated with Biblical instruction for the development of graduates equipped for life and able to impart their world positively with the Gospel of Jesus Christ.

#### Article IX

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, Trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the tax-exempt purposes of the corporation set forth in Article 8.

#### Article X

No substantial part of the activities of the corporation shall be the carrying on

of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office.

#### Article XI

The corporation shall admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at any school operated by the corporation. The corporation shall not discriminate on the basis of race, color, national, or ethnic origin in the administration of its employment policies, educational policies, admission policies, scholarship and loan programs, and other programs.

#### Article XII

Notwithstanding any other provisions of these Articles, the corporation shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

#### Article XIII

Each of the undersigned hereby consent to the appointment as Director of the corporation: Ron Jensen, Ray Kulper, Bob Spotts, Beth Orgain, Doug Rovianek, John Page, Renee Mettam, Stan Love, John Taylor, Dennis Bokovoy, Dan Boyden, and Carolyn Kirby.

#### Article XIV

These Articles of Incorporation were approved by the Board of Trustees at an initial organizational meeting held March 26, 2001.

**Last Revision 3/26/2001 –except for mailing address**

## **Policy 1.08 By-Laws**

### Article I Corporate Offices

Principle Office: The Principle office of HORIZON shall be located within the school.

Registered Office: The registered offices of HORIZON required by the Oregon Nonprofit Corporation Act to be maintained in the State of Oregon may be, but need not be, identical with the principle office and the address of the registered office and registered agent may be changed as determined by the Board of Trustees.

### Article II Board of Trustees

#### A. Qualifications of Trustees

1. Spiritual Qualifications: Board of Director members are expected to be positive Christian leadership role models for the various “stake holders” in the school, which include staff, students, parents, donors and the Christian community at large, the educational community, and local churches.
  - a. Born Again – Each Director of the Board will have a personal profession of faith in Jesus Christ and will, at each election to director, sign the statement of faith that has been adopted by the school.
  - b. Follower of Christ – Trustees will have evidence in their lives that they personally follow the teachings of the Bible and are sensitive to the leading of the Holy Spirit in matters of faith and practice.
  - c. Ministry Experience – Trustees will have significant personal ministry experience prior to being elected as a director. It is expected that some of this experience will be the equivalent to that of an Elder or Deacon in an evangelical church, although previous church leadership is not a prerequisite for a director.
  - d. Evangelical Church Affiliation – Each Director will be affiliated with an evangelical church in good standing. Evangelical Church is defined as a church that has a doctrinal position that is not in conflict with the Horizon Statement of Faith (Policy 1.04)
2. Personal Qualifications: Each Director will have the following personal qualifications in addition to their general interest in the ministry of the school.
  - a. Pledge – Each Director must agree to sign the attached Board Pledge.
  - b. College Graduate – Each Director will have graduated from a 4-year college. The Board may make exceptions to this rule if the following

conditions are met:

- i. The applying director has unique life experiences, unique abilities sought by the Board or a personal educational background that qualifies them.
    - ii. They meet all of the other qualifications listed in Section 1.
    - iii. They have specific Board competency as desired in Section 2B.
  - c. Academic Interest - Each Director will display a demonstrated interest in Christ-centered academic education. The Board may use one or more of the following indicators as evidence of this interest:
    - i. Prior service on a Board of any type.
    - ii. Prior service on a Church Council focused on academic education
    - iii. Significant involvement in a parent group of a school.
    - iv. Personal experience in a Christian school at any grade level, whether student or teacher.
    - v. Volunteer experience with a Christian school.
    - vi. Other criteria the Board deems relevant.
  - d. Time Commitment - Each Director will make a personal time commitment and insure their availability to devote approximately 8-10 hours per month to Board and School related activities, and this time commitment is a high personal priority
  - e. Fund Raising - Each Director must be willing to personally raise money for the school, some of which is by personal giving example. Such example will be held in confidence.
  - f. Continuing Education - Each Director must be willing to make a personal commitment to continuing education appropriate to a Board role. Continuing education may include seminars, association meetings, field trips to other schools, and other fact finding and personal development education.
3. Board Competencies: The Board needs to have a balance of the skills necessary to provide the three basic functions of a not-for-profit board. In addition to being “born-again” and holding the Christian leadership skills listed in Section 1, and the personal qualifications listed in Section 2, each director will have skills, interest, and experience in at least one of the following areas:
  - a. Program Development and Support - The responsibility of the Board in academic life and in character development.
  - b. Public Support - The responsibility of the Board to develop the financial resources of the School sufficient to meet the educational goals of the Board. In addition, public support responsibilities include developing publicity and recognition in the community for the excellence of the School in all areas of endeavor
  - c. Governance - The duty of the Board to discharge its responsibilities

to all of the “stake holders” of the School and to meet the requirements of the Federal, State, and Local Government Laws and administrative rules.

- B. Trustees’ Policies - The following rules will be applied to the Trustees:
1. The Board will consist of at least 5 but not more than 15 Trustees.
  2. Trustees will be elected for 3-year terms with roughly 1/3 of their terms expiring each year. Trustees may be re-elected without limitation as to the number of terms they may serve consecutively.
  3. Each Director must, as a condition of staying a Director, be continuously eligible or re-election. Trustees who do not maintain their continuous eligibility for re-election are expected to resign the balance of their term, and if an officer, from their office.
  4. The Board may, upon a two-third vote, terminate a Director who does not maintain his eligibility for re-election.
  5. The board will develop an internal nominating process to review Director Candidates for re-election and to recruit new Trustees for either vacancies or to add new Trustees.
  6. Each Director is expected to attend at least 75% of the regularly scheduled Board meetings unless absences are pre-approved by officers.
  7. The Board has the authority to appoint Trustees for terms shorter than three years to fill vacancies.

### Article III Board Officers

- A. Officers - The Board will appoint a total of three officers from within the Board that will become the officers of the corporation. These officers will have the authority to sign documents on behalf of the School as provided under Oregon Revised Statutes and subject to the other terms and provisions of this agreement.
1. Chair - The Chair of the Board will be the President of the corporation and will serve until a successor is elected. The Chair is elected by the Board for the term prescribed by the Board. The Chair is responsible for calling regular and special meetings for the Board and approving the agenda of these meetings. The Chair will generally provide direct oversight to the Superintendent and Principals of the School.
  2. Vice-Chair - The Vice-Chair of the Board will be the Vice-President of the

corporation and will serve until a successor is elected. The Vice-Chair will assume the duties of the Chair in his absence. The Vice-Chair is elected by the Board for the term prescribed by the Board.

3. Secretary-Treasurer - The Secretary-Treasurer of the Board will serve as the Secretary-Treasurer of the corporation and will serve until a successor is elected. In the absence of both the Chair and the Vice-Chair, the Secretary-Treasurer will assume the duties of the Chair. The Secretary-Treasurer will insure that proper systems of accounting and internal controls are maintained. The Secretary-Treasurer is elected by the Board for the term prescribed by the Board.
- B. Election of Officers - Officer Elections for upcoming vacancies will normally be held at the Board meeting closest to the beginning of the next fiscal year.
1. Method - The Board will elect officers from within the Board Director group by a two-thirds majority vote of the Board Trustees present and voting. This election may be conducted by secret ballot if re-elected as a Director in which case he may continue to serve the balance of his officer term.
  2. Term - Officers are elected for two-year terms. An officer may succeed himself in his current office for one additional two-year term. In the event that an officer terms extends beyond his director term, his officer term will expire at the end of his director term, unless he is subsequently re-elected as a Director in which case he may continue to serve the balance of his officer term.
  3. Succession - Officers will continue to serve on a day-to-day basis after the expiration of this term if a replacement has not been elected, and until such time as his replacement is elected.

#### Article IV Contracts, Loans, Checks and Deposits

A. Contracts - The Board may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of HORIZON, and such authority may be general or confined to specific instances.

B. Loans - No loans shall be contracted on behalf of HORIZON and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

C. Checks, Drafts, Etc. - All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of HORIZON, shall be signed by such officer(s) or agent(s) of HORIZON and in such manner as shall from time to time be determined by resolution of the Board.

D. Deposits - All funds of HORIZON not otherwise employed shall be deposited from time to time to the credit of HORIZON in such banks, trust companies or other depositories as the Board may select.

#### Article V Board Committees

The Board may, by resolution adopt by a majority of Trustees in office designated Board Committees. Committees shall not have the power and authority to act on behalf of the Board, but rather, shall make reports and recommendations to the Board.

#### Article VI Requirements for Teaching and Administrative Staff

A. Commitment to Christ and Corporation All members of the teaching and administrative staff shall meet all of the following requirements:

1. Have a personal relationship with Jesus Christ as Lord and Savior;
2. Declare their unconditional acceptance of the basis and purpose of HORIZON as expressed in the Articles of Incorporation;
3. Read and be in agreement with the Mission Statement, Faith Statement, and Articles of Incorporation, as may be amended from time to time.
4. Be a member in good standing of a church whose doctrine is in agreement with the Articles of Incorporation.
5. Exhibit a character and lifestyle consistent with one who loves Christ and knows and studies His Word.

B. Additional Teacher Requirements In addition to the above, all teachers shall:

1. Meet the general educational standards of the public school system of the State of Oregon; however, an Oregon State Teacher's Certificate may not be required at the discretion of the Board;
2. All teaching must be consistent with the purposes of the Corporation set forth in the Articles of Incorporation, and God's revealed truth and doctrines set forth in the Bible.

Article VII  
Indemnification, Insurance, and Limitation of Liability

A. Indemnification. HORIZON shall indemnify to the fullest extent not prohibited by law any Indemnified Person (as hereinafter defined) who was or is a party or is threatened to be made a party to any proceeding (as hereinafter defined) against all expenses (including attorney's fees), judgments, fines, costs, and amounts paid in settlement actually and reasonably incurred by the Indemnified Person in connection with such Proceeding.

1. Advancement of Expenses. Expenses incurred by an Indemnified Person in defending a Proceeding shall, in all cases, be paid by HORIZON in advance of the final disposition of such proceeding at the written request of such Indemnified Person, if the Indemnified Person furnishes HORIZON:
  - a. A written affirmation of the Indemnified Person's good faith belief that such Indemnified Person is entitled to be indemnified by HORIZON under this Article or under any other indemnification rights granted by HORIZON to such Indemnified Person; and
  - b. A written undertaking by or on behalf of such Indemnified Person to repay such advance to the extent it is ultimately determined by a court that such Indemnified Person is not entitled to be indemnified by HORIZON under this Article or under any other indemnification rights granted by HORIZON to such Indemnified Person.

Such advances shall be made without regard to the Indemnified Person's ability to repay such advances and without regard to the Indemnified Person's ultimate entitlement to indemnification under this Article or otherwise.

2. Definitions
  - a. The term "Indemnified Person" shall mean any person who is or was (a) a Director, officer, member of a committee, employee or, to the extent authorized by the Board in the specific case, an agent of HORIZON, (b) or a fiduciary within the meaning of the Employee Retirement Security Act of 1974 with respect to any employee benefit plan of HORIZON, whether or not serving in such capacity at the time any liability or expense is incurred for which indemnification or advancement of expenses can be provided under this Article.
  - b. The term "Proceeding" shall include any threatened, pending or completed action, suit or proceeding, whether brought in the right of HORIZON or otherwise, and whether a civil, criminal, administrative or investigative nature, in which an Indemnified Person may be or may have been involved as a party or otherwise by reason of the fact that the

person is an Indemnified Person.

3. Non-Exclusivity and Continuity of Rights. The indemnification and entitlement to advancement of expenses provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under the Articles of Incorporation or any statute, agreement, general or specific action of the Board, or otherwise, shall continue as to a person who has ceased to be a person described within the definition of Indemnified Person, shall inure to the benefit of the heirs, executors and administrators of such an Indemnified Person and shall extend to all claims for indemnification of advancement of expenses made after the adoption of this Article. HORIZON may enter into agreements to indemnify any Indemnified Person.
4. Amendments Any repeal of this Article 7 shall only be prospective and no repeal, amendment or modification hereof shall adversely affect the rights under this Article 7 in effect at the time of the alleged occurrence of any act or omission to act that is the cause of any Proceeding.
5. Limitation of Liability The civil liability of Trustees and officers shall be limited to the fullest extent permitted under the Oregon Nonprofit Corporation Act.
6. Insurance HORIZON shall be authorized but not obligated except pursuant to Board resolution to purchase and maintain in effect a policy or policies of insurance covering any liability of Trustees, officers, committee members, employees and agents of HORIZON, regardless of whether HORIZON would have the power to indemnify such persons against the liability so insured.

#### Article VIII Miscellaneous Provisions

- A. Books and Records HORIZON shall keep correct and complete books and records of account, and shall keep minutes of the meetings and conduct of this Board.
- B. Amendment of By-Laws These By-Laws may be amended only upon the affirmative vote of two-thirds (2/3) of all of the Trustees in attendance at any regular, special or annual meeting of Trustees and Members as to which notice has been properly given in accordance with these By-Laws, and which notice includes the proposed amendment.
- C. Nondiscrimination HORIZON does not discriminate on the basis of color, race, national origin or handicap in its hiring or other employment practices, or because of any of the above factors except age in the admission of students.

## **Chapter II. Board of Trustees Policies**

### ***Policy 2.01 Board of Trustees Responsibilities***

Consistent with, and in addition to, any and all duties required of the Board of Trustees required in the Articles of Incorporation and By-Laws, the major corporate responsibilities of the HORIZON Board are:

- A To exercise Spiritual Leadership
- B To establish and maintain organizational structure
- C To establish major policies and maintain the policy manual
- D To hire and retain competent administrator(s)
- E To maintain a quality faculty and staff performance review system
- F To maintain fiscal stability
  - 1 Develop and approve the Annual Budget
  - 2 Establish a system of expenditure controls
  - 3 Establish tuition and fee policies
  - 4 Authorize promotional activities designed to increase donated support
- G To provide adequate facilities
- H To plan for the future via long-range planning
- I To establish public relations to promote the school
- J To maintain open communications via defining channels of communications and responsibilities
- K To provide reasonable salaries and benefits for faculty and staff

**Last Revision 4/23/2001**

## ***Policy 2.02 Individual Board Members responsibilities***

- A Overview - HORIZON Trustees have three separate responsibilities as Trustees
  - 1. Fulfilling governance responsibilities
  - 2. Being a volunteer for the school
  - 3. Connecting HORIZON to the community at large through public advocacy
  
- B General Governance Rules
  - 1. Establishing the Long-Term strategy for HORIZON and translating that strategy into the Policies under which the school operates.
  - 2. Providing supervisory oversight to insure that Policies established by the Board of Trustees are being consistently implemented by the administration and staff of HORIZON
  - 3. Insuring that HORIZON is fiscally sound and operates within all applicable Federal, State, and Local laws.
  - 4. Serving on at least one board committee (executive, operations, audit, public support, prayer).
  - 5. Create a growing talent pool for new Board members (skill, influence, geographic and ethnic diversity)
  
- C Volunteer Responsibilities
  - 1 Personal financial commitment
    - (a) Annual amount
    - (b) Formula for delivery mechanics (cash, in kind)
  - 2 Support plan for HORIZON development
    - (a) Introduce potential donors to HORIZON
    - (b) Cultivating relationships with HORIZON Customers and Potential Customers.
    - (c) Participate in special events (such as soliciting in-kind gifts, making phone calls, attending)
    - (d) Periodically connect with staff members to understand current operating challenges and opportunities

D Public Advocacy

- 1 Using personal connections in the community to advance HORIZON
- 2 Connecting personally with churches and pastors
- 3 Civic participation as a representative of HORIZON
- 4 Help identify potential new families for HORIZON and work to develop a personal relationship.

Board members will be expected to sign a pledge agreeing to fulfill these responsibilities. See Policy 2.10

**Last Revision 7/01/2008**

### ***Policy 2.03 Submitting and Implementing Policies***

The policies of HORIZON are essential for its successful operation and are taken very seriously by the Board. Any Board Member, Superintendent, Principal, administrator, teacher, parent, or student may submit policy recommendations or amendments. HORIZON policies should be based on biblical principles. It is important to recognize that to govern the school effectively, the number of policies must be kept to a level that can be implemented and followed by all students, staff, administration, and parents.

To ensure consistency in policy review, approval and implementation, the following steps shall be followed by any individual submitting a policy recommendation or amendment.

The person(s) submitting a proposal for a policy or amendment shall:

- A Generate a first draft of a recommended policy or an amendment to an existing policy and submit the draft to the Superintendent. The Superintendent will review the proposed policy change in consultation with those affected by the proposed policy change and shall submit the policy to the board Chair with their recommendation for action. The Board Chair will either refer it for review to an appropriate board committee or to the Board in total. . If referred to a committee will submit their findings to the full Board with the recommendation to approve, amend or not approve it.
- B A person submitting a proposal may attend either a committee meeting or a Board meeting to hear the reading of the first draft of the policy with the recommended changes that have been made by either the Superintendent and/or a committee assigned to review the policy. Board members may open discussion on the proposed policy or amendment and may vote to approve it at the first reading if there are no changes or only minor changes are required. The Board may choose to defer voting should the proposal require major changes. The Board may require additional input or may need to give more consideration and prayer before casting a vote. In this case, a second reading is required

The Board shall:

- A Review the submittal of the first draft of the policy or amendment.
- B Formally document any questions or concerns. Questions or concerns may be electronically communicated between Board members as well as the person submitting the proposal prior to the Board meeting. Discussion regarding questions to consider before voting, whether the proposal is required or needs further research and whether the proposal

needs changes prior to approval shall be resolved. At the next scheduled Board meeting, the Board shall vote on the draft policy or amendment. If approved, the Board shall notify the Superintendent of its decision. If disapproved, the Board Chair shall notify the person who submitted it of the decision and reason for disapproval.

The Superintendent shall:

- A Determine an implementation plan and effective date of implementation/adoption for any approved policy or amendment unless such effective date is specified by the Board adoption resolution.
- B Implement the policy or amendment

**Last Revision 9/27/1999**

## ***Policy 2.04 Implementation Authority***

HORIZON has resolved that the Board of Trustees shall delegate authority to implement Board decisions of either a policy or operational nature to Superintendent who has the responsibility for the particular issue or policy in need of implementation.

The Board has the final authority for the policies, procedures and performance review of the school staff. Board committees have been established to facilitate the development of policies and procedures and to assist where necessary in the review function. Committees do not have the individual authority of their own, and their function is to provide the Board with recommendations based on their in-depth review of a particular situation.

The execution and implementation of policy, including the operation of the school, is an executive function and is generally delegated to the officers of the corporation as delineated in the By-Laws. Corporate officers such as the Chairman, Vice-Chairman and Secretary-Treasurer have the legal authority to execute documents, enter into agreements, hire and fire personnel and perform other duties normally associated with operations.

When Board members serve as corporate officers, they have individual authority as delegated by the Board. Board members who are not corporate officers do not have individual authority even if they serve as a Board committee chair. Board committees can include non-Board members on an ad hoc basis. This can be especially helpful for fund-raising or consensus building on difficult issues when Board members or non-Board members work on “non-governance business.” They are all “volunteers” for those tasks and subject to the same authority structure for volunteers. For example, when Board members help with an activity such as Grandparent’s Day, Board members are subject to the authority of the staff member in charge of the activity.

**Last Revised 4/23/2001**

## ***Policy 2.05 Policy Revision***

Revision of any policy or procedure in the HORIZON School Board of Trustees manual shall only occur if made in writing and following the approval of the Board.

No modification or amendment to these policies may occur verbally, or in writing by any individual HORIZON faculty or staff member. When a written revision or amendment to a policy is made, the Board will make an effort to notify all impacted parties prior to implementation of that revision or amendment; however, there may be cases where such notice will not occur until the revision or amendment has been put into effect.

Policies should be reviewed at least every three years, or sooner if circumstances dictate changes, the Board Chair shall assign the review duties as appropriate.

Last Revision 4/23/2001

## ***Policy 2.06 Policy Interpretation***

This policy manual is intended to provide a framework under which Horizon will operate and it is expected by the Board that the Administration of the school will develop specific procedures for the implementation of these policies as needed from time to time, including procedural documents, forms, checklists and other items needed to implement the policies adopted by the Board which are contained in this policy manual.

Occasionally, the need arises to determine how to apply Horizon policy to a specific situation. In those cases, the following procedure will be followed:

- A First, the involved parties will ask the appropriate staff member which policy or policies may apply to the situation.
- B Second, if the situation does not seem to be covered by a policy, or the policy statement isn't clear as to how it might apply to the situation, the involved parties can ask for an initial review by the Superintendent.
- C Third, if either the Superintendent or the involved parties need further clarification of Board intent, they may ask the Board Chair for a policy interpretation.
- D Fourth, the Board chair may choose to convene the entire Board for a policy clarification if warranted. Generally, the Board Chair has been delegated authority to determine the intent and application of Board

approved Policies and it would only be in exceptional circumstances when a policy interpretation question would need to be reviewed by the full Board.

### ***Policy 2.07 Policy Exceptions***

Policy Exceptions may be granted by the Board from time to time in specific situations and circumstances. A Policy exception does not change the underlying policy of the Board. In general, significant policy exceptions always require specific Board approval.

### ***Policy 2.08 Conflict of Interest***

The following guidelines shall be followed concerning all potential conflicts of interest:

- A When any matter involving financial consideration comes before the Board for consideration and one or more Members discover they have a personal interest either directly or remotely related, said Board Member(s) shall declare this interest to other Members of the Board.
- B Each Member shall have the responsibility to declare any personal interest in any item of business under consideration by the Board and shall be obligated to abide by the majority judgment of the other Members of the Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of the particular matter at issue.
- C Nothing in this policy shall deprive a duly elected Board Member of the right to exercise his legal right to vote on any matter before the Board except in those instances in which he has some personal interest which could be construed to be in conflict with general interest of HORIZON.

