

Horizon Christian School

Elementary

Student Handbook 2019-2020

7702 Indian Lake Road
Indianapolis, IN 46236
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Revelation 4:11

You are worthy, O Lord,
To receive glory and honor and power;
For You created all things,
And by Your will they exist and were created.

A Ministry of Horizon Christian Fellowship

This handbook belongs to:

Name: _____

Grade: _____

Mission Statement

Horizon Christian School exists to glorify God and to prepare our students for an abundant life through knowing and serving God. Our curriculum emphasizes a biblical worldview, and our school promotes an atmosphere of Christ's love that encourages our students to obey God's word and trust fully in God's sovereignty. It is the work of Horizon Christian School to provide an educational framework which equips our students with the skills necessary to pursue God's calling in their lives.

Who We Are

Horizon Christian School is a ministry of Horizon Christian Fellowship. We are a non-denominational, Biblically based Christian school striving for academic excellence through our talented and God-centered teachers, while developing in students a Christian perspective of the world by encouraging a lifetime of service to Jesus Christ. We believe that the message of the gospel is the cross of Christ: His death, burial and resurrection, and that Christ is the fullness of the Godhead bodily and has preeminence over all things. All teaching falls in subjection to the Word of God and the person of Christ.

Our Core Values

- Salvation by grace through faith in Jesus Christ (Ephesians 2:8-9)
- Proclaim the Bible as the inerrant and final authority in all matters (2 Tim 3:16)
- Christ-centered staff and biblically-integrated curriculum (Col 3:17)
- Academic excellence in a loving and disciplined environment (Proverbs 22:6)
- Nurture our children beyond Biblical knowledge towards a Biblical lifestyle (2 Tim 2:15)
- Equip students to be the salt and light of the earth (Col 4:6)
- Partner with the family, church and community to train up our children (Deut 6:6-9)
- Educate the whole person (Luke 2:52)

Philosophy of Christian Education

A Christian school, with a biblical worldview, is a place where every decision, individually or collectively, is based on the following principles:

1. The Bible is inerrant and God-inspired, the basis of all truth and knowledge, the only authoritative Word of God, and the heart of the curriculum in Christian education.
2. The purpose of education should be to glorify God and to know Him. This means acquiring a love for the Lord that encompasses the heart, mind, and soul. It also means being able to share the gospel with others; and equipping each person to serve Him effectively. We are to do our work, whatever it is, as unto the Lord and see each contact as a divine appointment to share the character of God and the gospel of grace with others.
3. This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were uniquely and distinctly created to have a relationship with the Creator. Some of the qualities that differentiate us from the animals are: morality, reason, creativity, and self-worth.
4. God is the center of history and He will determine its ultimate outcome.
5. The Christian must derive his/her value system from that which is eternal, the Word of God, rather than that which is temporal. Therefore, a personal knowledge of the Lord Jesus Christ is valued above all things.

In conclusion, the philosophy of Christian education must begin and end with Christ.

Philosophy of Rules

This handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that Biblical principles give three good reasons for rules.

1. God's Commands

Some of our rules are based on commands found in God's Word. Proverbs 7:1,2b -"My son, keep my words and store up my commands within you. Keep my commands and you will live."

2. Good Cautions

Some rules are not given in the Bible, but are made to protect us from violating biblical rules. Proverbs 1:8 - "Listen, my son, to your father's instruction and do not forsake your mother's teaching."

3. Greater Community

Some rules are not necessarily moral laws but are guidelines for the good of society.

Romans 13:1-6 - gives authority to institutions to make such rules.

Proverbs 8:15 - "By me (wisdom) kings reign and rulers make laws that are just."

All of our rules at Horizon find their foundation in one of the three areas listed above. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer, by combining our efforts with those put forth home and the church, each of our students will understand our reason for rules. We desire for our policies to help students in their journey become more like Christ.

Horizon Christian School Spiritual Plan

Our goal at Horizon is for every student to have the opportunity to begin a personal relationship with Jesus Christ, to be discipled and grow in their relationship with Christ and to have the opportunity to share their faith in a way that draws others to Christ (**Win, Disciple, and Send**).

