



HORIZON
CHRISTIAN SCHOOL

Student Handbook

Grades 6-12

2023-2024

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High School Block Schedule

Monday - Green	Tuesday - Gold	Wednesday	Thursday - Green	Friday - Gold
Period 1 8:10 to 9:40	Period 5 8:10 to 9:40	Period 1 8:10 to 8:52	Period 1 8:10 to 9:40	Period 5 8:10 to 9:40
Period 2 9:45 to 11:15	Period 6 9:45 to 11:15	Period 2 8:57 to 9:39	Period 2 9:45 to 11:15	Period 6 9:45 to 11:15
Lunch 11:20 to 11:50	Lunch 11:20 to 11:50	Period 3 9:44 to 10:26	Lunch 11:20 to 11:50	Lunch 11:20 to 11:50
Period 3 11:55 to 1:25	SRT 11:55 to 1:25	Chapel 10:31 to 11:16	Period 3 11:55 to 1:25	SRT 11:55 to 1:25
Period 4 1:30 to 3:00	Period 7 1:30 to 3:00	Lunch 11:19 to 11:49	Period 4 1:30 to 3:00	Period 7 1:30 to 3:00
		Period 4 11:54 to 12:36		
		Period 5 12:41 to 1:23		
		Period 6 1:28 to 2:10		
		Period 7 2:15 to 3:00		

Middle School Block Schedule

Monday - Green	Tuesday - Gold	Wednesday	Thursday - Green	Friday - Gold
Period 1 8:10 to 9:40	Period 5 8:10 to 9:40	Period 1 8:10 to 8:52	Period 1 8:10 to 9:40	Period 5 8:10 to 9:40
Period 2 9:45 to 11:15	Period 6 9:45 to 11:15	Period 2 8:57 to 9:39	Period 2 9:45 to 11:15	Period 6 9:45 to 11:15
Period 3 11:20 to 12:50	SRT 11:20 to 12:50	Period 3 9:44 to 10:26	Period 3 11:20 to 12:50	SRT 11:20 to 12:50
Lunch 12:55 to 1:25	Lunch 12:55 to 1:25	Period 4 10:31 to 11:16	Lunch 12:55 to 1:25	Lunch 12:55 to 1:25
Period 4 1:30 to 3:00	Period 7 1:30 to 3:00	Period 5 11:21 to 12:03	Period 4 1:30 to 3:00	Period 7 1:30 to 3:00
		Chapel 12:08 to 12:53		
		Lunch 12:56 to 1:26		
		Period 6 1:31 to 2:13		
		Period 7 2:18 to 3:00		

2. About HCS

a. 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.

b. 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.

c. 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)

3. 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.

4. Spiritual Formation Plan

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 discipled 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.

5. 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)

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.

God’s discipline is always administered in love, and it is designed to be restorative in its application. The HCS staff strives to model this as we administer discipline.. 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.”

