



# HORIZON

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## CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK

2024/2025

TEACHING TRUTH ~ CHANGING LIVES

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Horizon Christian School  
700 Pacific Avenue  
Hood River, OR 97031

541.387.3200

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

# SECTION I

## CONTACT INFORMATION

Telephone: (541) 387-3200

FAX (541) 386-3651

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

School Colors: Red, Black, and White

School Mascot: Hawk

School Day 8:00 AM – 3:00 PM

Pre-K Hours 8:00 AM – 2:45 PM

Office Hours 7:45 AM – 4:00 PM

Summer Hours 9:00 AM – 4:00 PM  
(Mon-Thurs)

## Administrative Staff

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Elementary Principal	Nancy Rinella	<a href="mailto:nrinella@horizonchristianschool.org">nrinella@horizonchristianschool.org</a>	Ext. 1107
Secondary Principal	Jared Nagreen	<a href="mailto:jnagreen@horizonchristianschool.org">jnagreen@horizonchristianschool.org</a>	Ext 1109
Hybrid Principal	Jennifer Tomka	<a href="mailto:jtomka@horizonchristianschool.org">jtomka@horizonchristianschool.org</a>	541-387-3200 (c) or Ext. 1104 (office)
Facilities Manager	Joe Petshow	<a href="mailto:jpetshow@horizonchristianschool.org">jpetshow@horizonchristianschool.org</a>	541-387-3200
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Community Relations Dir.	Rachel Caldwell	<a href="mailto:rcaldwell@horizonchristianschool.org">rcaldwell@horizonchristianschool.org</a>	Ext. 1103
Hybrid Exec. Admin. Assist	Rena Concienne	<a href="mailto:rconcienne@horizonchristianschool.org">rconcienne@horizonchristianschool.org</a>	541-387-3200 (c)
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Librarian	Jenny Smallfoot	<a href="mailto:librarian@horizonchristianschool.org">librarian@horizonchristianschool.org</a>	Ext. 1158

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## Elementary Staff

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School Chaplain	Oscar Stenberg III	<a href="mailto:ostenberg@horizonchristianschool.org">ostenberg@horizonchristianschool.org</a>	541-490-6952
Pre-K Director and Teacher	Angelique Garrett	<a href="mailto:agarrett@horizonchristianschool.org">agarrett@horizonchristianschool.org</a>	Ext. 1131
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## Secondary Staff

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## SECTION II

### WHO WE ARE

#### Certification

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

#### Accreditation

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

#### Mission (policy 1.01)

Our mission is to build a solid foundation for life by providing students with an excellent education that integrates Academic achievement, Biblical truth, and Character development. (Our A, B, C's)

#### Vision (policy 1.02)

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

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

#### Motto (policy 1.03)

Teaching Truth ~ Changing Lives

#### Foundational Statement (policy 1.04)

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

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

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

**Board of Trustees:** Erick Haynie (Chair), Laurie Bell (Vice-Chair) Ron Jensen (Secretary/Treasurer), Jeff Strong, Tyler Caldwell, Shannon Carley, Jenny Ward

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

We believe:

- The Bible is the sole and final authority for faith and living life.
- In one true God eternally existing in three distinct persons – Father, Son, and Holy Spirit
- That God created mankind – male and female – in His own image and likeness, to glorify Himself and enjoy His fellowship forever.
- That Satan is the instigator of evil and a real spirit being, not simply the personification of evil.
- That the shed blood of Jesus Christ on the cross provides the sole basis for forgiveness of sins and deliverance from hell. Salvation is the free gift of God's grace and cannot be secured by man's works or personal merit.
- That every Christian will endeavor to live a life pleasing to God by both adopting a Biblical worldview in their conduct, and by attempting to avoid sin in their own personal life.
- That upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, which is the one universal Church.
- In and expectantly await the glorious, visible, personal return of the Lord Jesus Christ.
- That the Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind.

### **Biblical World View**

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

- God is the creator and sustainer of all things, and the source of all truth.
- God maintains control over His entire universe.
- Because of sin, man tends to omit God and thus fails to relate himself and His knowledge to God, the source of all wisdom.
- Regeneration is by faith in Jesus Christ. True meaning and value can be ascertained only in the light of his word, person, purpose and work.
- God has revealed himself specifically in the Bible and in a general way in His world and universe.
- The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social and physical growth.
- God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to their ability and to seek to teach him or her at their academic level.

- The Christian is not to be conformed to the world but must recognize their responsibility and their role in life in our democratic society.
- The student's home, church, school experience and training should be a preparation for life: a life of fellowship with God and service to man.

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

HORIZON's goal is to graduate students who are well prepared for life.

### ACADEMIC ACHIEVEMENT

A Horizon graduate will be:

- ✓ Skilled in reading, writing, speaking, listening and reasoning.
- ✓ Skilled in questioning, problem-solving and making informed wise decisions.
- ✓ Fully equipped to thrive in a college, career, or vocational environment as a lifelong learner.

### BIBLICAL TRUTH

A Horizon graduate will have developed the tools to implement a biblical worldview in their lives by:

- ✓ Desiring to know and trust the redemptive power of Jesus Christ.
- ✓ Cultivating the ability to understand and apply God's Word in daily life.
- ✓ Being knowledgeable and articulate about what the Bible teaches, discerning right from wrong and truth from error.
- ✓ Being able to effectively share the Gospel and disciple others who want to grow in Christ.

### CHRISTIAN CHARACTER

A Horizon graduate will have the tools to become a Christian leader in their community by:

- ✓ Understanding the value and giftedness of all people as created in the image of God.
- ✓ Pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, kindness and love.
- ✓ Maintaining a godly testimony in the culture in which God has called them to serve.
- ✓ Being actively involved in a local church and the community where they live.
- ✓ Respecting and relating with integrity to the people with whom they live, work and play.
- ✓ Being a faithful steward of the resources God has provided.

## SECTION III

### INFORMATION A - Z

#### **Academic Integrity** (see Appendix)

*“Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work, and all grades should result from the student’s own understanding and effort.”* (University of Oklahoma – ou.edu)

Horizon holds academic integrity as paramount and grades to be meaningful only when assignments and tests represent a demonstration of individual student knowledge – not the work of others. In keeping with our commitment to academic integrity Horizon is opposed to all forms of academic dishonesty, including cheating, plagiarism, misrepresentation, misuse of AI, and facilitating academic dishonesty. (Description in Appendix)

Academic dishonesty is treated as a Major Offense (cheating) under the school Discipline Policy (See Appendix) and may result in a credit penalty or expulsion.

#### **Academic Progress** (policy 5.11)

At Horizon we strive for educational excellence. In keeping with this goal, students in grades 4-12 are expected to maintain a 2.0 minimum quarterly GPA. Students who fail to meet this expectation will be placed on academic probation the following quarter.

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

Students on academic probation who fail to make satisfactory academic progress will be recommended for dismissal from Horizon. All incoming students will be placed on academic probation for their first quarter.

#### **Address Changes**

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

#### **Alcohol, Tobacco, & Illegal Drugs** (policy 5.36 & 5.37)

Horizon’s campus is a tobacco, alcohol, and drug-free zone under the Controlled Substances Act. A Horizon student is not permitted to possess or use tobacco, illegal drugs, controlled substances, or alcohol, even if of legal age. Use of any of these products would be a Major Offense handled under the school Discipline Policy.