**Last Revision 4/23/2001**

## ***Policy 2.09 Standing Board Committees***

Consistent with the Articles of Incorporation and By-Laws, the Board shall be organized into the following standing subcommittees:

- A Finance and Audit
- B Institutional Excellence
- C Public Support
- D Prayer

Other committees may be formed as future needs dictate.

Pursuant to the By-Laws, Board committees shall be advisory only. They shall not (absent a specific Board resolution) have the power and authority to act on behalf of the Board, but rather, shall make reports and recommendations to the Board.

Each committee is to meet independently and report to the Board at regular meetings through a written report submitted by the committee chairman.

**Last Revision 9/15/2008**

## **Policy 2.10 Superintendent Evaluation**

*Adapted from "A Policy for Evaluating the Administrator,"  
developed by Roy W. Lowrie, Jr."*

- A The Superintendent will be evaluated annually during a regular meeting of the Board.
- B The evaluation will be done by the entire Board in an executive session.
- C The Superintendent's job description will be the basis, the yardstick, for evaluation.
- D The evaluation will identify strengths and weaknesses.
- E The Chairman of the Board will go over the evaluation with the Superintendent following the Board meeting.
- F The Chairman will personally present and review a written copy of the evaluation report to the Superintendent.
- G The release of the Superintendent will be by the action of the entire Board.

## ***Policy 2.11 Horizon Leadership Commitment***

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader, by God's grace do I solemnly commit myself to God and to the leadership board of this school to do the following:

- A I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him in His Word and in prayer.
- B I will be a diligent student of God's Word.
- C I will endeavor to walk continually in the Spirit.
- D I will pray regularly for those who serve with me as board members, for the administrator of the school we serve, and for the administrative staff.
- E I will pray regularly for the ministry.
- F I will give financially to the work of the Lord through this school as He provides.
- G I will faithfully attend all meetings of the board, unless I am hindered from doing so by a compelling reason such as illness or necessary travel. When unable to attend I will notify the board chairman in advance, if possible, of the reason for my absence.
- H I will prepare for each board meeting by doing my homework and by submitting myself anew and afresh to the Holy Spirit.
- I By the power of the Holy Spirit, I will refrain from expressing negative attitudes through criticism and complaint. Instead, I will be positive and encouraging, endeavoring to maintain the unity of the Spirit in the bond of peace.
- J I will maintain an open and teachable spirit.

I have studied the statements of commitment and have prayed over them, and I believe God would have me serve the board as a member according to these standards.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Revised 9/16/2002

## ***Policy 2.12 Horizon Board Member Pledge***

- A My loyalty is first to the Lord of the school and then exclusively to the Board, and by extension, to the school and its components.
- B I will not divulge the content and nature of Board deliberations to any outside parties.
- C I will not allow myself to be influenced by, nor will I respond unilaterally to, the complaints or pressures of groups or individuals.
- D I will channel all such complaints or pressure to the Chairman of the Board or the head of the school.
- E I will abide by Board decisions and the directives of the Chairman.
- F I will seek no advantage or privileged treatment for others or myself.
- G I will attend all possible meetings, properly prepared and ready to vote my conscience as guardian of the school.
- H I will honor and do my utmost to fulfill my fiduciary obligations to the school, to give as generously as I am able and to solicit the generosity of others.

Signature\_\_\_\_\_Date\_\_\_\_\_

**Last Revision 9/16/2002**

## Chapter III. Financial Policies

### ***Policy 3.01 Development Philosophy***

It is not our desire to appropriate funds on any basis other than the desire to fulfill the will of God in the lives of HORIZON staff, faculty, students, parents, and contributors.

In the articulation and application of the School's development philosophy, it is the Board's desire to fulfill Matthew 6:33 in the deepest sense. "But seek first His kingdom and His righteousness; and all these things will be added unto you."

The HORIZON Board of Trustees has adopted the following policy statement in relation to funding of the school.

We trust God to supply our needs according to the scriptural principles found in His Word and believe that HORIZON should be funded by four major means:

- A Tuition
- B Fees
- C Gifts
- D Fund-Raising

### ***Policy 3.02 Fund-Raising Policy***

The following fund-raising policy statement is applicable for any and all fund-raising efforts in which any group affiliated with the HORIZON, in part or in whole, is involved.

School-wide fund-raising must be approved by the Superintendent prior to announcement, and carried out by the Development Director. All fund-raising shall follow Biblical guidelines.

- A The fund-raising effort(s) and all associated activities must be bathed in prayer and thanksgiving.
- B It must be ethical, and above reproach and without pride.
- C It must effectively communicate the need to others.
- D It should be prefaced with a positive challenge and obvious purpose and culminated with an over-abundance of giving with joy.
- E It should be presented in a manner encouraging a spirit of cheerful giving, not one of guilt of obligation.
- F It must be efficient and professionally managed.
- G The fund-raising effort(s) must consider the people who are being asked to participate and be sensitive to proper timing, method and approach.
- H It must be communicated clearly to all involved so that they understand when, why, how, and what the particular fund-raiser involves.
- I It must be planned and have completed the approval process, as determined by the Board of Trustees, so as not to cause conflict or confusion within the school body.

### **Policy 3.03 Capitalization Policy**

Horizon's policy is to capitalize all fixed asset purchases that meet the criteria below. Cost is defined as original acquisition cost including inbound freight for purchased assets, and Fair Market Value for assets contributed in-kind.

Asset	Depreciation Life	Minimize Cost for Capitalization per item
Land	Not Depreciated	None
Land Improvements- infrastructure	20 years	None
Building	50 years	None
Vehicles	5 years	\$250.00
Furniture & Equipment	10 years	\$250.00
Electronics	3 years	\$450.00

Fixed assets which are below the capitalization threshold criteria will not be capitalized, but will be noted on an inventory list and tracked for internal purposes.

Last Revision 12/16/2007

### ***Policy 3.04 Fund-Raising Guidelines***

The following philosophy will be followed relative to seeking and accepting gifts from unbelievers:

- A God does not specifically preclude or encourage accepting gifts from unbelievers. Also, God does not use the labor of the world to support Christians.
- B Just as in accepting a gift from believers, we must always be prepared to serve those who give. We will be sensitive to opportunities to share the Gospel.
- C We shall avoid conditions or “strings” that may be attached to gifts from unbelievers. (See “Conditional Gifts”)
- D Prayer will maintained as a key element of our activity.

## ***Policy 3.05 Gift Acceptance Policy***

### **A Overview**

This policy is intended to provide a framework for the types and forms of gifts that will provide maximum benefit both to the donor and to HORIZON.

This overview addresses both current and planned gifts. The goal is to encourage support for HORIZON without encumbering it with gifts that may generate costs or liabilities in excess of the benefit provided, or that are restricted in a manner not consistent with the purpose, goals or policies of HORIZON.

### **B Gift Acceptance Committee**

In some cases, a proposed gift may require consultation by a Gift Acceptance Committee, (GAC) as outlined below.

- 1 Director of Development
- 2 Director of Major Gifts
- 3 Superintendent
- 4 Chair of the Board of Trustees
- 5 Vice-Chair of the Board of Trustees
- 6 Secretary-Treasurer of the Board of Trustees

These policies and procedures are to be review annually to ensure that components are up to date. The GAC is responsible for initiating this review.

### **C Authority to Accept Gifts**

An outright, unrestricted cash gift of any amount may be accepted by the Superintendent, Director of Development, Director of Major Gifts or any member of the Board of Trustees.

A non-cash gift (including real property, stock, or a planned gift vehicle) may be accepted by the Superintendent, Director of Development, Director of Major Gifts or any Board Member serving on the GAC, subject to review by the GAC.

### **D Professional Relationship**

In all dealings with legal, financial and planned giving advisors, ethical relationships will be established and maintained. If asked to recommend such advisors and professionals to donors, a list of 3-5 names will be presented and the choice of advisor will be made by the donor.

HORIZON will not draft legal documents for any donor or planned gift except to provide model documents for example purposes only. In most cases, any and all fees associated with Planned Gift legal documents, appraisals or assessments will be paid by the donor before the gift is accepted. All documents submitted by the donor's advisors will be reviewed by HORIZON counsel.

## E Outright Gifts

### 1 Cash

Gifts in the form of cash and checks shall be accepted regardless of amount unless there is a question as to whether the donor has sufficient title to the assets or is competent to legally transfer the funds as a gift to HORIZON.

All checks must be made payable to HORIZON and shall in no event be made payable to an employee, agent, or volunteer for the credit of HORIZON.

### 2 Publicly Traded Securities

Securities which are traded on nationally recognized stock exchanges or other readily marketable securities shall be accepted by and either held or sold in accordance with HORIZON's investment policy. In no event shall an employee or volunteer commit to a donor that a particular security will be held without prior written authorization to do so by the GAC.

The Executive Committee of the Board will periodically review the investment strategy of HORIZON with outside investment counsel.

### 3 Closely Held Securities

Non-publicly traded securities may only be accepted after approval of the GAC. Such securities may be subsequently disposed of only with the approval of the GAC.

No commitments shall be made for disposition of such securities prior to completion of the gift.

#### 4 Real Property

No gift of real estate shall be accepted without prior written approval of the GAC.

No gift of real estate shall be accepted without first being appraised by an independent party acceptable to HORIZON who shall have no business or other relationship with the donor or HORIZON. If appropriate to the property, a Level I Environmental Site Assessment would be performed by a qualified geologist, engineer, or site assessment firm.

A follow-up Level II Site Assessment may be required dependent on the initial study. Clean up of contamination would be completed prior to the acceptance of the gift property, except in rare cases and determined by the GAC.

HORIZON will not accept real estate encumbered by a mortgage, unless special circumstances exist and with written authorization of the GAC.

Gifts of real property valued at \$5,000 and over must be evaluated by an independent appraiser and appropriate IRS forms required will be completed.

#### 5 Tangible Personal Property

No personal property shall be accepted unless there is reason to believe the property can be quickly disposed of or has a direct use in either the New Campus project or would replace an item normally contained in the annual operation budget. No personal property shall be accepted that obligates HORIZON to ownership in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard will be accepted without prior GAC approval.

Property valued at \$5,000 or more will be independently appraised and appropriate IRS forms completed. For tax deduction purposes, the donor must obtain a written appraisal for inclusion on their tax form. HORIZON does not determine the value of donated personal property.

##### F Planned Gift Arrangements

- 1 HORIZON may accept gifts that include bequests, life insurance, irrevocable or revocable trusts, life estates, charitable remainder annuity and unitrusts, charitable lead trusts and gift annuities that are written by Northwest Christian Community Foundation in which HORIZON is the charitable beneficiary. All planned gift vehicles will be reviewed by the GAC and HORIZON legal counsel.
- 2 Gift types can be funded with cash, marketable securities, closely held stock, real estate, notes, mortgages and contracts and miscellaneous tangible personal property. The funding source for planned gift will be reviewed according to the previous stated policy for outright gifts.

##### G Gift Acknowledgments

- 1 All gifts to HORIZON are sincerely appreciated and promptly acknowledged with a letter. The current IRS rulings and requirements will be adhered to concerning gifts of \$250.00 or more as well as gifts of \$75.00 or more that include providing goods or services to the donor as a non-deductible portion of the gift.
- 2 Stock gifts are attributed the median price on the day received.
- 3 Gifts to HORIZON are confidential and access to donor records is restricted to those on the GAC and the accounting staff, unless the donor wishes to make his gift known to others by way of one or more of the following:

#### H Gift Levels

- 1 Trusts are established for a minimum of \$100,000.00. HORIZON may serve as trustee for charitable remainder trusts on the condition the trust instrument shall give HORIZON the authority to delegate management of trust funds to a bank, investment advisor or other financial institutions, as well as to remove or change such financial institution. An appropriate management fee may be charged against the trust as normally required by the bank or financial institution.
- 2 Bequest gifts of any amount may be received. Donors are encouraged to leave their charitable bequests by will as unrestricted, rather than specific program areas that may or may not be in existence in the future.
- 3 In-kind donations of goods and services are accepted from competent professionals wishing to assist the HORIZON with the Capital or operating expenses.

**Last Revision 9/20/2004**

### ***Policy 3.06 Minor Fund-raising Projects***

Fund-raising activities limited in scope, such as mission or classroom projects, will require authorization only from the appropriate Principal who will keep the Superintendent informed as to the nature and duration of these activities..

Criteria for minor fund-raising projects are:

- A That the project does not interfere with the regular giving to the school for general funds or capital funds.
- B That the project has a particular purpose which will be of benefit to the educational program of the school.
- C That the project funds will be used for areas not covered by the general fund
- D That the project will be of benefit to and assist in the unity and cohesiveness of the HORIZON community.
- E That the project be spaced out on the calendar so various events are not in competition.

### ***Policy 3.07 Solicitation of Gifts***

As a matter of stewardship, HORIZON's primary efforts in requesting gifts shall be directed to God's people. Christians have the primary responsibility for and interest in accomplishing the Lord's work.

We will also request gifts from those in businesses, organizations, foundations, and non-Christian individuals that support independent education, or are generally philanthropic, or because of some identifiable relationship (e.g., employer of a parent, school vendor, grandparents, friend) that may be supportive of HORIZON.

Gifts will not be requested from any individuals or entities that generate their funds through illegal or undesirable activity. Solicitation of such persons or entities may tend to endorse the underlying activity and, thereby, at least create the appearance of evil.

### ***Policy 3.08 Conditional Gifts***

Regardless of the source or size of a gift, no conditions may be attached to the donor or assurances given by the recipient without the prior approval of the Board. Any conditional gift must be unanimously approved by the entire Board before it may be accepted on behalf of HORIZON.

Any gift not clearly authorized by this policy statement must receive Board approval before the gift may be accepted.

## ***Policy 3.09 Endowment Fund Policy***

### **A Objective**

The objective of the Fund is to accept gifts according to the Gift Acceptance Policy of HORIZON. Accepted gifts will be placed within the Fund that shall be invested in perpetuity, unless otherwise directed by the donor.

The endowment fund is not a separate 501(c)3 legal entity and the fund is separate and apart from gifts that may be designated to construct the New Campus and retire any indebtedness incurred in the construction of the campus.

### **B Use of Endowment Fund Income**

The Horizon Endowment Fund will be invested according to the Investment Policy of the Board of Trustees. Income generated from the fund shall be reinvested until the fund reaches an initial goal of \$100,000.00.

After this initial goal is reached, the Board will adopt an annual percentage of the total fund to be available yearly to be included in the annual operating budget. It is anticipated that the annual percentage will be calculated on a total return basis and will reflect several years' investment history.

Determination of the income available will be made yearly by the Executive Committee and upon recommendation of advisors and approval of the Board of Trustees. The Endowment Fund income will generally be used in the following general categories:

- 1 Financial aid
- 2 Capital expenditures
- 3 Debt retirement
- 4 Operating budget support

If donated funds to the Endowment Fund have been specifically designated or restricted by the donor, the income from such funds will be used exclusively for the designated activity, program or operating fund.

### **C Assignment of Funds Received Without Donor Restrictions**

Each devise, bequest, annuity and planned gift made to HORIZON and not designated by the donor for a specific use shall be deposited into the

## Endowment Fund

### D Investment Policy

The investment of Endowment Fund assets will be made according to HORIZON's Investment Policy established by the Board of Trustees.

### E Strategy to Increase the Endowment Fund

It is the responsibility of the Board of Trustees to actively provide plans and strategies to increase the amount of donations directed to the Endowment Fund. Specifically, the Development Committee is responsible to utilize board members, key volunteers and donors and the Development Department staff to:

- 1 Acquire potential donors with the opportunity of making gifts and bequests to the Endowment.
- 2 Present prior to each fiscal year a proposal for the use of the funds during the following year. All proposed programs shall be subject to approval of the Board of Trustees.
- 3 Seek professional advice as needed including legal and investment management advice.

### F Financial Reporting

It is the responsibility of the Executive Committee to:

- 1 Present to the Board a quarterly financial report on the status of the Funds and the Investment policy pertaining to the Fund.
- 2 Provide sufficient oversight to insure that all donor imposed restrictions are honored to the fullest extent practicable.

**Last Revision 9/20/2004**

### ***Policy 3.10 Budgetary Process***

HORIZON's overall financial program for each school year is developed and implemented primarily through the budgetary process.

Pursuant to the statutes of Incorporation and By-Laws, the approval of the annual budget requires an affirmative vote of the Board.

### ***Policy 3.11 Books of Record and Financial Statements***

The financial transactions of the School shall be recorded according to Generally Accepting Accounting Principles.

The financial manager shall reconcile bank statements monthly and shall post all monthly entries in the books of record (the "general ledger") and prepare monthly financial statements. In addition, the financial manager shall provide to the Superintendent complete copies of bank and/or liquid account reconciliations every month as well as detailed reports of accounts receivable and restricted funds. At the regularly scheduled Board meetings, the report shall be presented to the Board. The Board will hear a motion to accept the financial report upon its presentation.

### ***Policy 3.12 Audits***

An audit or review is to be completed by our independent external accounting firm at least annually or as deemed necessary by the Board of Trustees.

A required component of the review or audit services performed shall include a letter to the Board from the school's external audit firm addressing their assessment of, and recommendations regarding, the adequacy of the school's system of internal controls.

### ***Policy 3.13 Long- or short-term Debt***

Pursuant to the By-Laws, approval to assume any debt, short- or long-term, must be granted by the Board of Trustees.

### ***Policy 3.14 Checking and other School Accounts***

Each account of HORIZON shall be authorized by the Board. This includes checking accounts, savings accounts, certificates of deposit and “special” accounts such as scholarship and endowment type accounts. All signers shall be approved by the Officers of the Corporation

### ***Policy 3.15 Receipts and disbursements***

#### **A Cash Receipts**

All receipts of HORIZON shall be recorded and deposited on a timely basis by the School administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips, computer slips, and/or photocopies of checks shall be in sufficient detail so as to document the source of the funds.

#### **B Cash Disbursements**

HORIZON must maintain an internal control environment which ensures that all cash disbursements are (a) for approved expenditures only, and (b) are properly reflected in the accounting records against the appropriate budgetary line items.

Accordingly, the following internal controls will be maintained with regards to the various types of cash disbursements:

- 1 For payroll disbursements, the monthly payroll register will be reviewed and approved by the Superintendent for appropriateness and compliance with budgeted salary levels for individual personnel.
- 2 For recurring utilities, maintenance and benefits costs, the review and approval of these monthly costs will be made by the Superintendent or their designee at the time of check signing.
- 3 For non-recurring purchases (i.e. textbooks, capital expenditures) over specified dollar limits as established by the Board of Trustees, purchase orders will be required and must be approved by the Board Chair prior to submission to the vendor.
- 4 Additionally, all non-recurring purchases and capital expenditures in excess of specified dollar limits as established by the Board of Trustees, will require advance approval by the Board of Trustees. Such specified dollar limits will be reviewed and approved annually by the Board of Trustees.

5 HORIZON shall have a petty cash account not in excess of \$250.

***Policy 3.16 Investment of Funds***

A Investment Objectives

The primary objective in investing any available and any excess operating funds of HORIZON is preservation of capital. Maximizing the return from the investments is an important secondary consideration.

B Permissible Investments

These are to be determined by the Board of Trustees.

## **Policy 3.17 Facilities Use Policy**

### **A Purpose**

It is the intention of the HORIZON Board of Trustees that the facilities be used to further the Mission and Vision of the school.

### **B Background**

HORIZON has constructed an educational facility in Hood River that includes offices, classrooms, gymnasium and locker rooms and soccer fields, along with the parking, sidewalks, halls, restrooms and special purpose rooms appropriate for a school. In addition, the building houses offices and a worship center that is under long-term lease to Shepherd of the Valley Bible Church (SVBC).

### **C Principles Governing Use**

- 1 Groups (including organizations of all types as well as individuals) are encouraged to use the facility for any purpose that supports or conforms to the HORIZON "Student Conduct Code."
- 2 Groups, including spectators and guests, are expected to demonstrate the highest levels of courtesy and good sportsmanship in their use of the facilities.
- 3 HORIZON retains the sole right to determine the appropriateness of the proposed use.
- 4 Groups using the facility accept it on an "as-is condition" basis and agree to be liable for the repair of any damage caused by their activity. HORIZON has the right to require groups using the facility to have adequate insurance (adequacy of insurance will be determined by HORIZON).
- 5 Any use must comply with any applicable local, state and/or federal rules and laws and regulations.
- 6 Groups may not transfer or extend their permission to use the facility to allow a third party to use the facility.
- 7 The HORIZON administration will maintain a calendar of all school events and be responsible for determining when portions of the facility are available for use by groups. HORIZON will not be responsible for scheduling or permitting the use of space leased to SVBC, which will regulate use of its facility according to its own principles and maintain its own schedule.

- 8 Agreed upon fees must be paid in advance of the use of the facility. Details of use of the facility, including making payment, should be concluded at least 30 days before the desired use. In normal cases, fees are not refundable less than 15 days in advance of the use.
- 9 In the event that representatives of HORIZON determine that the user is not complying with one or more of the principles governing use of the facility, they must immediately vacate the premises and forfeit unused fees.
- 10 Renters agree to hold harmless HORIZON, its administrators and its staff for events supervised by the renter, consequences of the renter's use and consequences of termination of use.