A. Discipline Rubric

	Level 1 Behavior/Supports	Level 2 Behavior/Supports	Level 3 Behavior/Supports	Level 4 Behavior/Supports
Definition:	<ul style="list-style-type: none"> - Disruptive to Environment - Refusal to comply - Able to be managed in the classroom 	<ul style="list-style-type: none"> - Repeated or Intensified Level 1 Infractions - Openly Disrespectful or Inappropriate - Breaking School Rules - Managed by Teacher Interventions 	<ul style="list-style-type: none"> - Repeated/Intensified Level 2 Infractions - Targeted Behaviors - Behaviors Interfering with Safety - Includes Office Support 	<ul style="list-style-type: none"> - Repeated/Intensified Level 3 Infractions - Unsafe Behaviors - Illegal Behaviors
Examples:	<ul style="list-style-type: none"> - Name Calling, Taunting, or Teasing - Out of Area - Non-Verbal Disrespect - Not Following Directions - Sleeping In Class - "Mild" Inappropriate Language - Cell Phones Out - First Dress Code Violation 	<ul style="list-style-type: none"> - Swearing/Sexual Language - Repeated Taunting/Teasing - Pushing/Shoving - Talking back to the teacher - PDA - Cell Phones Repeatedly Out - Second Dress Code Violation 	<ul style="list-style-type: none"> - Excessive Swearing/Sexual Language - Bullying - Elopement - Skipping Class - Repeated Dress Code/Phone Violations 	<ul style="list-style-type: none"> - Weapon Possession - Suspected Alcohol/Substance Possession - Theft - Vandalism - Fighting - Threats (self or others) - Sexual Harassment/Misconduct
Interventions will:	<ul style="list-style-type: none"> - Maintain student instruction - Remind student of rules or procedures - Redirect student back on task - Remind student to ask for help 	<ul style="list-style-type: none"> - Maintain student instruction - Communicate with Admin - Inform Parents - Remind student of rules/consequences 	<ul style="list-style-type: none"> - Remove from instructional environment - Remove distracting factors - Hand over to Admin - Involve parent support - Remind Student of Rules/Consequences 	<ul style="list-style-type: none"> - Remove from instructional environment - Hand over to Admin - Immediate Parent Involvement
Interventions include:	<ul style="list-style-type: none"> - Non-Verbal Cues - Individual Coaching - Guided Conversations - Rule Reminders - Natural/Logical Consequences 	<ul style="list-style-type: none"> - Time-Out (Lunch, Classroom) - Call/Note Home - Demerit - Self-Reflective Writings - Confiscating Phones 	<ul style="list-style-type: none"> - Detention - In-School Suspension - Parent Conferences - Loss of Privileges 	<ul style="list-style-type: none"> - Possible Out-of-School Suspensions - Possible Expulsion - Parent Conferences - Possible Legal Action

B. Secondary (Grades 5-12) Demerit System:

The demerit system is used for general behavior issues and to track the overall behavior of a student. The administration reserves the right to give any detentions or suspensions regardless of the demerit count for behavioral incidents.

How it works

The parent or guardian will be notified of every demerit via email. An email or phone call from an administrator will also be received following each demerit. The demerit system and discipline are as follows:

- 1st demerit = Talk with administration
- 2nd = After School detention
- 3rd = After school detention
- 4th = After school detention
- 5th = In school suspension
- 6th = Saturday School
- 7th = Saturday School
- 8th = Out of school suspension
- 9th = Any or all of the above
- 10 = Potential expulsion

Demerits are given for **but not limited to**:

- Disrespectful attitude or actions
- Fighting
- Dress code violation
- Cheating
- In appropriate language or behavior
- Drug use/possession
- Inappropriate touching
- Vandalism
- Theft
- Inappropriate language
- Unpreparedness for class

Demerits NOT given for:

- Missing assignments
- Bad grades
- Tardies

Important Reminders & Encouragements:

- *Demerit numbers will reset to zero (0) after each semester.*
- *MERITS for good behavior may also be given by teachers and Admin. These Merits may be applied to offset Demerits at the discretion of Admin.*

C. Disciplinary Actions

- ***The Administration reserves the right to enforce any disciplinary action (ASD, SS, ISS, OSS or Expulsion) for extreme behavioral issues no matter the total demerits of the student at that time.***

Behavior Probation

Students who receive 6 or more demerits in a semester will be eligible to be on a behavior plan for the next semester. The details of this will be decided by the administration at the end of each semester.

After School Detention (ASD)

After school detentions will be served on Tuesdays and Thursdays from 3:10-4:00. The student's account will be charged \$7.00 for every ASD. They will not be allowed on devices and cannot sleep. They can work on school work or read and must remain quiet throughout the detention. If the student fails to show up or is a disruption in detention they will be assigned a Saturday school and still charged the \$7.00.

Saturday School (SS)

Saturday school will be from 8:00 AM to 11:00 AM on the Saturday assigned, and the student's account will be charged \$20. Students will not be allowed to sleep and must remain quiet throughout the Saturday School. Students will not be allowed to be on devices and will be given work if they have none. Students may also be required to perform custodial duties around the school campus during this time. Failure to show up or being disruptive in Saturday school will result in a two day out of school suspension.

In School Suspension (ISS)

In School suspension will be given on the 5th demerit and for other extreme behavioral issues. The administration reserves the right to determine the number of days of the suspension on a case by case basis. The student will come to school as normal and sit in a designated area all day. They will receive their work from their teachers for the day but will not be allowed to interact with their peers during school.

Out of School Suspension (OSS)

Suspensions will be given on the 8th demerit and for extreme behavioral issues. The administration reserves the right to determine the number of days of the suspension on a case by case basis. The student suspended will receive a "0" for the day in every class and will not be allowed to make up any work.

D. 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 Admin immediately.

5. 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 that don't align with biblical values
 3. No inappropriate bands, shows, or characters. (consider others and WWJD)
- iii. No coats are allowed to be worn in class.
- iv. No hoods or hats to be worn in the building

3. Pants

- a. Students will 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.
 - iii. No dresses or skirts
- b. Denim or khaki style shorts may be worn - hemlines should be mid thigh

Acceptable Examples:



Unacceptable Examples:



4. Shoes

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

5. Hair, Jewelry, and other decoration

- Hairstyles with inappropriate words or symbols cut into hair are not allowed.
- Piercings
 - All students may have ears pierced.
 - Students may wear earrings as long as they can be worn safely.
 - Girls may have nose studs (not hoops)
 - Body Glitter and body art of any kind (sharpie writing, etc) is not allowed.
 - 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.

7. Food And 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 teacher approved event.** Water is allowed outside of the cafeteria and may be carried in the halls and classrooms.

- Vending machine snacks and drinks are allowed before school, at lunch, and after school.
- Students are responsible for their trash! Please keep our school clean.

8. Public Displays of Affection (PDA)

There will be no public displays of affection while on school grounds.

This includes

- Kissing (cheeks and hand included)
- Holding hands
- Long embraces
- Sitting on laps
- Inappropriate touching

God desires healthy relationships so you can enjoy them to the fullest as brothers and sisters in Christ, and in marriage. Our aim is not to be legalistic but help point to God in healthy friendships and relationships.

9. Technology and Devices

- **Cell phones**
 - **Cell phones are permitted at school; however it is a NO SEE OR HEAR policy. The phone cannot be seen or heard at any time during school except at lunch or with teacher permission. Students will NOT use their phones in the hallways or bathrooms. *Students MAY use their phone during lunch in the cafeteria only.* Students who are caught using a cell phone will receive a demerit, have their cell phone confiscated for the day and follow normal discipline policy.**
- **Chrome books and or personal computers**
 - Personal Computers and Chrome books may only be used in class as directed by the teacher. If a student is caught using their computer or chrome book in a way that was not directed by the teacher they will receive a demerit and follow normal discipline policy.

- Outside of class time computers may only be used in Resource rooms and during Personal Resource Time.
- All computers used at school will have to install DYKNOW for monitoring.
- DYKNOW will be on only during school hours. We cannot see what the student is doing outside of school hours.
- **Headphones(including wireless headphones)**
 - Headphones can only be used in the classroom with a teacher applied activity
 - Music is not to be listened to in class
 - They are not to be worn in hallways, cafeteria, or at resource/recess.
- **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, receive a demerit, 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.

10. School WiFi and E-mail Addresses

Each student 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.**

11. Attendance Policy

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.

Secondary 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, secondary 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.

Secondary classes end at 3:00pm

- Middle School and High School students may stay after school to meet with teachers, participate in sports activities, or report to aftercare.
- Students may wait for their rides in the foyer or, outside in the front circle on the sidewalk.
- By 3:30, all students should be out of the building unless under direct supervision of an adult. **There is to be no unnecessary hanging around in the building or around campus.**
 - Middle school students who have not been picked up by 3:30, and are not under direct supervision, will be sent to after care. **There is a charge for the aftercare service.**
 - High school students, who have not been picked up and are not under direct supervision, must be out of the building by 3:45.
 - The school will not be responsible for students after 3:45
- Students staying after school for sporting activities must report to the area(s) determined by the Athletic Director.
- Students may wait for their rides in the foyer, outside either by the circle drive or in the cafeteria only.

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.

Tardy Policy

- 1st Tardy = Mercy
- 2nd Tardy = Mercy
- 3rd Tardy = **Mercy**
- 4th Tardy = After School Detention
- 5th Tardy = After School Detention
- 6th Tardy = After School Detention
- 7th Tardy = After School Detention
- 8th Tardy = Saturday School
- 9th Tardy = Saturday School
- 10th Tardy = Out of School Suspension
- 11th Tardy = Out of School Suspension

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.

P rearranged 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.

Final Exams

To reinforce the important concepts of each class, HCS requires students to attend and complete all final examinations.

12. Academic Policies

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	.67
F	59 and below	0

Grade Reporting

Horizon operates on a 2 semester school year. At the end of each semester final grades are added to the report card, and for high school students, their transcript. High school GPA averages recalculate at the end of each semester as well. At the end of the 1st and 3rd quarter a progress report for each student will be sent via email to parents.

Honors Classes

Honors classes may be offered for students in grades 9-12. 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 and current behavior in all classes.

Extra credit

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.

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 25% 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

Dropping and adding classes

Each semester students have 10 calendar days to make any necessary changes to their schedule. Students may only drop a class if it is being replaced with another class.

Part Time/Homeschool Students

Horizon Christian School welcomes home school students 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).

High School Courses taken during Middle School

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 prerequisites 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.

Dual Credit Classes and Online Classes

- **Dual Credit Courses**
 - College classes taken during high school.
 - Students earn 1 high school credit and 3 college credits per class.(the number of college credits can vary depending on the institution issuing the credits)
 - Academically eligible students in 11th and 12th grade may take up to 2 online Dual credit classes per semester. (totaling a cost of \$630 per semester)
 - Based on student need, HCS will provide in person Dual Credit classes each semester. (This is above and beyond the online courses)
- **Online Classes**
 - Online classes are provided to students who need to meet graduation requirements and the necessary course is unavailable in the Horizon course selection.
 - These courses can be Core classes, Elective courses, or Career and Technical Courses.
 - Students may take online courses that are not required as well. In this case the family is responsible for the cost of the class.
- **Online Providers**
 - Indiana Online Academy
 - Provides Core 40 High school courses
 - Provides Dual credit courses through Ivy Tech community college
 - The cost is \$275 per class
 - Edmentum
 - Provides Core 40 High school courses
 - Provides Elective Courses
 - Provides Career and Technical courses
 - The cost is \$25 per class

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.

Graduation Requirements

The Table below is the list of courses required for Graduation in the state of Indiana. In each class students earn 1 credit per semester for each course.

As an HCS student - students are required to take Bible each semester they are enrolled as a full time student.

INDIANA CORE40

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

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

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

* 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.

**SAT scores updated September, 2017

***WorkKeys assessment titles updated, 2018

CORE40 with Academic Honors

(minimum 47 credits)

For the **Core 40 with Academic Honors** designation, 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 composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - 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.

CORE40 with Technical Honors

(minimum 47 credits)

For the **Core 40 with Technical Honors** designation, 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. Pathway designated industry-based 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 minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, 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.

Cheating

Cheating is not allowed at HCS and is considered a serious offense. If a student is caught cheating a demerit will be issued, the administration will give the appropriate discipline up to and including suspension, and a lesser grade or possibly a failing grade will be given on the assignment.

Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Plagiarism or copying others' work is not allowed at HCS. If a student is caught plagiarizing a demerit will be issued, the administration will give the appropriate discipline up to and including suspension, and a lesser grade or possibly a failing grade will be given on the assignment.

AI (ChatGPT)

*As technology advances, it is important for schools to adapt to the changes and incorporate them into the learning process. AI is one such technology that has gained popularity in recent times. However, the use of AI in schools should be regulated to ensure that it is being used in appropriate academic ways. This handbook policy aims to provide guidelines for the use of AI at Horizon Christian School

1. AI should only be used for academic purposes, with teacher permission and guidance on specific assignments.

2. Students should always use appropriate language and tone when communicating through Gptchat.
3. Students should not use AI to cheat or plagiarize. Assignments that are passed off as your own work but are written by AI, will not be allowed.
4. Students should not share their personal information through AI.
5. Students should report any inappropriate use of AI to their teachers or school administrators.

*disclaimer - This was generated by ChatGPT

Academic Probation

The Academic Advisor will begin checking student grades during the 4th week of school. From that point grades are checked weekly. Students with failing grades in core academic classes may be placed on academic probation.

- A student on academic probation will be placed under higher accountability
- Upon the initial grade check students with failing grades can expect to have a conversation with the Academic Advisor.
- That student will then go into a 2 week probation period. A student on probation is still allowed to practice and participate in extracurricular activities.
- At the end of that 2 week period, grades will be reassessed. If administration can determine that the student is not failing any classes, the student will be in good standing.
- However, if the student is still failing a class, that student will be ineligible for all extracurricular activities for two weeks. The student will meet with the Academic Advisor on a weekly basis.
- At the end of that two week period, the student's grades will be reassessed. An ineligible student cannot become eligible until the end of the two week period, and only if that student is passing all classes.
- If a student does not meet the terms of Academic probation, Admin may determine the student is at risk of not meeting graduation requirements and will have discussions about whether to allow the student to return the following school year.

College Readiness Exams

PSAT - Sophomores and juniors will take the PSAT each year in October.

- For Sophomores the PSAT is simply a practice exam. Colleges and Universities use information, provided by students on the exam, to begin sending out information for scholarships and opportunities.
- For Juniors the PSAT is everything stated for sophomores and is the National Merit Scholarship Qualifying Exam (NMQT).

ACT and SAT are available multiple times throughout the school year. Dates can be found on the testing service websites.

- Registration for SAT is online at www.collegeboard.com
 - Horizon Christian School is a testing center for the SAT
 - Our test center number is **15151**

- Registration for ACT is online at www.act.org
- Each testing service charges a registration fee.
- Students may take these exams as many times as they choose.

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.

Early 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 withdrawal fee of \$300. Records will be released once payment is received.

13. 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.

14. 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, 1st, 4th, and 7th grade. Vision screenings are done for the following grades, 1st, 3rd, and 8th, for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.

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.

15. 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 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.

Lockers and Personal Belongings

Students will be assigned a locker at the beginning of each school year. Locks are not provided but you may choose to use your own. Please remember that lockers are school property and can be searched at any time. Locks will be cut if necessary. Coats are to be hung inside the locker or on a hook. Please do not leave any items on the floors of the hallway.

Visitors

- **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.**
- ***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.***
- Students who wish to have lunch visitors must request permission from administration at least one day in advance.

Lunch

Students are responsible to make arrangements for their own lunches.

- Students may bring a lunch
 - Microwaves are available for student use
- 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.**
- Parents may bring lunch to students during their lunch hour, but must sign in at the school office and follow all normal visitor procedures.
 - Parents may not order DoorDash or other food delivering services.

Senior Privilege Lunch

Seniors are allowed to leave for lunch with the following requirements:

- Must have a parent approval on file.
- Must sign out each time at the school office.
- Must return by the beginning of the next period after lunch.
- Violation of these guidelines may result in the loss of this senior privilege.
- Must be in good academic standing (all grades must be above 70)

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
- 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**)
- Seniors with pre-approval with the Administration.
 - Seniors taking college courses offline or participating in the work program may leave at their assigned time.

Driving to School

Students may drive to school but must follow these rules:

- Possess a valid driver's license.
- **Must be on the Student Driver list.**
- Drive with extreme caution to prevent an accident
- No parking or loitering outside of the car in the parking lot during school hours.
- **No student driver is to park in the first two rows of the parking lot without Administrator permission.**
- **Demerits will be issued if the student driver does not comply with the school's driving policies.**

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/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
 - And other various opportunities that arise

- All volunteers must submit to background checks with our school office. No exceptions.

Copy/Fax Machine & Printing for Students

Students may have papers printed for a charge of .50 per page to be paid at the time of printing. Only black and white copies are allowed.

Elevator Use

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

Horizon Christian School Lifestyle and School Handbook Agreement

Horizon Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. 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; 1st 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, 1st 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, its guidelines or 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 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 3:00 pm.

Student Signature:

Date:

Parent Signature: