

# Horizon Christian School

## **Student Handbook 2016-2017**

7702 Indian Lake Road  
Indianapolis, IN 46236  
(317) 823 -4538

**A Ministry of Horizon Christian Fellowship**

This handbook belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

<b>Teacher</b>	<b>Ext</b>	<b>Room Number</b>
Beeson, Amy	219	215
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Bentz, David	143	115
Brenner, Kathryn	214	205
Bronkema, Mackenzie	214	205
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Godbey, Josiah	145	School Annex
Goodrich, Brett	203	Youth Pastor
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Gray, Rhonda	200	HCS Secretary
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Howell, Emily	228	204
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Lawrence, Megan	226	118
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## **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
- 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. Daily student Bible courses
2. Monday Chapel
3. Assemblies
4. Elective Bible studies
5. 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. Daily Academic Bible classes
2. Elective Bible Studies
3. Weekly Chapel Services (with small groups meeting once a month)
4. Daily Morning Devotion Time

### ***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 and are happy to list them on their transcript.

# 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 8:10 a.m. (middle school and high school) and at 8:15 a.m. for elementary. 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. Middle school and high school students may stay after school to meet with teachers (who are available until 4:00 p.m.), participate in a sports activity, or report to aftercare. Students are to remain at the assigned location until signed out by parent/guardian or dismissed by a teacher or coach. Students who are waiting for parents or for an event must report to aftercare by 4 p.m. They can wait there until their parent or coach arrives. Students may not leave with other student or parents without written parental permission. Walking to a store or restaurant or store on Sunnyside is very dangerous and is not allowed. There is a charge for ANY student who stays after school for aftercare. Students who remain at school after 4pm without supervision will go to aftercare and will be charged.

## TARDIES

If a student is late to school and or class and has a valid reason (based on the list below) he/she must sign into the office upon arrival to obtain a pass. We also ask that the parent/guardian stop by the office or call to notify the school as to the reason for being late. Tardies will be marked in the student record as either excused or unexcused (based on the list below) Students with an unexcused tardy will be issued a demerit and handled according to our discipline plan.

**Excused Tardies:** doctor's appointments, family emergency, severe road & weather conditions, car trouble, late carpool, 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) parents running late, etc.

**When a student is more than 15 minutes late to class on Monday and 30 minutes late Tuesday through Friday, without an excused pass, it will be documented as a full period unexcused absence.**

Each Student's late record will be reset at the start of each new semester

## **ABSENCES**

Absences will be recorded as either excused or unexcused. Attendance records are kept as part of the student's permanent record.

Students absent for more than 12 days in a semester (excused or unexcused) from any core class may not be granted credit for that course except by special administration permission or they may be required to re-take the class at the expense of the parent/guardian. The student, whether present or not, is held responsible for all assignments, classroom lectures, notebooks, tests, homework, etc.

**Excused absences:** Excused absences include, but are not limited to:

- a. Death in the family
- b. Student injury or illness
- c. Appointments that cannot be scheduled outside school hours.
- d. Transportation/weather problems
- e. Prearranged absences (vacation, college visits, job interviews, public service projects, and extended illnesses) require completion of extended absence form from the office and must be complete and requested at least 3 days prior to absence.

**With the exception of college visits, all of the aforementioned reasons for an excused absence will count in the total number of absences allowed in a semester (including family vacations).**

Excessive absences due to special circumstances will be evaluated individually.

In accordance with Indiana Code 20-8. 1-3-18, students supplying the proper notification and documentation to the office while participating in the events listed below are not counted absent.

1. Page or honoree in the Indiana General Assembly
2. Subpoenaed court appearance
3. Helper to political candidate or election process
4. National Guard duty
5. School-sponsored field trips

**Unexcused absences:** All other absences will be unexcused and will be issued a demerit and handled according to our discipline plan.

**Make-up assignments.** Students are allowed to make up work missed during an absence. **Students, not teachers, are responsible for arranging completion of missed work.** It the student's responsibility to contact each teacher about all tests and assignments missed and to complete all make-up works within the specified time period.

1. If a student is absent on the day that homework is turned in, the student must turn the homework in immediately upon return of the class.
2. If homework is assigned the day the student is absent, the student then has one additional class period to make up the work.
3. If a student is absent during a test or quiz the student must make up the work at the next available study hall, resource time, or the next class period.
4. To reinforce the important concepts of each class, HCS requires students to attend and complete all final examinations. If a student misses a final examination AND has an excused absence, the final grade in that course will be recorded as an “incomplete” until the student has made arrangements to complete the exam within 5 days from the original date of exam. If the absence is unexcused the final exam grade will remain as incomplete.
5. In the event of a planned absence a blue sheet must be completed and all work including tests must be completed before the student leaves if possible, if not possible then it must be made up immediately upon return.

## **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 can wear either a solid-color Polo style shirt or a solid-color Oxford style shirt. We recommend all apparel be purchased from the Horizon website. Apparel not purchased from our provider must be indistinguishable from the designs established on our website. All shirts bought through <http://www.horizonchristianspiritwear.com> will have the Horizon logo on them. If a shirt is bought outside of the Horizon website we encourage all to get the Horizon logo put on the shirt but it is not mandatory. For shirts without our logo, the manufacturer’s logo must be smaller than the palm of your hand. Shirts must be selected from the following color options: black, white, grey, green, gold, or blue.

Outer wear may be worn to school as long as it is one of our color options and has either a Horizon logo or a manufacturer’s logo smaller than the palm of your hand.

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 or tears 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 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 toward the opposite gender.
- Students will not bring any of the following material to school: alcoholic beverages, tobacco products, illegal drugs, lewd and/or pornographic material/electronic, anti-Christian or inflammatory material, toys (esp. toy knives & guns), weapons, explosives, lighters or matches.
- Students will not bring any food, including gum or drinks into the classroom except water in a clear container
- Students will not use any electronic device or computers including cell phones except during permitted times.
- 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.

## **Secondary Discipline Demerit System**

In the middle and high school, we have instituted a demerit system of discipline. A student will receive a demerit for any disrespectful, rebellious or disruptive behavior. If a student receives a demerit the teacher will fill out a behavior report in Ren-Web which documents the incident and sends a report home.

If a student should receive more than one demerit in the same class on the same day they will be automatically sent to the office for disciplinary action.

Demerits accrue over each semester. If a student receives 6 demerits in a semester the student will serve a detention on the assigned date. Additional demerits will earn an additional detention at 1 per demerit.

A student who receives his or her 8<sup>th</sup> demerit in a semester will receive a ½ day out of school suspension. During the suspension the student will not be given credit for homework but will be allowed to make up tests and or projects. Students who receive ½ day suspension are not allowed to participate in any extracurricular activities including practice.

A student who receives his or her 9<sup>th</sup> demerit in a semester will receive one- day suspension and will be placed on Behavioral Probation. Students on Behavioral Probation are not allowed to participate in any extracurricular activities, and continued problems may result in expulsion. Student will not receive any credit for homework missed during this time but will be allowed to make up tests and or projects. A student may also be placed on probation for any instance of behavior which is dangerous to any other person while under school control, or for a pattern of irresponsible behavior which reflects an attitude of hardheartedness and unrepentance. The time period of behavioral probation will be up to the administration, and will be commensurate with the seriousness of the offense. Further offenses during probation will result in a recommendation for expulsion or encouragement to seek education elsewhere. At the end of the probation period, the administration, after counsel with the student, his/her teachers, and his/her parents, may take further action if necessary.

A student on behavioral probation may not represent the school in any public contests, meetings, activities, with others schools or the general public, extracurricular activities, or public events

such as sports or drama performances. The student may, however, continue to participate in practice sessions.

In addition the following offenses will automatically be referred to the administration for disciplinary attention and may receive more than one demerit(in parentheses) :  
bullying/harassment(3), cheating(2), destruction of school property(3), dress code violation(2), drug/alcohol usage or possession(4), extreme insubordinate /defiant behavior(4), failure to appear for detention(2), fighting(3), inappropriate touching(3), inappropriate language(3), in unauthorized area either on or off school grounds during school hours(2), lying(2), possession and or usage of weapons(4), sexual misconduct(4), theft(3) and vandalism(3).

Administration may at his/her discretion may issue a detention, probation, suspension or expulsion or a combination

Upon the 10<sup>th</sup> demerit a student will immediately receive a two day suspension and will be considered for expulsion.

## **Detention**

**Secondary Detention:** A student who is issued detention must report to the office on the day assigned. Detention will be on either on Tuesdays or Thursdays from 3:30-4:30 in a pre-determined location. During detention student must bring something to work on such as homework, or a reading assignment. No electronic devices are permitted during this time. Students must work quietly and not distract any other student. If a student does not bring something to work on they will be assigned sentences or cleaning duties. If a student does not report to detention on the assigned date, they will be issued another demerit which could result in another detention and possible suspension.

**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.

## Academics

The grade a student receives in class is primarily determined by his/her ability to demonstrate proficiency and basic understanding in a particular subject. Each classroom teacher will compute grades using the following parameters.

### Grading Scale

LETTER GRADE	PERCENTAGE	POINTS
A+	100	4.33
A	93	4.00
A-	90	3.67
B+	87	3.33
B	83	3.00
B-	80	2.67
C+	77	2.33
C	73	2.00
C-	70	1.67
D+	67	1.33
D	63	1.00
D-	60	0.67
F	59↓	0.00

**Extra credit requests:** Students or their parents often request extra credit work to improve grades. Teachers may, at their discretion, offer extra credit upon request from a student. Extra credit will only be assigned if all other assigned work has been completed.

**Reporting of grades:** Semester grades will not be reported until all financial commitments for the semester have been satisfied. If library materials or a textbook is damaged or lost, the cost of replacement is added to the financial commitment for the student.

**Dropping and adding classes:** Each semester students have 10 calendar days to make any necessary changes to their schedule. Student may only drop a class if it is being replaced with another class.

## Graduation Requirements



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

<b>CORE40 with Technical Honors</b> <i>(minimum 47 credits)</i>
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For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

## **Transcripts**

College applications that require a Counselor signature page or High School Report should be given to your counselor with a stamped envelope. College applications should be given to your counselor at least two weeks before the application deadline. High School grades earned while in Middle School shall be included on the High School Transcript if the course is being used to meet a High School requirement. Students earning a C or C+ are strongly encouraged to retake courses for credit in high school as freshmen. Junior high students earning a D+ or lower in a high school course must retake the course to meet the pre-requisites for the next level course within the discipline. The grade the student is assigned when repeating the course will replace the first grade earned and becomes part of the student's GPA and transcript.

## **College Readiness Testing**

Sophomores and juniors can take the PSAT each year in October. ACT and SAT are available during many test administrations each year, including several at Lawrence North. Registration is online at [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org).

## **School Code Number for College Forms: 151682**

This is the ETS (Educational Testing Service) number to be used for the SAT and ACT applications from HSE High School. It may also be requested on college applications.

## **Academic Probation**

If a student falls below a 2.0 GPA in their core academic classes in any given quarter they may be placed on an academic probation. A student on academic probation will be placed under higher accountability and will be expected to do the following:

1. Student will carry a paper with them to every class with a list of expectations for that class. This paper must be signed by every teacher on every day showing that they have met or failed to meet the expectations. At the end of the day the Assistant Head of School also will sign off on this paper. The student will then take the paper home to be signed by the parents to be returned to the Assistant Head of School.
2. Student will meet with an assigned mentor twice per week to discuss progress and any issues that may arise. The mentor will be responsible to monitor grades, homework, behavioral issues, etc. and to aid the student in getting the help they need to correct any issues that may arise (extra time with teachers, conference with parents, tutoring, etc.). Mentors will communicate with the Assistant Head of School and with the parents on a weekly basis to report on progress.
3. Student will not be eligible for participation in sports, field trips or class sponsored trips while on probation.

## Academic Policies 2016-17

**Honors Classes:** Honors classes are offered for students in grades 6-12. Honors students are taught grade level curriculum with the advantage of higher level material. These classes are wonderful opportunities for students who wish to further their knowledge base in the subject area. Students in honors classes must maintain an average of 80% or higher in the honors class to remain in the course. If a student's overall grade in the honors class falls below an 80%, the student will be evaluated and considered for removal from the honors track. If a student were to achieve an 80% or lower in the 4th quarter of the school year, the student will be evaluated and possibly removed from honors track for the following school year. In order to obtain a place in an honors track, the administration will consider current grades, ISTEP scores, and current behavior in all classes.

**Algebra 1 Policy:** Algebra 1 is a required course of graduation. After the course is completed, students will take the Algebra 1 ISTEP. Students must pass the ISTEP in order to attain an Indiana diploma. In the event a student does not pass the ISTEP, the student will re-take the ISTEP until he/she passes the test. If a student does not pass Algebra 1 and does not pass the ISTEP, the student's courses for grade 11 will be evaluated. If a student does not pass Algebra 1 but passes the ISTEP, a student must arrange for credit recovery. Students who fail the ISTEP must take the ISTEP Remediation course when it is offered.

**English 10 Policy:** English 10 is a required course for graduation. After the course is completed, students will take the English 10 ISTEP. Students must pass the ISTEP in order to attain an Indiana diploma. In the event a student does not pass the ISTEP, the student will re-take the ISTEP until he/she passes the test. If a student does not pass English 10 and does not pass the ISTEP, the student's courses for grade 11 will be evaluated. If a student does not pass English 10 but passes the ISTEP, a student must arrange for credit recovery. Students who fail the ISTEP must take the ISTEP Remediation course when it is offered.

**PSAT and Accuplacer:** In the past, the PSAT has been a mere "practice test". However, in recent years the significance of the PSAT has changed. The PSAT is taken by students in grade 10. If a student should score below the state cut score in any area, we are required by the state to administer the Accuplacer test. By examining the Accuplacer results, we can determine areas in which a student may need help. Parents will be notified of the Accuplacer results after the test is taken. Please note: Colleges are taking note of PSAT scores more and more. If a student scores well on the PSAT, it can be very helpful in the college admission process.

**ISTEP:** ISTEP is required for grades 3-8 and 10. Details of the ISTEP tests and released items are on the Indiana Department of Education web site for your review. Students will take ISTEP tests in the spring of the current calendar year. ISTEP results usually are released mid-June. ISTEP results are reviewed by our administration team. Students who test poorly or who fail ISTEP will be evaluated for interventions the following school year. Interventions consist of extra help and strategies for students to achieve success.

**Part Time/Home School Students:** Horizon Christian welcomes home school students to our school to take classes needed to make academic goals. Students who fall in this category are not considered full time students and will not earn a Horizon Christian diploma (if applicable).

**Online Classes:** Students may take online classes for credit recovery. However, if the class needed is offered by Horizon Christian, the student must take the class at Horizon Christian. Students may take online classes when Horizon Christian does not offer the course (s) needed. However, the course must be approved by the Student Advisor. Students are not permitted to take online courses in lieu of classes offered at Horizon Christian.

**Exit Policy:** We understand that sometimes situations may arise that would require you to leave HCS. In these instances we ask that you give us a two weeks' notice of your intent to leave and complete our exit form.

## **STUDENT EXTRA-CURRICULAR ACTIVITIES**

### **General:**

As part of our well-rounded program, Horizon Christian School provides the opportunity for students to participate in extra-curricular activities. These activities include sports teams, academic teams, music programs, and other activities. It is the experience of this school that when students are well-engaged in a variety of activities, their overall attitude and performance is enhanced. Given this observation, all students are encouraged to participate in as many extra-curricular activities as time will allow. Despite this, **ALL** of these programs are of secondary importance when weighed against a student's academic & behavior performance.

### **Student Eligibility:**

We require that our students maintain an overall 2.0 GPA, not be failing any classes and have good behavior standing. We evaluate a student's status every quarter. If a student is found to be below a 2.0 or failing any class they will be placed on academic probation and deemed ineligible from all extra-curricular activities for the following 2 weeks. At that time their GPA will be reviewed every 2 weeks and if they are at a 2.0 or higher and have a passing grade in every class they may be reinstated to the activity. If it is still below a 2.0 or they are still failing any class they will remain ineligible until the review period at the next two weeks. A student's ending GPA in the spring quarter of a school year will carry over to the fall quarter of the following year and may make them ineligible for the fall quarter.