#### D Supporting Documents

To manage use of its facilities by outside groups, HORIZON uses the following documents and forms:

- 1 Rental Procedures – Appendix H-1
- 2 HORIZON Facility Use Request Form – Appendix H-2
- 3 Rental Agreement – Appendix H-3
- 4 Gym Specific Rules – Appendix H-4
- 5 Gym and Soccer Field Rules - for handling rental use of the HORIZON facilities and/or grounds – Appendix H-5
- 6 Current Rental Rates – Appendix H-6
- 7 Post Event Checklist – Appendix H-7

**Last Revision 2/06/2008**

### **Policy 3.18 Financial Policy**

Since the founding of HORIZON, it has been the intent to be “a model of educational efficiency by the wise use of available resources.” HORIZON is financed mainly by tuition and fees. It is, therefore, imperative that all families realize the importance of keeping their account current. With all of us working together, the school will function as it should for the benefit of our students.

The following guidelines have been adopted to encourage accountability:

- A Parents/guardians will be required to sign an Admission Acceptance Agreement for their child/children attending HORIZON.
- B After a student is accepted for admission, a non-refundable deposit is required in order to complete the admission process..
- C Tuition is billed in 12 equal payments. Billing statements will be sent home on the 1st of each month. All payments are due on the 1st of the month and are late after the 5th. The first billing is July 1st. The final billing statement is June 1st. Families may also choose to pay tuition for the entire year prior to September 1st and receive an early payment discount of 3%.
- D Any payment that is more than 30 days past due may result in removal of the student(s) until either the account is brought up to date, or by preauthorized bank debit or credit card transaction placed on file with Horizon, in monthly installments equal to the remaining balance due for the year which will be drawn on the first day of each month.
- E No student will be allowed to start the second semester if less than 90% of the total charges to date have been paid.
- F Accounts must be paid in full before a student graduates.
- G In the event that arrangements for outstanding account balances have not been made, measures may be taken to send the account to collections.

The income from tuition covers the basics of an education at HORIZON. Therefore, the school sponsors a contribution and fund-raising program for additional income. HORIZON strongly encourages all families to be involved in these efforts at a level appropriate to their individual circumstances.

**Last Revision 1/26/2010**

## **Policy 3.19 Financial Aid Policy**

### **A Overview**

HORIZON desires to serve qualified students from families of all economic means by keeping tuition rates as low as possible and by developing non-tuition revenue sources for use in establishing a financial aid program. It is also the desire of HORIZON to serve as many families as possible with the financial aid available during any given school year.

### **B Eligibility**

Families desiring to receive financial aid must:

- 1 Demonstrate in the manner specified and in the time frame on the Financial Aid Application that the tuition costs for their student are in excess of their "Expected Family Contribution."
- 2 Complete within the time frames specified in the Financial Aid Application, all required information in a complete and accurate manner.
- 3 Be in continuing compliance with all the standards contained in the "Admission Policy" of HORIZON.
- 4 Pay for all charges not covered by a financial aid allocation with a pre-authorized bank debit or credit card transaction drawn on the first day of each month. (Effective immediate for new customers and July 1, 2010 for existing customers)

### **C Award Considerations**

- 1 The total amount of financial aid available in any school year is determined by the Board as part of the annual budget process.
- 2 Financial aid is only available for tuition assistance. Fees and other incidental expenses are not covered by the Financial Aid Policy.
- 3 Financial aid awards are determined annually but applied to accounts monthly and are subject to withdrawal in the case of families/students who fall out of compliance with any of the eligibility requirements used in determining the annual award.

### **D Award Determinations**

The amount of financial aid awarded to any individual family is solely the discretion of HORIZON.

**Last Revision 1/26/2010**

### **Policy 3.20 Tuition**

It is HORIZON's policy to charge a tuition rate that will cover the major portion of operating expenses each fiscal year.

It is the Board's desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality Christian education.

Payment of tuition by the parents is not the complete discharge of their responsibility to the School. Other ways of participation include prayer for the School, its families and teachers, transportation help, attendance at School meetings and service on committees, work to maintain and improve the buildings and grounds, cooperation with the faculty and staff in the training and discipline of children, and fellowship in giving as God enables, to meet the financial needs.

- A Faculty and Staff Discounts - See Chapter 4
- B Tuition Exclusions

Tuition does not include all costs which may be incurred by the family. Examples of such costs are consumable textbooks, transportation to and from school, student activities, school supplies, special field trips, and other miscellaneous expenses.

- C Tuition Refund Policy

HORIZON realizes that the life situations of families might, and often will, change during the months between February and August. If a committed student, for some reason, cannot return to HORIZON, the following refund guideline shall prevail:

- 1 Each enrolled family is responsible for the full tuition of that student for the balance of the semester in question.
- 2 Under no circumstances shall any application fees be refunded.
- 3 No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons unless approved by the Board.
- 4 Each student's placement is independent. No tuition can be transferred from one student to another.

## ***Policy 3.21 Fees***

### **A Fee Schedules**

All tuition and fee schedules, as approved annually during the budget review process by the HORIZON Board of Trustees, are deemed to be a part of the Board Manual, and shall be periodically inserted in the Board Manual (see appendix).

### **B Registration Fee**

The HORIZON schedule of application and registration fees will be updated and made available annually.

### **C Other Fees**

Other fees may include, but are not specifically limited to:

- 1 Yearbook fee.
- 2 Activities fee to cover the cost of an outing and related transportation.
- 3 Athletics per sport.

## **Chapter IV. Personnel Policies**

### ***Policy 4.01 Personnel Philosophy Statement***

HORIZON cannot maintain a strong educational program without a stable core of teachers who are academically, professionally, and spiritually competent.

The life of the teacher has a tremendous impact on the lives of the students. Teachers are “the living curriculum” in our school. After a pupil has been fully trained, he will be like his teacher. (Luke 6:40) The school staff determines the academic and spiritual quality of the school. Therefore, the Board of Trustees and Administration at HORIZON are committed to selecting, hiring, and retaining academically and spiritually competent faculty.

As a Board or Administration, our number one responsibility throughout the personnel hiring and retention process is to employ individuals who are able to present and live before children, the truth of God’s Word. Their values, attitudes, priorities, and practice should demonstrate a love for their Lord as evidenced by their commitment to live in obedience to His Word, (John 21) (see also Qualifications for Employment). Additionally, each position within the school is to be staffed according to a given individual’s strengths, calling and potential effectiveness.

### ***Policy 4.02 Non-discriminatory Hiring Policy***

HORIZON does not discriminate on the basis of race, color, gender, disability, or ethnic origin in hiring or retention of its full or part-time personnel.

Last Revision 11/19/2001

## **Policy 4.03 Qualifications for Employment**

### **A Personal Qualifications for Employment**

All employees shall be in agreement with the stated purposes and goals of the school as outlined in the Mission Statement and Faith Statements, Articles of Incorporation and By-Laws as may be amended.

### **B Application Process**

Applicants shall secure and complete an Application for Employment, which is available at the school office.

The Board designated staff shall interview all prospective employees. They shall nominate those applicants that they feel, after careful consideration, will best fill any vacant positions. The Superintendent makes the decision as to employment of all staff members with the concurrence of the Board Chair. All employees shall be placed in a period of evaluation with increased oversight and frequent review for the first six months of continuous service.

### **C Professional Qualification for Certification and Appointment**

The Superintendent and Principal's shall have at least a Bachelor's Degree from a recognized college or university, have previous teaching experience at the appropriate grade level and demonstrate proven ability to oversee curriculum and staff development.

All classroom teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university and meet the requirements of teacher certification. The requirement may be waived or adjusted by the Board in the case of a part-time and/or temporary teacher.

### **D Spiritual Qualifications for Employment**

- 1 Has accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10)
- 2 Demonstrates consistent outward evidence of inward Christian character. (1 Timothy 4:12)
- 3 Maintains a regular and contributing involvement in a church which is scripturally sound in its teaching. (Hebrews 10:24-25)
- 4 Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God. (Psalm 42:1-2)

- 5 Demonstrates spiritual maturity, a teachable spirit; and has a clear conscience before God and man. (Titus 2:2-8)
- 6 Has a workable knowledge of the Word of God, knowing how to feed themselves spiritually. (1 Timothy 4:7)

#### E Role Model Qualifications for Employment

All employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the immoderate use of alcohol, illicit drugs, and the use of vulgar and profane language. (Colossians 3:17; Titus 2:7-8; 1Thessalonians 2:10, 5:18, 21-22; James 3:17-18)

## ***Policy 4.04 Teacher Certification Policy***

### **A Initial Certification**

Faculty members must be college graduates and that hold a current teaching license issued by a state licensing agency. Initially a Temporary Certificate may be accepted

### **B Certification Policies**

- 1 All teachers who initially do not have Teaching License must obtain at least Standard Level Certification in the timeframe agreed to by their HORIZON employment contract.
- 2 If A Teaching License cannot be obtained within the agreed timeframe, a written application for extension must be submitted to the Board of Trustees. The plan to obtain the required certifications and progress toward certification must be included.
- 3 Educational administrators must carry appropriate certifications from either a state licensing agency or ACSI.

### **C Certification and Salary Scale Policy**

Each Faculty member will provide a copy of their current license to the Superintendent with a copy of their signed teaching contract for the upcoming year.

The salaries of all personnel individually or by schedule, shall be set annually by the Board.

Last Revision 7/25/2009

## ***Policy 4.05 Teacher Contract and Salary***

### **A Contracts of Employment Policy**

All teachers at HORIZON must have a contract the standard form of which has been approved at a regularly scheduled Board meeting by the Board of Trustees.

All contracts shall be at will and for a one-year term unless specifically altered

by the Board of Trustees. The “standard” Teacher’s Employment Contract is provided in the Appendix A. Teachers shall notify the Superintendent in writing by Spring Break as to their intent to return for the following year. All employment contracts not signed and returned within fifteen (15) calendar days of issuance shall be considered rejected.

The Board of Trustees retains the right to withdraw an offer anytime prior to acceptance.

#### B Tenure

HORIZON doe not operate a tenure system of employment.

#### C Employment Review

Annual Employment contracts are issued to teaching staff only.

#### D Extraordinary Employment - Extended Contracts and Stipends

If certain tasks or projects require additional time during the summer months for properly performing the assigned duties and/or require extensive after-hours work, upon recommendation from the Administrative staff and to the extend provided by the approved or amended budget, a contract extension may be granted.. Salary and/or stipends for such extraordinary employment shall be set by the Superintendent in consultation with the Board Chair and added to the amount of the employee’s salary.

#### E Establishing Personnel Salaries

All compensation rates and schedules, including those for administrative, professional and auxiliary personnel, substitute teachers, teacher aides, visiting teachers, etc., by contract, schedule or rate, shall be established by Board of Trustees at the time of adoption of the annual budget.

## ***Policy 4.06 Credit for Teaching Experience***

HORIZON recognizes that teachers' skills and effectiveness will improve as they become more experienced and are engaged in continuing education. HORIZON's current salary guidelines provide for increasing compensation as experience and additional educational attainment is achieved. For teachers coming to HORIZON with teaching experience at other schools, the Superintendent is authorized to implement the following credit for service at his discretion:

- A Certified teachers who are employed by HORIZON will be allowed credit for prior certified teaching experience and placed in the pay level equal to those years experience up to a maximum of five (5) years.
- B Credit will be allowed for uncertified teaching experience at the rate of one (1) year for each two (2) years of uncertified experience, regardless of location of such experience up to a maximum of the equivalent of five (5) years of total prior certified teaching experience. In calculating the credit, only full years of experience will be used and any odd year will be discarded.
- C Uncertified HORIZON teachers who become certified or are issued a temporary certificate will be moved to the certified pay scale at the beginning of their next contract year.

**Last Revision 7/25/2009**

## **Policy 4.07 Salaried Employee Leave of Absence Policies**

### **A Jury Duty Leave**

Full-time salaried employees including teachers summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment.

The leave shall be without pay and the employee shall be required to notify the Superintendent immediately upon receipt of jury duty assignment.

### **B Funeral Leave**

Full-time salaried employees including teachers shall be allowed up to two days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as a spouse, father, mother, sister, brother, child, or any other person residing in the same household.

One day without loss of pay or sick leave credit shall be allowed when the death is a more remote relative (grandparent, immediate in-laws, grandchild, aunt, uncle, niece, nephew, or cousin).

Additional time, not to exceed one day, shall be granted without loss of pay or sick leave credit, at the discretion of the administrative staff, when it is necessary to travel in connection with the death of a relative.

### **C Sick Leave**

Full-time salaried employees including teachers shall receive full pay for absence on account of personal illness, personal incapacity due to injury or illness in the immediate family, up to the allowable limit. All absences must be reported. The effective date for sick leave will be the first day the employee's contract begins and will end with the date that the contract ends. The number of allowable days of leave shall consist of the following:

- 1 A full-time teacher is entitled to ten (10) days of paid sick leave for the current school year. Accumulation of sick leave from prior years is not permitted.
- 2 A teacher is allowed two (2) paid personal business days for the current school year. Accumulation of personal business days, including prior contract years is not permitted.
- 3 A teacher is entitled to one (1) day of paid leave for the current school year for professional improvement, which shall be in addition to any other such activities approved for the entire faculty.

#### D Medical and Personal Leave (including pregnancy-related or childbirth disability)

Medical Leave is intended to cover longer term illnesses, disabilities and hospitalization.

Medical Leave requires a covered employee's request.

Except to the extent of accumulated unused Sick Leave and Personal Leave, Medical Leave shall be without pay.

Included within Medical Leave is any leave required due to a pregnancy-related or childbirth disability. Medical Leave because of a pregnancy-related or childbirth disability would be distinguished from Maternity Leave because in the former, an employee would be medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician.

Medical Leave shall not extend beyond two consecutive semesters or parts thereof, at the expiration of which time the Board reserves the right to replace the employee.

Any full-time salaried employee shall not accumulate Sick Leave while on Medical Leave.

Any full-time salaried employee must have written permission from his or her physician before returning to work.

#### E Parental Leave

Covered full-time salaried employees shall be entitled to a Parental Leave of up to twelve (12) weeks after the birth of a child. Parental Leave (without the existence of a medical reason for the Leave) simply guarantees the employee's right to return to his/her position.

Full-time salaried employees must consult with and apply to the appropriate Principal or Superintendent for Parental Leave in a timely manner both prior to commencement of the Leave and prior to its expiration.

FMLA will run concurrently with all other Leaves, except Jury and Funeral Leave.

#### F Educational Leave

A full-time salaried employee may, upon Board approval, be entitled to Educational Leave granted for one school semester up to one school year.

Full-time salaried employees must submit a plan detailing the course of study, hours needed, university offering the course of study, and most importantly, the reasons why the additional degree or further education would benefit HORIZON.

The request for leave and plan must be submitted by May 1<sup>st</sup> of the school year preceding that in which the Educational Leave for the first semester or for a full school year is requested.

Educational Leave shall be without pay.

**Last Revision 7/25/2009**

**Policy 4.08 Medical Benefits Policy**

**A Medical Insurance for Certified Staff (teachers and professional staff)**

- 1 Eligibility - Employees who work are contracted for an FTE of more than .50 and exempt professional staff whose standard work schedule is twenty-one (21) or more hours per week are eligible for employee and family coverage.
- 2 Employee Benefit Options - Horizon Christian School offers two benefit options
  - (a) A HSA (health savings account) plan (Plan A) - See the chart below for paid premium coverage formula
  - (b) A “buy-up” plan/Fee for Service Plan (Plan B) - Employees contribute the difference between Plan A and Plan B of the elected coverage based on the paid premium coverage formula shown on the chart below.

**3 Employee Premium Payments**

**(a) Full Time Employees**

Horizon Paid Coverage as a % of total Premiums)	First Employed prior to June 30, 2004	Employed after June 30, 2004
Employee only	98%	98%
Employee + Spouse	98%	85%
Employee + Children	98%	85%
Employee + Family	98%	75%

- (b) Part Time Employees - Part time Employees - employees are responsible for the cost of employee and family coverage in inverse proportion to the number of hours worked less than full time. (For example, a  $\frac{3}{4}$  time employee is responsible for  $\frac{1}{4}$  of the cost of their health insurance coverage. A  $\frac{2}{3}$  time employee is responsible for  $\frac{1}{3}$  of his health insurance premiums. Horizon would pay for full time contract employees per the above schedule.

**4 Coverage**

- (a) Employees never having had a contract with HORIZON - Medical insurance will be in effect 30 days after initial employment begins and at the beginning day of the succeeding month. For newly higher teachers who begin their initial employment at the beginning of a new school year, October 1 would normally be the first day of coverage.
- (b) For an employee who has signed a contract with Horizon for the school year following the year covered by this contract, Horizon will

pay the health insurance premium for July and August in accordance with the formula described above and for premiums being paid in the year covered by this contract

- (c) Insurance coverage ends on the last day of the month in which the employee's employment ends. For teaching staff, this would normally be June 30th, irrespective of the compensation payment plan selected in the employment contract.

- 5 Medical insurance coverage and the level of benefits selected are solely determined by HORIZON.
- 6 Portability - Employees who elect to leave at the end of their contract year are eligible for COBRA benefits. HORIZON will provide this information in accordance with the applicable United States Statutes upon request.

## B Medical Insurance for Non-Exempt Staff

- 1 Eligibility - Employees who normally are scheduled to work 1,040 or more hours per year are eligible for employee coverage only.
- 2 Employee Benefit Options – Horizon Christian School offers two benefit options
  - (a) A HSA (health savings account) plan (Plan A) – See co-payment below.
  - (b) A “buy-up” plan/Fee for Service Plan (Plan B) – Employees contribute the difference between Plan A and Plan B of the elected coverage as described below
- 3 Employee Premium payments
  - (a) Full Time Employee Premiums are currently 2% of the HSA plan (Plan A), and any cost difference between the “buy up” plan (Plan B) and the HSA plan.
  - (b) Part Time Employees – employees are responsible for the cost of employee in inverse proportion to the number of scheduled work hours compared to full time. (For example, a  $\frac{3}{4}$  time employee is responsible for  $\frac{1}{4}$  of the cost of their health insurance coverage. A  $\frac{2}{3}$  time employee is responsible for  $\frac{1}{3}$  of his health insurance premiums.
- 4 Period of coverage - Medical insurance will be in effect 30 days after initial employment begins and at the beginning day of the succeeding month Insurance coverage ends on the last day of the month in which the employee's employment ends
- 5 Medical insurance coverage and the level of benefits selected are solely determined by HORIZON.
- 6 Portability - Employees who leave HORIZON are eligible for COBRA

benefits. HORIZON will provide this information in accordance with the applicable United States Statutes upon request.

- C Employees may not choose to receive cash in lieu of medical benefits
- D Medical Benefits will not aggregate if you are less than full time and work in more than one employment classification with Horizon. For example, if you are a part time contract employee, and also work as an hourly employee, it does not change your eligibility or Horizon contribution towards medical insurance.
- E .Benefits also do not aggregate if you and your spouse both work for Horizon and each of you are less than full time.

**Last Revision effective July 1, 2004**

## **Policy 4.09 Staff Member Tuition Discounts**

- A Student Tuition Discount for Certified Staff (teachers, professional staff)
  - 1 In order to be eligible for tuition discount, students must be in compliance with all the standards contained in the “Admission Agreement” of HORIZON. Continuing adherence to this policy is a condition for continued receipt of the student tuition discount provided by this contract.
  - 2 The students must be your children and be eligible to be claimed as dependents on your income tax return.
  - 3 A full-time contract employee shall receive a discount equal to 85% of the student tuition charge for any children enrolled at Horizon
  - 4 Other contract employees will receive a proportion of the benefit in inverse proportion to the FTE ratio to full time. For example, a .75 FTE contract employee is responsible for 36.25% of the applicable tuition charge
  
- B Student Tuition Discount for Non-Exempt Staff (office staff, teacher’s aides)

### Excluded

- C HORIZON is not liable to reimburse any certified staff member for any benefit not used in the fringe benefit package. Employees may not choose to receive cash in lieu of any benefit.
  
- D Student tuition discounts are for tuition only and applicable student fees must be paid for any student covered by this provision.

**Last Revision 5/19/2008**

#### ***Policy 4.10 Worker's Compensation***

HORIZON participates in mandatory worker's compensation insurance coverage. All injuries due to an employee's work must be reported to the office within one day of such injury or illness. HORIZON must make a written report of the injury or illness within 24 hours to the school's insurance company.

Because HORIZON desires a safe environment for employees, parents, and students, and because our insurance rates are based on our safety record, all employees are encouraged to avoid unsafe activities and to immediately report any unsafe working conditions to the office.

#### ***Policy 4.11 Staff Development Policy***

The HORIZON Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Continual work toward professional growth will be expected of all certified staff members. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, supervision of teacher trainees, in-service training and other activities approved by the administration.

Licensed personnel are required to complete in-service requirements, as approved by the Board and listed on the school year calendar.

It is the policy of the Board to budget money yearly for the purpose of staff development. Staff development is defined as advance course work, workshops or other approved activities that are designated to improve the instructional process for the staff and/or earn certification under the rules adopted by the Teachers Standards and Practices Commission.

To be eligible for reimbursement of a portion of the expense for course work or workshops taken under this policy, the Superintendent must approve the staff member's application prior to the beginning of the class or workshop. In addition, reimbursement will be subject to the following guidelines:

- A Staff member must have been an employee of HORIZON for a minimum of one (1) school year.
- B Course work must be related to field of certification or responsibility, or preparation for a designated position at HORIZON.
- C Financial assistance can be provided as long as funds are available up to

the amount of the annual budget.

