



**HORIZON**  
CHRISTIAN SCHOOL

**Parent/Student Handbook  
Kindergarten - 5th Grade  
2023 - 2024**

**“Where the Spirit of the Lord is there is Freedom.”  
II Corinthians 3:17**

**A Ministry of Horizon Christian Fellowship  
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## **Mission Statement**

Horizon Christian School exists to glorify God and 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. This is designed to encourage our students to obey God's Word and trust fully in God's sovereignty. It is the goal 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.

## **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 safe environment (Proverbs 22:6)
- Nurture our children beyond Biblical knowledge towards a Biblical lifestyle (2 Tim 2:15)
- Proclaim the Bible as the inerrant and final authority in all matters (2 Tim 3:16)
- Equip students to impact the world with the salvation message of Jesus Christ (Col 4:5,6)
- 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 which possesses a true Biblical worldview is a place where each decision, individually or collectively, is based upon the following principles:

1. The Bible is inerrant and God-inspired (1 Timothy 3:16,17), the basis of all truth and knowledge. As such, The Scriptures hold all ultimate authority and are at the heart of curriculum in Christian education.
2. The overriding purpose of education should be to glorify God and to know Him, in addition to teaching all subjects with academic excellence. 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 God effectively. We are to do our work, whatever it may be, as unto the Lord, and to view each relationship as an opportunity 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 God. Some of the qualities that differentiate us from the animals are: morality, reason, creativity, and self-worth.
4. The God of the Bible is the center of history and He alone 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 relationship with the Lord Jesus Christ is valued above all things.

## Horizon Christian School Spiritual Formation Plan: *Win, Disciple,*

Matthew 28:19, 20

*‘Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; teaching them to observe all I have commanded you.’*

Our goal at Horizon is for every student to have the opportunity to begin or strengthen a personal relationship with Jesus Christ, to be disciplined and grow in his or her 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 receive 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 Academic Bible classes
2. Weekly Chapel Services
3. Teacher-lead small groups.
4. 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 counsel 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 Academic Bible classes
2. Weekly Chapel Services
3. 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 these service projects on their transcript if requested.

## Philosophy of Rules & Discipline

***“My son, do not regard lightly the discipline of the Lord, nor be discouraged when you are rebuked by Him. For whom the Lord loves He disciplines, and chastises every son whom He receives.” (Hebrews 12:5)***

- God’s discipline is always administered in love, and it is designed to be restorative in its application. The Admin Team strives to model this as we administer discipline here at HCS. This will occasionally consist of “tough love”, allowing students to feel and experience the consequence of their disobedience.
- Our desire is to always move the student towards Christ and toward God’s righteousness.
- 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 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. Wise 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 Good

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.”

In light of these three reasons, the elementary school operates under four basic rules:

1. **Be Respectful-** In words, actions, and attitudes
2. **Be Responsible-** For yourself, for your property, for your choices
3. **Be Safe-** Inside, Outside, with Others
4. **Be Christlike-** Be loving, Be helpful, Be honest

### Two (2) Final Thoughts on the Basis for HSC Rules:

1. **God has structured the Christian environment to live under and within His overarching Principle of Authority.** God has authorized HCS, as a true Christian School, to operate under a basic authority structure. As such, students, teachers, and administrators are all called to live under and be accountable to this authority structure.
2. **Some rules here at HCS are subjective, meaning that they are subject to the best judgment of the HCS Admin Team.** These types of rules typically do not have a Biblical mandate, but are based upon practical assessments and rules which work best toward

fulfilling the mission of Horizon Christian School. These generally relate to procedural issues which benefit the greater majority of students and families.

## HCS Discipline Rubric

In an effort to provide clarity for school staff, parents, and students, the Horizon discipline rubric will proceed as follows. While not comprehensive, it is a basic expectation procedure.