## HEALTH POLICY

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 Nurse's 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). If you would like your child to receive Tylenol, Advil or Tums from school, please sign and return that form.
2. A prescription drug must be accompanied by a written order of the physician (a current pharmacy label on the medication is sufficient) AND a not 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.
3. Hearing and Eye Exams/Scoliosis: The Marion County Health Department comes to our school once a year for hearing screenings on the following grades, 1<sup>st</sup>, 4<sup>th</sup>, and 7<sup>th</sup> grade. Vision screenings are done for the following grades, 1<sup>st</sup>, 3<sup>rd</sup>, and 8<sup>th</sup>, for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.
4. 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.

**Locker:** You are assigned a locker at the beginning of each school year, and are expected to keep it organized. You should remember that your lockers are school property and as such can be searched at any time. Coats are to be hung inside the locker or on a hook. Please do not leave any items on the floors of the hallway. It is also especially important that you take appropriate measure to secure your calculators, purses, etc. We strongly recommend that you leave your valuables at home whenever possible. Personal locks are not allowed. All locks for lockers must be supplied by the school and are available upon request.

**Food & Drink Policy:** Food and drinks are to be consumed in the cafeteria during your assigned lunch time. Students arriving before 8:00 a.m. may eat in the cafeteria. The Discovery program sells candy in the office after school and may be eaten after dismissal. Students are expected to help in keeping eating areas, classrooms and restrooms clean. No food, candy or drinks should be in classrooms unless it is part of a legitimate classroom activity. Water is allowed outside of the cafeteria and may be carried in the halls and classrooms in a clear container.

**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 receive a demerit and normal discipline policy will be followed. High School Students are permitted to use their cell phone during lunch. Chrome books and or personal computers may only use them in class as directed.

Headphones are not permitted during school hours. No listening to iPods, mp3 players etc. on school grounds during school hours.

**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**)

### **Driving to School**

Students may drive to school but must follow these rules:

1. Possess a valid driver's license.
2. Drive with extreme caution to prevent an accident and never exceed 10 mph on school property.
3. No parking or loitering outside of car/parking lot during school hours.
4. Must park in the large North parking lot along the tree lined perimeter.

If students wish to ride or drive a vehicle, such as a bicycle or scooter, which requires no license for either the vehicle or driver, please stop in the office for details on procedures.

Violation of these rules may result in a fine or suspension of driving privileges for a period of time to be determined by the administration.

**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.

## Middle School and High School Block Schedule

### Monday Schedule

8:10 – 9:00	1 <sup>st</sup>
9:05 – 9:45	2 <sup>nd</sup>
9:50 – 10:30	3 <sup>rd</sup>
10:35 – 11:15	4 <sup>th</sup>
11:20 – 11:50	Lunch (HS)
11:50 – 12:20	Lunch (MS)
12:25 – 1:05	5 <sup>th</sup>
1:10 – 1:50	6 <sup>th</sup>
1:55 – 2:35	7 <sup>th</sup>
2:40 – 3:20	8 <sup>th</sup>

### Tuesdays & Thursdays

8:10 – 9:49	1st period
9:56-11:20	2nd period
11:25-12:20	Lunch/Resource
12:25-1:49	3rd period
1:56-3:20	4th period

### Fridays

8:10 – 9:49	5th period
9:56-11:20	6th period
11:25-12:20	Lunch/Resource
12:25-1:49	7th period
1:56-3:20	8th period

### Wednesday

8:10 – 9:34
9:41 – 11:05
Lunch 11:10 – 11:40
Chapel 11:45 – 12:20
12:25-1:49
1:56-3:20

## 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. **Morality-** God designed the covenant of marriage to be between a man and a woman for life. It is the complete and only context for the fulfillment of sexual relations. The Bible defines premarital sex, adultery, homosexuality, involvement with pornography, and other forms of sexuality that is contrary to the scripture as morally wrong and destructive to a person's life. ( Romans 1:21-27, 1<sup>st</sup> Corinthians 6:9-20)
4. **Substance Abuse-** HCS students should refrain from the use of alcoholic beverages during any and all school functions on or off campus. The possession, use, or distribution of illegal substances and the abuse of legal substances is prohibited. (Romans 12:1, 1<sup>st</sup> Corinthians 3:16-17)
5. **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)

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Student Signature

Date

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Parent Signature