- D Individual must be contracted or scheduled to return to HORIZON for at least one year following tuition assistance.
- E Tuition assistance is limited to \$500 of tuition cost per semester, and does not include books, fees, or travel.
- F To insure payment, written administrative approval must be obtained in advance of registering for the course.
- G Reimbursement will be made after the teacher/administrator has submitted an official grade report, as well as a paid receipt which proves successful completion of that course.
- H If the staff member should terminate employment from HORIZON, any college level classes currently in progress at the time of termination will not be reimbursed.

The initial purpose of this policy is to encourage staff to complete certification requirements or maintain their certification.

Last Revision HORIZON 6/01/2004

## ***Policy 4.12 Teacher Supervision Policy***

### A Overview

The Board of HORIZON recognizes that instruction is the most important element in a sound educational program, and that sufficient provisions be made to conduct an appraisal of all teachers.

A comprehensive teacher supervision program at HORIZON will:

- 1 Ensure teacher accountability
- 2 Develop teaching skills and instructional processes
- 3 Adequately monitor, correct, and discipline when needed
- 4 Be conducted in the context of Christian relationships
- 5 Promote the improvement of student learning

### B Specific Procedures

- 1 All teachers will be formally observed by their supervisor a minimum of one time each year.
- 2 All teachers will be informally observed (drop in visits with written feedback) a minimum of two times each year.

- 3 In addition to observations, a teacher evaluation will be completed:
  - (a) Every year for the first three years a teacher is employed at HORIZON
  - (b) Every third year thereafter with the option of a self evaluation every sixth year.
- 4 The evaluation would include assessments in these five areas:
  - (a) Christian Life,
  - (b) Instructional Responsibilities,
  - (c) Communication,
  - (d) Professional responsibilities, and
  - (e) Other (contribution, growth, etc)

Teacher Evaluation Forms are located in Appendix B

## ***Policy 4.13 Corrective/termination procedures***

### **A Procedure**

If an employee is not performing the given objectives of his/her position satisfactorily, the Principal will adhere to the following procedures:

#### **1 First Session:**

The Principal is to outline in writing, the specific areas of concern and will provide a copy the Superintendent.. These areas of concern will be discussed with the employee and an attempt made to discern the root attitudes or problems, and seek to scripturally counsel the employee accordingly. The employee should be encouraged to respond from his/her perspective. The employee and the Principal may have a time of prayer together at the beginning and end of the conference as appropriate to the circumstances.

The Principal will summarize the content of the meeting to include:

- (a) Specific concerns that need to be corrected;
- (b) Root or attitude problems discerned;
- (c) Employee's commitment to HORIZON;
- (d) Employee's response to the conference; and
- (e) Specific steps of action to correct each problem area (with follow-up dates if deemed necessary).

The conference summary is to be signed and dated by the Principal and the employee personnel file. A copy is to be given to the employee, and a copy placed in the employee's file.

#### **2 Second Session:**

The same procedure is to be followed as with the first session with five (5) exceptions:

- (a) The Principal and the Superintendent will attend the second conference;
- (b) The employee and Principal should report on the progress they each feel has been in following the steps of corrective actions outlined in Session One;

- (c) Any new steps of action should also be documented at this time and the employee informed that failure to implement by a certain date is cause for dismissal;
- (d) Any item not mentioned in the first session will be discussed and a plan of action formulated;
- (e) The Chairman of the Board is to receive a copy of the second session conference summary.

### 3 Third Session:

- (a) This is the termination session, whereby the employee is informed in writing that either his contract will not be renewed or that he/she will be dismissed immediately. This final session will be conducted by the Superintendent with the approval of the Chair of the Board

### B Dismissal of an Employee at the End of the Contract Year

Horizon may terminate the employment of the superintendent, principal, teacher, or employee at the end of the contract period set forth with or without the following the above-outlined corrective procedures if, in its best judgment, the best interests of the school will be served.

### C Dismissal of an Employee during the Contract Year

The Superintendent, Principal, teacher, or employee may be discharged and salary payments terminated by the Horizon during the school year.

Before the superintendent, principal, teacher, or employee shall be discharged during the year, the administrator, teacher, or employee shall be notified by the in writing of the proposed action and the grounds assigned therefore. The Superintendent, Principal, teacher, or employee shall then have an opportunity to respond to the notice of proposed action before being discharged.

## **Policy 4.14 Complaints Policy**

### **A Overview**

Complaints are handled and resolved as close to their origin as possible. Although no person will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

The Board advises the student, parent or community patron that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

- 1 Teacher
- 2 School Principal
- 3 Superintendent
- 4 Board Chair
- 5 Board of Trustees

If the Superintendent, Principals or Board members are approached with a complaint first, they should direct the complainant back through the proper channel.

### **B Complaint Procedure**

When a student, parent or patron of the community has a complaint concerning the operation and administration of the school, school personnel, learning materials or a related program, the procedure will be as follows:

- 1 The Teacher will hold a meeting with the complainant after receiving a written complaint and shall try to resolve the problem as quickly as possible.
- 2 If satisfaction is not reached, the complaint will immediately be sent to the Principal. The Principal will hold a meeting with the complainant and the teacher and will render a decision at the end of the meeting if possible.
- 3 If the complaint has not been resolved, the Principal, teacher, and complainant will meet with the Superintendent to resolve the problem.

- 4 If the complaint is still not resolved, the complainant will meet with the Superintendent and the Board Chair to resolve the problem.
- 5 If the complaint still has not been resolved, the matter will be placed on the next Board agenda for Board review. The Board will listen to both sides of the issue and will render a decision at the next regularly scheduled Board meeting.

### C Scriptural Basis for Policy

If your brother should do wrong against you, go and show him his fault privately; in case he listens, you have won your brother. In case he does not listen, take one or two along, so that from the testimony of two or three witnesses the whole dispute may be settled. (Matthew 18:15-16)

**Last Revision 9/27/1999**

## **Policy 4.15    *Communication and Reconciliation Procedure***

The goal of this policy is that open and honest communications will be used to find answers and resolutions on any matters that arise. This procedure should be used in the event that a HORIZON employee has an issue or concern that should be addressed. The procedure to be followed is:

- A The issue or concern should first be addressed with the immediate supervisor. For teachers, this would be the appropriate Principal. For staff employees, this would either be the Superintendent or Business Manager, depending on who the direct supervisor might be. For coaches, whether volunteer or paid, and involving athletic issues only, this would be the Athletic Director.
- B If the matter isn't satisfactorily resolved, the employee may choose one of two courses of action:
  - 1 The employee and his/her supervisor will meet with the HORIZON Chaplain. This option would normally be chosen if the employee considers the issue to be relational in nature. The Chaplain will document the meeting and complete the reconciliation form - Appendix C
  - 2 The employee may elect to request a meeting directly with his/her immediate supervisor and the Board Chair. This option would normally be chosen if the employee considers the issue to be operational and not the type of issue that the Chaplain would be appropriate to involve.
- C For any issue not resolved in step A above, or for issues which the employee chooses either step B (1 or 2), the employee and his/her supervisor will meet with the Board Chair, who will document the meeting and complete the reconciliation form. The Chair will also contact the employee and supervisor concerning action items that were agreed to and completion dates.
- D If the issue is not resolved in step C, an employee can refer the issue to the Board who will consider the matter and issue a final decision.

There are several key Biblical concepts necessary for successful use of this policy and the maintaining of unity.

- A First, pray about the situation. "Pray without ceasing." (1 Thess. 5:17)
- B Don't wait to seek an answer or resolution. If there is a matter that is bothering you, don't wait to address it.
- C Keep the circle small. Going directly to the other person involved often will be the only step needed in resolving the matter. Matthew 18:15

points this out. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.” Even in situations that don’t involve sin, resolution can most quickly and easily be achieved by going directly to the other person involved.

- D Be straightforward. Sometimes it is difficult to cut to the heart of the matter but resolution can only come when the issues are lovingly and clearly presented. “Reckless words pierce like a sword, but the tongue of the wise brings healing.” (Proverbs 12:18)
- E Be willing to listen. Remember that communication is a two-way process focused on resolution. Be willing to listen. James told us to be “quick to listen, slow to speak, and slow to become angry.” (James 1:19)
- F Be forgiving. Our communications process is founded on love and unity. Because of this love and desire for unity, once the matter is resolved, wholehearted forgiveness and restoration of the relationship should result. Jesus said, “a new commandment I give to you, that you love one another. As I have loved you, so must you love one another. All men will know that you are my disciples, if you love one another.” (John 13:34-35)
- G Don’t gossip. As the book of Proverbs repeatedly warns against gossiping and the significant and negative consequences of such conduct, it is expected that all staff will refrain from discussing a confidential matter beyond those necessary. Whether you are directly or indirectly involved, gossiping about the matter is clearly inappropriate. “A perverse man stirs up dissension, and a gossip separates close friends. (Proverbs 16:28)

**Last Revision 2/10/2006**

## ***Policy 4.16 Resignation or Dismissal***

### **A Resignation and Abandonment of Contract**

If it becomes apparent that the employee will not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the Administrator and/or Board.

When an employee is absent from his duties for more than three days without due approval, the Board may rule the contract to have been breached and declare the position open.

### **B Resignation Process**

An employee shall notify the administration in writing if he/she is unable to fulfill the contract terms. The employee shall be obligated to remain until proper replacement can be secured. In no case shall this be less than two weeks. At the final date of employment, the contract shall be dissolved and remaining compensation forfeited.

### **C Reduction in Staff**

In situations where teacher contracts cannot be renewed because of reduction in staff, the Superintendent shall use teaching effectiveness, overall value of the teacher's gifts and strengths, seniority, and general qualifications in making staff reduction decisions and will have the concurrence of the Chair of the Board. A teacher not offered a contract renewal shall have seven days after notification in writing to request a hearing with the Chair of the Board.

### **D Remuneration for Those Who Resign or are Dismissed**

If a teacher resigns or is terminated during the period of service covered by his contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. All fringe benefits shall terminate at the end of the next full month following the termination of employment.

### **E Exit Interview and Report**

The Superintendent will conduct an exit interview and discuss the report with the Chair of the Board.

The Exit interview should include the employee's direct supervisor and if the

Superintendent is that supervisor, a second individual as a witness and listener.

The Superintendent should give the departing employee the choice whether his or her supervisor is present but a second witness will be present if the supervisor is not included in the meeting.

At the next Board meeting, the exit interview should be summarized for the entire Board. If there are significant findings, the Board and Superintendent should take time to discuss and appropriately deal with them.

#### ***Policy 4.17 Involuntary Termination***

The Superintendent shall seek Board approval to terminate any employee for any one or more of the reasons listed below:

- A Violation of the Declarations of and Agreement to Ethical and Moral Integrity or Role Model Qualifications for Employment.
- B Incompetence or inefficiency in the performance of his/her duties or in the use of school property.
- C Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
- D Personal conduct unbecoming an employee of HORIZON.
- E Repeated and unexcused absence or tardiness.
- F Abuse of sick-leave or vacation privileges.
- G Falsifying any information supplied to the school including, but not limited to, information supplied on application forms, employment records, or any other HORIZON records.
- H Persistent violation or refusal to obey rules or regulations made applicable to HORIZON by the Board or any appropriate state or local government agency.
- I Willful or persistent violation of the Policies or procedures of HORIZON.
- J Abandonment of position.
- K Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
- L Evaluation(s) below HORIZON standards for employment.
- M Physical or mental inability to perform the required job duties.
- N Any other reason, not specified above, deemed sufficient by the Superintendent and/or the Board.

Notice of Dismissal shall be in writing and delivered in person or by certified mail to the last known address.

A regular employee who has been dismissed may appeal the action by following the Communication and Reconciliation procedures adopted by the Board.

## **Policy 4.18 Behavioral Responsibilities of Teachers and Staff**

### **A Health Requirements**

HORIZON faculty and staff shall maintain the physical, mental, spiritual and emotional health necessary for job performance.

It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.

### **B Assignment and Placement**

All school personnel shall be assigned working positions by the Superintendent. All such assignments shall be based on the needs of HORIZON. Requests for specific assignment or reassignment shall be granted only if the assignment is determined to be in the best interests of HORIZON.

### **C Teacher Dress Code**

Teachers are to be neat, clean and professional in appearance. It is preferred that women wear dresses or skirts and blouses. Women may wear dress slacks. It is preferred that men wear slacks with dress shirts and ties. No jeans or shorts are allowed unless approved by a Principal. P.E. Teachers may wear appropriate activity clothing and warm-up suits.

### **D Teacher Conduct Outside the Classroom**

Teachers are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. This includes such things as immoderate use of drinking alcoholic beverages, as well as attending movies or listening to music whose primary thrust defiles Biblical standards.

### **E Partisan Politics in the Classroom**

The students at HORIZON should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage. Yet the classroom is not a forum to promote partisan politics.

### ***Policy 4.19   Offensive Conduct or Sexual Harassment***

No staff member, volunteer, or student of HORIZON shall harass another employee or student in a sexual nature or participate in offensive conduct. Any harassment should be reported immediately to the administration or to the Board of Trustees if the staff was involved. All reports will be immediately investigated and appropriate disciplinary action taken.

### ***Policy 4.20   Reporting of Suspected Child Abuse***

#### **A   Reporting**

To facilitate the use of protective social services to prevent further abuse, safeguard and enhance the welfare of abused children, it is the policy of HORIZON that all employees shall promptly comply with the statutory requirements concerning the reporting of a suspected child abuse. In particular, all HORIZON employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report the suspected abuse immediately to the local office of the Oregon Department of Human Services, or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The HORIZON employee must also immediately inform his/her supervisor, principal and superintendent of the suspected abuse and the report using the Reporting of Suspected Child Abuse form. (See Appendix E) If the suspected abuser is a Horizon employee, then the employee must also inform the Superintendent and the Chair of the Board of Trustees.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

HORIZON has designated the Superintendent and the Board Chair to receive reports of suspected child abuse by school employees and specify the procedures to be followed upon receipt of a child abuse report. Horizon has posted the name and contact information of the Superintendent and the Board Chair. When action is taken on the report, the person who initiated the report must be notified.

When HORIZON receives a report of suspected child abuse by one of its employees, and the Superintendent determines that there is reasonable cause to support the report, the HORIZON shall place the school employee on paid administrative leave until the Department of Human services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the HORIZON takes the appropriate disciplinary action against the school employee. If the Department of Human services or a law enforcement agency is unable to determine whether the child abuse occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

## B Definitions

1 Oregon law recognizes these types of abuse:

- (a) Physical;
- (b) Neglect;
- (c) Mental injury;
- (d) Threat of harm;
- (e) Sexual abuse and sexual exploitation.

2. Child means an unmarried person who is under 18 years of age.

## C Confidentiality of Records

Documents, reports and records compiled by HORIZON employees pursuant to the provisions of the Child Abuse Act are confidential and are not accessible for public inspection. The Superintendent or designee shall make such records available to any law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission or a child abuse registry in any other state for the purpose of subsequent investigation of child abuse, and to any physician, at the request of the physician, regarding any child brought to the physician or coming before the physician for examination, care or treatment. However, prior to the disclosure of a disciplinary record the Superintendent or designee shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.

## D Failure to Comply

Any HORIZON employee who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A HORIZON employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If

an employee fails to report suspected child abuse or fails to maintain confidentiality of records, the employee will be disciplined.

#### E Cooperation with Investigator

The HORIZON staff shall make every effort in suspected child abuse cases to cooperate with investigating officials as follows:

- 1 If the student is to be interviewed at the school, the Superintendent or representative shall make a conference space available. The Superintendent or representative of the school may, at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the Superintendent or representative. The officer shall sign the student out on a form to be provided by the school;
- 2 When the subject matter of the interview or investigation is identified to be related to suspected child abuse, HORIZON employees shall not notify parents;
- 3 The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
- 4 HORIZON employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

#### F Immunity from Liability

Any HORIZON employee participating in good faith in the making of a report pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a HORIZON employee in good faith, the student will not be disciplined by the Board or any HORIZON employee.

**Last Revision 7/25/2009**

#### ***Policy 4.21 Faculty Responsibilities, Ethics and Conduct***

- A It is the expectation of the Board that the Teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him/her for instruction and that he/she will, to the best of his/her ability, provide for their fullest intellectual, physical, emotional and spiritual development.
- B Teachers are expected to integrate Biblical concepts with each subject they teach. All topics are to be taught in a manner consistent with Scripture.
- C Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
- D The Teacher agrees to attend such meetings and conferences as may be required by the Board, the Principal, or other administrative officer acting on his behalf. Such meetings include attending student functions, i.e. musicals, etc., society business meetings, and major school events. Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students, school events in which students from their classes are participants, and preparation time, are normal duties and will require appropriate time.
- E The Teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
- F Teachers are to maintain a professional relationship with all parents and avoid developing a relationship that makes them feel that they must treat a student differently because of the relationship. Teachers should avoid discussion of the school problems in any areas where parents, students, or others may overhear and should avoid “talking shop” with parents.
- G No employee of HORIZON shall engage in activities that would use students of HORIZON as possible contacts for commercial sales or financial gain.
- H Unless they have the parents’ written permission, teachers may not share any information from a student’s file or other private information with anyone outside of the HORIZON professional school community.
- I Teachers are never to discuss negative aspects of one student in front of another.
- J 10. The length of the school day shall be established by the Board as well as the hours of teaching and duties to be performed. The Teacher agrees that, in addition to the regular school work to be performed, they will carry on a program of contacts with the parents of the students, pursuant to the directions of the Administrator.

- K Teachers should inform the front office of personal long distance phone calls made from the school phone or for personal use of the copier. If so requested, they should reimburse the front office for such personal expenses.
- L Teachers shall have the right to inspect their personnel file. Comments of a derogatory nature shall not be entered until the teacher has had an opportunity to review and make comments within three working days of any written interview.

#### ***Policy 4.22 Supervisory Responsibilities of Teachers and Staff***

##### **A Continuous Supervision**

At no time are students to be left unattended in a classroom or on the playground.

##### **B Lunch and Recess**

Teachers may be required to stay with students during their recess and lunch time on rainy days. Lunch duty personnel may relieve teachers for short periods of time.

##### **C Field Trips**

The teacher is to ensure that field trips are well supervised. They should ask parents to come as chaperones when an activity demands more supervisory personnel. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher(s) are responsible to stay with students until the last student has been picked up.

##### **D Extra-Curricular Activities**

Teacher or other staff supervising students at extra-curricular activities, are responsible to ensure that students' behavior is respectful, safe, and represents HORIZON well. After the activity is over, the teacher(s) or other responsible staff member(s) are to stay with the students until the last student is picked up.

##### **E Time Supervision Begins**

Unless otherwise specified by an administrator, teachers or supervisory staff are to come fifteen (15) minutes before a program or activity begins or

transportation is scheduled to leave to supervise students arriving for or being transported to an event.

### ***Policy 4.23 Removing Students From School During School Hours***

With the exception of authorized field trips, no students shall be taken from school during school hours by any person, with the following exceptions:

- A By a parent or guardian when properly identified.
- B By a relative or family friend, only upon written request, properly verified by the parent or guardian.
- C By properly identified representatives of law enforcement agencies:
  - 1 In making an arrest.
  - 2 Taking the student into custody.
  - 3 When the assistance of a child is required by the peace officer in the detection or apprehension of a criminal.

While it is the duty of the peace officer to notify parents or guardian of the person taken into custody or placed in detention, it is still the responsibility of the Principal to confirm this notification with the parent or guardian of the child.

### ***Policy 4.24 Disciplinary Policy Statement***

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

The school's discipline methods include instruction, correction, punishment, and reward. All of these elements are Biblical principles and a balance between punishment and reward is desirable. Specific student disciplinary procedures are outlined in Chapter Five of the HORIZON Policy Manual and the Parent/Student Handbook.

Last Revision 8/7/2000

## ***Policy 4.25 Resource Materials for Classroom and Library Use***

Resource materials include literature, text, film, video, recordings and art. These materials for the classroom and/or the library must reinforce the objectives and philosophy of HORIZON. The language of the material must not be coarse, profane, immoral or take the Lord's name in vain.

As much as possible, Christian material should be used. Where they are not, the materials should be examined to determine their potential for teaching truth.

Resource materials must be previewed by the teacher before use. If there is any question or doubt concerning the materials, they should be submitted to the administration for review.

Scriptural principles upon which this policy is based are as follows:

- A 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. (Phil. 4:8)
- B See to it that no one take you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world, rather than on Christ. (Col. 2:8)
- C You shall not misuse the name of the Lord your God, for the Lord will not hold anyone guiltless who misuses His name. (Exodus 20:7)
- D Put away perversity from your mouth; keep corrupt talk far from your lips. (Proverbs 4:24)
- E Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. (Eph. 4:29)
- F Flee from sexual immorality. (1 Corinthians 6:18a)
- G But I tell you that anyone who looks at a woman lustfully has already committed adultery with her in his heart. (Matthew 5:28)
- H I will set before my eyes no vile thing. (Psalm 101:3)

**Last Revision 9/27/1999**

## ***Policy 4.26 Movies, Films and Video Clips***

HORIZON is committed to have excellent curriculum in all forms, print, audio, and video. The use of Movies, Films, and Video clips at HORIZON are designed to be part of the curriculum, not primarily as a means of entertainment or a discussion of the current cultural trends.

Whenever teachers overhear student conversation pertaining to the “entertainment” use of Movies, Films and Video clips, they are encouraged to become involved and direct the students to the principles of God’s Word. Scriptural principles for this policy are the same as those listed in the policy on “Resource Materials for General Classroom and Library Use.”

The following shall govern the use of all movies, films and video clips for instruction at HORIZON:

- A As a general guiding principle, the films should meet the standards of Philippians 4:8 as to worthiness, purity, virtue and excellence.
- B Movies, Film and video clip ratings shall only be used with regard to age restrictions. For example, HORIZON will only show “G” or, with parental approval for their student to watch, “PG”. Students will not be allowed to view movies rated “PG13” or beyond at HORIZON.
- C Teachers may use video clips as part of teaching a subject matter. Those clips will conform to the guidelines of C above, even if the entire video might be rated differently. When teachers are using clips from video’s with a higher age rating, they must expressly state to their students the reason for using the clip, the principle it illustrates, and why it may not be appropriate to view the entire movie from which the clip was taken.
- D In addition, since the general requirements for all school resource materials shall apply to films, film ratings do not necessarily mean that the film is appropriate to watch. (Phil 4:8 and the “Resource Materials for General Classroom and Library Use”)
- E All films must be screened by an HORIZON staff person prior to any viewing by students. The only exception is any film that has been used previously and has content that does not violate Biblical standards.
- F If the appropriate use of the film is uncertain, the Principal should be consulted prior to scheduling or showing said media.

**Last Revision 7/25/2009**

## ***Policy 4.27 Curriculum Review***

### **A Scope and Sequence**

A Scope and Sequence for each subject has been adopted and will be periodically updated by HORIZON to guide teachers in the use of the curriculum materials provided by the school.

### **B Curriculum Selection**

The school administration is responsible for curriculum selection with input from the curriculum committee. The curriculum committee meets when a significant update is contemplated to the curriculum and is composed of at least two teachers, two parents, and at least one Board member in addition to administrative staff. Staff or faculty members are involved in reviewing materials and identifying their recommendations. The teachers' recommendations are then discussed and approved by the curriculum committee, which makes a recommendation for approval to the administration. Materials from Christian publishers are considered as well as materials from secular publishing companies.

### **C Curriculum Workshops**

Curriculum workshops shall be scheduled during the school year at regular intervals to provide teachers adequate time for in-service training as well as time to prepare curriculum materials and review texts for use by the school.

## ***Policy 4.28 Lesson Plans***

### **A Year Long Curriculum Plan**

Teachers are to prepare a yearly plan for each subject taught. They should reference the order of material presented. Approximate time periods for major units should be projected. The yearly plan is to be submitted to the principal during the first month of school

### **B Weekly Lesson Plan**

Lesson plans should be prepared one week out at all times and available for review by principal

### ***Policy 4.29 Evaluation of Student Work***

Students will be tested using a nationally referenced test annually, and the results will be supplied to teachers, parents, Administrators and the Board.

Papers or tests will be graded by teachers in a timely manner. Tests and homework should be graded within two school days and must be graded within one school week. Major papers or projects should be graded within one school week and must be graded within two school weeks.

Teachers are to communicate student progress to parents when the student is working below his ability or is doing poorly in a particular topic(s). Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates.

At the time of mid-quarter reports, teachers are to notify the parents of student status via progress reports.

Teachers are to use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of student's learning.

### ***Policy 4.30 Guidelines for Volunteers***

Parent volunteers, volunteer teacher's aides, and other resources people make an important contribution to the school program at HORIZON. In order to make good use of the contribution it will be important to follow certain guidelines.

#### **A General Guidelines**

Prospective volunteers shall be approved in advance. They should be willing to work cooperatively with staff and under a specific teacher's supervision.

Teachers will provide these individuals with clear information regarding the classroom management program, curriculum and teaching style. Teachers may need to schedule some uninterrupted time to plan with the parent volunteer.

#### **B Parent Volunteer**

A parent volunteer is a non-professional individual who is willing to assist a teacher on a regular basis. Under the direction and supervision of the teacher he/she may:

- 1 Correct workbook pages or copies. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
- 2 Run off copies (in work room) or construct learning materials, games or reinforcement materials.
- 3 Drill students in math, phonics, etc., as modeled by the teacher.
- 4 Read to students or help them find or check out library books.
- 5 Type materials for teachers.

### C Teacher Aides

Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform all of the duties listed for volunteers and helpers. Additionally they may:

- 1 Provide some instruction which is planned by the teacher.
- 2 Answer students' questions or help students complete seat work assignments.
- 3 Monitor independent activities to keep students on task.
- 4 Take language experience dictation and complete follow-up language experience activities.
- 5 Supplement direct teacher's instructions with additional controlled practice.
- 6 Direct learning centers; for example, teach and play assigned games.

Aides and volunteers should not be given regularly assigned teacher duties (i.e. classroom supervision during class or lunchroom or playground supervision, etc.)

### D Resource People

Each teacher may utilize resource people to aid in classroom experiences. Parents and/or community people are able to provide additional dimensions to many classroom experiences. All such resource people should be selected with care and approved by a Principal.

Such resource people should, at a minimum, meet the following requirements:

- 1 The recommendation of a recognized Christian source should be obtained prior to asking the resource person into the classroom.
- 2 The person should be sympathetic with the Christian faith and certainly not antagonistic toward it.
- 3 The background of the classroom material being covered should be presented to the resource person so that his presentation is relevant.

## **Policy 4.31 Superintendent Job Description**

### **A Qualifications**

The Superintendent of HORIZON shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment. (See Qualifications for Employment).

The Superintendent shall have a Master's Degree from a recognized college or university; have previous teaching experience at an appropriate grade level; demonstrate proven ability to oversee curriculum and staff development; and, meet the qualifications found in 1 Timothy 3:1-13.

### **B Description of Duties of the Superintendent**

#### **1 General**

- (a) To develop, and to maintain, a school which is thoroughly Christian, one that is consistent with Articles of Incorporation and By-laws.
- (b) To be the legally responsible head of the Horizon Christian School.
- (c) To develop, and to maintain, a school which is academically sound for the student body which it serves.
- (d) To assume responsible leadership of the school and its program.
- (e) To prevent crisis problems from occurring.
- (f) To advocate for the faculty to the Board, and to advocate for the Board to the faculty.

#### **2 Instructional Leadership**

- (a) To provide instructional leadership.
- (b) To lead the faculty in continuous curriculum development.
- (c) To see that the school is well equipped and well supplied to provide quality education.
- (d) To develop a sound program for the spiritual and academic in-service growth of the faculty.
- (e) To lead the school in earning and maintain accreditation.
- (f) To be the agent of educational change and innovation.
- (g) To develop a good co-curricular activities program.
- (h) To work with faculty continuously to refine the aims and objectives of Christian education.
- (i) To lead faculty meetings.

- (j) To see that scheduling is done well, using teachers and facilities efficiently.

### 3 Research

- (a) To seek the Lord daily for perception of the school's problems and for their solution.
- (b) To keep abreast of the major current trends in education in general and I Christian education, in particular.
- (c) To work with the Board to maintain a up-to-date five-year plan for the development of the school.
- (d) To provide specific information for long-range planning.
- (e) To serve as the educational consultant to the Board by providing information and counsel on all of the school's educational problems and procedures.
- (f) To lead the faculty in identifying and solving the school's educational problems.
- (g) To develop a good standardized testing program.
- (h) To take the lead in finding and in enrolling qualified students.
- (i) To develop the best guidance program for the Board.

### 4 Supervision

- (a) To supervise the principals and the faculty.
- (b) To supervise the development director.
- (c) To supervise the staff.
- (d) To organize, motivate, and manage the faculty and staff to attain the objectives of the school.
- (e) To supervise the instructional process so teachers and students are guided and stimulated to their greatest potential.
- (f) To regulate and enforce discipline, both behavioral and mental.
- (g) To see that the building and grounds are maintained properly.
- (h) To maintain inventories of books, equipment, furnishings, etc.
- (i) To work with the student government for good school life and morale.
- (j) To supervise reporting to parents about their children and about the school.
- (k) To see that placement tests are properly administered and reported.
- (l) To be certain that student records are adequate, accurate, and

administered legally.

- (m) To supervise the transportation system.
- (n) To supervise the student Christian outreach of the school.

## 5 Personnel Administration

- (a) To lead in recruiting a quality faculty and staff.
- (b) To promote in every way the professional growth of the faculty and staff.
- (c) To see that all contracts are computed accurately and executed properly.
- (d) To manage all non-instructional personnel.
- (e) To evaluate all personnel on a semi-annual basis.
- (f) To handle grievances of all personnel.
- (g) To lead in the dismissal of personnel who do not perform satisfactorily.
- (h) To resolve problems about the school's policies on salary and benefits.
- (i) To be responsible for the school health and safety of the students, faculty, and staff.
- (j) To be the center of intercommunication between the Board and the faculty and staff.
- (k) To pray for all personnel daily.

## 6 Finance

- (a) To serve as the fiduciary of the school.
- (b) To work carefully on the formation and on the control of the budget items under their jurisdiction.
- (c) To help with fund-raising for the annual budget and for capital improvements.
- (d) To present an annual recommendation to the Board for the improvements of the salary schedule and fringe benefits for the faculty and the staff.
- (e) To explain to teacher the policies to be followed for ordering all items for the school.
- (f) To maintain a proper system for the security and disbursement of petty cash and of all student body financial accounts.

- (g) To oversee the business office of the school.

## 7 VII. Public Relations

- (a) To maintain a good program for interpreting the school to its own constituents and alumni.
- (b) To organize a good program for interpreting the school to the general public.
- (c) To foster good relationships with all evangelical churches in the community.
- (d) To establish and to keep right relationships with the state agency to which the school is responsible.
- (e) To maintain an active relationship with the Christian School organizations on the state, regional, and national levels.

The Christian school Superintendent must administer the school from a Biblical perspective, even as the teachers must teach from a Biblical perspective. The Superintendent's job definition, seen from the Christian viewpoint, requires that all of the work be accomplished within the ethical standards of the Bible. The Superintendent must be a Bible student to see this viewpoint, and he must be sensitive to God to see his job day by day from the spiritual perspective.

## **Policy 4.32 Principal Job Description**

*The following criteria are intended to describe the general nature and level of work being performed. These criteria are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Horizon Christian School Principal.*

### **A SUMMARY:**

Position is responsible for the operational direction of the Horizon Christian School elementary or secondary program including all aspects of the program, including its academic and spiritual emphasis, assists with student recruitment and development activities, reporting to the Superintendent.

### **B DUTIES AND RESPONSIBILITIES:**

#### **1 Academic: - Develops and supervises the school program with oversight duties for:**

:

- (a) Assists the Superintendent with Personnel recruitment, selection, and placement.
- (b) Responsible for supervision, team building, work assignment, professional development and performance counseling of all academic personnel as may be authorized in the annual budget adopted by the Board of Trustees.
- (c) Curriculum development, textbook and library resource selection, and elective course selection.
- (d) Development of Extended education programs including, off site education, interscholastic competition and student service activities.
- (e) Continuous improvement of Horizon in furthering the goal of becoming “second to none” with the engagement and active participation of staff and volunteers.
- (f) Assist the Superintendent in maintaining and improving regional accreditation standing.
- (g) Fully complying with State Standards as applicable to Private schools.
- (h) The Development of personal success plans for each student including academic, spiritual, service and personal behavior goals.

#### **2 Spiritual: - Serve as an inspirational leader in the development of “Spiritual Excellence” at Horizon including:**

- (a) Setting a personal example of a Christ like life

- (b) Insuring that Spiritual excellence is woven into all aspects of School life.
- (c) Overseeing the Development of specific programming to highlight Horizon values including chapels, student ministry projects, short term mission projects and other ways to challenge students to excel.
- (d) Actively engage volunteers including the chaplain, mentors and other interested adults in creating an atmosphere of Spiritual excellence.

### 3 Student Recruitment & Student Life

- (a) Participates in developing plans for recruiting and retaining students at all grade levels.
- (b) Personally meet with prospective families and students
- (c) Recommend Approval of student admissions to Horizon
- (d) Cultivate customer relationships
- (e) Help to Make Horizon the “place to be”

### 4 Financial & Administrative

- (a) Develop and Report to the Board of Trustees such data, analysis and other reports on the health of Horizon and support for new and changing Horizon priorities.
- (b) Attends all Board of Director meetings as an “ex-officio” member. Participate in the development the Board agenda and prepares recommendations for Board action.

### 5 Development

- (a) Assist in the development of funding sources for Horizon, including tuition rates, fees, donor development, and volunteers.
- (b) Participate in special events as directed
- (c) Help represent the school in dealings with other churches, schools, social institutions, business firms, government agencies, and the general public
- (d) Actively participate in school and community activities

### 6 Teaching Assignment

- (a) Teaching classes if assigned and/or substitute for teachers who are absent.

C MINIMUM JOB REQUIREMENTS:

- 1 Education: Masters Degree in related field, current or previous state teaching license, .
- 2 Work experience: 5 years professional experience with demonstrated performance results including at least three years of classroom teaching experience. Supervisory experience with support staff, experience in building and fostering relationships with all segments of the community.
- 3 Spiritual: Demonstrated Commitment to a Biblical worldview and passionate about Christian Education.

D QUALIFICATIONS:

1 Qualifications- Spiritual:

- (a) Member in good standing of a sound evangelical church
- (b) Ability to apply Scripture to decisions affecting Horizon
- (c) Christian life style that is above reproach
- (d) Ability to work with parents, students, and staff from a variety of denominational backgrounds.
- (e) A shepherd's spirit in the approach to the position

2 Qualifications – Academic:

- (a) Masters degree with experience in an administrative role
- (b) At least 3 years of prior classroom state licensed teaching experience
- (c) Current administrative certificate desirable

3 Qualifications – Personal

- (a) Strong written and verbal communication skills
- (b) A servant's spirit in the approach to their various constituents.
- (c) Diligent, prompt, and organized in planning and time management
- (d) Gracious, courteous, friendly, flexible
- (e) A good sense of humor
- (f) Understanding of facilities management in a state of the art campus.

- (g) Evidence of ability to work well with a governing board to implement board policies with skill and loyalty
- (h) Personal and professional honesty and integrity at the highest level.
- (i) Takes responsibility for own actions; holds others accountable
- (j) Desires a long term involvement with Horizon Christian School
- (k) Good interpersonal skills, enthusiastically interacts with people, good listener
- (l) Strong problem-solving and decision-making abilities
- (m) Can effectively delegate authority to others
- (n) Has a thoughtful and positive approach working with those from a variety of backgrounds and educational levels.

## **Policy 4.33    *Teacher Job Description***

### **A    Qualifications**

The classroom teacher at HORIZON shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment (see Qualifications for Employment).

All classroom teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science degree from a recognized college or university and meet the requirements of the Teacher Certification Policy. The requirement may be waived by the Board in the case of a part-time and/or temporary teacher.

### **B    Description of Duties of a Classroom Teacher**

- 1 Teaches subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc. to enhance them.
- 2 Attends and participates in the following:
  - (a) Teacher's meetings.
  - (b) Evening programs if involving his or her students.
  - (c) ACSI Teacher's Convention
  - (d) Other meetings as assigned
- 3 Completes paperwork including the following:
  - (a) Report (grade reports) cards
  - (b) Grade records for permanent file
  - (c) Inventories of classroom equipment/supplies/books.
  - (d) End-of-year debriefing and evaluation.
  - (e) Records of attendance.
  - (f) Administration and scoring of achievement tests.
  - (g) Notification to parents of sub-standard behavioral or academic performance.
  - (h) Other paperwork as assigned or requested.
- 4 Maintains classroom cleanliness and repair.
  - (a) Is responsible for daily and end-of-the-year cleaning of classroom area.
  - (b) Assists in overall cleanliness of facilities.

- (c) Promptly reports repair needs to the administration
- 5 Maintains proper classroom discipline, taking care of minor infractions personally and referring major infractions, or a student with a continual pattern of misbehavior, to the Principal.
  - 6 Is available to any parents or students who wish to have a conference before or after school.
  - 7 Holds scheduled conferences with the parents of each student.
  - 8 Supervises extracurricular activities, organizations, and outings as assigned.
  - 9 Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with students.
  - 10 Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit and takes problems to appropriate administrator as necessary.
  - 11 Carries out any other specific duties as assigned by the Principal, or required by the Board.

## ***Policy 4.34 Librarian Job Description***

### **A Qualifications**

The Librarian of HORIZON shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment (see Qualifications for Employment).

### **B Description of Duties of Librarian**

- 1 Selects books to be included in the HORIZON library that are consistent with Board policy. (See Resource Materials for General Classroom and Library use).
- 2 Teaches students how to use the library
- 3 Purchases new books and supplies for the library as funds are available.
- 4 Maintains the library, including books, card catalogues, magazines, and equipment.
- 5 Administers the check-out, check-in, and shelving of books.
- 6 Sends out overdue notices and collects fines.
- 7 Assists teachers and students in finding books and materials in specific subject areas.
- 8 Establishes times for use of the library.
- 9 Carries out any other specific duties as assigned by the Principal.

## ***Policy 4.35 Non-Exempt Personnel***

### **A Definition of Non-Exempt Personnel**

Non-Exempt personnel are those persons employed for positions non-exempt as defined by the Fair Labor Standards Act of 1938. Examples of such employees are:

- 1 Secretary
- 2 Nurse
- 3 Receptionist
- 4 Teacher's Aide
- 5 Cafeteria Coordinator
- 6 Custodian
- 7 Bus Driver

Non-exempt personnel play a very important part of the total education team at HORIZON. While they are not directly involved in managing or directing in the education process - they are often the "face of HORIZON to school visitors" - without their active participation the fulfillment of the mission of HORIZON would be impossible.

Non-exempt personnel are employees that hold a position of employment at HORIZON that the Board has determined is fundamental to the continued successful operation of the school.

### **B Qualifications for Non-Exempt Personnel**

- 1 All employees shall meet the Qualifications for Employment
- 2 All employees shall give evidence of adequate physical and mental condition. The school may require a physical examination as a condition of employment which will be paid for by the school.

### **C Non-exempt Employment Procedures**

Applicants shall secure and complete an application for employment which is available through the school office.

The appropriate staff personnel shall interview all prospective employees. The Superintendent shall recommend to the Board Chair the applicant they feel, after careful evaluation, will be able to fill the non-exempt position that may be

open.

#### D Probationary Classification

All classified personnel shall be probationary for the first six months of continuous service.

#### E Non-Exempt Employee Evaluation

The purposes of having an evaluation are to:

- 1 More carefully meet the stated objectives of HORIZON.
- 2 Assist the employee to develop his/her potential and to have increased job satisfaction.
- 3 Develop an official record of employee's performance for administrative purposes.

Probationary employees shall be evaluated by their supervisor at scheduled intervals.

All Non-Exempt employees shall be evaluated by the Superintendent annually.

#### F Suspension of a Classified Employee

The Superintendent is authorized to suspend any employee from his/her duties for any of the following reasons for such period of time as is needed to present the matter to the Board:

- 1 Failure to satisfactorily perform his/her job duties.
- 2 Insubordination including, but not limited to, refusal to do assigned work.
- 3 Dishonesty.
- 4 Conviction of any crime involving moral turpitude.
- 5 Conviction of a felony. .
- 6 Immediate use of alcohol or narcotics
- 7 Use of narcotics.
- 8 Failure to report to work or an absence of three consecutive working days (employee's abandonment of position).
- 9 Physical or mental condition that is dangerous to children, or other employees, staff, or parents of HORIZON.
- 10 Failure to meet the Qualifications for Employment.

- 11 Any other reason, not specified above, deemed sufficient by the Principal, Education Committee, and/or Board of Trustees.

#### G Non-Exempt Employee Compensation

Wage rates for Non-Exempt personnel are established by the Board during the annual budget process. Required duties for each position are set forth in the Job Description. Non-Exempt employees are paid monthly based on hours worked during the month.

#### H Non-Exempt Employee Rest Breaks

HORIZON provides rest breaks as stipulated by state law. These breaks are to be taken in the manner and place so as not to overly interfere with school activities and work duties.

#### I Non-Exempt Employee Evaluation

A yearly evaluation of each staff member is to be completed by the Superintendent. Copies of the evaluation will be kept on file.

#### J Overtime or Compensatory time

The decision as to whether HORIZON shall permit an employee to work overtime, and, if requested, appropriate compensatory time for said work is at the discretion of the Superintendent, but in all cases will follow the requirements of the Fair Labor Standards Act..

## **Policy 4.36 Holidays**

### **A Holidays Observed**

The following is a list of holidays that will be observed by HORIZON:

- 1 Martin Luther King's Birthday
- 2 President's Day
- 3 Memorial Day
- 4 Labor Day
- 5 Veteran's Day
- 6 Thanksgiving Day
- 7 Friday after Thanksgiving
- 8 Christmas Day
- 9 New Year's Day

### **B Holiday Procedures**

- 1 A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday, as determined by the Superintendent.
- 2 Full-time permanent Non-Exempt Employees will receive the day off at their regular rate of pay for each holiday.
- 3 Part-time and/or temporary employees will receive the day off but are not eligible to receive holiday pay.
- 4 HORIZON reserves the right, when deemed appropriate, to schedule work on an observed holiday. Scheduled work on an observed holiday will be paid as a regular work day in exchange for another day off.
- 5 Teachers contracts specify work days that occur when school is not in session during the school year, including days for required activities such as in-service. In general, teachers are not expected to work during the annual Christmas break.

## Chapter V. Student Policies

### ***Policy 5.01 Admissions***

#### A Preface

HORIZON seeks students who will enjoy and benefit from an environment that is focused on providing an excellent education that integrates academic achievement, biblical truth, and character development. HORIZON seeks students whose behavior is consistent with the values and goals of the school as stated in our Mission and Vision Statements.

#### B Our Spiritual Goals

- 1 All curricula will be taught from a Biblical world view.
- 2 Classes will conduct regular Bible teaching according to a planned curriculum.
- 3 Scripture will be memorized according to a comprehensive plan.
- 4 Chapel will be conducted on a regular basis addressing identified needs.
- 5 Staff will have regular family contact addressing school-related issues as academic performance and behavior.
- 6 We will encourage Godly behavior from our students and staff.

#### C Further Guidelines

- 1 For all students applying to HORIZON, the prospective student must meet the minimum entrance requirements of the academic grade they are planning to enter. (See below)
- 2 Students will be granted permission if they are willing to be placed in the appropriate grade level.
- 3 Students who test one or more grades behind the grade to which they are applying may be admitted to HORIZON only if the student is willing to take additional class work (tutoring\*) to bring academic levels in line with grade level work. More information on this topic is listed below.
- 4 \*Tutoring expenses are the responsibility of the Parents, not HORIZON

#### D Minimum Entrance Requirements

HORIZON does not have the staff to address the concerns of high-needs

students. These would be students with serious emotional, social, or academic needs requiring the services of specially trained staff. We have established the following minimum admission standards:

- 1 Students must meet the Oregon State Minimum age standards for Kindergarten (Age 5 by September 1) and Grade 1 (Age 6 by September 1) unless an exception is granted under the Early Admission policy.
- 2 Pre-K4 A student must be at least four years of age to be admitted to the Pre-K 4 program.
- 3 Pre-K3+A student must be at least three years and 8 months old to be admitted to the Pre-K3+ program.
- 4 Grades K-2 A student must test within one year of grade level or above in math and verbal (reading/language arts) skills or readiness (K).
- 5 Grades 3-8 A student must test within one year of grade level or above in math and verbal skills.
- 6 High School A student must test within one year of grade level in math and verbal skills and must have a minimum overall GPA of 2.0.

#### E Academic Probation

Students are on academic probation upon acceptance to HORIZON.

- 1 Grades K-2 Students must demonstrate acceptable social and developmental progress as measured by the standards on quarterly report cards. The teacher may recommend withdrawal from Kindergarten if the student is not ready in these areas.
- 2 Grades 3-6 Students must achieve a passing grade at their identified grade level in reading/language arts and math. If a student is not able to meet this standard after one quarter, the student may be required to obtain tutoring in the subject at which he or she is below the standard.
- 3 Grades 7-12 Students are expected to achieve an overall GPA of 2.0 with no more than two subjects below a "C". This also applies to a student with an "F" in any subject. If at the quarter the student has not met these requirements, he or she will be given until the semester to bring up his or her grades. If at the semester the minimum requirements are not met, the student will not be allowed to return to HORIZON. This may be waived in extenuating circumstances upon review by the admission committee.

#### F Word of Warning

Admission to HORIZON is a privilege and is limited to those students who agree to and are prepared to take advantage of the benefits of a Horizon

education. Admission will not be granted to students who have been expelled from their current school for any reason, especially in cases of :

- 1 Possession of alcohol or an illegal substance
- 2 Use of an illegal substance
- 3 Being under the influence of alcohol
- 4 Possession of a firearm
- 5 Brandishing a knife
- 6 Repeated disruption in the classroom
- 7 Sexual misconduct

Students who have been expelled from either Horizon or any other school and have demonstrated acceptable behavior for a minimum three months prior to applying to HORIZON may be considered for probationary admission and will require the specific approval of the Board of Trustees

**Last Revision 9/12/2011**

## ***Policy 5.02 Non-Diploma Students***

The Board of Trustees of HORIZON is ever aware of the programs and activities that are central to the school's mission, and of the limited resources that the Lord has provided to our non-profit, religious organization. While recognizing its limited resources, HORIZON has, can provide limited services to students with special needs on a non-graded basis..

The purpose of the Program is to assist in the intellectual, social, emotional and spiritual development of students with learning differences, by assisting the education of learning different students through skilled tutoring, consistent with HORIZON expectations and curriculum in concert with students' parents.

In order to accomplish this task:

- A The Staff of HORIZON will attempt to assist in the educating of the child by:
  - 1 Evaluating the student.
  - 2 Suggesting appropriate adjustments to the curriculum and methodology as to instruct the student.
  - 3 Provide information that will improve the student's educational knowledge and skills; and
  - 4 Encourage the student through regular team meetings.
  
- B Assist parents in the training of their learning disabled student by providing:
  - 1 Thorough, appropriate valuation.
  - 2 Suggesting all known possible interventions including, where appropriate, programs NOT offered by HORIZON.
  - 3 Sharing information specific to their child's needs; and
  - 4 Encouragement for parenting efforts.

Non-diploma students may incur additional tuition charges appropriate to their level of needs.

As a general guideline, regarding the maximum scope of the program, the HORIZON Board has developed a "rule of thumb" that the maximum number of Non-diploma students allowable per classroom should not exceed two students

per classroom. This “rule of thumb” was developed to assist the effective and orderly education of all HORIZON students.

Nevertheless, acceptance of non-diploma students is subject to the School’s reasonable ability to manage those students, and with the provision that such students do not reduce the school’s ability to meet the needs of the majority of students.

### ***Policy 5.03 Non-Discriminatory Admittance Policy***

HORIZON admits students of any race, color, national and ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to all students. HORIZON does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic, and other school-administered programs.

Last Revision 6/17/2002

### ***Policy 5.04 Early Admission Policy***

#### **A Overview**

According to Oregon law, children must be 5 years old by September 1 to enter Kindergarten and 6 years old by September 1 to enter First grade. Horizon follows the same guideline for Pre-kindergarten (i.e. children must be 4 years old by September 1). Though not mandated by the Oregon legislature or the State Department of Education, requests for early entry to Pre-kindergarten, Kindergarten, or First grade may be considered under some circumstances.

It is the philosophy of the Horizon Christian School that most students are best served in an environment with their same-age peers while developing plans to address their individual needs. However, the school recognizes that grade advancement may be appropriate for some developmentally advanced children. Procedures have been adopted to ensure that the individual needs of all children are appropriately addressed.

Decisions to advance a child are made very cautiously. Professionals well-versed in child development and education can use observations and assessment information to predict readiness for Pre- Kindergarten, Kindergarten, or First grade. However, predicting future outcomes are, at best, extremely difficult, and accelerating a child may jeopardize the child's future

opportunities for academic and/or social success.

Early entry candidates must demonstrate academic achievement and emotional/social maturity beyond the age expectancy. A child's skills and abilities will be compared to those children who will naturally be entering Pre-Kindergarten, Kindergarten or First grade. It is expected that the early entry candidate would perform in the top fourth of that group.

**B Requests for special exemptions for early entry into:**

- 1 Pre-kindergarten (Pre-K4) may be made for a student whose fourth birthday occurs after September 1
- 2 Kindergarten may be made for a student whose fifth birthday occurs after September 1
- 3 First grade may be made for a student whose sixth birthday occurs after September 1.

**C Criteria for Early Entry**

A student who is sufficiently advanced to succeed in the educational program based on an analysis by the relevant Horizon teacher and a qualified, Horizon-approved professional evaluator. Approval by either the teacher or a professional evaluator does not guarantee acceptance. The professional evaluation will include the prospective student's demonstration of skills beyond age expectancy in the following areas:

- 1 Social-Emotional Development
- 2 Independent and Self Care Skills
- 3 Academic Readiness
  - (a) phonemic awareness
  - (b) alphabetic principle
  - (c) language arts
  - (d) math concepts
- 4 Motor Skills
- 5 Cognitive Ability

**D Request for Early Entrance Process**

When a parent requests early entrance for a child to Horizon Pre-K4, Kindergarten, or 1<sup>st</sup> grade, a Horizon administration-approved psychologist and a Horizon Christian School teacher will separately evaluate the child's needs for cognitive, physical and social development. They will also evaluate and determine how those needs can be met in the school program as well as in the community and home.

- E Steps in the Early Entry Process for Pre-K, Kindergarten & First grade:
- 1 Written request to the Horizon Administrator;
  - 2 Evaluation by the affected Horizon grade-level teacher.
  - 3 Assessment conducted by a school-approved and licensed psychologist, whose service will be paid for by the parent;
  - 4 Decision by the Horizon SAC (Student Admittance Committee) who will consider both the teacher and psychologist's recommendations.

Last Revision January 10, 2005

### ***Policy 5.05 Part-Time (Home-School) Student Policy***

The educational program at HORIZON is an integrated cohesive whole; its parts are intended to support one another and to fulfill the school's purpose. It is our desire that all our students be full-time, enjoying the benefits of our entire program. However, we recognize that there are situations where a family may desire only to enroll a student part-time. For this reason we have established a part-time attendance policy.

Part-time students at HORIZON must meet all behavior code of standards set by HORIZON. Part-time students shall pay registration fees. Tuition for part-time students will be calculated each year, based on the number of classes they attend. Part-time students may participate in our extracurricular activities if the student meets all the eligibility requirements. In the event the part-time student is only participating in HORIZON's after-school athletic program, the student will pay the full athletic fee and the registration fee.

Last Revision 10/11/1999

### ***Policy 5.06 Immunization Policy***

HORIZON will comply with State of Oregon immunization policies. Refusal or failure to present the required 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.

### ***Policy 5.07 Communicable Childhood Diseases***

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to approved staff consent for re-admittance:

- A Chicken Pox
- B Measles
- C Mumps
- D Pneumonia
- E Whooping Cough
- F .Pinworms
- G Scabies
- H Ringworm
- I Impetigo
- J Pink Eye
- K Head Lice

### ***Policy 5.08 Medication Policy***

No medications of any kind (including ibuprofen) will be dispersed by HORIZON staff without notification to the parents. School personnel may only dispense medication when:

- A Medication is contained in/with the original prescription bottle, sample packaging or otherwise clearly labeled with information to identify the medication.
- B 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.

- C Medication is accompanied by written permission from the parent or guardian of the student requesting that the school comply with the physician's order.

Medications are not to be sent in a student's lunch or back pack.

### ***Policy 5.09 Medical Treatment Policy***

#### **A Medical Emergency Procedure**

At the beginning of each school year all students are required to fill in the information on the "Medical Release Form" which includes the name and phone number of the doctor to be notified, as well as the name and address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parents to see that this information is on file. In case of emergency, such as serious illness or injury, this information may have to be used before consultation with the family. At the office's discretion, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will not be furnished by HORIZON.

#### **B First Aid Procedures**

- 1 Appropriate first aid will be administered until emergency response personnel can take over. First-aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- 2 Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on the "Medical Release Form" for each student in case the parents cannot be reached.
- 3 A representative of the school faculty or staff should stay with the child until the parent assumes responsibility.
- 4 Internal medication will be given only by or on the order of a physician

## ***Policy 5.10 Attendance Policy***

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. Oregon state law also requires it. Recent research shows that the main thing that employers look at in prospective employees who are high-school students or recent high-school graduates is the attendance record. Being at school and on time every day will pay off.

### **A Attendance Rules and Procedures**

- 1 Absence from school will be excused for illness, emergency family matters, one-half day for driver's license, inclement weather, dental and medical appointments when appointments at other times are not possible and extended absences when arrangements have been made in advance by petition. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school.
- 2 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.
- 3 To petition for planned absence, the family must turn in a prearranged absence form no less than 10 days prior to the absence.
- 4 For an excused absence, the student will have one day for every two days missed to complete and turn in late assignments.
- 5 After two unexcused absences within any month, a conference with the parents and principal will be scheduled.
- 6 No credit will be allowed for school work missed during an unexcused absence.

### **B Required sign-out prior to the end of the day:**

- 1 Students may not leave without parental approval. Students who become ill must sign out at the office after receiving permission to leave
- 2 All students must sign out before leaving.

### **C Tardy**

- 1 A third tardy in any class per quarter will result in a lunch-time detention.

- 2 A third lunch time detention will result in an after-school detention.
  - 3 Any further lunch time detention will result in after-school detention.
- D Open Campus - HORIZON has an open campus policy during the lunch time for senior class only. Seniors may leave without signing out.

Last Revision 8/7/2000

### ***Policy 5.11 Academic Requirements Policy***

#### **A Satisfactory Academic Progress**

At HORIZON, we strive for educational excellence. In keeping with this goal, students in grades 7-12 are required to maintain a 2.0 minimum quarterly GPA.

#### **B Academic Probation**

Academic probation serves both to encourage academic improvement and to provide a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance closely monitored in all classes and reported weekly to parents or guardians.

Returning students who fail to make satisfactory academic progress will be placed on academic probation the following quarter.

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

#### **C Dismissal**

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

Last Revision 2/12/2001

### ***Policy 5.12 Grade Level Acceleration***

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss

critical concepts and skills by missing a grade. The school administrators must also consider other factors such as those that relate to maturity, social development and student success in comparison to other very bright and intelligent students. At HORIZON it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic development as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

### ***Policy 5.13 Student Records***

HORIZON shall keep records which will provide for the registration and attendance of students, and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results.

Student records may be reviewed by staff following the check-out procedures. Parents and eligible students (age 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.

### ***Policy 5.14 National Standardized Testing***

Students in first through eleventh grade will be tested annually using a reputable nationally recognized standard test. HORIZON presently uses such tests for individual target teaching to remedy special needs of specific students, but primarily uses these tests to assess the strengths and weaknesses of the school's curriculum and secondarily, the staff's instructional skills.

### ***Policy 5.15 Accidents, Injuries and Safety***

In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of HORIZON regarding the events leading to the injury without first consulting with the administrative staff.

An accident report shall be completed within 24 hours. If possible, this shall be done by the injured employee but, if possible, his/her designee shall complete it.

In the event of the child injury, the employee on duty in that area at that time shall complete the accident report.

### ***Policy 5.16 Parent-Teacher Conferences***

The Board of HORIZON believes it is very important for school and home to work in harmony. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

- A Parents will attend a formally scheduled meeting with their child's teacher(s) in a personal conference at the end of the first nine-weeks grading period.
- B Teachers will also use letters, phone calls, and regular progress reports as needed to communicate with the parents.
- C Parents can request a conference with their child's teacher(s) at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call. A conference should be scheduled at a time convenient for both the parents and the teacher. The parents should communicate with the teacher before contacting the Principal or any member of the Board. Generally, the Principal will be available for a conference following the initial parent-teacher contact.

### ***Policy 5.17 Late and Make-Up Work Assignments***

Students should complete and turn in assignments as instructed. Late homework will be accepted with a penalty until the unit test on that material is given. Generally, homework and tests missed due to an excused absence must be made up within two days of the absence. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

If pre-assigned work is 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 is planned 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.

### ***Policy 5.18 Tutorial Help***

For students with more severe problems, an outside tutor or other third-party assistance may be required. The School faculty and Administrator will be able to provide names of qualified tutors. In such instances, the Administrator may require the parents to provide appropriate testing to determine whether their child has a learning impairment or disability. Any outside tutor or other third-party assistance should confer with the teacher of the class in order to coordinate objectives and methods. The Principal shall be aware of all students receiving outside tutorial or other third-party assistance. Fees for third-party assistance will be the responsibility of the parents.

## **Policy 5.19 Graduation Requirements**

### **A Credit 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 which meets daily for 36 weeks.

### **B Distribution of Credit**

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	Honors Program + 1 Credit
Science	3	Honors Program + 1 Credit
Bible	4	
Languages	2	Petition out for special cases
Computer	1	
Personal Finance	1	
SAT Prep	.5	
Physical Ed	1	Sports ½ credit per season
Subtotal	23.5	
Electives	2.5	
Total	26.0	

Additional electives will be offered on a varying basis each year. Of this category, students will be required to fulfill 1 credit for graduation.

**Last Revision 7/01/2000**

## **Policy 5.20 Student Discipline Policy**

### **A 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.

## B Policy

- 1 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.
- 2 Students are responsible to understand, support and obey all school rules and graciously submit to correction when it is given.
- 3 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.
- 4 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.
- 5 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.
- 6 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.

- 7 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.
- 8 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.
- 9 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:
  - C 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
  - D 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
- E Detention will be administered by a staff member and is meant to be a consequence for minor offenses and tardiness to class.
- 1 The third tardy in any class in a quarter shall result in Detention 1 (noon hour detention).
  - 2 Each additional tardy in the class will result in Detention 1.
  - 3 The third Detention 1 (tardy or minor offense) shall result in Detention 2.
  - 4 All further offenses will result in Detention 2.
  - 5 The third Detention 2 offense will result in a mandatory parent conference.
- F 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.
- G 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.
- H 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.
- I 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.

- J In the event that Criminal charges are pending or have been filed against a student the following will apply:
  - 1 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.
  - 2 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.
- K Copies of this Discipline Policy shall be distributed to every family annually.

**Last Revision 1/26/2010**

### ***Policy 5.21 Signs of Affection” Policy***

HORIZON supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside the school hours as well. Our public conduct would 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 towards 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).

**Last Revision 9/01/2007**

## ***Policy 5.22 Dress Code Policy***

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.

The dress code policy applies to K-12 students. Pre-kindergarten students are exempt.

The dress code procedure is published in the Parent & Student Handbook annually is available on our Website at [www.horizonchristianschool.org](http://www.horizonchristianschool.org), and listed in Appendix F.

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.

The dress code shall apply to all students during all school days, events and activities and staff members are expected to follow the dress standards outlined in Policy 4.18..

The Principals and teachers will ensure compliance with the dress code.

When classes and groups travel as representatives of HORIZON, the Superintendent, Principal or designated leader shall be responsible for maintaining a standard of dress appropriate for the occasion.

**Last Revision 7/25/2009**

## ***Policy 5.23 Computer Use Policy***

### **A Internet Management**

The Board of HORIZON has determined that in order to retain the school's focus upon teaching students in person and to provide safe access to the internet for research and study, access to the internet will only be allowed at the school with the supervision of a teacher or other responsible volunteer. The internet access provided in the library and is managed by the librarian, access in the computer lab will only occur when a staff member or other responsible volunteer is supervising student use. Computer work stations located in class rooms are under the supervision of the teacher assigned to the classroom.

### **B Horizon Website Content**

The main purpose for the HORIZON website ([horizonchristianschool.org](http://horizonchristianschool.org)) is that of communication and information dissemination. This communication consists of two distinct audiences: 1) the public at large and 2) current faculty, staff and students.

### **C 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 is limited to using only supplied school software.

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

If there are any questions about these rules, please contact the Superintendent. Be aware that the inappropriate use of electronic information resources can be a violation of school rules or local, state and federal laws and that the user can be prosecuted for violating these laws.

## D Network Etiquette and Privacy

It is expected that the user will abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:

Philippians 2:3

- 1 Be polite - never send or encourage others to send abusive messages
- 2 Use appropriate language - the user is the representative of HORIZON on a public system. Swearing, vulgarities, or any other inappropriate language are not permissible.
- 3 Privacy - Addresses or phone numbers of students or colleagues will not be revealed without written permission.
- 4 Disruptions - The network will not be used in any way that would disrupt the use of the network by others.
- 5 Representation - Anonymous messages or messages represented to be authored by another are not allowed. All correspondence should be clearly identifiable as to its originator.

## E Security

If a security problem is identified with school computers the Superintendent should be notified immediately. The problem should not be identified to others. Passwords should not be revealed. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution. 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 use the system responsibly. Users should not expect that files stored on school file servers will be private.

## F Internet Acceptable Use Procedures

Because the Internet is a wide-open, unmanaged system, HORIZON requires that all students and staff be aware of and abide by the Acceptable Policy for Use of School Computers. Use of the Internet and school computers is a privilege and not a right.

## G Parental Permission

Student and parent signatures on the HORIZON 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 and that teacher will give instruction on Internet use to students.

## H E-Mail

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

#### I Chat or User Groups

Independent student use of chat and user groups is not allowed. Students may not use school computers to access private Internet providers of personal accounts not associated with the school.

#### J 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 not direct citation, the Uniform Resource Location (URL) must be cited.

#### K Undesirable Materials Philippians 4:8

HORIZON will take all possible precautions to restrict access to undesirable materials. However, students and teachers also accept just responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report the material to a teacher. Teachers who gain knowledge of undesirable Internet materials must report it to the Superintendent

#### L Downloading

Downloading from the Internet without approval from a teacher or Principal is not allowed.

**Last Revision 7/25/2009**

## **Policy 5.24 Library Guidelines**

### **A Purpose of Library**

- 1 To uphold the Word of God and the philosophy and goals of HORIZON.
- 2 To encourage spiritual learning and growth of students by providing Christian literature not readily found in public or other secular libraries.
- 3 To provide material appropriate to the mental, emotional, social, and spiritual needs and interests of the students of HORIZON.
- 4 To provide resources for the student in:
  - (a) Fulfilling assignments
  - (b) Supplementing classroom instruction
  - (c) Improving the skills of discernment
  - (d) Assisting in the molding of character
  - (e) Encouraging spirituality
  - (f) Inspiring students to lead more Godly lives.
- 5 To provide libraries with the characteristics that will be:
  - (a) Christ centered.
  - (b) An instrument of the Holy Spirit
  - (c) A center of spiritual learning and growth. (II Peter 3:17-18).

### **B General Book Selection Policy**

- 1 Philosophy and practical for the acquisition of books and materials will be consistent with the purposes and goals of HORIZON.
- 2 Curriculum needs carry first priority in acquisition of library materials. Administration, faculty, staff and students' requests for materials, which directly support the curriculum, also fall within this category.
- 3 General circulating and non-circulating reference materials relating to the curriculum as well as materials important in their own right, are second in priority.
- 4 Other reading materials including fiction, drama, poetry, and essays are to be selected, consistent with the Resource Materials for General Classroom and Library Use policies, by the librarian. Recommendations and donations are solicited.
- 5 Censorship for the Christian is made necessary by God's absolute

standards. Acceptability on the part of the Christian should depend upon the purpose of the work. For example, does it sharpen moral understanding and encourage correct moral choices? If it serves to help the Christian in becoming more Christ-like, then it is acceptable. (Ephesians 4:11-13)

#### C Guidelines for Book Selection

- 1 Carry out the purposes of HORIZON.
- 2 Consistency with Resource Materials for General Classroom and Library Use policies.
- 3 Teacher, curriculum and student needs.
- 4 Authority of the book (Biblical vs. non-Biblical) (Colossians 2:8)
- 5 Authenticity of the book (content credibility)
- 6 Scope, depth of book - serving needs.
- 7 Format and technical quality - pages, binding, print.
- 8 Content treatment and arrangement of writing:
  - (a) Can it engage and exercise powers of imagination?
  - (b) Can it lead to a greater understanding of culture and society?
  - (c) Can it provide a significant occasion for strengthening Christian faith?
  - (d) Can it increase discernment and concern for the lost in the hearts of readers?
- 9 Esthetic quality (Philippians 4:8-9; II Corinthians 10:5)
- 10 Cost.

#### D Response to Student, Teacher, Staff or Parent Concerns

- 1 Determine the actual concern and gather the information for the purpose of having in writing the actual objection to the work.
- 2 The Librarian will then review this written concern with the Principal and the Superintendent to determine future action.

### ***Policy 5.25 Music Education and performance groups***

Music education is important to the development of the students.

Every student through the sixth grade is able to participate in music classes. Music is offered as an elective beginning in the Junior High school.

The music department will be responsible for providing Christmas and Spring Programs utilizing musical gifts of the various grades and school musical groups.

### ***Policy 5.26 Physical Education***

Physical education is important to the development of good physical and mental health. A P.E. curriculum has been developed for each grade level and is implemented by the P.E. and classroom teacher. Physical education activities are planned to maximize the children's safety.

Physician's note: Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not able to participate. If such a note is received, the student will be excused from P.E. class until another note from the physician indicates an ability to resume participation in P.E.

Parent's note: As an exception to the general policy, a student may be excused for up to three days at a time with a note from a parent in cases of minor injury and/or sickness from which the student is recovering.

Students will wear appropriate clothing for P.E. class.

### ***Policy 5.27 Christian Athletics***

A Christian philosophy of athletics must stem directly from the HORIZON Christian philosophy of education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Romans 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body" (I Thessalonians 5:23).

There should also be a commitment to excellence in each particular sport, for the student should "...work at it with all your heart, as working for the Lord" (Colossians 3:23).

Athletics are a means to an end, not an end unto themselves. Athletics represent an aspect of the HORIZON educational program, not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his God-given potential.

It is the goal of HORIZON that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, perfect learning situations for teaching Biblical principles. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach. It is the job of the coaches to properly direct them in these situations as to build Christian character qualities.

### ***Policy 5.28 Student Accident Insurance***

The school covers all students with accident insurance while enrolled at Horizon.

### ***Policy 5.29 Visitors***

Students may bring friends to HORIZON with the teacher's or Principal's prior approval. Visitors must meet all behavioral expectations of HORIZON. They must check in with the front office as soon as they arrive, so that their whereabouts will be known should they need to be contacted.

## ***Policy 5.30 Field Trips***

Field trips should be scheduled with the office at least two weeks prior to the actual date of the trip. It is the teacher's responsibility to organize class and field trip experiences that are interesting and fun, but also contain spiritual and academic value. Field trips requiring money should be approved through the Principal.

### **A Overall Procedures**

- 1 Determine purpose. A field trip must be justified educationally and have a direct relationship to the goals and objectives of the school grade or subject matter.
- 2 Plan carefully. If appropriate, the children should participate in the planning.

### **B Specific Procedures**

- 1 Obtain consent from the administration to make the trip.
- 2 Make a preliminary survey, with a list of situations, points of interest, and the like.
- 3 Make arrangements with authorities at the destination point and with school authorities.
- 4 Obtain written parental consent for student to go on the field trip.
- 5 Arrange for parent volunteers to accompany you on the trip.

### **C Teacher-Student Preparation**

- 1 Prepare and distribute to students any materials that can be used profitably in the course of the trip.
- 2 Arouse student interest in the trip by class discussion, photographs, bulletin boards, etc.
- 3 Make clear to the students the purpose or purposes of the trip.
- 4 Work out with students specific points to observe during the trip.
- 5 Set up with students the standards for safety and behavior:
  - (a) What to do in case of accident;
  - (b) Necessity for order, attention on the bus; and,
  - (c) The necessity for strict attention to the instructions of the host, warning signs, etc. at the destination

## ***Policy 5.31 Extended Field Trip Policy***

### **A Overview**

It is a goal of the Board of Trustees of HORIZON that extended fields trips become an integral part of the educational process for Horizon Students.

Past examples of these trips have included the 6<sup>th</sup> grade science outdoor laboratory trip, the 7<sup>th</sup> & 8<sup>th</sup> grade Washington D.C trip, and the annual Junior and Senior high September retreat

### **B Policy Guidelines**

- 1 Trips will be planned with a structure to include the maximum number of students from a particular class as possible.
- 2 Trips will include an appropriate number of adult chaperons
- 3 The cost to participate in the field trip will be clearly announced in advance of the trip.
- 4 An alternative educational program with be available for those students who do not participate in the extended field trip.

## ***Policy 5.32 Student Fund-Raising***

All such proposed student fund-raising activities must be submitted to the Principal in writing for approval, prior to implementation.

Approval will be based on the following principles:

- A Sale of goods and services at fair prices is the preferred method of fund raising for student activities. This could include car washes, yard work, baby-sitting, tutoring, or other similar activities. No high- pressure tactics, including the assignment of quotas may be used. The funds should be designated for a specific purpose.
- B Sale of raffle tickets, coupon books or other products at above market value is in reality a disguised form of begging which is not in keeping with the principles of the school and will not be permitted.
- C Solicitation of gifts from a small group of individuals with particular interest in a specific need or for a specific purpose will be permissible. Gifts may be solicited from community members, but no high-pressure tactics, including assignment of quotas, may be used. Giving should be structured in such a way as to

encourage anonymity (Matthew 6:2-4).

The above guidelines are consistent with Biblical principles concerning giving and working. Careful adherence to the spirit of these guidelines will teach our students valuable practical lessons in these areas, and will be a testimony to the community at large.

### ***Policy 5.33 Class Schedule***

All class schedules are to be established by the Principals, in consultation with each other and the Superintendent. Each teacher is responsible for establishing a daily instructional schedule.

### ***Policy 5.34 Biblically based Sex Education***

HORIZON believes it is the families' primary responsibility to provide both health and biblical values related sex education. In a society where sex is often misused, Horizon provides both health based information within an age and gender appropriate setting, and biblically based information on the proper role of sex within marriage.

Health related, Sex education curriculum is focused on how reproduction occurs and health issues related to reproduction. Each year, the principals and the Superintendent review the specific curriculum and when to present this health based information. Parents are invited to simultaneously hear this program with their student, while attending in a separate classroom area. Any parent who does not wish to have their student receive such instruction must inform the school in writing.

Biblically based sex education is devoted to presenting the appropriate behavior for students, including those who are dating, and why abstinence until marriage is the appropriate behavior. These sessions are based on Biblical principles, as opposed to the "how to" courses offered in the public realm, and explicitly reinforce the patterns of the proper family relationships.

**Last Revision 7/25/2009**

## **Policy 5.35 Language Arts**

### **A Purpose for Literature**

- 1 To help students discern between worthwhile and worthless literature, developing a taste for that which is true and beautiful.
- 2 To enhance the students' appreciation of beauty.
- 3 To expose the students to examples of writing worthy of imitation.
- 4 To acquaint students with various literary forms.
- 5 To increase the students' understanding of man, world, and God.
- 6 To familiarize students with "the Classics" (those works of literature which strongly reflect and/or shape Western thought and culture).

### **B Accomplishing that Purpose**

The faculty and staff of HORIZON desire to give students a quality education that will prepare them for service to God in the world. Literature, properly taught, is one means of accomplishing that goal.

It is understood that in any form of art there will be controversy relating to topic and style. The utmost of care will be taken in choosing works to be studied, tempering the Scriptural admonition to "Hate what is evil; cling to what is good" (Romans 12:9) with the command to "Take captive every thought to make it obedient to Christ." (2Cor.10:5); teaching students to be "as shrewd as snakes and as innocent as doves." (Matt. 10:16). There must be balance. Students that are not able to recognize and intelligently address the issues that have shaped and are shaping our culture today will not be able to be "salt and light" in that same culture tomorrow.

Literary works will be selected according to the following criteria:

- 1 They should have stood the test of time as "Classics".
- 2 They should be exemplary in style, mechanics, and content.
- 3 They should address "big questions", causing students to examine the deep things of God (love, sacrifice, depravity, etc.)
- 4 They should portray a clear distinction between good and evil.
- 5 Original texts should be used whenever possible.
- 6 They should reflect variety in period and style.
- 7 They should be developmentally and cognitively appropriate.

## **Policy 5.36 Visual and Performing Arts Policy**

The mission of HORIZON is to education students to the glory of God. Education includes traditional academic subject matter including fine arts, biblical instruction, physical education including both intramural and interscholastic sports, participation in ministry activities and visual and performing arts, to develop the life tools needed for success in later life. These programs are core to the Mission of HORIZON and are designed to:

- A Encourage a lifetime commitment to Jesus Christ
- B Promote living in accordance with biblical instruction
- C Help fulfill the great commandment of loving our neighbor as ourselves
- D Reflect a very high consensus on the appropriateness of the program elements.

HORIZON will carry out its mission during both the school day and with school authorized events occurring outside the school day including those sponsored by organizations affiliated with HORIZON such as student and/or parent organizations that would normally be recognized by the community at large as HORIZON representatives, acting with the approval of HORIZON.

Within the HORIZON community, parents and students still may have concerns about participating in specific HORIZON authorized events and HORIZON will make every effort to accommodate those personal convictions with either alternative activities or “no fault” non-participation.

In the 21<sup>st</sup> Century, visual and performing arts include many activities that are wholesome, and consistent with the mission of HORIZON, but which we may choose not to include in our Instructional Program and HORIZON Authorized events. Examples of these include:

- A Movies that while wholesome, do not have a direct connection to our Instructional Program.
- B Dancing which in some cases may be used within church services, and other forms of dancing that promote health and fitness benefits, courtesy and respect and do not conflict with the biblical mandate of maintaining sexual purity in both thought and deed.
- C Musical forms and styles while wholesome, but not included in our programs.
- D Television that is primarily entertainment oriented and wholesome, that doesn't have a direct connection to our Instructional program.
- E Internet and Print forms of literature which are wholesome but not connected to our Instructional program.

Reasons for possibly excluding these otherwise acceptable visual and performing arts programs can include, lack of connection to our Mission, budget and time priorities or the failure to achieve a high consensus on appropriateness.

Visual and Performing Art activities that are not HORIZON authorized may not be advertised on campus in print form, or on the HORIZON website.

Students may participate individually in Visual and Performing Art activities that are in accordance with biblical instruction including but not limited to biblical mandates of sexual purity in both thought and deed. These activities may be organized by church groups, community based groups, and/or individual parents or groups of parents.

The Bible instructs us individually to *“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the Word of Truth.”* (2 Timothy 2:15) and to not take actions that would cause our brother to stumble. (1 Corinthians 8:13). Parents and students make decisions individually every day how to apply these biblical principles in their lives and may come to different decisions about the same issue. Private participation in the visual and performing arts, to the extent not in conflict with HORIZON policies, allows personal conviction, developed by biblical study and guided by the Holy Spirit to guide their participation in activities that HORIZON chooses not to sponsor.

Decision Authority Guidelines for Implementing the Visual/Performing Arts Policy has been established as follows:

- A HORIZON will select visual and performing arts elements to be included in official program offerings through a structured approach based on the guidelines described above and through a curriculum committee approach, review an approval by the administrator and within the budget approved by the Board of Trustees. If any staff member, principal or the Superintendent have reason to believe that the element proposed to be included in the official program offering may not have the high consensus that is expected for visual and performing arts, the proposed element will be reviewed by the Board of Trustees.
- B The Board of Trustees will review any request for HORIZON Sponsorship involving Visual and Performing arts elements for student and/or parent organizations that would normally be recognized by the community at large as HORIZON representatives, acting with the approval of HORIZON
- C The Board of Trustees has approved Horizon sponsorship of one Spring Formal event per year, open to Horizon high school students, and their guests who have been approved by the high school principal. The approved spring formal authorization consists of an off campus dinner and may include a formal dance which reflects Horizon values, in content and format, as described throughout this visual and performing arts policy, and is also to be held off campus. Dancing instruction for the spring formal may occur on campus after school hours at specifically designated times with a faculty sponsor in attendance

during the instructional period. No other dancing activities are authorized on Horizon Property with the exception that dancing may be used as a limited performance element of a scheduled music, drama, assembly or chapel program.

Last Revision 11/21/11

***Policy 5.37 Tobacco Use Policy***

- A For the purpose of this rule "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.
- B No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew or sell tobacco at any time, including non-school hours:
  - 1 in any building, facility, or vehicle owned, leased, rented, or chartered by HORIZON.
  - 2 on school grounds, athletic grounds, or parking lots.
- C No student is permitted to possess a tobacco product:
  - 1 in any building, facility, or vehicle owned, leased, rented, or chartered by Horizon Christian School
  - 2 on school grounds, athletic grounds, or parking lots.

Last Revision 7/25/2009

### **Policy 5.38 Substance Abuse**

It is HORIZON'S policy to maintain a school community that is free from the effects of drugs and alcohol.

- A Board Members, Employees, students and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on school premises. In addition, HORIZON prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve.
- B Board Members, Employees, students and volunteers will be subjected to disciplinary action as provided elsewhere in this policy manual, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at school, being under the influence of those substances while at school, using them while at school; or dispensing, distributing, or illegally manufacturing or selling them on Horizon premises. Everyone who comes on the premises is subject to search and surveillance at all times while on HORIZON Premises or while conducting HORIZON business.

Last Revision 7/25/2009

### **Policy 5.39 Bullying Policy**

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.

- A. A charge of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action, up to and including expulsion.
- B. Bullying, including "Cyber Bullying", is defined as any action that habitually harasses another physically, emotionally, or spiritually in an intimidating, overbearing manner regarding their race, creed, color, physical make-up, or

gender during any school sponsored activity. Cyber Bullying is defined as using a technology tool such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages digital pictures or web postings to harass, tease, intimidate, threaten or terrorize another student or staff member.

It is the students', employees' and parents' responsibility to:

- A. Conduct him/herself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
- C. Immediately inform the offender that their behavior is offensive and unwelcome.
- D. Report all incidents of discrimination, harassment, or bullying to the supervisor on duty.

#### Compliant Filing and Investigation Procedures

The following procedures must be followed in filing and investigating claims of bullying or harassment:

- A. The student will first attempt to tell the individual offender that his/her conduct is offensive and it must stop. If the objectionable behavior does not cease immediately, the student must report the bullying to any supervisor.
- B. All reports must be passed on to the principal. Any reported case will be documented and signed by the parties reporting. All parties involved will be made aware of the allegations. Confidentiality will be maintained as much as possible.
- C. During investigation, appropriate actions and suspensions may be taken, as necessary, through the resolve of the issue. Actions and allegations during this time will be documented.
- D. The principal, in consultation with the superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the bullying and can include all disciplinary actions up to and including immediate termination or expulsion.
- E. Criminal charges will be handled by civil authorities.

**Last Revision 4/8/2011**

### ***Policy 5.40 Student Cell Phone Policy***

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.

**Last Revision 7/20/2011**

## Chapter VI. Institutional Policies

### ***Policy 6.01 Interior furnishing and décor policy***

The Horizon Christian School interior should reflect a vibrant, educational atmosphere in balance with an orderly and safe setting. Specific guidelines are listed below. Questions concerning the policy and final decisions on interior furnishings and décor (not individual displays) should be directed to the Interior design committee. This committee will be chaired by a school board member and include two teachers.

Common Areas and bulletin boards in these common areas (all areas outside of individual classrooms): Displays may include student work that fits with the educational learning happening in the classrooms, academic and sports achievements, school history and trophies, thematic units, seasonal exhibits, philosophy and/or purpose of the school.

These displays should be changed regularly.

Classroom Areas and bulletin boards in the individual classrooms: The classroom environment should reflect the priorities of the education occurring in the classroom.

The basic furniture, wall color, and bulletin boards will be provided. Teachers will have flexibility in decorating their room. Additional classroom items brought in by school personnel should be of quality.

Safety must be a top priority. A safe building and equipment will be maintained to prevent accidents or injury to students, employees and other citizens from fire, natural disasters, mechanical and electrical malfunction and other hazards. The building will be equipped and maintained in accordance with appropriate local, state and federal safety regulations. The building will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations. Fire exits and maps must be clearly displayed.

## ***Policy 6.02 Chapel and Assembly Policy***

HCS provides a variety of spiritual disciplines and opportunities for students to grow in the grace and knowledge of our Lord Jesus Christ. Our weekly chapels are designed to teach Horizon students the Christ-centered doctrines and deeds that help them to make wise decisions that support a biblical worldview. Our primary aim of chapel is to encourage students to worship the Lord while pursuing a relationship with Jesus Christ that demonstrate works of faith, labors of love, and the steadfastness of hope in the Lord (1 Thess. 1:3).

Chapel speakers agree to speak the truth in love while refraining from teaching on topics or issues that have universally divided believers in every age. All chapel speakers must be born-again believers who fellowship regularly at an evangelical church. If requested, each participant will provide HCS with references from reputable sources, and while speaking in chapel agrees to respect and teach in accordance with Horizon's Statement of Faith, avoiding controversial subjects like speaking in tongues, prophesying about things future, and conducting healing services on school premises. All chapel speakers must be approved by the appropriate Principal.

On occasion, HCS students will gather for Assembly whereby the topic discussed is of a non-spiritual nature (i.e. civic, athletic, or dramatic). In such cases, invited participants must be approved by the appropriate Principal prior to speaking to students. All participants in school assemblies must maintain an upright testimony and speak to the issues and purposes for which they were invited to address the school at the outset. Horizon Christian School is grateful to all chapel and assembly participants who freely give of their time and talents to help students mature in their educational experience.

**Last Revision 5/10/2010**

# Appendix A - Horizon Teacher Contract

## Fiscal Year 2009-2010

### I. Introduction

Believing that God has led in this decision, the Horizon Christian School (Horizon) Board of Trustees appoints \_\_\_\_\_ as a teacher for the 2009-2010 school year. We expect you to report to work on or about August 25, 2009, and will end on or about June 10, 2010, depending upon satisfactory performance of your assigned duties. In so doing, Horizon recognizes and affirms the ministry of teaching for you as a servant of our Lord Jesus Christ. Horizon rejoices that God has brought you to Horizon as a “fellow-laborer” in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of a “Second to none” program at Horizon Christian School.

By accepting this appointment, you specifically acknowledge that this contract is for a limited period specified herein and that all rights and privileges shall terminate upon the expiration date of this contract, unless voided by a breach of the conditions of employment as outlined below. No rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts.

### II. Compensation

- A) Your contract salary for this period of employment will be \* \_\_\_\_\_ based on an FTE schedule of 1

\*Contract salary will be recalculated if enrollment exceeds 220 FTE during 2009-2010 contract year.

### III. Employee Benefits

\*See “Employee Benefits addendum” on pages 6 & 7 of this contract package.

### IV. Conditions of Employment

- A) I affirm, as part of the qualifications for this position, that I am a “Born Again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)
- B) I give testimony that I have a sense of God’s will that teaching is a calling, and that teaching in a Christian school is God’s direction.

- C) I will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to students (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living.
- D) I accept without verbal or mental reservations, and am committed to upholding the Statement of Faith and basic objectives of Horizon Christian School. I will report to my designated supervisor and yield to them in the Scriptural exercise of their position.
- E) I have read the Teacher Job Description and agree to abide by the requirements listed. I have also read and agree to abide by the procedures set forth in the Horizon Information Handbook (aka *Parent /Student Handbook*), as well as any additions made during the year.
- F) I have also read and agree to abide by the Operational Expectations of Employment listed on page 4.
- G) I agree to cooperate in every way with the school authorities and adhere to policies adopted by the Board of Trustees.
- H) Upon request, I agree to submit to a physical examination by a licensed physician at school expense and furnish the school with a copy of the physicians report.
- I) I understand that assignment to room, grade, subject, and extra-curricular duties will be made at the discretion of the Superintendent after consultation with me. I also understand there are other duties that are normally expected of a professional educator, and that these duties will be completed in a professional and timely manner as requested. I agree to accept a proportionate amount of supervision, observation, and assignment, to be determined by the Superintendent, who will seek as far as possible to achieve equity in all staff assignments.
- J) When school is in session, I agree to be present each regular school day unless otherwise noted in the school calendar or by special notice from the school office. In addition, I agree to be present and on time for faculty devotions, staff meetings, conferences, chapels, in-service days, preparation days, and other special meetings or events as called by my designated supervisor.
- K) I will strive at all times to understand, appreciate, love, and serve the students entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I will provide regular communication with parents by phone and e-mail as

appropriate, and keep notes of those contacts,, along with the documentation of meetings (i.e. who, what, when, & points of discussion) and of actions taken.