Win

Our goal is to give every student multiple opportunities throughout the year to accept Jesus as their Lord and Savior or to rededicate their lives to Him. We will accomplish this by periodically giving an invitation for students to receive Christ during the times listed below.

1. Weekly Chapel
2. Assemblies
3. One on one or group counseling with faculty or administration.

Disciple

It is our desire that all students will have the opportunity to strengthen and grow in their relationship with Christ while at Horizon. We believe it is important to teach the whole council of God in a way that encourages students not only to grow deeper in their faith but to act upon it. All students will receive solid Biblical discipleship in the ways listed below.

1. Weekly Chapel Services

Send

Our final goal in the spiritual development of our students is to give each of them the opportunity to act upon their faith by reaching out to others with service and mission opportunities.

Although, we do not require our student to complete service hours we love to see our students living out their faith by serving in their church, community and school.

HORIZON CHRISTIAN SCHOOL ATTENDANCE PLAN

General

Education consists of academic goals as well as development of a self-disciplined, consistent life. Self-discipline produces dependability in the student's character. Attendance and punctuality are essential in developing successful class work and good character. In order for each student to receive a well-rounded education it is essential that he/she be in regular attendance.

Students are expected to be in their classroom seats promptly at 8:15 a.m., 9:15 on Friday. Although the schedule directs the day, the classroom teacher dismisses students from class. Students should be in your seat with his/her materials ready to begin. Students should not close books or leave a class until the teacher has dismissed the class.

Students may stay after school but only in staff-supervised areas or activities. Elementary students are to report to the cafeteria for aftercare. Students may not leave with other student or parents without written parental permission. There is a charge for ANY student who stays after school for aftercare.

TARDIES

We ask that the parent/guardian stop by the office or call to notify the school as to the reason for their child being late. Tardies will be marked in the student record as either excused or unexcused (based on the list below).

Excused Tardies: doctor's appointments, family emergency, **severe** road & weather conditions, illness/ nurse's office or stopped or held by another teacher.

Unexcused Tardies: oversleeping, forgetting something at home, traffic, failure to plan ahead (ran out of gas, scraping icy windows, trains) parents running late, etc.

ABSENCES

Attendance records are kept as part of the student's permanent record.

Excessive absences due to special circumstances will be evaluated individually.

According to the Indiana Department of Education

Habitual Absence Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Additionally under IC 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence." Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician • Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences. An unexcused absence is any absence not covered under the definition of excused or exempt.

DRESS CODE

Philosophy

Our school community is one that encompasses many individuals from many different families and viewpoints. We recognize that dress standards and tastes vary among individuals and churches. The purpose of the dress code at Horizon Christian School is to encourage a suitable degree of modesty and appropriateness.

We desire to allow for the expression of wholesome individuality balanced by sensitivity to the convictions and preferences of others. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. The school

administration reserves the right to make policy changes based upon current trends and to make value judgments concerning student appearance. In an effort to provide guidance in relation to modesty and appropriateness of dress, Horizon has provided the following guidelines for appearance.

Dress Standards

Students must wear either a Polo style shirt or an Oxford style shirt (of any color) if their shirt is visible. For shirts without a Horizon logo, the manufacturer's logo must be smaller than the palm of your hand. The exception to this rule is if the logo is a college-approved logo it may be larger than the palm of your hand.

Cardigans, sweaters, crew neck sweatshirts, zip ups or hoodies may be worn in class. Outerwear must have either a Horizon logo or a manufacturer's logo smaller than the palm of your hand. The exception to this rule is if the logo is a college-approved logo it may be larger than the palm of your hand.

Administration reserves the right to deem some logos inappropriate and not allow them to be worn at school.

For safety, we recommend that students wear close toed shoes.

No skirts or dresses allowed.

Elementary female students may wear skorts to school. A skort is a pair of shorts with a flap across the front (and sometimes also the back) to give the appearance of a skirt.