<b>Level One: Warning</b>	<b>Behavior/Supports</b>
Definition:	<ul style="list-style-type: none"> <li>• Disruptive to Environment</li> <li>• Refusal to comply</li> <li>• Able to be managed in the classroom</li> </ul>
Examples:	<ul style="list-style-type: none"> <li>• Name Calling/Taunting/Teasing</li> <li>• Out of Area</li> <li>• Non-Verbal Disrespect</li> <li>• Not Following Directions</li> <li>• Sleeping In Class</li> <li>• "Mild" Inappropriate Language</li> <li>• Cell Phones Out</li> <li>• First Dress Code Violation</li> </ul>
Interventions Will:	<ul style="list-style-type: none"> <li>• Maintain student instruction</li> <li>• Remind student of rules/procedures</li> <li>• Redirect student back on task</li> <li>• Remind student to ask for help</li> </ul>
Intervention Can Include:	<ul style="list-style-type: none"> <li>• Non-Verbal Cues</li> <li>• Individual Coaching</li> <li>• Guided Conversations</li> <li>• Rule Reminders</li> <li>• Natural/Logical Consequences</li> </ul>

<b>Level Two:</b>	<b>Behavior/Supports</b>
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<b>Teacher Intervention</b>	
Definition:	<ul style="list-style-type: none"> <li>• Repeated/Intensified Level 1 Infractions</li> <li>• Openly Disrespectful/Inappropriate</li> <li>• Breaking School Rules</li> <li>• Managed by Teacher Interventions</li> </ul>
Examples: (Level 1+)	<ul style="list-style-type: none"> <li>• Swearing/Inappropriate Language</li> <li>• Repeated Taunting/Teasing</li> <li>• Biting (Kindergarten)</li> <li>• Pushing/Shoving</li> <li>• Talking back to the teacher</li> <li>• PDA</li> <li>• Cell Phones Repeatedly Out</li> <li>• Second Dress Code Violation</li> </ul>
Interventions Will:	<ul style="list-style-type: none"> <li>• Maintain student instruction</li> <li>• Communicate with Admin</li> <li>• Inform Parents</li> <li>• Remind student of rules/consequences</li> </ul>
Intervention Can Include:	<ul style="list-style-type: none"> <li>• Time-Out (Playground, Lunch, Classroom)</li> <li>• Call/Note Home</li> <li>• RenWeb Documentation</li> <li>• Self-Reflective Writings</li> <li>• Confiscating Phones</li> </ul>



<b>Level Three: Office Intervention</b>	<b>Behavior/Supports</b>
Definition:	<ul style="list-style-type: none"> <li>• Repeated/Intensified Level 2 Infrations</li> <li>• Targeted Behaviors</li> <li>• Behaviors Interfering with Safety</li> <li>• Includes Office Support</li> </ul>
Examples: (Level 2+)	<ul style="list-style-type: none"> <li>• Excessive Swearing/Inappropriate Language</li> <li>• Bullying</li> <li>• Elopement</li> <li>• Skipping Class</li> <li>• Cheating</li> <li>• Repeated Dress Code/Phone Violations</li> </ul>
Interventions Will:	<ul style="list-style-type: none"> <li>• Remove from instructional environment</li> <li>• Remove distracting factors</li> <li>• Hand over to Admin</li> <li>• Involve parent support</li> <li>• Remind Student of Rules/Consequences</li> </ul>
Intervention Can Include:	<ul style="list-style-type: none"> <li>• Detention</li> <li>• In-School Suspension</li> <li>• Parent Conferences</li> <li>• Loss of Privileges</li> </ul>

<b>Level Four: Immediate Office Intervention</b>	<b>Behavior/Supports</b>
Definition:	<ul style="list-style-type: none"> <li>• Repeated/Intensified Level 3 Infractions</li> <li>• Unsafe Behaviors</li> <li>• Illegal Behaviors</li> </ul>
Examples: (Level 3+)	<ul style="list-style-type: none"> <li>• Weapon Possession</li> <li>• Suspected Alcohol/Substance Possession</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Fighting</li> <li>• Threats (self or others)</li> <li>• Sexual Harassment/Misconduct</li> </ul>
Interventions Will:	<ul style="list-style-type: none"> <li>• Remove from instructional environment</li> <li>• Hand over to Admin</li> <li>• Immediate Parent Involvement</li> </ul>
Intervention Can Include:	<ul style="list-style-type: none"> <li>• Possible Out-of-School Suspensions</li> <li>• Possible Expulsion</li> <li>• Parent Conferences</li> <li>• Possible Legal Action</li> </ul>

# HCS Dress Code Expectations

## **Philosophy**

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. We share these guidelines in an effort to maintain an environment that is centered around Christ and academic excellence.

## **Clothing must meet the following guidelines:**

At the discretion of a teacher or admin staff, students may be considered out of dress code.

### **1. General Guidelines**

- a. All clothing should be clean and neat - without holes, tears, and in good repair.  
(No exposed skin through clothing)
- b. All clothing must be modest and fit properly and be gender appropriate

### **2. Shirts and Overwear**

Shirts/tops/hoodies/outerwear must follow these guidelines

- i. Modesty
  1. No revealing neckline (low cut)
  2. No visible midriff (with raised arms)
  3. All shirts must have sleeves
  4. No visible undergarments
- ii. Images/Graphics
  1. No offensive images or graphics (eg. violence, drugs/alcohol, sexually inappropriate, rude statements)
  2. No political or social causes
  3. No inappropriate bands, shows, or characters. (consider others and WWJD)
- iii. No Jackets or coats are allowed to be worn in class.
- iv. No hoods or hats to be worn in the building

### **3. Dresses/Skirts/Skorts**

Elementary girls may wear dress, skirts, or skorts with the following guidelines:

- i. No revealing necklines.
- ii. All dresses (or shirts worn under dresses) must have sleeves.
- iii. All dresses, skirts, or skorts must be mid-thigh or longer in length.
- iv. All undergarments must be covered by leggings, shorts, tights, or stockings.

#### 4. Pants

- a. Students may wear jeans or khaki style pants in any color.
  - i. Any pants with designed rips and tears must not show skin.
  - ii. Tights or leggings may only be worn under pants to keep skin from being shown.
- b. Denim or khaki style shorts may be worn - hemlines should be mid-thigh.

Acceptable Examples:



Unacceptable Examples:



#### 5. Shoes

- a. Students are to wear shoes at all times.
- b. Closed toe shoes are recommended for elementary students.
- c. Students may not wear flip flops, slides, slippers, or heels higher than 1 inch.
- d. Sandals must have a strap around the heel.

#### 6. Hair, Jewelry, and other decoration

- a. Hairstyles with inappropriate words or symbols cut into hair are not allowed.
- b. Piercings
  - i. All students may have ears pierced.
    - 1. Students may wear earrings as long as they can be worn safely.
    - 2. Girls may have nose studs (not hoops)
  - ii. Body Glitter and body art of any kind (sharpie writing, etc) is not allowed.
  - iii. Tattoos should not be visible during the school day.

**Dress code violation consequences:**

If a student chooses not to adhere to the dress code guidelines provided at Horizon Christian School, unfortunately, their dress code privileges will be temporarily suspended. Upon receiving their third dress code infraction, they will be issued a Personal Uniform Plan from administration for a designated amount of time.

If a student is placed on a Personal Uniform Plan, they will be required to wear:

- A polo or button down shirt
- Black, navy, or khaki pants- no leggings
- Shirts will be tucked in with a belt

Any absences accrued during this allotted time period will tack on to the end of the Personal Uniform Plan until students have fulfilled their required number of days.

## **Horizon Policy on Bullying**

Bullying will not be tolerated at Horizon Christian School. If your student is being bullied please let the administration know immediately. If we do not know it is happening we cannot help our students grow and protect them.

### Things to consider when reporting or accusing a student of bullying

- Let a teacher or administrator know immediately.
- Give names and incidents where bullying has occurred.
- There are always two sides of every story.
- Allow administration to look into the incident.

We want to help stop any bullying to our students and to do that we all must be willing to stand up and speak up. We will do our best to protect our students if they come forward and report bullying. However, we know that students can be mean and singled out if they stand up to a bully, yet we must teach the students to do the right thing to help themselves and others.

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 about potential bullying should contact the school administration.

## **HORIZON CHRISTIAN SCHOOL ATTENDANCE**

### **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.

### **Elementary classes begin at 8:10am.**

- Unless students are attending morning care, they will not be able to enter the building until 7:45. Between 7:45 and 8:00, elementary students will wait in the small cafeteria until released to go to class. Students are not allowed to roam the building or wait in other areas. By 8:10, students should be in their seats with his/her materials ready to begin.

### **For Elementary students, the school day ends at 2:45.**

- Elementary students may stay after school to meet with teachers, participate in sports activities, or report to aftercare.
- Students will wait to be picked up in carline under the supervision of a teacher.
- Elementary students who have older, secondary siblings will remain under the supervision of a teacher until their older sibling picks them up and escorts them to their car.
- By 3:15, any elementary student still at school will be checked into aftercare. There will be a charge for attending the aftercare program.
- Elementary students staying after school for sporting activities must report to the area(s) determined by the Athletic Director.

## **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. Tardies will be marked in the student's record as either excused or unexcused (based on the list below).

- **Excused Tardies:** doctor's appointments, family emergency, severe road & weather conditions, illness, or stopped and held by another teacher.
- **Unexcused Tardies:** trains, oversleeping, forgetting something at home, traffic, failure to plan ahead (ran out of gas, scraping icy windows) , parents running late, etc.

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

## **ABSENCES**

Parents are responsible for reporting their child's absence by 8:30 am each day.

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

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

If a student is absent from a core class 5 times in a semester, that student and their parent/guardian may need to attend a meeting with Administration to discuss the rest of the semester. Students absent for 10 or more classes in a semester from any core class may not be granted credit for that course. In this case special administration permission may be granted upon consideration, or they may be required to retake 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.

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

## **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)
- Pre arranged absences must be approved by teachers and administration in advance.

### **Unexcused Absences**

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

### **Prearranged Absences**

Students who plan to be absent, due to a trip or other various reasons, pick up an eligibility form in the office. This form must be signed by each of the students' teachers, the parents, and the student before the absence. If a student is found to be ineligible by the teachers or administration, the approval may be denied and the absences will be considered unexcused.

### **Make-up assignments**

Students are encouraged to communicate with teachers regarding absences. Students are allowed to make up work missed due to any type of absence. **Students, not teachers, are responsible for arranging completion of missed work.** It is the student's responsibility to contact each teacher about all tests and assignments missed, and to complete all makeup works within the specified time period.

- **General Assignments**
  - Assignments that were due during the absence should be turned in the next time the student is in class.
  - Students will receive one day for each day of absence to make up work assigned during the absence.
- **Test, Quizzes, and Presentations**
  - Absences on a day of review for tests does not excuse students from taking the test upon their return.
  - Students must be prepared to complete any missed quizzes, tests, or presentations at the start of the next class they attend. Teachers may choose to schedule the make-up item for a time outside of class.



- Students should schedule their test, quiz or presentation to be taken within 2 days of their return. Teachers may postpone tests, quizzes and presentations at their discretion.

### **Late Work**

- Students will have the opportunity to make up late assignments up to set dates posted below. Assignments turned in late will receive an automatic deduction.
- Assignments still not turned in by the following dates will receive a failing grade of 50% for that assignment.
- August 25
- September 15
- October 6
- November 10
- December 8
- January 26
- February 16
- March 8
- March 29
- April 26
- May 17

## **School WiFi and E-mail Addresses**

Each student who participates in computer class will be given a school email address and unique wifi login. Both of these are given to the student with the understanding that Horizon Christian School owns and can manage both at any time. Both email and web activity will be monitored by school administration regularly. Email use is limited to school necessary activities and not for personal use.

- **Sharing of passwords is not allowed.** If any misuse of email or on the web by a student's account occurs, that student will be held responsible.
- **No personal WiFi hotspots allowed on campus.**

## 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

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	.67
F	59 and below	0

### 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

Quarterly grades will not be reported until all financial commitments for the quarter 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.

### **Policy for Withdrawal**

We understand that sometimes situations may arise which would require you to leave HCS. In these instances, we ask that you give Admin two weeks' notice of your intent to leave and complete our exit form. Each student will be subject to a withdraw fee of \$300. Records will be released once payment is received.

## **STUDENT EXTRACURRICULAR ACTIVITIES**

### **General**

Horizon Christian School provides multiple opportunities for students to participate in extracurricular activities. These activities include several sports teams, cheerleading, 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. All these programs hold exceptional value for the student, but are of secondary importance when weighed against a student's academic and behavior performance.

## **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 School Office to be dispensed. Please try to schedule medication outside of school hours, if possible.
  - 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, please bring them to the office.
  - 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 office daily to receive their medication. A medication form must be on file in the office.

### **Hearing and Eye Exams**

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.

### **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 stairwell. These items are kept until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items in lost and found are only to be taken out of lost and found by their original owners. 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. A parent alert text and email will also be sent out.

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.