#### **Attendance** (policy 5.10)

Regular school attendance is a necessary part of an effective academic program that provides consistent learning. **Oregon state and federal law also requires it.** If a student is absent, it is hard to participate in the learning community.

Parents or guardians are to notify the school of a student’s absence no later than 9:00 AM if the student will not be in attendance. If the school is not notified a call will be made to ensure the child is safe.

To arrange work in advance or alternate assignments for a planned absence, (includes Lab and Intensive days for secondary students), the family should turn in a *Student Driver Information & Authorization* form at least a week in advance.

If absences become chronic, a conference with the parents and principal may be scheduled. In accordance with state requirements and HCS's standard of excellence, a student missing 5 or more of the same classes, partial days, or entire days per quarter, will be considered excessive and may receive no credit for missed courses.

No credit will be allowed for schoolwork missed during an absence deemed of a truant nature.

## **Automobiles and Transportation (see also Parking on Campus)**

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

- Student drivers are expected to obey all applicable traffic laws and operate their vehicles in a safe manner, both on school property and driving to and from any school function. The speed limit is 5 mph on campus.
- Student drivers are to be thoughtful of surrounding neighbors by not causing excessive engine noise by revving engines or long idling time.
- Cars are to be parked in designated areas and are not to be driven at noon recess except by seniors exercising their off-campus lunch privilege or by special permission of the Secondary or Hybrid Principal.
- Students may not loiter or remain in their vehicles during the school day.
- Students are not to use cars for errands during school time unless given special permission by the school & parent. Sign-out is required.
- Student drivers should enter at the main door and may use the east doors to exit. Sign out is required at front office during the school day.
- Parent drivers are expected to follow Horizon's designated traffic pattern while in the parking lot. If driving for a school activity, they must provide a copy of their current auto insurance, valid driver's license, and sign the appropriate Volunteer Forms in the Front Office.

## **Behavior Contract**

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

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

(See **Code of Conduct and Discipline Policy** in Appendix).

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. The school will work with the family in a fair and considerate manner should off-campus behavior become a concern.

## **Bicycles, skateboards, scooters, roller skates, etc.**

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

## **Birthdays**

If you would like to have a short class birthday acknowledgement for your student, please arrange a date and time with the classroom teacher at least one week in advance. Parents may send a treat to share with the class but need to be mindful of all dietary restrictions of students in the classroom. If your child is planning a private birthday party, we ask that you mail invitations to classmates. If the **entire** class is invited, invitations may be distributed at school **by the teacher**.

## **Bullying (policy 5.38; see Appendix)**

Bullying is not acceptable behavior at Horizon under any circumstances. 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 investigate all allegations of bullying in a prompt, confidential, and thorough manner.

## **Bus Transportation**

Daily bus transportation may be offered to Horizon Christian School students at an additional cost to tuition. Scheduled stops may be prearranged in The Dalles (Staples), Bingen (Park & Ride), and Lyle. Bus fees and schedule are available on the school web page and the front office. Parents are expected to have students at the bus stop five minutes prior to the scheduled departure time to ensure that the bus departs on time. The bus will depart after school at the regularly scheduled time of 3:09 PM. If confusion arises about a student traveling on the bus, the bus will be held for no more than five minutes. Once the bus departs the school it will not be called back, and the parents will need to provide a ride for the student. If an approved adult is not at the bus stop for a child, the bus will wait up to five minutes. The bus driver will notify the school and the student will ride the remainder of the route back to Horizon Christian School. The parent will then need to provide a ride for the student. **NOTE:** In the event of an emergency or mechanical breakdown we will attempt to notify parents of alternate transportation being arranged using Flash Alert and Gradelink.

Riders are expected to follow the directions of the driver at all times and conduct themselves in a safe manner staying seated when the bus is in transit, using a low-level voice, and keeping hands, feet, and objects in their seat space at all times. Horizon Code of Conduct applies to riding the bus as well as being on campus. Due to the various age and developmental levels riding the bus, students may only access “G”-rated music, videos, games, or other media while on the bus.

## **Calendar (see also Appendix)**

Prior to the start of school, a yearly calendar will be issued providing important dates and events. The newsletter will communicate activities and it is also available on Gradelink. Printed copies of the **School Calendar** are in the Appendix and on our website. The calendar is dynamic, so it is best to review the calendar in Gradelink and regular newsletters for current event schedules, added, and revised calendar items.

## **Cell Phones, Smart Watches, & all other Personal Electronic Devices (PEDs)**

To create an environment of focused learning and spiritual growth, Horizon Christian School has established a policy that will better balance our school's mission and vision.

The following procedures apply during school hours (8 am to 3 pm):

**Cell Phones & Smart Watches:** Upon entering the building, students will power down cell phones and smart watches and place them in a designated storage place.

Grades K-5: Students will place devices in a caddy upon entering their classroom. They may retrieve their devices during the dismissal time at the end of the day.

Grades 6-12: Students will place their devices in a storage pouch located in the front lobby. The pouch will have a number that corresponds to the students' locker number. Once school begins, all cell phones and smart watches will be secured in the front office. If a student arrives late, they should turn in their phone/watch (with locker number) to the front office where they will be secured for them. At the end of the school day, students may retrieve their cell phones and smart watches from the lobby.

**Headphones:** School issued headphones will be allowed with approval during the school day for educational purposes. Personal headphones must remain in your backpack or locker.

**All Other Personal Electronic Devices (PEDs):** All other PEDs (personal tablets, gaming systems, etc.) are not allowed during school hours.

*\*Some exceptions may be allowed on a case-by-case basis with principal approval.*

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### **Enforcement Guidelines:**

If a student is found with their cell phone, smart watch, or any other PED during school hours, it will be taken and treated as a major offense according to our policy manual (policy 5.20).

**1<sup>st</sup> Offense:** Principal will contact parents. After a conversation between the student, parent, and principal occurs, the student will be allowed to retrieve their device from principal at the end of the day.

**2<sup>nd</sup> Offense:** The parents will be required to retrieve the device from the principal.

**3<sup>rd</sup> Offense:** Parents and student will be required to meet in person with the principal and will be subject to consequences outlined under the major offense in the policy manual.

### **Chapel (policy 6.02)**

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

## Closures and Delays

School closures or delays will be communicated via text message generated by Gradelink, Horizon's student information system. Local radio stations, 1340 AM and 104.5 FM, will announce all inclement weather or other emergencies pertaining to school closures and delays by 6:30 AM when possible. We will take into consideration information from several sources including weather reports, existing conditions in the areas where Horizon students live, other school districts' decisions, etc. In the event school must be dismissed early, the school will make every attempt to contact parents to pick up their child. If the parent cannot be reached, the school will care for the student until the time for regular dismissal.

## Code of Conduct (policy 5.40; see Appendix)

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

### Code of Conduct (cont)

1. I will submit to the civil authority of our country and obey its laws. I understand this will prohibit such things as the use of tobacco of any kind, alcohol, marijuana, vaping, the illegal use of drugs of any kind as defined by federal law, gambling and shoplifting. (I Timothy 2:1-2, I Peter 2:13-14)
2. I will willingly submit to those in authority over me. (I Thessalonians 5:12, I Peter 5:5)
3. I will respect and honor other individuals. (1 Peter 2:17, Philippians 2:3, Galatians 5:14)
4. I will respect the property of others. (Exodus 10:15, Leviticus 19:11, I Thessalonians 4:6)
5. I will conduct myself with honor and integrity in both spoken and written word. (Colossians 3:9-10, 4:6, Titus 2:6-8)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Exodus 20:7, Ephesians 4:29, Hebrews 10:29)
7. I will be modest in my dress and appearance. I have read and understand the applicable sections of the Student Handbook related to dress and appearance. (I Thessalonians 4:3-7, I Timothy 2:9-10, I Peter 3:3-5)
8. I will remain sexually pure by not engaging in sexual activity of any kind. I understand that under Oregon statute it is a criminal offense for a person under 18 to engage in sexual activity and that an offense could lead to criminal prosecution. (I Corinthians 6:9-18, Ephesians 5:3-5, I Thessalonians 4:3-7)
9. I will uphold the Biblical view of gender and will adhere to Horizon's position on gender issues in its policies, teachings, curriculum, and treatment of students. (Genesis 1:27 and I Corinthians 6:19-20)
10. I will use cell phones, technology, and social media in an appropriate and responsible manner. (Psalm 105:21, Luke 16:1-2, James 3:13-3)
11. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. (Ecclesiastes 8:11, John 13:34, I Thessalonians 4:9)
12. I understand that if I threaten to harm or actually harm myself it may result in the mental health wellness assessment or school administration evaluating me for discipline.

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

Students are responsible to abide by these standards of conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action. Parents and students must sign the Code of Conduct yearly as a condition of enrollment at Horizon Christian School.

## Communicable Disease Management Guidelines (policy 6.09)

Horizon's goal is to prevent the spread of communicable disease and to provide a healthy daily environment for all Horizon students and staff. While it is important to control the spread of severe disease in the school setting, it is also important to understand minor childhood illnesses and support optimal attendance.

Routine control measures include:

- Hand hygiene (regularly washing of hands for 20 seconds with soap and water with appropriate friction)
- Stay home when sick and/or until fever-free for at least 24 hours, without the use of fever-reducing medication
- Respiratory etiquette (cover coughs and sneezes and throw tissues in the garbage)
- Routine sanitizing of shared areas and flat surfaces

Students are excluded from attending on-campus school when they are sick. This would include any of the following:

- Fever of 100 F or more: Stay home until below 100 F for 24 hours without the aid of fever-reducing medication.

## Communicable Disease Management Guidelines (cont)

- Skin rash or open sores that cannot be completely covered with a bandage: Stay home until rash is resolved or until wounds are dry and covered completely with a bandage.
- Diarrhea: Stay home until 24 hours after diarrhea resolves.
- Vomiting: Stay home until 24 hours after last episode.
- Evidence of nits or head lice: Stay home until nit-free.
- Pink eye: Stay home until all symptoms have cleared and student is no longer contagious.
- Difficulty breathing or shortness of breath not explained by exercise, asthma, etc.: Seek medical attention. Return to school when approved by a licensed health care provider.
- Concerning cough not diagnosed and cleared by a licensed health care provider: Stay home 24 until hours after cough resolves. If diagnosed with pertussis, return when approved by licensed health care provider.
- Headache with stiff neck and fever: Stay home until return to school approved by a licensed health care provider.
- Jaundice, the yellowing of eyes or skin: Stay home until return to school approved by a licensed health care provider.
- **Note:** If a student displays any of the above symptoms while at school, they will be isolated and the parent/guardian will be notified to pick-up the student as soon as possible. If the parent/guardian cannot be contacted directly, we will contact the designated emergency contact person.

Preventative actions that may take place during a communicable disease outbreak:

- Parents asked to prescreen the student prior to leaving home. (Fever of 100 F stays home)
- Temperature check and/or visual screening of students prior to entering school. (Fever of 100 F will be sent home)
- Washing of hands prior to going to class and periodically throughout the day.
- Limiting movement & interaction of students in cohorts until danger of infection has passed.
- Social distancing of 6 feet between individuals.
- Wearing of face covering (face shield or mask) when interacting with other students or staff in close proximity (less than 6 feet)
- Following the guidance of the local health authority for exclusion and/or return to school if there is a positive test of or exposure to a highly communicable or pandemic disease.

Communication protocol when a communicable disease is identified and verified by a licensed health care provider among Horizon students or staff, or there is known direct exposure to a communicable disease on the part of a Horizon student or staff:

- The Horizon community will be notified via our standard communication methods.
- The local health department will be notified, and Horizon will receive their guidelines for dealing with steps to prevent the further spread of the communicable disease.
- Parents are required to notify Horizon Christian School when a student is diagnosed with any communicable disease.

## **Concerns**

If a student or parent has a concern about any aspect of the school, the school desires to resolve it as quickly as possible. If the concern is with an individual, go first to that individual. If a resolution is not found, then contact the responsible principal. If the matter remains unresolved, then contacting another Administrator would be appropriate. (Refer to Matthew 18 for conflict resolution). Anonymous concerns that may include knowledge of someone threatening to harm themselves or others may use the reporting hotline 1 (888) 287-6157.

## **Conferences (policy 5.16)**

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

## **Copyright and Citations (see Appendix)**

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

## **Curriculum (policy 4.28)**

At Horizon Christian School we are teaching and training our students from a Christ-centered, Biblical worldview, integrating Biblical truths into all areas of study. Not all the materials or texts used are explicitly Christian in publication, but Biblical truths are integrated into all of our subject areas by mature Christian teachers in a Christ-centered environment. Curriculum is reviewed on a regular cycle.

## **Damage to School Property**

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

## **Dating and Domestic Violence-Teen (policy 6.11; posted in compliance with Oregon state law)**

Horizon's code of conduct (Policy 5.40) sets an expectation of student behavior that promotes Christian character including a safe learning environment. Students are expected to honor one another physically, socially, and emotionally.

Teen dating violence is unacceptable and prohibited at Horizon Christian School. Horizon will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and other Horizon community members on the prevention, recognition, and reporting requirements for teen dating violence and domestic violence. This applies to behavior on school grounds, school-provided transportation, and school sponsored activities.

## **Discipline** (policy 5.20; see Appendix)

Each student is an individual with unique social, emotional, spiritual, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and situation. The potential for children to learn from their mistakes increases dramatically when children see a reasonable connection between their behavior and the resulting consequences. The Horizon Christian School staff and all volunteers dedicate themselves to following a set of Biblically centered core beliefs that provide a framework for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and the resulting consequences.

The staff and volunteers encourage parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

- Every attempt will be made to maintain the dignity of all parties involved.
- Students will be guided and expected to solve the problems they create without making problems for anyone else.
- Students will be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.

## **Dress Code Standards** (policy 5.22; see Appendix)

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 clothing will be neat, modest, and appropriate for a school setting and will comply with the Dress Code in the Appendix.

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 assist in enforcing our dress code policy and procedure. 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. When classes and groups travel as representatives of Horizon, principal, or designated leader shall be responsible for maintaining a standard of dress appropriate for the occasion.

## **Dress Code Violations**

Horizon Christian School does not have a uniform, but we do have a dress code. It is the parents' and students' responsibility to know and abide by it. In the event clothing is inappropriate or does not fit within the guidelines of the Dress Code standard, the student will have opportunity to take steps to come into compliance, which may involve parents.

## Eligibility for Extracurricular Activities (policy 5.11, 5,27)

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

## Expulsion (policy 5.20)

See **Discipline Policy** in Appendix.

## Field Trips (policy 5.30)

Parent chaperones are welcome and needed for field trips. The staff member in charge will inform all chaperones of roles and responsibilities. If acting as a driver, a copy of the driver's license and insurance information is to be provided to the front office, in addition to the appropriate, signed Volunteer Forms.

## Food, Candy, Gum and Drink

In an effort to be good stewards of our facility, food, candy, and drinks are only allowed with specific permission given by the supervising teacher in the classroom. Approved drinks must be in a **spill-proof container** at all times in classrooms and hallways.

## Freedom of Speech

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

## Fundraising (policy 3.02 & 5.31)

Any fundraising projects must be approved in advance by the school administration.

## Grading System

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

GPA's are calculated based on each letter grade being assigned a value (i.e. A=4, B=3, C=2, D=1, F=0). All of the values are summed and then divided by the total number of values for an average (GPA). Individual teachers will establish the appropriate standards, categories and percentages for their classes. Students and parents should consult each teacher regarding grading methods and procedures.

## Graduation Requirements

- Students must earn a minimum of 26 units in grades nine through twelve. The Horizon Honors Program will require 28 credits on the Advanced track.
- A credit is defined as the successful completion of a course or activity that fulfills 140 hours of class time. Credit Recovery options will be approved by Horizon in the event of failure of a course. Costs incurred will be the responsibility of the family.
- During their senior year at Horizon, students must be enrolled in at least 4 of 7 classes, inclusive of Bible, and meet requirements to receive a Horizon Christian School diploma.
- In order to graduate, credits must be earned according to the list below or follow an official, modified plan approved by Horizon faculty.

<u>Subject</u>	<u>Credits</u>	<u>Notes</u>
English	4	Honors Program includes ADV Eng Lit and Comp
Social Studies	4	Honors Program includes ADV Gov, ADV US Hist
Math	3	Honors Program adds 1 Credit
Science	3	Honors Program adds 1 Credit (ADV Chem or AP Physics)
Bible	4	Christian Faith Fundamentals + 3 Credits
Language	2	
Health	1	Required for graduation beginning with the class of 2026.
Computer	.5	
Personal Finance	.5	
Physical Education	1	3 sport seasons satisfies PE requirement
Electives	3	Internship and TA not to exceed 2 credits
<b>Total</b>	<b>26</b>	<b>Honors Program = 28 (incl. 4 credits Bible) on the ADV track and 3.0 or higher GPA</b>

## **Harassment** (policy 6.07, see Appendix)

Horizon intends to maintain a learning environment free from harassment because of an individual's race, color, gender, ethnicity, or disability. Harassment is any unwanted physical or verbal behavior which offends or humiliates. Any report of harassment will be thoroughly and quickly investigated. Appropriate action will be taken.

## **Hawk for a Day**

Students who are interested in attending Horizon may arrange to visit our school for a day. These arrangements need to be made with our Community Relations Director. These students will be paired up with a student at their grade level and experience a regular school day.

## **Homework Request** (see also Attendance)

Elementary – If your elementary student is absent, please email the front office and your student's classroom teacher to request missing assignments.

Secondary - If your secondary student is absent, please contact the school office (541-387-3200) by 10:00 to request missing work. You may also check Gradelink for missing assignments. Only upon request will staff email assigned work directly to parents or students.

## **Honor Roll**

Honor Roll will be celebrated at Horizon's annual awards' ceremonies. "A" Honor Roll requires a GPA of at least 3.5, and "B" Honor Roll requires a GPA of at least 3.0. Honor roll designation begins with Grade 4.

## **Illness** (policy 6.09, see also Communicable Disease Guidelines)

When your child is sick, please keep them at home and notify the school office before 9 am. It is the responsibility of the parents to arrange transportation home for a student who becomes ill while at school.

## **Immunizations** (policy 5.06)

The state of Oregon requires a schedule of immunizations of every child in an Oregon public or private school. Families must give evidence that their child is adequately immunized against diphtheria, tetanus, pertussis, polio, varicella, measles, mumps, rubella, hepatitis B, hepatitis A, and Hib. The State Board of Health may modify the above list and it will be the policy of Horizon Christian School to enforce compliance with those changes.

According to state law, refusal or failure to present such documentation will be grounds for exclusion from school until such time as immunization evidence is presented, or the exemptions are completed and signed on the Certificate of Immunization status (CIS) form.

## **Independent Study & Grade-level Acceleration** (policy 5.12)

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

## **Insurance (policy 5.28)**

Student injury claims should be processed through their families' own personal insurance carrier first. Horizon provides secondary coverage for school-related injuries. Please contact the front office if you would like more information regarding coverage for school-related injuries.

## **Internet & School Device Usage (policy 5.23; see Appendix)**

Internet connectivity, lab and classroom computer use, wireless access points, smart phones, and web and social media sites are all part of delivering a high-quality education for Horizon students. Students at Horizon will be provided access to computers and iPads to facilitate their education, iPad carts for 4<sup>th</sup>-8<sup>th</sup> grades and 1-1 iPads for 9<sup>th</sup>-12<sup>th</sup> grades. This equipment and network access is the property of Horizon. Both personally and Horizon owned technology equipment used on Horizon's campus, bus, or while part of a Horizon activity in all forms, by every user, must conform to Horizon's policies including the Student and Staff member codes of conduct. Damaged Horizon-owned devices will be billed to the student and their family.

## **Late Work / Missed Work (policy 5.17)**

It is the responsibility of the student to complete and turn in assigned work on time and check with each teacher and arrange for the completion of work missed due to excused absence. An absent student will be granted ample time as negotiated with the instructor for days missed to complete and turn in late assignments assuming absences have been approved by both the parents and HCS staff. Work turned in late may receive a reduced grade, at the discretion of the teacher, until the test on that material is given. No credit will be allowed for schoolwork missed during an absence deemed of a truant nature.

## **Leaving Campus**

Horizon is a closed campus. Students needing to leave campus during the school day for any reason must have parental approval, written preferred, and must sign out at the front office before leaving the school campus. Failure to do so may be deemed truant behavior.

Only students in the 12<sup>th</sup> grade are allowed to leave campus during their lunchtime. Any senior using this off-campus privilege is expected to be at the class or activity following lunch, on-time and prepared for class. Any abuse of this privilege may result in disciplinary action including the removal of the privilege. Excepting Seniors, no student may leave campus for lunch **unless accompanied by a parent or guardian**. Should a student forget a lunch food may be purchased at the Student Store.

## **Lockers**

Students in grades 5-12 will be assigned lockers. Lockers are the property of Horizon and may be inspected by school staff at any time. Horizon does not assume responsibility for anything lost or taken from a locker. Cartoons, sayings or pictures which are counter to Horizon's Code of Conduct are not allowed on the inside of the locker. Only school-approved decorations are allowed on the outsides of lockers. Food items are not to be left in the lockers overnight.

## Medications (policy 5.08)

All Medications (Prescription and OTC) must be in the original container and accurately labeled. These medications must be maintained and dispensed in the office. No medications of any kind (including Ibuprofen) will be dispensed by Horizon staff without notification/permission from a parent or guardian unless previously authorized by a parent/guardian in the Emergency Information & Care Authorization form. A log will be kept in the office showing date, time, name and signature of staff dispensing. School personnel may only dispense medication when:

- A signed, dated, written authorization by the parent is on file.
- All prescription and non-prescription medications must be in the original container, and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name (for prescription).
- All prescription medications are stored in a locked cabinet in the Horizon office, inaccessible to children.
- Medications requiring refrigeration are kept in the Office refrigerator in a separate tightly covered container with a child-proof lock or latch, clearly marked medication.

## Newsletter

A weekly newsletter is emailed to our school families informing them of important activities, events, dates and times.

## Parent & Student Agreements (see Appendix)

Parents and students at Horizon Christian School are required to sign the *Summary of Understanding and Agreements* form, *iPad Loan Agreement*, *Dress Code*, and *Student Code of Conduct* (see Appendix) prior to the start of the school year, or upon entry, if students start during the school year.

## Parking on Campus

Students, faculty & staff, parents, and other visitors are welcome to park on Horizon's campus in the designated parking spots as is appropriate. Students must register their vehicles at the Front Office with the Student Driver Information & Authorization form.

## Picking Up and Dropping Off Students

**Drop Off:** The front doors of our school open at 7:30 am. **Please do not stop your vehicle in designated Cross Walk for drop off.** The west side doors are unlocked at 7:45 am. Students may be dropped off either at the front of the building or at the west side doors at 7:45 am. Parents who choose to walk their child to the classroom are asked to leave the classroom by 7:55 am so that teachers may greet students and begin the day at 8:00am. Students who arrive to their classroom after 8:00 am are considered tardy and should enter the building by way of the Front Office to be checked in.

**Pick up:** *Elementary students* are picked up on the west side of the building. Parents may line up in cars parallel to the building and staff members will bring the students to the cars. *Secondary students* are picked up at the front doors near the Office. If parents are picking up both elementary and secondary students, please wait at the front of the building. Keep all crosswalks clear while waiting in cars.

## Progress Reports

Progress reports for students in grades 4-12 are available on Gradelink. Please call the school office to have a hard copy mailed to you.

## **Public Displays of Affection (Policy 5.21)**

Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. “Whatever is true, noble, right, pure, lovely, admirable—if anything is excellent or praiseworthy—think about such things.” (Phil 4:8)

## **Records (policy 5.13)**

Student records will be treated in a confidential manner under the provisions of the Family Education Rights & Privacy Act (FERPA).

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

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

## **Report Cards**

Elementary student report cards are issued at the end of each quarter while secondary students report cards are issued at the end of each semester and can be found on Gradelink.

## **Right to Assemble**

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

## **Search & Seizure**

In cases involving student or facility security and safety, it may be necessary to search through the private belongings of students: i.e. lockers, backpacks, lunch boxes, or pockets of clothing, etc. A search of this nature may be performed in the presence of a student and a staff witness or two staff. Care will be taken not to harm or disturb personal belongings, and to leave things in the condition found as much as possible.

Any illegal, stolen, dangerous, or contraband materials or substances may be reported to local police. Disciplinary action will be taken by the school administration as deemed appropriate and necessary.

The principal or their designee may search personal property if reasonable cause exists that an illegal act or violation of school rules and regulations is being, or about to be committed or if the health and safety of students/staff is at risk. The following procedures will be followed to assure individual rights:

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

## **Spring Formal (policy 5.36)**

Horizon sponsors a Spring Formal event each year, open to Horizon high school students, and their guests who have been approved by the high school principal. The approved spring formal consists of an off-campus dinner and may include a formal dance which reflects Horizon values, in content and format, as described throughout the 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.

## **Standardized Tests (policy 5.14)**

Students are assessed each spring using a standardized test. These tests are administered for the evaluation of the overall program as well as to measure the achievement of the individual student. Student test results are sent to parents.

## **Student Leadership Team**

The Student Leadership Team has been designed to coordinate and carry out activities relating to 7<sup>th</sup>-12<sup>th</sup> grades. They strive to be an example in Christian conduct and character as representatives of the student body of Horizon, and in all things bring honor and glory to our Lord Jesus Christ (1 Timothy 4:12).

## **Suspected Abuse (policy 4.21)**

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

## **Tardies (policy 5.10)**

Students are expected to be in the classroom ready for class to begin by the time the class is scheduled to begin. A third tardy in any class within a quarter will be considered a minor offense and will be handled according to the Discipline Policy. If tardies become habitual it may be considered a major offense falling possibly under the category of "willful defiance" and/or "disrespect to those in authority". Any student who is more than 15 minutes late will be considered absent (see Attendance)

## **Telephone Use**

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

## **Textbooks**

It is the student's responsibility to take proper care of their books and maintain them in good condition. A student may be required to pay for damage to, or loss of, any textbooks or library book assigned to him/her. Textbooks or library books that are damaged beyond repair or lost will be assessed the cost of replacement.

## **Tuition (policy 3.18)**

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

## **Visitors (policy 5.29)**

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

## **Volunteers (policy 4.30)**

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

- chaperoning or driving for field trips, classroom activities, and sporting events.
- assisting teachers in the classroom or by reading with students, grading papers and inputting data.
- serving food during lunch or special events.
- helping in the office.

All volunteers must sign a confidentiality agreement. Signature to be updated yearly.

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

# Appendix

(Documents here are for your reference.)

## Academic Dishonesty Descriptions

The following are representative descriptions of the types of activities that could constitute Cheating, Plagiarism, Misrepresentation, and Facilitating Academic Dishonesty. For further questions on plagiarism see the online resource [www.plagiarism.org](http://www.plagiarism.org)

### Cheating

“Copying an assignment, lifting answers from a classmate’s exam, bring an identical exam or answers to a multiple choice exam to the test, having notes or other resources (calculators, handhelds, note cards) not allowed by the teacher, including any comments or key words written on hat bills, under wristwatches, or entered into cellular phone or calculator memories.” University of Idaho – uidaho.edu

“using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student’s paper during a test, obtaining a copy of a test prior to the test date or submitting homework borrowed from another student.” Depauw University – depauw.edu

### Plagiarism

“Not crediting another individual for his or her work. This includes not citing quotes, paraphrased ideas, summaries, or websites you may have used for research. Plagiarism extends to short papers, longer research papers, presentations of any sort including websites and Power Point presentations. Lifting any blocks of text without proper citation is considered plagiarism.” University of Idaho – uidaho.edu

“Using the words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else’s work word for word, to rewriting someone else’s work with only minor word changes (mosaic plagiarism), to summarizing work without acknowledging the source.” Depauw University – depauw.edu

### Misrepresentation

“Any assignment that was created by another student that you are turning in as your own work is considered cheating. Purchasing papers from websites or other students on campus is academic dishonesty, the equivalent of cheating and/or plagiarizing.” “Cooperating on a take home test or other assignment designed to evaluate an individual, not the performance of a group.” University of Idaho – uidaho.edu

“Taking credit for group work to which you did not contribute significantly or meet your obligations. In a collaborative project, all members of the group are expected to do their share. Even in a modular project, however, each member of the group is responsible for being familiar and involved with the entire project. Be sure to get clear instructions on your individual and collective responsibilities from each faculty member for each course.” – depauw.edu

### Facilitating Academic Dishonesty

“Providing the materials to facilitate any of the above. You are just as guilty as the cheater if you give them the paper or assignment to copy.” University of Idaho – uidaho.edu

“Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.” – depauw.edu

## **Bullying Policy (policy 5.38)**

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.
- C. Report all incidents of discrimination, harassment, or bullying to the supervisor on duty.

### **COMPLAINT 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.



## Discipline Policy (policy 5.20)

**Policy Statement** - Horizon staff has the responsibility and authority to take appropriate disciplinary action, when a student's behavior is disruptive to their own education or safety, or to the education or safety of other students/staff, including behavior at school, at all official school functions and during transit to and from such functions. As a continuing condition of enrollment, Horizon expects all parents, guardians, and students to support this policy both publicly and privately. The Head of School is responsible to ensure that parents, students and teachers are informed of the Discipline Policy each year through the issuance of a Parent/Student handbook and other means of communication.

**Rationale** - The scriptures instruct parents to train up children in the way they should go and raise them in the nurture and admonition of the Lord. When parents enroll their children at Horizon, we partner with them in developing godly young people. Parents are expected to teach their children the importance of obedience to all legitimate authority and students are responsible to understand, support and obey all school rules and graciously submit to correction when it is given.

**Enforcement** - School personnel are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible for enforcing all school rules without partiality. They are responsible for taking appropriate disciplinary action when rules are broken, considering the nature of the offense, the student's age/understanding, and the student's behavior. They are responsible for keeping accurate records of serious or repeated offenses. The Head of School is responsible for reporting to the Board of Trustees, incidents of behavior that in his opinion, merit suspension for more than five days or expulsion.

**Reporting Process** - Incidents which may lead to discipline are subject to reporting by school staff members, volunteers, parents/guardians and students. Parents/Guardians are responsible to discuss any concerns regarding a specific disciplinary measure with the staff member involved in applying the discipline.

**Off Campus** - 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 and family decline to work with the school to uphold our Code of Conduct further disciplinary action will be taken on the part of the school.

**Discipline Process** - Methods of discipline shall include positive elements that encourage appropriate behavior and reduce the occurrence of misbehavior. These include such things as rewards, encouragement, praise, close supervision, use of eye contact, reminders of expected behavior, etc. Where misbehavior does occur, various consequences will be employed to discourage a re-occurrence of the misbehavior. All discipline shall be administered fairly and consistently in an attitude of love, not vengeance and with every attempt to maintain the dignity of all parties involved. Whenever possible, consequences shall logically follow the misbehavior and be appropriate in severity. School personnel encountering an offense are responsible for determining whether a specific event constitutes a Minor Offense or a Major Offense according to Horizon's definition of each. They are expected to discuss it with the student, and employ appropriate disciplinary measures based on the following guidelines:

- A. **Minor Offenses** are infractions that do not immediately place anyone in obvious, extreme physical, emotional, or spiritual danger as deemed by Horizon staff. They may include things like horseplay, talking out of turn, disturbing others, being unprepared, meddling with or accidentally damaging property. Minor Offenses will be handled by the school personnel closest to the situation using one or more of the following types of consequences:
  1. Verbal reprimand
  2. Isolation from the area (i.e. changed seating, removal from the room, etc.)
  3. Writing assignments (hand copying texts, letters, essays, etc.)
  4. Restitution
  5. Community service (sweeping, shoveling, cleaning, etc.)
  6. Detention (breaks, lunch, before, after and during school)
  7. A note and/or phone call to parents

- B. **Major Offenses** are more serious violations deemed to constitute significant physical, emotional, and/or spiritual danger to the student or others. This includes behaviors like lying, cheating, stealing, swearing, bullying, willful defiance, possession of illegal drugs, tobacco, alcohol, weapons, pornographic materials, skipping classes, fighting, deliberate or serious damage to property, sexual immorality, scoffing at things of the Lord, and habitual Minor Offenses. Additionally, conviction of any criminal charge will be considered a Major Offense. The committing of a Major Offense will result in the filing of a formal discipline report. Student's parent will be notified. Any one or more of the consequences following may be given.
1. Any of the penalties for Minor Offenses but with greater severity
  2. A meeting between the Principal, parent(s), and others as is appropriate
  3. Probation (may include extracurricular activities at Horizon)
  4. Suspension (may include extracurricular activities at Horizon)
  5. Expulsion
- C. **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 approved by the Head of School.
- D. **Suspension** of a student occurs with the advice and consent of the Head of School in the event of a Major offense or if probation has not achieved the desired outcome in student conduct, after consultation with the Principal, 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 five (5) school days, with the advice and consent of the Board Chair.
- E. **Expulsion** of a student occurs at the discretion of the Board after consultation with the Principal, Head of School 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.
- F. **Arrest** of a student for a criminal offense will require a meeting with the parents or legal guardian of the student with the designated school officials prior to the student returning to school. An initial determination will be made by the Head of School as to whether a student's arrest warrants an immediate suspension, expulsion, or whether the student can return to school.
- G. 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 than those committed against persons, it is automatically deemed an action requiring suspension, pending an investigation of the student's acts and the probable outcome in a judicial proceeding. The student and the family waive any confidentiality rights, make their attorney and counselors available to us and school administration 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.

## **Elementary Dress Code — (Grades K-6)**

### **See backside for Gr 7-12 Secondary Alternative**

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 (5.22) serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community. The clothing should fit properly, be clean, and not look worn. The cut and style of all school clothing must be modest, professional, and appropriately sized, not too baggy, and not skin tight. The student should wear the clothing in a neat and proper manner and be in-keeping with the following guidelines, including Horizon activities. The administrator may declare a limited number of "special dress days".

#### **Shirts, Sweaters and Vests (Boys & Girls)**

- All shirts must have collars or be official Hawk Wear. They may be button-down, polo, or official Hawk shirts
- A dress code shirt is required underneath if a vest is worn.
- Shirts, sweaters, vests are not to have wording, logos, or pictures; small manufacturer's or Horizon logo and repeating patterns are acceptable.
- Pullover knitted sweaters, if appropriate and modest, may be worn without a collar or a shirt underneath.

#### **Pants, Shorts, Skirts, Dresses, Jumpers**

- Pants must be in traditional office cut and traditional, solid color, i.e. chinos and cargo-style. Blue jeans and camo are not standard dress code. (Boys & Girls)
- Skirts, jumpers, and dresses must be of a modest length (near knee length).  
Dresses must be worn with sleeves while at school. (Girls only)
- Dress shorts must be traditional cut and of a modest length (near knee length). (Boys & Girls)
- Leggings and spandex may be worn under skirts, dresses, or jumpers but not alone, as pants.

#### **Belts, Shoes, Accessories**

- All items must be moderate and understated.
- Only girls may wear earrings; no other body piercings. (Boys & Girls)
- No stiletto-type heels or beach-type/shower-type shoes may be worn (i.e. flip-flops, slides, Crocs, etc.).
- Hats and sunglasses may not be worn in the building.
- Only natural looking makeup is permitted. (Girls only)

#### **Coats, Jackets, Sweatshirts (Boys & Girls)**

- Outerwear must be understated, neat, and fresh-looking and images and/or wording must uphold and promote Horizon's academic, Biblical, and character standards; small manufacturer's or Horizon logos are acceptable.
- Hoods may not be worn up in the building.
- If a student should choose to remove their outerwear during the school day, they must be wearing a Dress Code shirt under it to remain in Dress Code.

#### **Hair**

- Hair must be kept neat out above the shoulders in back and kept out of the eyes without the use of accessories. (Boys)
- Sideburns must be well-trimmed and well-groomed. (Boys)
- Boys may be clean shaven or have facial hair neatly trimmed and short.
- Haircuts must be discreet and avoid extremes. (Boys & Girls)
- Only natural hair colors are allowed. (Boys & Girls)

#### **Swimwear**

- Swimwear must be modest. (Boys & Girls)
- Girls' swimsuits must be one-piece, tankini not showing midriff or modest two-piece with solid, dark t-shirt covering.

#### **PE & Athletic Activities**

- Athletic clothing must be appropriately sized and free of offensive images and wording.
- Spandex may be only worn under loose athletic shorts or warm-ups

## Secondary Dress Code (Dress Code cont.) — (Grades 7-12 only)

This is an opportunity to look well-groomed in a neat, modest, and appropriate way. Students should note their appearance matters and can create a positive or negative impression that reflects on our school and culture. The Secondary Dress Code is the right balance between casual and formal. Compliance with this standard is gauged by an overall positive impact of the outfit not individual styles or items of clothing. Students appropriately well-groomed are smart-looking representatives of Horizon and have successfully executed the Secondary Dress Code.

The expectation is for students to appear neat, modest, and appropriately ready to learn in a school environment both at school and school activities. Definitions and examples of this are below. They include but are not limited to:

- Neat: orderly, clean-cut, and tidy. (ex: wrinkle-free, free of strong odor, properly fitted, etc.)
- Modest: unassuming, humble, and decent. (ex: vanity-free, not revealing, etc.)
- Appropriate: suitable or proper for the circumstances. (ex: sharp clothes for school, sturdy clothes for work, athletic clothes for sports, formal clothes for Formal, etc.)

### Enforcement Guidelines for Horizon's Dress Code:

1. Your dress, possessions, etc. may not cause a problem for anyone else.

Problems related to dress include, but are not limited to:

- clothing/makeup reflecting an extreme style
- clothing revealing your back, chest, stomach, thigh, or underwear
- clothing that is torn, dirty, frayed, or poorly fitted
- clothing that does not uphold Horizon's academic, Biblical, and character standards
- shoes traditionally worn to the shower or water, i.e. Crocs, slides, flip flops
- hair of an unnatural color or extreme cut & style
- highly noticeable tattoos or any nose rings or gauged piercings
- piercings of any kind (boys only)
- faces/eyes/heads covered by clothing, hats, or hair
- clothing or possessions that distract from learning

2. Every attempt will be made to maintain the dignity of both the student and the adult in dealing with Dress Code issues.

3. If your actions, dress, or possessions cause a problem, you will be asked to solve that problem without creating additional problems for anyone.

4. If you cannot or choose not to solve the problem, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person(s) involved. Staff members will use their best judgment based on the information they have at the time.

5. If students and/or parents feel that the consequences are unfair, they should request a "due process hearing." This hearing need not be formal in nature. It is simply a time for concerned individuals to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds new light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

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Student Signature/Date

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Parent Signature/Date

# Information Technology and Telecommunications Policy (Policy 5.23)

**Policy Statement** – Today, Internet connectivity, computer lab and computer use in classrooms, wireless access points, smart phones, and web and social media sites are all part of delivering a high-quality education for Horizon students. This policy covers equipment owned by Horizon, network access provided by Horizon, and personally owned technology equipment used on Horizon’s campus, bus, or while part of a Horizon activity. In all cases, the use of technology in all forms, by every user, must conform to Horizon’s policies including the Student and Staff member codes of conduct.

**Rationale** - Since its founding in 2001, Horizon has embraced Information Technology. Students, teachers, staff, administrators, board members, and others connected to Horizon Christian School should be committed to using these tools responsibly and in a God-honoring way. Horizon has taken reasonable steps to protect our data, electronically limit access and content provided over our internet connection. Our expectation is that personally owned equipment will conform to the same standards of use.

## Horizon Owned Equipment

1. A signed user agreement, renewed annually, is required of all users, as well as a unique Username and password. For students, a parent must co-sign the user agreement.
2. The student use of Horizon computers must be in support of education, research, or personal and professional development, and are not for personal use including, but not limited to: general web browsing, e-mail, and social media posting.
3. All students’ use of Horizon electronics will be supervised.
4. The network administrator approves all software that may be installed on Horizon equipment and should be notified of any security issue discovered on any workstation.
5. There is no expectation of privacy on any Horizon owned workstation, or network file location.
6. All use must conform to existing policies of the Internet Service Provider, Federal and State law and the 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. Be aware that the inappropriate use of electronic information resources can be a violation of school rules or local, state or federal laws, and that the user can be prosecuted for violating these laws.
7. Horizon Christian School will take all possible precautions to restrict access to undesirable materials. However, students and teachers also accept responsibility for restricting access to these materials.

## User Owned Equipment

1. User owned equipment as defined by this policy includes computers of all types, telecommunications equipment including smart phones, pagers, and other messaging devices and any other device that can send and receive electronic messages.
2. The display and use of user owned equipment by students in classrooms, chapel, assembly and other places of instruction are prohibited, unless specifically authorized for an educational purpose by the teacher or other staff member.
3. A signed user agreement is required for personally owned equipment to access Horizon’s network and internet connection as well as a unique logon and password to the user.

## Student to Staff Member communications

1. Parent/Guardian permission is required for teachers and staff members to communicate electronically with students. The written permission agreement will specify the types of communications that are approved by the Parent/Guardian.
2. Staff members may use their personal cell phones for phone and text communications and are to use their Horizon mail account for e-mail communications.

## **Internet Use**

1. Be respectful and thoughtful with any internet use. Treat others on social media the way you would like them to treat you. Be mindful of Horizon's commitment to a biblical worldview.
2. Make sure you are aware of Horizon Christian School's Code of Conduct and do not post material on a social media page or a website that would put the user in violation of the Code of Conduct.
3. Privacy does not exist in the world of the internet and especially with social media. Tracking tools enable supposedly anonymous posts to be traced.
4. Staff members and students may develop school-related websites and/or social media pages with the content limited to school-related topics. Horizon's presence on any social media site, including school-related accounts such as clubs, teams, field trips, courses, or other sites associated with Horizon must be authorized by the Head of School or designee.
5. Staff members may connect with students on their personal websites and/or social media sites, subject to parent/guardian approval procedure listed above; although it is the preference of Horizon for these connections to be made on school related web sites.

# Learning Device User Agreement

## B. Terms of Horizon User Agreement

1. Parents/guardians and students are responsible for the general care and protection of the device during the loan period.
2. Horizon will provide all repairs and servicing to the device and accessories. In certain cases, the device may have to be sent to the manufacturer for repair. Any damage must be reported to the school immediately, first to the teacher and then the technology support staff and the device returned to the school for repairs. Cases of accidental damage or misuse will be charged a minimum of \$20 for the repair.
3. In the case of theft with force, parents/guardians must file a report with police authorities for insurance purposes or be held responsible for the replacement cost of the device and accessories. In the case of loss, parents/guardians are responsible for the replacement cost of the device and accessories.
4. The device is provided for educational purposes and may not be used for profit-making or illegal purposes.
5. No other person may take possession of the device except for the student, parent/guardian or Horizon staff.
6. Personal, non-Horizon apps and software may not be installed on the device at any time.

## C. Loaner and Replacement Device

1. This agreement also applies to loaner devices and accessories when the assigned device is being repaired, and to any replacement devices and accessories that may be issued to the student.

## D. Use of the Device

1. All parents/guardians and their child(ren) must read, understand and sign a Horizon Learning Device User Agreement form prior to using a Horizon issued computer.
2. The use of a Horizon issued device is governed by the following regulations and Horizon policy:
  - a. Horizon Acceptable Use Agreement for Technology (*policy 5.23*)
  - b. Horizon Student Code of Conduct

Parents/guardians are responsible for their child's understanding of the policy, regulations and acceptable use guidelines as specified in documents listed above.

## E. Returning/Replacing/Purchasing the Device

1. Student is to return the device, case, keyboard, stylus, and charging components in good condition upon request of Horizon or upon graduating or dis-enrolling from Horizon.

3. Replacement costs will be prorated and based on the original purchase price as shown. If the loaned device or any of the accessories loaned are stolen, lost or broken, student will be charged for replacement from the following price list:

iPad = \$500

Rugged Case = \$50

Rugged Keyboard = \$50

Stylus=\$80

AC to USB Power Block = \$19.99

AC to USB Power Cable =\$19.99

## F. Monitoring of the system

Please note that devices will be monitored by school and network administrators for safety reasons. To encourage integrous and responsible use of these tools, administrators may examine, use, and disclose any data found on the school's information networks and equipment, including information used for discipline. Remember, you should treat digital communication the same way you treat the words you say out loud—as if someone can hear them, of course, but also recognizing that God expects no unwholesome talk to come out of your mouths. School administration and staff trust that you will use this device and its messaging system for building others up according to their needs, so that it

may benefit others (Eph. 4:29). However, abuse of this messaging system (including derogatory, slanderous, and inappropriate communication) will not be tolerated and might result in disciplinary action.

## G. Consequences

Each student is an individual with unique social, emotional, spiritual, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and situation. The potential for students to learn from their mistakes increases dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Horizon Christian School staff and all volunteers dedicate themselves to following a set of Biblically centered core beliefs that provide a framework for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and the resulting consequences.

## Student/Parent Signature

I have read, understand and agree with the terms of the Horizon Learning Device Loan Agreement. I have discussed this agreement with my child. I am confident that he/she understands the agreement. I understand that my child is required to comply with the rules specified in:

- Horizon Student Code of Conduct
- Horizon Learning Device User Agreement

I understand that he/she is expected to act responsibly when using Horizon learning device and digital resources. I have discussed these expectations with my child.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date



## Student Code of Conduct

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.”* 1 Timothy 4:12

### THE FOLLOWING IS TO BE REVIEWED AND SIGNED BY THE STUDENT AND THE PARENT

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

1. I will submit to the civil authority of our country and obey its laws. I understand this will prohibit such things as the use of tobacco of any kind, alcohol, marijuana, vaping, the illegal use of drugs of any kind as defined by federal law, gambling and shoplifting. (1 Timothy 2:1-2, 1 Peter 2:13-14)
2. I will willingly submit to those in authority over me. (1 Thessalonians 5:12, 1 Peter 5:5)
3. I will respect and honor other individuals. (1 Peter 2:17, Philippians 2:3, Galatians 5:14)
4. I will respect the property of others. (Exodus 10:15, Leviticus 19:11, 1 Thessalonians 4:6)
5. I will conduct myself with honor and integrity in both spoken and written word. (Colossians 3:9-10, 4:6, Titus 2:6-8)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Exodus 20:7, Ephesians 4:29, Hebrews 10:29)
7. I will be modest in my dress and appearance. I have read and understand the applicable sections of the Student Handbook related to dress and appearance. (1 Thessalonians 4:3-7, 1 Timothy 2:9-10, 1 Peter 3:3-5)
8. I will remain sexually pure by not engaging in sexual activity of any kind. I understand that under Oregon statute it is a criminal offense for a person under 18 to engage in sexual activity and that an offense could lead to criminal prosecution. (1 Corinthians 6:9-18, Ephesians 5:3-5, 1 Thessalonians 4:3-7)
9. I will uphold the Biblical view of gender and will adhere to Horizon’s position on gender issues in its policies, teachings, curriculum, and treatment of students. (Genesis 1:27, 1 Corinthians 6:19-20)
10. I will use cell phones, technology, and social media in an appropriate and responsible manner. (Psalm 105:21, Luke 16:1-2, James 3:13-3)
11. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. (Ecclesiastes 8:11, John 13:34, 1 Thessalonians 4:9)
12. I understand that if I threaten to harm or actually harm myself it may result in the mental health wellness assessment or school administration evaluating me for discipline.

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

Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. (Policy 5.21) The following Scripture should guide us in this policy: *“Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”* (Philippians 4:8).

Students are responsible to abide by these standards of conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action. Parent signature below acknowledges that you will support your child’s responsibility to follow the above standards.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Summary of Understanding and Agreements

(For all K – 12<sup>th</sup> grade parents and students)

- I understand that the standards of Horizon Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies and procedures of Horizon Christian School.

Parent initials \_\_\_\_\_ Student initials \_\_\_\_\_ (grades K-12)

- I understand the services of Horizon Christian School are engaged by mutual consent, and that either Horizon Christian School or I reserve the right to terminate any or all services at any time. I understand that the Parent & Student Handbook does not contractually bind Horizon Christian School and is subject to change without notice by decision of Horizon's Board of Trustees. Admission to Horizon Christian School is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years. As a student, I understand that any behavior, either on or off campus, which is not consistent with Horizon's standards could result in the loss of the privilege of attendance.

Parent initials \_\_\_\_\_ Student initials \_\_\_\_\_ (grades K-12)

- I hereby grant permission for Horizon Christian School to take photos and videos of my student and to use his/her photo, video or quotation in school promotional materials.

Parent initials \_\_\_\_\_

- I understand there may be correspondence from teachers or staff members with my student during the school year via electronic mediums including, but not limited to, email, social media, and text, using a school email account or personal cell phone. I give my permission for such communications.

Parent initials \_\_\_\_\_

- I hereby affirm that I have read the **Parent & Student Handbook** and have discussed its policies and procedures with my student/parent. I certify that I consent to and will submit to all governing policies of Horizon Christian School, including all applicable policies and procedures in the Parent and Student Handbook, including specifically the **Information Technology and Telecommunications Policy**, and the **Code of Conduct Policy** (grades 7-12 only).

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Parent / Guardian Signature                      Date                      Student Signature                      Date

Parent preferred non-emergency communication methods (1, 2, 3): \_\_\_phone call \_\_\_email \_\_\_text \_\_\_no preference