Students can wear either plain loose denim jeans or plain loose khaki bottoms (pants or shorts). Shorts must touch the kneecap when the student is standing up straight

1. All clothing should be clean, neat and in good repair. All clothing, including pants and shirts, cannot have ANY holes, rips, tears or fraying in them
2. No pants/shorts that sag below the waist or are cut too low.
3. Messages on the back of pants are not permitted.
4. Students will not wear hats of any kind during school hours except in the case of extreme weather conditions students may wear knit/winter hats while required to be outside the building or the portables.
5. Students are to wear shoes at all times. No flip-flops, slippers, or backless sandals. Middle & high school students may wear clogs and athletic sliders with socks. Sandals with a heel strap are allowed.
6. Hairstyles and other decorations of a bizarre nature are not allowed. This includes body and facial piercing (nose, tongue, lip, etc.) tattoos, glitter, etc. Excessive jewelry including dangling or large hoops should not be worn. Earrings for boys are not allowed. Unnatural hair color, (including tips, highlights, lowlights etc.) and Mohawks, words and or symbols cut into the hair are not allowed. All hair must be a natural hair color, clean, neat, and not cause the student or other students to be distracted during school.

Discipline Policy

Horizon Christian School views discipline as not simply punishment, but as training in righteousness, with the goal of Godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). It is up to the parents to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to support the parents in their discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ various methods, the responsibility for student compliance finally rests with the parents, not with the school.

Attendance at Horizon Christian School is a privilege, not a right. Any student whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purpose of the school will face discipline and potential dismissal.

DISCIPLINE OBJECTIVES

“Discipline your son, for in that there is hope.” Proverbs 19:18

Our areas of focus for all students include:

- Respect—towards all adults, school property, God's name, and each other
- Self-control—in words, conduct, and attitudes
- Obedience—for school rules and teacher's instructions
- Honesty—in all of our dealings with others
- Orderliness—in conduct, with personal belongings, and with regard to assignments
- Kindness—in words, actions, and attitudes

Key areas of restraint for all students include:

- Disrespect—in words, actions, or attitudes
- Disruptiveness—in words, actions, or attitudes
- Disobedience—towards school rules or instructors
- Dishonesty—in any form
- Disorderliness—in conduct, with personal belongings, or with regard to assignments
- Unkindness—in words, actions, or attitudes

General Behavior Expectations

In an atmosphere of definite and positive Christian standards of conduct, there is opportunity for the development of a strong and stable Christian character. Students should display the following types of behavior:

- Students will show respect and kindness for teachers, staff, and fellow students.
- Students will address all adults by the appropriate title of Mr., Mrs., Miss, Coach, etc.
- Students will obey the directions of faculty and staff at all times.
- Students will be honest at all times, which prohibits cheating on schoolwork.
- Students will show care and respect for all property. They will not steal or damage property.
- Students will resolve conflicts by discussion or by alerting an authority figure. A student will never harm or intimidate another student physically or verbally.
- Students will always behave in a manner appropriate for school, without running or pushing.
- Student language should always reflect Christ, not using hurtful, derogatory, or obscene words.
- Students will refrain from public displays of affection.
- Students will not bring any of the following material to school: alcoholic beverages, tobacco products, illegal drugs, lewd material/electronic, anti-Christian or inflammatory material, unapproved toys (esp. toy knives & guns), weapons, explosives, lighters or matches.
- Students will adhere to the Horizon dress code.
- Students will adhere to the Horizon Tardy Policy and arrive to school and class on time.

Elementary Discipline

The elementary teachers each use a behavior and discipline system called BRAVO (Building Relationships around Valuing Others). Each elementary teacher has a detailed explanation of this policy and will be given to parents at the beginning of the school year and any time upon request.

Elementary Detention: An appropriate amount of time (a recess, or portion of a recess, or class, or a portion of a class) that is spent in the office.

Christian Character

The fundamental goal of Horizon Christian School is to present a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at Horizon and the staff members who work here are

considered to be representatives of Horizon twenty-four hours a day, seven days a week. All students are required to sign and adhere to the Horizon Christian School Discipline and Lifestyle policy. Therefore, the administration of this school will not hesitate to assert discipline in areas where a student or staff member practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school, *whether those activities occur on or off campus including social media.*

Horizon Policy on Bullying

According to the Office of Code Revision Indiana Legislative Services Agency, "bullying" is defined as "overt, repeated acts or gestures", including:

(1) Verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

(<http://www.in.gov/legislative/ic/code/title20/ar33/ch8.html>)

In accordance with Indiana Code IC 20-33-8-13.5, Horizon Christian School prohibits bullying in any form by or towards any of its students. Students will be accountable for their actions including:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group
2. Off school grounds at a school sponsored activity or event
3. Traveling to or from school or a school activity, function, or event
4. Using property or equipment provided by the school

Horizon Christian incorporates the use of several approaches, including classroom presentations, anti-bullying curriculums, and special speakers, to prevent and reduce bullying by or towards students. Parents will be notified by email or letter when their child or child's class has participated in anti-bullying efforts and are asked to partner with the school by continuing conversations with their child(ren) about peer relationships, behaviors, and bullying. Parents who are concerned either their child is a bully or victim of a bully should contact one of their child's teachers or an administrator for assistance.

Medications: We can administer medication to students only if guidelines are followed as directed by Indiana law and HCS policy. All medication needed while at school must be brought to the Front Office to be dispensed. Please try to schedule medication outside of school hours, if possible.

1. A non-prescription medication must be sent in the original container with written permission from the student's parent or guardian (including name of medication, dosage and frequency to be given, reason for giving, and student's name and date). A prescription drug must be accompanied by a written order of the physician (a current

- pharmacy label on the medication is sufficient) AND a note from the parent giving permission. Please send only the amount needed in school; pharmacists will provide an extra labeled bottle for this purpose. Medication is kept in a locked cabinet. Students are allowed to carry inhalers if a) a parental permission note is on file, b) the inhaler is labeled, and c) a copy of the prescription is on file in the office. Students receiving ADD medication must be responsible to come to the nurse's office daily to receive their medication. A medication form must be on file in the nurse's office.
2. Hearing and Eye Exams/Scoliosis: The Marion County Health Department comes to our school once a year for hearing screenings on the following grades, 1st, 4th, and 7th grade. Vision screenings are done for the following grades, 1st, 3rd, and 8th, for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.
 3. Immunizations: Indiana law requires verification of a second MMR, as well as at least three DTPs and four OPVs from a physician or health clinic for entry into high school. **This information must be in the school office no later than 20 days from the start of school or the student will not be able to attend school unless you have a religious or medical exemption on file annually.** Immunizations: Preschool and kindergarten students must now have 2 appropriately documented varicella vaccines separated by at least 3 months, a physician documentation of disease history, or laboratory evidence of immunity. Grades 6-12 must have appropriate documentation of the following vaccinations. Tetanus, diphtheria, pertussis vaccine (TDAP); meningococcal conjugate vaccine (MCV4); 2 varicella vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

GENERAL INFORMATION

Lost and Found: Most "misplaced" items will end up in the lost and found rack that is located in the cafeteria. These items are kept until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items of greater value such as jewelry, eye glasses, electronics, etc., will be kept in the office until the end of the school year.

Inclement Weather: The decision to cancel school or delay because of bad weather, or other emergency situation, will be made by the head of school. That decision will be based upon safety of student travel and the ability of staff to reach the school. If appropriate, the school may choose to delay opening for 2 hours to allow time for travel conditions to improve. In the event of a closing or delay, the school will notify the local television stations. Students and parents should watch WRTV-6, WISH-8, WTHR-13, or Fox 59 for notification of school cancellation or

delay. Please remember that parents can choose not to send their students if they believe driving conditions are unsafe. Please remember to notify the office when choosing to do this.

Medicine Policy: All medications, prescription or non-prescription, are to be stored in the clinic and will be distributed by staff.

Telephones for Student Use: Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone.

Electronic Devices Policy: Cell phones are permitted at school; however, students must keep them in their backpack, purses, pockets etc. Students who are caught using a cell phone will automatically be clipped to red, have cell phone confiscated and follow normal discipline policy.

Visitors: Occasionally students may make arrangements for family members to visit at lunch. Friends of HCS students who are interested in enrolling in Horizon may also make plans to spend a day at school shadowing classes. For the safety of our students, we ask that all visitors sign in to the front office to receive a visitor badge and to sign out before leaving. For non-family members including alumni we ask that you get permission from the administration before visiting the school. We also ask that all visitors adhere to the rules and procedures of HCS while on campus.

Lunch Students are responsible for making arrangements for their own lunches. Students may bring a lunch or order (in advance) the catered lunch offered 5 days a week. Lunches may be ordered on a monthly basis. Lunch orders are placed online and are due the last Wednesday of the month and costs \$3.75 a day. Emergency lunches are available and will be charged to school account. Lunch is to be eaten in the cafeteria. No food may be taken outside of the cafeteria. Although lunch is an informal time for visiting and relaxing, it is not a time for wild, out of control behavior, and we ask that students behave accordingly. Students must keep the table and floor clean. It is important to demonstrate care for the building while in the cafeteria. Various students will be chosen to help clean up the lunch room by the cafeteria monitors.

Leaving Campus Horizon is a closed campus which means that all students must remain on campus unless under direct staff supervision. Parents must notify the school if their student needs to leave for a scheduled appointment. Parents must sign students out after receiving authorization from the office and must sign in upon returning.

Authorizations to leave the campus MAY be granted for:

- Pre-scheduled appointments
- Illness (after first visiting the nurse)
- Family emergency
- Family events
- Pre-authorized internships, which do not interfere with academic class schedules
- Lunch with parent or guardian, who picks up the student (**students cannot leave with siblings or friends who are under 18 years of age**)

Volunteer/Field Trip/Chaperone Policy: We welcome parents to volunteer in our school and when the teacher has a need for extra help on field trips we love for you to join your child. However, all volunteers including chaperones and drivers must have completed all necessary volunteer forms and back ground checks with our school office. No exceptions. Students are not allowed to ride with other students to or from a school related event during school hours.

Copy/Fax Machine & Printing for Students: Students are to bring all necessary papers and assignments that are needed to school already printed. However, if a student must print then .50 per page must be paid at the time of printing and only black and white copies are allowed.

Elevator Use: The elevator is not to be used by students with few exceptions. A student may use the elevator in the case of an injury or physical condition that prohibits him/her from using the stairs. He/she must obtain permission from the principal before riding the elevator. A student who is helping a teacher or other staff member move materials may also use the elevator, as long as he or she has a pass.

Horizon Christian School Lifestyle and School Handbook Agreement

Horizon Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Horizon Christian School requires its students, as examples, to conduct their lifestyle and their choices to reflect a clear biblical perspective regarding personal integrity, family, relationships and moral behavior. To this goal, we intentionally and voluntarily commit ourselves to comply with the policies within the school handbook as well the Lifestyle Activities list below that reflect biblical truth. Failure to uphold the HCS Student handbook and Lifestyle agreement may result in suspension, or depending on the offense, dismissal from HCS.

1. **Relationships-** Jesus taught us to love our neighbors as ourselves. We express our love in building up one another, making allowance for each, caring for another, forgiving one another, and praying for another. We don't intimidate, bully, embarrass, or physically hurt one another. When we have disagreements, we obey the biblical teaching to approach in love for the purpose of understanding and reconciliation. (Luke 10:27)
2. **Speech-** Our school is strengthened when our words minister life to one another. We are called to speak in a way that doesn't harm others. Verbal putdowns, mocking, gossip, lying, profanity, vulgarity, and destructive words hurt people and grieve the Lord. (Ephesians 4:29)
3. **Entertainment and Technology-** The school appeals to its families to use biblical discretion in their choices of entertainment and technology, including, but not limited to mass media, internet use, online social media, video games, music, and cell phones. (Philippians 4:8)

Student Signature

Date

Parent Signature