- L) I will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance and doing periodic bulletin board changes or other housekeeping duties as requested by the administration.
- M) I agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. I agree that all differences will be resolved utilizing Biblical principles – always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent, and school matters. (Titus 3:2 and Galatians 5:15)
- N) Horizon staff and I are Christians and believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, Horizon and I agree that any claim or dispute arising out of, or related to, this agreement or to any respect of the employment relationship including statutory claims, shall be settled by Biblically based authority.
- O) I agree that Scripture dictates standards of sexual behavior. All sexual activity will be confined to the bounds of marriage. Deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).
- P) I acknowledge that I am fully aware of my obligations under state law regarding child abuse reporting requirements and that I will fulfill those obligations.
- Q) If I resign or am terminated during the period of service covered by the contract, I will be paid that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment, unless state law mandates otherwise.
- R) Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon myself, or tending to seriously impair my continued usefulness as a Christian role model for the students.
- S) This contract is contingent upon the school receiving adequate resources to fund the operations of the school.

## V. Operational Expectations of Employment

The following list contains expectations for teachers of Horizon Christian School for the school year. A Horizon teacher is expected to:

- A) Prepare detailed lesson plans consistently, at least two weeks in advance (or two weeks out).
- B) Use email to regularly communicate with school staff and parents. Respond promptly and professionally to communications from parents, board members, and staff.
- C) Help with improvements called for in the SIP (School Improvement Plan), be an active and productive committee member, and review or revise Course Descriptions, Curriculum, or some similar activity as requested.
- D) Prepare reports, perform studies, and carry out school improvement actions as called for in the SIP (School Improvement Plan) or for NAAS accreditation as requested. This may include my participation on a committee formed to effectively address issues related to the SIP or for NAAS.
- E) Produce progress reports, report cards, honor rolls, student portfolios, and lesson plans in a thorough and timely way.
- F) Attend all school staff meetings, events, activities, or functions as requested.
- G) Start & stop classes as scheduled, and will work especially, closely with staff in related departments or proximity.
- H) Consistently enforce school rules with patience and love. Refer to the School-Wide Behavior Plan, and ask school administration for help or advice.
- I) Engage in regular communication with parents by letter, phone, along with appropriate documentation of meetings and of actions taken.
- J) Maintain a standard of dress and grooming that is professional and meets or exceeds the student dress code.
- K) Treat others (students, staff, parents, & visitors) with love and respect.
- L) Read and follow both the Horizon Information Handbook (aka Parent/Student Handbook) and the Horizon Faculty Manual.
- M) Be present at Horizon Christian School 30 minutes before class instruction begins, and 30 minutes after class instruction has ended.
- N) Help the school with such additional duties as may be needed but are not listed above.

HORIZON Teacher Contract – Fiscal Year 2009-2010

Acceptance and Signature page

- covering all seven (7) pages -

Agreed and accepted:

-----  
Staff signature

-----  
Date

-----  
Horizon Christian School  
by Donald J. Hoffman, Chair, Board of Trustees

-----  
Date

I have selected to receive my compensation in: (Please initial your selection)

1. \_\_\_\_\_ 10 equal monthly payments beginning September 25<sup>th</sup>
2. \_\_\_\_\_ 12 equal monthly payments beginning September 25<sup>th</sup>

Following Section: Health Insurance Selection required for new teachers. Current teachers have open enrollment/selection in December to be effective January 1.

I have selected the following Health Insurance Coverage (Please initial your selection)

3. \_\_\_\_\_ HSA Plan
4. \_\_\_\_\_ Traditional Fee for Service Plan

Coverage Level

1. \_\_\_\_\_ Employee

2. \_\_\_\_\_ Employee and Spouse
3. \_\_\_\_\_ Employee and Dependents
4. \_\_\_\_\_ Family Coverage

## Appendix B – Teacher Evaluation Form

## Appendix C – Reconciliation Form

Date:

State nature of problem:

Ideas to bring to resolution:

Steps both parties agree to take:

Person A will \_\_\_\_\_ By

Person B will \_\_\_\_\_ By

Next meeting is scheduled for:

**Last Revision 2/10/2006**

## Appendix D - Formatting Notes

This document contains three styles which are set as part of the bullets and numbering outline system.

1. The overall style for the body of the policy manual starts with an outlining style beginning with Chapter, then Policy number, then A, then 1 and finally (a)
2. Two documents within chapter one are external documents (Articles of Incorporation and Bylaws) and they have their own number style after Policy number which beginnings with Article on the outlining tab (bullets and numbering)
3. The appendix has its own numbering system beginning with Appendix, then A, then 1.

By changing how a style is defined, it will change all the formatting throughout the document. The table of contents is built from the Style sheet and can be updated as a whole, if the policies take more or less space.

Also, policies can be rearranged and the policy numbering will be automatically updated. This is a two edge sword, however, since internal references to a policy number (within another policy number) are not updated automatically.

Any proposed change to any policy should be developed from this document as with proposed “track changes” editing clearly visible. This will insure that when the changes are being considered, any changes approved by the board will maintain the formatting integrity of the entire policy manual.

Finally, if you have any questions about formatting, contact Don Hoffman.

## Appendix E - CHILD ABUSE/NEGLECT REPORTING FORM

Directions: You may fill out this form on a computer and print it out for signatures.

Child's Name			
Date of Birth		Child's Grade	
School:			
Summary of report:			

Date Reported:	
Time Reported:	
Reported by Horizon staff name: (list names of all reporters)	
Reported to DHS name: <u>    </u> OR	
Reported to law enforcement name:	

	Yes	No
Is the suspected abuser is a Horizon employee, substitute or volunteer? If YES, name of suspected abuser:		
If so, did you make the required report to the Superintendent and the Board Chair		

---

Signature Reporting Staff Date

---

Signature School Administrator Date

Forward to Superintendent's Office, when complete, in sealed envelope marked "Confidential." A copy will be provided to the Board Chair.

2. AND fax to DHS at (541) 386-7066 OR Law Enforcement at (541) 387-5585

## Appendix F - Dress Code Procedures

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:
    - a. Pants, skirts and shorts in tan, navy, grey, or black.
    - b. 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.
    - c. Shirts must fall two inches past the belt line for both boys and girls.
  5. 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.
  6. No body or facial piercing of any kind; girls may have pierced ears.
  7. 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:
  - a. *Solid color T- shirt must be worn in an appropriate size – no pictures or words.*
  - b. *Athletic shorts in appropriate size; shorts may not sag, so that underwear is showing.*
  - c. *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).

## Appendix G – Lockdown Procedures

- A. If it is determined that the safety or welfare of students is in jeopardy, the following \*procedures will be followed:
1. Office staff will have to “hand deliver” the announcement: “Emergency Lockdown Procedures Are Now In Effect,” which will be made to each classroom.
  2. If possible, the warning will include an explanation of the threat as internal or external in nature.
  3. Staff should use personal cell phones as needed.
- B. Teachers and Instructional Staff
1. Take charge of all children in your area, whether or not they are yours.
  2. Teachers will assist the “The Crisis Incident Manager” (CIM) in locking down all exterior doors.
  3. Lock classroom doors.
  4. Lock classroom windows.
  5. Close blinds and cover door windows with heavy, dark paper.
  6. Move phone to floor level.
  7. Sit or lay on floor.
  8. \*\*Take attendance. (Someone from the Office will contact each classroom to determine missing and extra students.)
  9. Wait for new or clarifying directions.
  10. Students are not allowed to leave their locked down area, even for restroom use. (Once the situation has been clarified, the CIM may allow student visits to restrooms with an adult.)
  11. Students in non-classroom areas will be moved to classrooms if safe to do so, otherwise they will remain in those areas.
- C. Playgrounds and Fields
1. If conditions are safe, teachers will move students into the building and to their classrooms. If necessitated by circumstances, teacher will place students in nearest classrooms.
  2. If it is unsafe to move children back into the school buildings, recess personnel will move students away from the school in the safest direction.
- D. Main Office Procedures
1. Secretary or designee will call 911, if necessary.
  2. All Office Blinds will be closed.
  3. Office doors will be shut and locked.
  4. Superintendent, Principal, or assigned office staff, or designee will inform the School Board Chair that a lockdown is in progress.
  5. Superintendent, Principal, CIM, assigned office staff, or designee will immediately lock the front and other outside entrance doors to the school building at that campus.
  6. Secretary, CIM, or designee will contact classrooms to determine missing

children. The administrator or assigned office staff or designee will visit classrooms to gain said information.

7. CIM, assigned office staff, or designee will begin sweep of hallways and restrooms for “stray” students. (These students will be escorted to the nearest safe location; this will not necessarily be their home classroom.)
  8. CIM, assigned office staff, or designee will begin systematic review of building to determine that all areas are secured.
  9. CIM, assigned office staff, or designee will locate and note location of students reported “missing” from their home classrooms.
  10. Only public safety, with proper identification, and HORIZON personnel will be allowed into the building once the lockdown has begun. Parents and guardians will not be allowed into the building until approved by the Administrator, CIM, assigned office staff, or designee.
- E. Support Staff
1. Support staff not with students or not needed by teachers, should report to the Office, if safe to do so.
- F. Off-campus classes, athletic events, or classes on fieldtrips
1. Assigned office staff or designee will contact trip leaders by cell phone and ask them to divert any athletic teams, field trips or off-campus classes such as: Art, Small Groups, or Music from returning to the school campus in “lock down”.
  2. Diverted classes or groups will be directed to a “safe” area.
  3. Teachers need to take a class list and student emergency information along on all field trips.
- G. Standing Down From Lockdown
1. CIM, assigned office staff, or designee(s) will go room-to-room with the announcement “We Are Standing Down From Emergency Lockdown Procedures.”
  2. Administrator, assigned office staff, or designee will contact the police department and School Board Chairperson to inform them that the lockdown has ended.
  3. The Administrator or assigned office staff will prepare a written communication to go home with students explaining the emergency and the school’s response to the emergency.
  4. At the best opportunity, the Administrator or assigned office staff will conduct a debriefing with staff to review the lockdown and to make suggestions for refinement of lockdown procedures.
  5. A written summary of the staff debriefing will be given to the School Board.

\*It is understood and expected that during an emergency, unforeseen circumstances may require prudent decisions by school staff that will differ from these procedures.

\*\*A class list and student emergency information should be readily available in each classroom at all times.

Last Revision 11/21/2006

## Appendix H - Rental Procedures

These steps should be followed when office staff of Horizon Christian School (School) or Shepherd of the Valley Bible Church (SVBC) handle third parties who rent school facilities, rooms, or fields through a HORIZON FACILITIES RENTAL AGREEMENT – see attached form.

After a third party has contacted the School or SVBC to request the use of the campus, and the parties contact information has been written down:

- A. Refer directly to the Horizon Policy for renting the building or campus to a third party.
- B. Hold a conversation with the third party representative to apprise the party of the Horizon policy regarding appropriate persons or organizations, cost, expectations, and liability. A Horizon Administrator will determine whether the third party and the proposed use meet the initial level of acceptance.
- C. Check the Master calendar to determine if requested use, day, and time can be accommodated. Let the interested party know that we need 48 hours for approval process.
- D. Forward such request to the school Administration, to whether this party is approved for booking.
- E. Assign a Horizon staff member, who will be responsible for letting them in, unlocking doors, turning on lights, etc., and who will also be responsible for checking the room, turning off lights and locking all doors, checking conditions, etc. when the third party exits premises.
- F. At that time, contact the third party and let them know the answer. If this party was approved remind them of deposit due and expectations, i.e. the third party can come in for an early set up as long as they do not interrupt or conflict with School or Church operations. Normally, they can arrive one hour in advance unless special arrangements are made with approval of the Church or School. Let them know the name of the assigned Horizon staff contact along with contact phone number.
- G. The assigned Horizon staff contact fills out a Third Party Event checkout list and submits to school office to be placed in the related Event folder.
- H. 8) Horizon office staff person using this form needs to initial next to each numbered point on this paper, indicating that each step has been followed.

## Appendix H Facility Use Request Form

A. Contact information of Organization or renter name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Title \_\_\_\_\_  
Contact phone: Primary Number \_\_\_\_\_ Cell Number \_\_\_\_\_ FAX Number \_\_\_\_\_  
Contact E-mail \_\_\_\_\_

B. Date (s) of Event \_\_\_\_\_ Hours \_\_\_\_\_

C. Specific description of room(s), bathrooms, hallways, entryways, being leased (refer to codes listed on building map).

\_\_\_\_\_

(list additional rooms, etc., on the back of this form)

D. Specific number of parking spaces anticipated: \_\_\_\_\_; additional uses or considerations: \_\_\_\_\_

E. Additional detailed description of the access to Horizon property: Early set up needed? \_\_\_\_\_  
Additional Days \_\_\_\_\_ Hours \_\_\_\_\_ Storage needed \_\_\_\_\_  
Other \_\_\_\_\_

F. The renter must have an insurance policy that includes Horizon as additionally insured for one million (\$1,000,000) liability. \_\_\_\_\_ - Horizon staff initial (a copy of the first page of the insurance policy must be attached)

G. Does the noted party meet the approval of Horizon? YES NO circle one

H. Deposit: \_\_\_\_\_ Total rent to be paid: \_\_\_\_\_ by,  
date: \_\_\_\_\_  
(security and cleaning deposit) (see specific charges list attached)

I. Has the noted lease date and activity been checked against the building master calendar? \_\_\_\_\_ - Horizon staff initial

J. Horizon staff member assigned for check-in, chaperone, check-out: \_\_\_\_\_

RENTAL AGREEMENT MUST ALSO BE SIGNED



## Appendix H GYM RULES

- A. Proper gymnasium attire is required at all times (i.e. Shorts, shirt, socks, and shoes). Dedicated gym shoes that are non-marking, closed toe, soft-soled basketball, running, or tennis-style shoes are required for use in the gym. Hard-soled shoes or any dark rubber or plastic shoes are not allowed in the gym.
- B. Profanity and abusive language are not tolerated.
- C. Food, drink and smoking are not allowed.
- D. Dunking or hanging on the rims is not permitted.
- E. Bringing in other equipment, chairs, desks, ladders, etc. rims is not permitted without express permission of the Horizon Athletic Director or Administration.
- F. School-scheduled gymnasium activities take precedence over other activities.
- G. The facilities are for use only by those individuals who 1) have official permission through the Athletic Director, 2) have been approved through the Horizon office, and 3) who have also completed and signed the official school waiver for use of the gym.
- H. Minors and guests are not allowed in the Horizon facilities without Horizon office-approved chaperones.
- I. The locker rooms are for office-approved visiting school use only. The Horizon reserves the right to remove and discard personal items left overnight in the locker rooms or in the facilities.
- J. Users agree to heed and follow directions (as it pertains to observed misuse of gym equipment) issued by Horizon employees assigned the title and role of Gym Monitors. Note that the Monitors are not always on duty in the facilities.
- K. Courtesy and cleanliness are expected. Equipment should be left in orderly condition.
- L. Violations of these rules may result in your removal from the Horizon gym.

In concern for the safety of our patrons and the condition of our courts, any intended use of the Gym must be discussed in detail with the Athletic Director and the Administrator.

Please note: equipment may not be used in any way which may cause damage to the facility or injury to other patrons (including throwing balls against mats, walls, dividers, etc. or throwing through other activities in progress).

**Last Revision 4/14/2008**

## Appendix H Gym & Soccer Field Use Rules

The school building, parking lot, grounds, and soccer field at Horizon are valuable resources to our school. Scheduling and appropriate use of these resources will be managed, with prior consideration and authorization by the Horizon Christian School Administration.

### A. Priority of use will generally be as follows:

1. Official Horizon School Functions (i.e. educational programs, sports games & practices, arts, etc.)
2. All other uses will be taken under consideration by the school administration:
  - a. SVBC Church Functions (i.e. requests of the various boards).
  - b. Church or School sponsored club activities (i.e. boy scouts, adult recreational leagues, PTL activities).
  - c. School parent coordinated activities (i.e. basketball practices, group activities).
  - d. Community requests
3. Requests for gym/soccer field use that conflict, and are not resolved by the priority outlined above, will be resolved by the Horizon Superintendent. The Superintendent, working in coordination with the appropriate school representatives, has the ultimate authority over appropriate use of school facilities subject to Board approval. The Horizon Athletic Director will work closely with the Horizon Superintendent to determine appropriate use of the building and grounds, including the fields.

### B. Scheduling of facility

1. Requests for reservation of gym/soccer field will be reviewed at the beginning of the school year and periodically thereafter, as described below.
2. Responses to requests for gym/soccer field received by the end of August will be posted online on the monthly gym usage calendar by the end of September. Requests made before the end of August may address the entire school year.
3. Requests for gym/soccer field made after the start of September, and before January, may address only the remainder of the calendar year. Requests for gym/soccer field during the January through August timeframe will be reviewed and posted soon after the start of the new calendar year. (This will allow teachers/administrators time to consider spring sport and concert schedules.)
4. Requests for gym/soccer field not received well in advance will be considered on a first-come, first-served basis via written or internet request. Short notice requests cannot be guaranteed.
5. Scheduled gym/soccer field time will be posted on the school server and on the Horizon web site. Event coordinators are expected to review the online monthly gym usage calendar to ensure the requested time has been scheduled and the times are accurate.
6. Special requests for annual weekend events (i.e. Art show, Pinewood Derby, Church camp, etc.) may, at the discretion of the school Administration be scheduled in advance and outside of the schedule outlined above.

(This allows these events the necessary preparation time with limited risk of affecting school activities).

C. Facility use guidelines:

1. Groups using the facilities for meetings and assemblies are responsible for set up of chairs, table, visual aides, etc.
2. Only those areas which have been reserved may be used.
3. All equipment (athletic, chairs, tables, P.A. systems, etc.) is cleaned and returned to its proper place.
4. After regular school hours the designated adult supervisor must sign in and sign out (on posted sheet) of the gym.
5. Adult supervisor is responsible for the following before leaving the area:
  - a. All trash cans are emptied in the outside dumpster
  - b. Bathrooms are checked, toilets flushed, paper picked up
  - c. All cleaning equipment is returned to the closet
  - d. All lights are turned out (gym lights are on timers)
  - e. All doors are closed and locked
  - f. To ensure the area is in the same or better condition as after use as it was prior to use.

D. Facility users agree to the following:

1. To have an appointed Horizon representative for over-all supervision of the facility uses, especially for building security at the event conclusion.
2. To be responsible for any loss or damage to the facility areas assigned, facility property and/or property of those involved in the activities scheduled.
3. To reimburse Horizon Christian School for any damages to facilities, equipment or furnishings that is attributable, directly or indirectly, to misuse or negligence of the parties using the facilities.
4. To indemnify and forever hold harmless Horizon Christian School from any suit or claim of damage or injury sustained on the premises of Horizon to any person from any cause whatsoever during the period of use of Horizon's facilities.
5. To provide proof of sufficient liability insurance for the activity planned.

E. Facility Use Request Form

Any use of the Horizon gym or soccer field must be reserved and approved with a Horizon Facility Use Request Form, that has been considered and approved in advance of any desired use.

## Appendix H Rental Rates

The rates charged for the use of the Horizon premises: including soccer fields, any rooms or spaces within the school building, including the SVBC worship center are as follows:

### WINTER RATES (November 1 through April 30)

Room	Per Use Rent for up to 2 hour use	Each Additional hour
SVBC Worship Center	\$ 35	\$ 10
Classroom (Any size)	\$ 12	\$ 8
Cafeteria and Kitchen	\$ 45	\$ 12
Cafeteria only	\$ 35	\$ 8
Gymnasium	\$ 45	\$ 12
Foyer - entrance area	\$ 12	\$ 6
One soccer field	\$ 50	\$ 20
Parking lot - one section	\$ 10	\$ 4
Hallway - one section	\$ 12	\$ 6
Horizon-approved chaperone	\$ 20	\$ 10

### SUMMER RATES (May 1 through October 31)

Room	Per Use Rent for up to 2 hour use	Each Additional hour
SVBC Worship Center	\$ 30	\$ 10
Classroom (Any size)	\$ 8	\$ 4
Cafeteria and Kitchen	\$ 35	\$ 12
Cafeteria only	\$ 25	\$ 8
Gymnasium	\$ 35	\$ 12
Foyer - entrance area	\$ 10	\$ 6
One soccer field	\$ 50	\$ 20
Parking lot - one section	\$ 10	\$ 4
Hallway - one section	\$ 10	\$ 6
Horizon-approved chaperone	\$ 20	\$ 10

## Appendix H Post-Event Checklist

The Horizon designated Chaperone must complete this form along with 3<sup>rd</sup> party representative before that party has exited the premises.

Event \_\_\_\_\_ Day \_\_\_\_\_ Date\_\_\_\_\_

Horizon staff chaperone assigned\_\_\_\_\_

The assigned Horizon staff contact will fill out this Third Party Event Checkout List and after filling it out, bring this form to school office, and leave it on the secretary's desk, where it will be placed in the related Event folder.

Following the event:

1) Assigned Horizon staff should walk around premises to check parking lot, doors and lights.

2) Hold a conversation with the third party representative to assess quality of event, such as:

- space sufficient  yes  no  NA \_\_\_\_\_

- equipment sufficient  yes  no  NA \_\_\_\_\_

- environment sufficient  yes  no  NA \_\_\_\_\_

COMMENTS \_\_\_\_\_

3) Any noted special cleaning needs or repairs needed (use digital camera from the office to record if possible).

Description\_\_\_\_\_

4) All lights turned off:  yes  no

Heating/cooling turned off:  yes  no  NA

All doors closed & locked:  yes  no

Room / area used has been returned to original set up and condition:  yes  no

5) Horizon staff sign off that all items have been checked: \_\_\_\_\_

(signature)

(date & time)

6) 3<sup>rd</sup> Party Rep staff sign off that all items have been checked: \_\_\_\_\_

(signature)

(date &

time)

7) Put this Event Checklist on the secretary's desk in the main school office.