### **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. **No food, candy or drinks should be in classrooms unless it is part of a legitimate classroom activity or designated snack time.** Water is allowed outside of the cafeteria. Elementary students may not have soda as a part of their snack or lunch.

- Elementary may purchase items from the vending machines after school only

### **Technological Devices**

- **Cell phones**
  - Elementary students may have cell phones at school, however, they must remain in backpacks during school hours. Students who are caught using a cell phone during school hours will have their cell phone confiscated for the remainder of the day.
- **Headphones(including wireless headphones)**
  - Headphones can only be used in the classroom and ONLY at the teacher's permission.
- **Smart Watches**
  - Smart Watches are allowed but **must not** be used to text or communicate during class or passing periods. Anyone using a smart watch in a way a teacher or admin deems distracting or inappropriate will have their watch confiscated for the day and will follow normal discipline policy.
- **Office Phones**
  - 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.

### **Visitors**

*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.*

- All visitors must use the secondary church entrance during school hours. **NO ONE IS TO USE THE FRONT ENTRANCE.**
- **Students and/or school personnel is NOT to allow anyone entrance into the front school entrance at any time, but should redirect them to the front church entrance.**

### **Lunch**

- Students may bring a lunch
  - Microwaves are available for student use in grades 3rd-5th only.
- Hot lunches are available 5 days a week. **Hot lunches must be ordered in advance through the parent portal.**
  - Lunch order reminders will be sent out weekly
- **Students are not allowed to order lunch to be delivered to campus.**

### **Leaving Campus**

**Students must remain on campus, during school hours, unless parents have notified the office that the student may leave.**

**Authorizations to leave the campus MAY be granted for:**

- Pre-scheduled appointments
- Illness (after first visiting the office)
- Family emergency
- Family events
- 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/Chaperone Policy**

We welcome parents to volunteer in our school.

- Volunteer opportunities include:
  - Participation on the PTF
  - Chaperone a Field Trip
  - Help in an elementary classroom
  - Other various opportunities that arise
- All volunteers must submit to background checks with our school office. No exceptions.

### **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 is a religious, nonprofit organization representing Jesus Christ throughout the local community. As such, HCS expects its students to conduct their lifestyle in a way which reflects a clear Biblical perspective regarding personal integrity, family, relationships and moral behavior. To this goal, we as students voluntarily commit ourselves, to the best of our ability, to comply with the policies within the school handbook, as well the Biblical Lifestyle Activities listed below. Failure to uphold the HCS Student handbook and Lifestyle agreement may result in discipline, suspension, or dismissal from HCS.

1. **Relationships-** Jesus taught us to love our neighbors as ourselves. This is one of Jesus' greatest commandments, right alongside loving God (**Matthew 22:36-39**). We express our love in building up one another, making allowance for each, caring for another, forgiving one another, and praying for another. We do not 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. (**Matthew 18:15; Galatians 6:1**)
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 put downs, mocking, gossip, lying, profanity, vulgarity, and destructive words hurt people, 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**)

Students found to be out of harmony with the standards of Scripture and the school may be asked to withdraw from HCS for the general welfare of the student body and the school.

Students who express that they do want to attend HCS may also be asked to withdraw from school. These decisions are at the discretion of the HCS administration.

In addition, our goal is to work in harmony, peace, and unity with parents. Therefore, parents are expected to support HCS and its guidelines, and not criticize the school or its guidelines or its personnel before their children or on social media.

#### Parental expectations for handling and resolving issues or conflict:

- **Our desire is always for peaceful and private resolution and harmony between the parents and school personnel.** (See Matthew 18:15 and Galatians 6:1)
- Parents should always contact the classroom teacher first, and have a direct conversation with them about any issue involving their child. Most issues can be settled on this level, without involving any other school personnel.
- If further resolution is needed, the parents are expected to contact the appropriate Grade level Supervisor and request a meeting with them and the classroom teacher. Teachers should always be included in this meeting if the issues involve the teacher.
- If further resolution is needed, a request can be made to meet with the administration.
- In situations where resolution and walking in harmony and unity cannot be achieved, the administration may determine that it is in the best interest of the school and the student for the student to be withdrawn.

By signing below I am agreeing to follow the rules and procedures outlined in this handbook from Horizon Christian School. I am also aware and agreeing to having DYKNOW monitoring software on my students' school computer from 8:00 am to 3:30 pm.

Parent Signature:

Date:

Student Name: