



HORIZON
CHRISTIAN SCHOOL

PARENT & STUDENT HANDBOOK

HIGH SCHOOL

2023-2024

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WELCOME

OUR MISSION, CALLING AND VALUES

MISSION

Horizon Christian School exists to glorify God through excellence in Education, Faith and Community.

CALLING

A place *Where Everybody is Somebody and Jesus is All!*

CORE VALUES

Horizon Christian School is a place *Where Everybody is Somebody and Jesus is All*. Our Core Values are essential to helping guide, guard and grow our relationships, and strengthen our community. We refer to our core values as our **“HAWKS 7”**.

- **JESUS**
We value Jesus by worshiping Him as Lord and Savior, keeping Him at the center of our lives and school. (John 3:16-17)
- **PEOPLE**
We value people because Jesus’ life, teachings, and sacrifice show how He loves and values each person. (John 18:11)
- **AUTHENTICITY**
We value authenticity because there is strength in acknowledging we are each a work in progress. (Philippians 3:1-21)
- **BALANCE**
We value balance because understanding God’s Word and God’s Spirit provide us with wisdom and power. (2 Timothy 3:16)
- **GENEROSITY**
We value generosity because God’s love is the greatest example and demonstrates the generous heart we are to have. (2 Corinthians 9:6)
- **SERVING**
We value serving because it provides opportunities for us to demonstrate God’s love by doing good deeds for others. (Matthew 25:31-40)
- **HOME**
We value home because cultivating a compassionate community allows people to see and sense the love of God. (Luke 15:11-31)

OUR VISION AND BELIEFS

OUR VISION

To provide a dynamic educational environment where each student is encouraged to explore God’s purposes for their life and to equip them to meet the challenges and opportunities they will encounter at every level of learning.

We are committed to fulfilling our mission by strategically focusing on three key areas:

- **Faith** (*Romans 12:2*)
The life and teachings of Jesus Christ is the bedrock of our educational experiences. A biblical worldview informs how we build relationships, community and how we pursue academics, athletics, arts, activities and spiritual growth.
- **Education** (*Luke 11:9-10, Jeremiah 29:11, Philippians 4:8*)
Academic excellence is a byproduct of healthy relationships between student, teacher and relevant curriculum. We equip students for college and careers by employing the appropriate rigor that encourages discipline and inspires achievement.
- **Relationship** (*Matthew 22:37-40, Proverbs 27:17, Galatians 5:22*)
Using Christ’s model for how we are to interact with one another, Horizon Christian High School

works to promote strong, life giving relationships.

OUR BELIEFS

GOD

We believe in God, who is three distinct Persons in one: Father, Son and Holy Spirit, who has revealed Himself through the Bible, His Word. (Mark 1:10-11; Deuteronomy 6:4; Matthew 28:19-20; Mark 12:29-30)

- **THE FATHER**
He is the loving Creator of all things. (Genesis 1:1-2; 1 John 3:1)
- **THE SON, JESUS**
He is God come to Earth in the form of man, the only Son of God. It is only through faith in Him that man can have relationship with God and be assured of eternal life. (1 John 2:2; Ephesians 1:7; John 1:14; Romans 3:25-26)
- **THE HOLY SPIRIT**
He is the Spirit of God Who exalts Jesus and dwells within all those who have been born again. He is our Comforter and Guide, revealing God to us, and empowering us to be witnesses. (Titus 3:5; Acts 1:8; 1 Corinthians 12:13; Luke 24:49)

BIBLE

All of the Bible is the inspired written Word of God. It is the first authority for our life and faith in Jesus Christ. (2 Timothy 3:16; Romans 15:4; Acts 17:11-12)

SPIRITUAL GIFTS

All spiritual gifts mentioned in the New Testament are available for the church today. (1 Corinthians 12:7-11; 1 Thessalonians 5:19-21; 1 Corinthians 14:1-2, 12.)

NICENE CREED

The Nicene Creed, written in 325 A.D., represents the basic evangelical beliefs to which our interdenominational staff adhere:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in being with the Father. Through Him, all things were made. For us men, and for our Salvation, He came down from heaven and by the power of the Holy Spirit. He was born of the Virgin Mary and became man. For our sake He was crucified under Pontius Pilate, He suffered, died, and was buried. On the third day, He rose again in fulfillment of the Scriptures, He ascended into heaven and is seated on the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic (universal) and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

STATEMENT OF MARRIAGE, GENDER AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Horizon Christian School as a Christ-centered educational institution, and to provide a biblical role model to our students, families, and community, it is imperative that all persons employed by Horizon Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Horizon Christian School.

WHO WE ARE

ESTABLISHED IN 1981

Horizon Christian School has a rich history of providing a comprehensive educational experience focused on the growth and development of each student, grounded in the timeless truths of the Holy Bible and inspired by the life and teachings of Jesus Christ.

STUDENT COVENANT

In alignment with our core values and vision, each student signs the following student covenant. This covenant guides our culture and establishes a foundation for our relationships within the school.

- **Respect** for fellow students and all who are in positions of guidance and godly authority (teachers, staff, coaches, etc.). (Ephesians 4:29, Colossians 4:5-6)
- **Obey** all school and classroom guidelines and regulations as detailed in the HCS Student and Parent Handbook and as given by classroom teachers, coaches, and directors. (Proverbs 16:22)
- **Submit** to Bible-based instruction and understand that teachers in all subjects will present material in the context of a Christian worldview. I understand that Horizon will not attempt to force beliefs on me but will expect respectful and thoughtful participation in discussions and activities. (Titus 3:1-2, John 3:16-17)

CULTURAL COMMITMENTS

INTER-DENOMINATIONAL

The vision of Horizon Christian School is to develop a great school system, devoid of denominational distinctiveness, for the glory of God and as a ministry to the greater Portland metro area.

WHOEVER WILL MAY COME

HCS is not just open to current Jesus followers, but to every student who feels called here and is willing to agree to and follow the student covenant, realizing that Jesus and Scripture will be intentionally and boldly taught at all levels.

CHANGED LIVES

We believe that the power, purpose, presence and people of Jesus will change lives. We will use every opportunity to declare the Good News of Jesus and the life-changing value of Scripture.

DEVELOPING GREATNESS

We have high expectations of students and seek to develop and unleash their potential, with the understanding and belief that Jesus has their greatness in mind!

HORIZON STAFF MEMBERS

Staff members are selected based in large part on their calling and commitment. We desire to have the best character and the brightest competence in the classroom and in support and leadership positions. Horizon staff are challenged to be culturally relevant, decidedly relational, and academically rigorous. We make it a priority to hire staff that are innovative, life-long learners and who are ready to pour their hearts into students.

OUR AFFILIATION

SCHOOL SPONSORSHIP

Horizon Christian High School is a ministry of Horizon Community Church. We are a non-profit corporation organized under the laws of the State of Oregon. The school is parent-sponsored and governed by the Elder Board of **Horizon Community Church**.

ACCREDITATION

Horizon Christian High School is accredited by Cognia and meets the requirements for graduation of the Oregon State Department of Education. Acceptance by the Oregon University System guarantees that Horizon Christian High School graduates will have full access to the college and/or university of their choice.

INTER-DENOMINATIONAL POSITION

The Horizon Christian School's Statement of Faith presents Christian tenets that are basic to all evangelical Christian teachings. We recognize that there are specific doctrinal areas that are unique to the varied denominations that are represented at HCS among both teachers and students. Although Horizon Christian School is a ministry of Horizon Community Church, we desire to serve the Christian community at large. Therefore, the schools hold only to the doctrines contained within the declared Statement of Faith. Silence on a doctrine should not be taken as agreement or disagreement with that particular doctrine, only that it will not be an integrated element of instruction within the curriculum. There will be no attempt to promote specific denominational distinction at Horizon Christian School. There will be much effort to promote a Christ-centered worldview and recognition of Christ as "the way, the truth, and the life" by which there is "no other name under heaven by which we must be saved." We desire to be united in the salvation and love of Christ and avoid any dissension that may arise due to denominational differences among "brothers in Christ."

PARENTAL AGREEMENT

HCS' educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children, or to maintain enrollment, to affirmatively support and cooperate with the school. As a parent:

1. Ensure students arrive at school on time every day prepared to learn.
2. Ensure students read and complete their homework.
3. Admission of my child is a privilege and does not constitute a "right to attend" HCS and that admission may be revoked, and enrollment terminated for cause, as determined by School's administration.
4. Should my child persist in undesirable conduct or attitude as demonstrated by failure to regard or respect the guidance of teachers or administrators, enrollment may be terminated.
5. Certain actions, as determined by the administration, such as threatening or endangering another person, are of sufficient severity to cause immediate suspension (possible dismissal) of my son/daughter.
6. If at any time School's administration determines that my actions, or my failure to act, reflect my failure to support school objectives, or reflect a lack of cooperation and commitment to the home and school working together, the administration has the right to discontinue enrollment of my son/daughter.
7. The determination of what constitutes grounds to terminate enrollment shall in each case be in the sole and complete discretion of School's administration, and I agree to abide by any and all determinations made by School's administration.
8. I will seek resolution of all grievances (student to student, student to teacher, parent to teacher, parent to parent) that may arise solely by means of the guidelines presented in Matthew 18:15- 17 and Galatians 6:1-5.

ACADEMIC POLICY

ACADEMIC STANDARDS

Horizon admits students from a wide range of academic ability, but HCHS students are expected to pursue academic excellence regardless of their ability. Academic Advisors monitor the student's grades weekly and when students drop below a C in any class, they are given the opportunity to meet with an academic advisor to establish a plan to bring their grade back up to at least a C level. Students are held accountable to maintain a 2.0 or higher GPA.

Students who fall below this expectation can face various consequences including the inability to participate in extra-curricular activities. Administration will partner with families if students fall below this mark.

ACHIEVEMENT TESTS

- **MAP tests (NWEA)** are administered in the fall and spring to all freshmen and sophomores. These tests measure student academic progress on an individual and class basis.
- **Pre-Scholastic Aptitude Test (PSAT)** is administered on campus to all freshmen, sophomores, and juniors in October. In their junior year, our students' partner with our SAT Coordinator to practice and prepare for the SAT that we offer in house in the spring to all our juniors.

CURRICULUM GUIDES

Curriculum Guides will be established and maintained for high school (grades 9-12). The guide will be updated and available online.

GRADES AND GRADING

Grades are based upon an individual's personal achievement of curriculum goals and other criteria as established by the individual classroom teacher. Grade determination is, in the final analysis, a subjective process that grows out of the philosophical position on grading held by the school and the teacher. Horizon Christian School holds to the following guidelines on grading:

1. Grades are a measure of student progress and achievement in relation to course goals and objectives as presented in the curriculum guide.
2. In general, a student will not receive a failing grade in a course if the following conditions have been met:
 - All work has been completed to the best of the student's ability and turned in.
 - The student has shown good effort.
 - The student has demonstrated good citizenship.
 - The student has had good attendance.
3. Both responsible behavior and demonstrated learning are to be considered in grade assignment.
4. Teachers mark any assignment or test as missing if the student does not complete it on time. Once it is turned in the grade moves to pending until the teacher has had a chance to grade late work.
5. Teachers will post all available grades, along with the students standing grade for a class regularly. Students and parents have access to their current standing in all classes by accessing their FACTS Family Online account.

GRADE ASSIGNMENT

Horizon Christian High School's report cards record a student's academic achievement as a letter grade. Comments on a student's behavior or productivity in class may be included. Our intent is to show the student's progress in light of his/her perceived potential. Teachers establish their expectations at the beginning of the year and should clearly communicate those expectations to each student and parent. The expectations should be measurable and reasonable. Each teacher has the responsibility of keeping complete and accurate records on each student's progress. These complete records are preserved for a period of at least one year subsequent to reporting the term grade.

HIGH SCHOOL GRADING SCALE

Grade	High/Low	Grade Points	Weighted Grade Points*
A+	100-97	4	5
A	96.99-93	4	5
A-	92.99-90	4	5
B+	89.99-87	3	4
B	86.99-83	3	4
B-	82.99-80	3	4
C+	79.99-77	2	3
C	76.99-73	2	3
C-	72.99-70	2	3
D+	69.99-67	1	1
D	66.99-63	1	1
D-	62.99-60	1	1
F	59.99 ↓	0	0
W (Withdraw)	NA	0	0
I (Incomplete)	NA	0	0
Pass	60 ↑	0	0
No Pass	59.99 ↓	0	0

No credit is given for a “Failure” or “Withdraw” grade. An “Incomplete” will be given when course work is not finished because of illness, or some other justifiable reason as deemed acceptable by the teacher and administration. An “Incomplete” will be replaced with the earned grade if the missing work is submitted within 2 weeks of the end of the grading period. If work is not made up within this time, the missing work will be scored a “zero” and the term grade calculated accordingly.

If a student enrolls in a class graded, as pass/no pass, then the student must earn the equivalent of a ‘D’ or higher for a pass grade. A pass/no pass grade will not enter into GPA calculations.

All grades and attendance records become part of the student’s permanent cumulative record. In high school, the semester grades are entered on the student’s transcript and are the grades that affect college admission.

WEIGHTED GRADE POINTS

Some upper-level classes are identified as weighted. These classes offer students an opportunity to earn college credit if they meet the college requirements. Please refer to the HCHS curriculum guide for description of dual credit courses.

GRADE REPORTS

Each semester high school report cards are sent home to the parents. These can be expected within one week following the end of the semester.

TARDY POLICY

Horizon Christian expects students to be in class on time. Our desire is to see classrooms that are effective, efficient, and centered on respect. To ensure that students are a positive contributor in these areas, we have established the following guidelines. Each class will have an attendance component to their gradebook. Students who are tardy to class will lose points in this category. Teachers will include this policy in their syllabus. Any student that reaches 5 or more tardies in any class will have a meeting with administration to discuss time management skills to avoid further tardies and negative impact in this grade category.

Continued tardies beyond 5 can also result in a parent conference with administration to help come to a positive resolution that will enable students to be in class on time.

HOMEWORK

Homework is a part of every student's academic training. The assignment of homework helps students understand that learning is not just a classroom activity. Homework is to serve as a meaningful extension of the school by providing the student with additional opportunities for the development and reinforcement of the class instructional objectives. The intent is to give the student opportunity to develop confidence in his/her ability to work alone, to develop good study skills or, in some cases, to obtain parental assistance to prepare for a particular task.

Some courses will require more homework than others will. The amount of time a student needs to do homework varies from day to day and from student to student, however; all students are expected to have assignments completed on the date due. The teacher reserves the right not to accept late assignments. If late assignments are accepted, they may receive a grade penalty unless there are mitigating circumstances. Our desire is for students to have no more than an average of 90 minutes of homework on any given night. There are extenuating circumstances that will impact this time allotment. College level courses, test prep, essays, larger projects are all examples of things that can impact a student's overall workload. However, traditional work on practice, drills, and repetition of concepts should not exceed 90 minutes per day on average.

We feel that academic work is the primary task of students enrolled in Horizon Christian School. After school/evening/weekend jobs and activities should not leave the student too weary to study or provide an excuse for poor class attendance or completion of assignments. If a parent feels his/her student has too much homework or is otherwise finding school problematic, the parent should arrange for a parent-teacher conference.

MAKE-UP WORK

Seeing that missed work is made up is the parents' and student's responsibility. Parents can monitor student work by checking their FACTS Online portal for their student's comprehensive grade report or email the teacher. Students should check in with every teacher when absent for missing work. Students who are absent due to being ill, family travels, or school sponsored events are expected to make appropriate arrangements with the classroom teacher for making up missed work. The plan may involve having completed work ready to hand in upon return from the absence and/or it may require making up work after returning from the absence.

Students who are absent due to a family crisis may be excused from schoolwork assignments at the teacher's and/or administrator's discretion. The teacher will work with the parents to determine the extent of make-up work required and its due date.

LATE WORK

A teacher's discretion guides the consequences of late submission of assigned work. It can vary from not accepting late work to serious grade point penalties. Teachers will include late work policy in their syllabus. Assignments that are to be turned in on Google Classroom will have a specified time they must be turned in by. If a student is not present at school, they are still expected to meet this deadline. Google Classroom assignments can be turned in from anywhere that a student has access to internet. If a student does not have access to the internet, accommodations can be made on a case-by-case basis.

In general, all late work is expected to be completed within the 9 weeks of each quarter of school. For example, late work from quarter one, will not be accepted in quarter two, unless approval has been granted by the teacher and/or administration. A student should know what the policies are for late submission of work. However, the best solution is to turn work in on time. If a student misses a test for any reason, the student will be expected to take that test at the next class period. Circumstances may modify this expectation at the discretion of the teacher or administration.

REPEATING A CLASS

A student must receive a passing grade in each required core course in order to graduate from Horizon Christian High School. A student who receives a grade of "F" in a required course will be required to repeat that course and obtain a passing grade to receive a diploma. Both the failed course and the repeated course will show on the transcript.

A student who receives a passing grade that is lower than a “C-” will be allowed to repeat a class to improve his/her course knowledge and to meet college entrance requirements. A student's overall GPA will be determined by including all credits completed and all grades received irrespective of the way the courses are posted on the transcript.

Special Note: The State of Oregon University system requires that students applying for acceptance to Oregon college courses must receive a “C” or better in their core classes (Math, English, Science, Social Studies, and Foreign Languages). Any class where a “D” was obtained should be retaken to be considered for acceptance.

TWO OPTIONS TO MEET GRADUATION REQUIREMENTS

The chart identifies the two academic options for HCHS students to earn their diploma.

- **Standard:** Standard Diploma meets all the requirements for graduation.
- **Scholar:** Provides a level of rigor that will best prepare a student to succeed at the university level.

Subject	Standard Graduate	Scholar Graduate
English	4	4
Math	3	4
Science	3	4
Social Studies	3	3
Bible	4*	4*
P.E.	1	1
Health	1	1
Fine Arts	1	1
Business/Tech Ed	1	1
Second Language	N/A	2
Electives	7	3
TOTALS	28	28

*Transfer students may not be required to take 4 years of Bible

CHANGE OF SCHEDULE

An administrator must approve any change of schedule after the first day of class. A schedule change may be made after the first two weeks deadline if an academic advisor, teacher, or principal initiates the change. The teacher and administrator must sign a schedule change form before a course is officially dropped or added.

COURSE DROPPED

Zero credit will be given for the course dropped.

1. If a course is dropped during the 2-week drop period, no record of the class will be posted to the student's transcript.
2. If the course is dropped after the 2-week drop period, the course will be recorded on the student's transcript with one of two possible grades.
3. The student holding a “C” - or better grade at the time of withdrawal from a course will receive a “W” as the grade on their transcript.
4. The student holding a grade below “C” - at the time of withdrawal from a course will receive an “F” as the grade on their transcript.
5. Administration will handle these situations on a case-by-case basis.

COURSE ADDED

Credit for the course added may or may not be given. If a course is added during the 2-week drop period, credit will generally be given, and the student will be advised accordingly before s/he is enrolled. If a course is added after the 2-week drop period, administration will decide whether credit will be given and the

student advised accordingly before s/he is enrolled.

OFF-CAMPUS COURSES

Students may take off-campus courses at a community college, alternative high school, distance learning, or a summer school to either make up a failed or missed course, to complete a course not accommodated by Horizon Christian High School or as deemed academically advisable by HCHS or other professional academic personnel. The following restrictions will apply:

1. All off-campus courses are required to be pre-approved by the administration in order to be placed on the student's official HCHS transcript.
2. An authorized and official transcript must be approved and submitted to the HCHS registrar before the course will be added to the student's official HCHS transcript.
3. Transferring institutions must have full accreditation with organizations such as ACSI (Association of Christian Schools International) or AdvancED.
4. Horizon Christian High School will accept no more than four full-year credits (4.0 credits toward graduation) from off-campus learning institutions to apply towards graduation. If a course is not offered at HCHS and needs to be taken off-campus or online, then this will not count as part of the four full-year transfer credits.

8TH GRADE COURSE CREDITS AND PLACEMENT

Classes taken in the 8th grade or from another institution will count toward graduation if they are officially assigned to a high school or college transcript from an accredited institution and earn credit toward a high school diploma. Classes taken in the 8th grade that do not earn high school credit nor are placed on a high school transcript will be used for class placement only, not credit toward graduation.

TRANSFER CREDITS

1. Credit from accredited sources
2. Credits from schools accredited by widely recognized accrediting agencies, such as ACSI or Cognia, will be accepted as if from an accredited Oregon high school
3. Credit from non-accredited sources

If a request is made at the time of application for admission to transfer credits from a non-accredited program (including home schooling) to Horizon Christian High School, HCHS administration will evaluate the student's academic history as follows:

1. The student's transcript will be analyzed, and the curriculum will be evaluated by designated administrative and instructional staff to determine rigor and alignment with HCHS scope and sequence. This will most often require additional compensation which is the responsibility of the applying family.
2. Previous standardized testing will be evaluated and noted.
3. A standardized test may be conducted to confirm appropriate grade level. Students must either meet or exceed state standards for requested grade level.
4. The principal is authorized to determine the amount of credit that will be awarded. Students will receive no more than 6 full year credits per academic year from non-accredited sources and in accordance with core course requirements.
5. Non-accredited coursework may also be denied at the discretion of the principal.

Once admitted, Horizon will accept coursework only from accredited sources as fulfilling graduation requirements at Horizon Christian High School.

RESIDENCY CREDIT (SENIORS & UNDERGRADS)

If a student intends to receive a diploma from Horizon Christian High School, s/he must be enrolled full time and earn a minimum of five credits from classes taught on campus by Horizon Christian High School instructors. The only exceptions to this are students approved for early graduation (see below), or, in rare cases by special approval, students transferring to HCHS for the final semester of their senior year (5 on-site credits are required for the final semester). No student will receive a Horizon Christian High School diploma that has not completed a minimum of 5 on-site credit bearing semester courses with at least one of those being a Spiritual Formation class. Seniors are encouraged to take additional math and science classes along with their English 12, Spiritual Formation and Government/Economics classes that are required.

MINIMUM GRADUATION CREDITS EXCEPTION FOR TRANSFER STUDENTS

Students who transfer to Horizon Christian High School who have an inadequate number of credits to meet the required 28 credits minimum for an HCHS diploma can appeal to the HCHS principal for an exception. 26 credits will be the minimum requirement for a Horizon diploma in all cases. This exception will be granted for students who have been enrolled full time at an accredited institution and have not failed a course. This exception may also be granted for transfer students who have been awarded non-accredited credits at the discretion of HCHS principal. This exception is only available to Horizon students with prior approval of the HCHS principal.

EARLY GRADUATION

Early graduation will be granted only on an individual basis. In general, accelerated graduation (i.e., in 3-3½ years) is discouraged. However, we recognize that individual situations can and do vary. If a family should wish to consider this option, the parents of the student should make an appointment with the principal to discuss the pros and cons of graduating early. Final approval will require the approval of the academic advisor and the principal. Students choosing to graduate early will still need to accumulate 26 total credits.

GRADUATION CEREMONY DISQUALIFICATION

Any student who has not met the academic requirements (total credits, core requirements) for graduation will not be allowed to participate in the graduation ceremony or receive the HCHS diploma unless the principal has granted prior approval.

A student may be excluded from participation for disciplinary reasons. The principal in consultation with appropriate administrative and instructional personnel shall make determination of disciplinary exclusion.

Students who have accounts that are not paid in-full will in most cases still be allowed to participate in the graduation ceremony, but their diploma will be withheld until all accounts have been paid in full. A student may be excluded from a graduation ceremony if that student has not attended the graduation practice unless acceptable prior arrangements have been made.

STUDENT CLASS LOAD

Students are required to take five or more classes per term (credit bearing) at Horizon Christian High School. It is important to note that ALL students will be charged the full tuition rate (same as 8 classes).

TRANSCRIPTS

At the high school level, a permanent record of the student's grades and graduation are contained in a document called a transcript. This document is maintained under the supervision of the Registrar and contains:

1. A listing of all coursework taken during the high school years
2. Term grades only
3. Class ranking
4. Accumulative grade point average (GPA)

This document is sent to prospective colleges, employers, military agencies, etc., upon request from the individual student. It verifies the student's high school grades and graduation. All official transcripts must bear the official school seal and the signature of the registrar.

TEXTBOOKS

Textbooks for all required courses are provided to the students. The school may or may not provide textbooks free of charge for optional or elective courses, but parents will be informed of enrollment requirements before sign-up is completed.

Care of textbooks is the responsibility of the student. Damage due to negligence or loss of textbooks will result in a damage assessment to the student's account. No labels, stickers, pictures, etc., which conflict with Horizon Christian school's standards may be affixed to a school text or be part of a cover on the text.

FACTS FAMILY ONLINE FOR PARENTS & STUDENTS

FACTS Family Online is a web-based, on-line tool for students and parents where the student's progress can be followed for each of their classes. Students and parents can personally access student information from their FACTS Family Online account that enables them to keep track of how the student is progressing, look for missing assignments, homework scores, etc. Students are encouraged to open their own FACTS Family Online account.

STUDENT ACCEPTABLE USE POLICY FOR SCHOOL RESOURCES AND PERSONAL DEVICES

GENERAL PRINCIPLES

Horizon Christian High School recognizes the need for our students to become proficient in the information and communication technologies essential for learning to live a life of purpose and be successful as a 21st Century learner.

We provide a variety of school resources in support of instructional activities, including, but not limited to, Chromebooks, iPads, access to the Internet, Google in Education applications, and access to various research databases.

Therefore, in the pursuit of academic excellence, we expect all students to use technology respectfully, responsibly, and ethically.

COMPUTERS AND ELECTRONICS USAGE

The Horizon Christian School's email, software, computers, and local network are provided for school use. Misuse of email, software, computers, and/or network is taken seriously and will be grounds for disciplinary action.

ELECTRONICS USE IN THE CLASSROOM

Electronic devices are permitted for teacher/administration approved academic classroom work, which is directly related to the current assignment or classroom activity, but not for games, surfing the internet or instant messaging. Cell phones may be used during non-class time periods.

If inappropriately used, electronic devices will be confiscated by teachers and sent to the front office for the remainder of the day without prior permission. For questions, students can check in at the end of the school day on the status of recovering their electronic device.

Students are responsible for their own electronic devices and are expected to follow guidelines outline in the acceptable use policy.

CELL PHONE/EAR BUD POLICY

While cell phones are a convenience to our society, student's misuse of cell phones and earbuds in the classroom have become a distraction and disruption to the educational environment. Because of this negative impact, cell phone use is not allowed by students at Horizon Christian in the classroom. If a student is found to have a cell phone on his/her person during class – whether being used or not – it will be confiscated and given to the administration.

Disciplinary actions will result in the following:

- **1st offense** - Phone can be retrieved by the student at the end of the day from the principal or other administrator with a verbal warning.
- **2nd offense** - Parents must retrieve the phone from the principal or other administrator in charge. Written warning will be issued to the student.
- **3rd offense** - Parents and student will have a conference with the Principal or Administrator in charge. A discipline agreement will be created and signed by the student, parent, and principal.
- **4th offense** - Cell phone must be retrieved by a parent. Student will serve a one-day suspension.
- **Any offense beyond this point** will result in a second conference. This conference will be to discuss the student's unwillingness to abide by the HCS code of conduct of Respect, Submit, Obey and will be to determine their future at Horizon Christian School.

CODE OF CONDUCT: RESPECTFULLY, RESPONSIBLY, AND ETHICALLY

Access to and use of school resources is a privilege, not a right. To maintain this privilege, a student must use technology respectfully by

1. Accessing only assigned accounts
2. Not sharing personal usernames and passwords with one another
3. Not using, sharing, or hacking passwords, data, or networks to which you have not been authorized
4. Not sharing private information about others
5. Not sharing test or quiz answers or cheating in any other manner using technology tools
6. Not intentionally accessing, transmitting, or creating material that is illegal

7. Not accessing or creating inappropriate material, such as obscene, pornographic, or violent content
8. Not sending spam, chain letters, or other mass unsolicited email

USE TECHNOLOGY RESPONSIBLY

1. Accessing the school's resources for educational purposes only
2. Consistently protecting network and individual security by logging out of accounts when work is completed
3. Diligently observing care in the use of all physical and digital resources and not intentionally damaging or destroying resources
4. Report any damage to or malfunction of school equipment to a teacher immediately
5. Reporting security risks or breaches to teachers or other HCHS employees
6. Reporting threatening or discomfoting material to teachers or other HCHS employees

USE TECHNOLOGY ETHICALLY

1. Not using school resources to buy, sell, advertise, or otherwise conduct business unless approved as a school project
2. Not infringing copyright by downloading illegal copies of music, games, software, movies
3. Consistently citing resources accurately and completely

SOCIAL MEDIA

Students are expected to follow the policies listed above whenever using electronic or digital tools, personal or school, that promote direct or indirect social and interactive learning. This technology includes, but is not limited to, texting, social networking, blogs, wikis, podcasting, instant messaging, texting, Skyping, Snapchatting, and video or photo sharing of any kind.

SUPERVISION AND MONITORING – PRIVACY ISSUES

Horizon Christian High School reserves the right to monitor and review use of electronic devices to ensure that they are serving legitimate educational purposes. It is important that students and parents understand that Horizon utilizes a monitoring software called GoGuardian to support a positive learning environment safe from:

1. Harassment, bullying, intimidation, or threats
2. Discourages breaches of confidentiality
3. Discourages copyright infringements
4. Promotes appropriate internet access and use of internet tools and social networking media

Therefore, students should not have any expectation of personal privacy in the use of Horizon resources. Personal information, however, is not publicly accessible outside of the school network.

PUBLISHING

The foundational premise for 21st Century learning is that all individuals are authors and distributors of content that may be published in an online platform. Student use of school resources to distribute intellectual property, images, videos, and information will be in conjunction with school curriculum and instruction and school-authorized activities.

Remember, all electronically published/distributed content may be accessible beyond the HCHS community and viewed by a global audience; therefore, the following guidelines must be followed:

1. All published/distributed content must exhibit adherence to the school's vision and mission, and so must not contain any objectionable material or point to objectionable material.
2. All distributed content must exhibit adherence to ethical standards respectful of intellectual freedom, intellectual property rights, and the responsible use of the school resources.
3. All published content should be free of any spelling or grammatical errors.

CONSEQUENCES

Violation of, or the attempt to violate, these guidelines will result in disciplinary action.

INTERNET PERSONAL SAFETY

Horizon Christian School uses a content filtering solution to protect our students from both unwanted and intentional searching and access to inappropriate material. Even with the best of measures, there is still a possibility of exposure to inappropriate material on the internet, which if found, we do have the ability to block manually as well.

AWARDS

ACADEMIC AWARDS

Each spring, following first semester grades we host an academic dessert to recognize our outstanding academic students.

Awards will be given in the following categories:

- **PRINCIPAL'S HONOR ROLL WITH DISTINCTION** is awarded to those students with a GPA of 4.0 or higher.
- **PRINCIPAL'S HONOR ROLL** is awarded to those students whose GPAs for the grading period range from 3.5 to 4.0.
- **HONOR ROLL** is awarded to those students whose GPAs for the grading period ranges from 3.0 to 3.49.
- **TOP STUDENT** in each subject area will be awarded a special pin at the academic dessert.

Scholarship acknowledgments and other academic awards will also be given out during this evening.

Students will also be recognized in various areas such as: DECA, Academic All State, ASB, Government, as well as a National Honor Society Inductee Ceremony.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian or Salutatorian must meet the following Academic Standards:

1. Be a member of National Honor Society.
2. Residency at HCHS for the sophomore, junior and senior year.
3. Transfer credits must come from an accredited school.
4. Complete a rigorous course of study in the Scholar Graduate Track as defined by:
 - 4 credits of English
 - 4 credits of Math
 - 4 credits of Science
 - 3 credits of Social Studies
 - 4 credits of Bible (Required for each year in attendance.)
 - 1 credit of PE
 - 1 credit of Health
 - 1 credit of Art
 - Business Technical Education
 - 2 credits of a Second Language
 - 3 credits of Electives (Most likely would contain one or more Dual Credit Electives)
5. Earn the highest or second highest weighted, cumulative grade point average (GPA), as specified by the 28 required credits within the Scholar Graduate Track.

Determination of the Valedictorian and Salutatorian will be based on the senior's "Shadow Grades", which are calculated in May of each year. In the event that there is a tie for highest or second highest GPA, a Co-Valedictorian or Co-Salutatorian will be honored.

GRADUATING WITH HONORS

Transcript evaluation will occur on or about May 15 (the actual date will be announced each year) for determining students who have attained honors academic distinction. Any students holding a cumulative GPA of 4.0 or higher will be designated Summa Cum Laude. Students with a cumulative GPA of 3.5 or higher but less than 4.0 will be designated Magna Cum Laude. Students with a cumulative GPA of 3.0 or higher but less than 3.5 will be designated Cum Laude. If a student's grades should improve following the date of transcript evaluation, any change in distinction will not be reflected in the graduation program due to printing deadlines. The improvement will be reflected in the final transcript.

SCHOLAR GRADUATE

A Scholar Graduate Award is earned by completing a rigorous course of study in high school as defined by; 4 years in English, Math, Science, 3 years in Social Studies, 2 years in a Second Language, and at least 1 year in Health, PE, Art and Technical Education. In addition, the scholar graduate needs to be a member in good standing in National Honor Society, as well as maintain a GPA of 3.50 or higher.

NATIONAL HONOR SOCIETY

The HCHS National Honor Society (NHS) is open to sophomores (after their first semester) and juniors who have a cumulative GPA of 3.50 or higher. Seniors may be accepted into NHS by Principal recommendation only. Students must complete an application and submit a short essay to be considered for membership. Membership to NHS is by the approval of the Faculty Council and the student will be notified of acceptance or denial by letter. To maintain good standing in the Horizon Chapter of NHS students must comply with the following standards:

1. Maintaining a 3.50 GPA and serving as a model of leadership and service.
2. Serve as a model of leadership and service.
3. Attending required meetings.
4. Participate in service projects throughout the year.

TIMOTHIAN AWARD

The Timothian Award is bestowed annually on one female and one male graduate who best exemplify the moral character and heart of Horizon Christian High School. These awards are determined by HCHS administration in consultation with instructional, support and coaching staff.

1 Timothy 4:12

"Don't let anyone think less of you because you are young. Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity." (NLT)

HAWK HERITAGE AWARD

The Hawk Heritage Award is given to any student completing grades K-12 entirely in the Horizon Christian School system. This would be continuous enrollment without interruption from the first semester of kindergarten through the second semester of 12th grade.

OTHER AWARDS

Other graduation awards and distinctions may be added at the discretion of HCHS administration.

ACADEMIC PROBATION

Probation may be applied to any situation the administration feels requires scrutiny of the student to encourage a desirable outcome (grade, behavior, project completion, etc.). Parents will be notified when a student is placed on probation. They will be told the reason for the probation, the duration, the expectation(s) placed on the student and the consequences of failing to meet those expectations. The consequences will be consistent with the reason for the probation. There will be no permanent record kept concerning probation since the purpose is to encourage the student to achieve the established expectation(s).

ACADEMIC

A student is placed on an academic probation when the student is failing one or more classes or whose cumulative grade point average (GPA) falls below 1.7. This probation may prohibit the student from participation in extracurricular school-sponsored activities and may limit elective choices. Any student who fails classes or whose GPA falls below 1.7 for two consecutive grading periods may be asked to either repeat the current grade/class and/or will have continued attendance at HCS reevaluated. Students with an annual cumulative GPA below 1.0 will not be promoted to the next grade level.

ATHLETIC

Athletes have a responsibility to maintain excellence in the classroom. In partnership with coaches, teachers, and administrators, athletes are expected to maintain a GPA of a 2.0 or higher each semester. Academic advisors will monitor athletes' grades. If an athlete has a grade that drops below a C level, they are placed on an academic watch list. They are given one week to raise the grade back to a C level or they could face consequences including loss of practice or playing time. Athletes will meet with an advisor to design a strategy that will help them maintain C or higher grades in their classes.

ADMISSIONS POLICY

Enrollment in HCS is open to students, kindergarten through twelfth grade. HCS admits students regardless of race, color, nationality, or ethnic origin. HCS, however, reserves the right to administer their school policies and programs in accordance with a mission to teach and model evangelical Biblical beliefs, ethics, and standards. Students and/or parents will be asked to sign a statement of willingness to submit to instruction from a Christian worldview prior to admission.

Admission to HCS is selective. Enrollment in HCS is dependent on available space, the academic level of the student, the recommendation of individuals acquainted with the student, and the student and parent's willingness to cooperate with and support the schools' purpose statement, policies, and procedures. Prior discipline problems, and/or suspensions or expulsions from another school, may disqualify a student from being accepted at HCS. Any information revealed after acceptance that would have kept the student from being admitted, as determined by the school administration, may result in the student being denied continued attendance.

ADMISSIONS PROCEDURES

FIRST TIME ENROLLMENTS

1. Parent completes the Online Admissions Application
2. Submit additional required paperwork to Admissions Coordinator:
3. The most recent report card
4. The most recent standardized test scores. If test scores are not available, a time must be scheduled with the principal to take an assessment.
5. Principal interviews the student and parent(s), reviews paperwork, and makes final decision whether to proceed with enrollment.
6. Parent completes Online Enrollment Application, which includes creating a FACTS Tuition Management Account and setting up a payment plan. (HCS tuition is paid through a separate company called FACTS.)
7. The enrollment fee and all other applicable fees are rolled into next year's tuition.
8. Parent submits supplemental forms

RE-ENROLLMENTS

1. Parent completes Online Re-Enrollment Application, which includes setting up a payment plan through FACTS Tuition Management.
2. The Enrollment Fee and all other applicable fees are rolled into next year's tuition.
3. Parent submits supplemental forms

NON-DISCRIMINATION

Horizon Christian School admits students of any race, color, national and ethnic origin who willingly sign the student covenant to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate in administration of our educational policies, admissions policies, hiring practices, financial aid, athletic or other school administered programs.

WITHDRAWAL PROCESS

A withdrawal form must be completed by the parent and turned in to the office along with all schoolbooks and materials before the student can be withdrawn. Tuition and/or fees owed to the school or refunded to the family will be determined by the business office.

HCS POLICY & PROCEDURES MANUAL DISCLAIMER

The policies, procedures, rules, and guidelines included in this Parent/Student Handbook are based on the approved HCS Policy and Procedures Manual. Changes to this manual are approved annually by the Horizon Community Church Board of Elders. If an inconsistency between this manual and any other school

publications or printed mediums (including the Student Handbook) should be found, the HCS P&P Manual will take precedent on the point of conflict and all logically connected points. All remaining provisions of the schools' Student Handbook will continue to apply. The Student Handbook is developed as a courtesy to all HCS students and families and to clearly communicate expectations and intent and is updated annually.

HOLD HARMLESS POLICY

Upon enrollment at HCS, parents and legal guardians agree that they shall defend, indemnify, and hold harmless Horizon Christian School and Church and its representatives from any and all claims, causes of action, demands, costs, damages including both direct and consequential damages, specifically including attorney fees and costs, expert fees and costs and mediation and/or arbitration fees and cost incurred, arising in any way out of the actions of their student. They further agree at their own expense, to defend any suit or action brought against HCS/HCC founded upon the claim of such damage to persons or property. This indemnity agreement applies to both active and passive negligence on the part of HCS/HCC and its representatives to the fullest extent permissible under law. Choice of counsel remains solely that of HCS/HCC.

ATHLETICS

SPORTS AVAILABLE FOR BOYS

Cross Country, Basketball, Baseball, Track, Soccer, Golf

SPORTS AVAILABLE FOR GIRLS

Volleyball, Cross Country, Basketball, Track, Soccer, Golf

OSAA

Horizon Christian High School is a participating member of the Oregon School Activities Association (OSAA). The organization coordinates competitive events in athletics and activities and defines the league structure under which our school competes.

PHILOSOPHY AND GOALS

Horizon's approach to athletics is in alignment with our school motto: "Where everybody is somebody and Jesus is all". Each athlete is uniquely gifted and our coaches' job is to put each athlete in a position that leads them and the team to success.

Our coaches and athletes are expected to represent Horizon and our Christian faith in a way that honors both. Horizon's athletic programs will compete at their best, preparing to win through our efforts and a Christ centered attitude.

SPORTSMANSHIP

Horizon's sportsmanship is a reflection of the school culture. The team, school, coaches, and the individual athletes are expected to uphold our Christian beliefs. Sportsmanship begins with respect for our opponent's players, coaches, and school. In alignment with our Christian beliefs, opponents are to be treated, as we would want to be treated. Our coaches and athletes are expected to be gracious in defeat and modest in victory. We will always congratulate the opponent after the contest - win or lose.

PLAYER CONDUCT AND APPEARANCE

Horizon and the OSAA guidelines expect coaches and players to conduct themselves at all times in a way that is consistent with school policy and OSAA guidelines. The head coach of each team will clarify school standards at the beginning of the season. Players and coaches are expected to be in alignment with Horizon's covenant of respect, obey and submit.

ATTENDANCE

PRACTICES AND GAMES

Athletes are required to attend all scheduled practices as determined by the head coach. Athletes must attend school classes on the day of practices and games unless absence is excused. If an absence is unexcused the student will NOT be allowed to participate in practices or games. The Athletic Director may excuse athletes who experience a family emergency or have a required medical appointment from this requirement.

SCHOOL ABSENCES DUE TO ATHLETICS

Students excused for athletic activities are responsible for all class work that is missed. Completed assignments are due prior to leaving for an event or at the beginning of class on the day of return to school. Those athletes gone from classes must be prepared for full participation in class work on the day of return. This includes written assignments, projects, or tests.

TRANSPORTATION

SPECIAL PRACTICE TRAVEL

Because certain sports are regularly practiced at locations off campus, an athlete may bring an authorization

to travel to practice and home from practice in his/her own vehicle. Other students who would normally ride home with that individual must also supply the school with written authorization from their parents before they may ride with this driver. No other students are allowed to travel with other students to and from practice.

SPECIAL GAME TRAVEL

When games are scheduled near a player's residence, she/he will be allowed to drive his/her car behind the team vehicle to the game. The student would then be able to drive themselves and their sibling(s) in their car home rather than returning to campus before traveling home.

TRANSPORTATION OF ATHLETES

Arrangements for all squad travel will be made by the Athletic Director or Athletic Coordinator in conjunction with the needs of each team. School buses or private approved vehicles/drivers will be used for team travel. Under no circumstances (excluding siblings) will a student be permitted to drive participants to or from games or practices. At the conclusion of a contest, an athlete will be allowed to ride home with a member of his/her immediate family or, with the parent's *written or direct verbal* permission, with coach or designee, or with another designated person.

We respectfully ask that you pick your athlete up promptly after the conclusion of home games or their return from away games.

PARTICIPATION

ELIGIBILITY

The athletic policy at Horizon Christian School reflects our desires to prepare young adults physically as well as mentally. Our priorities are such that academics are first. Because of this we have established the following policy to encourage athletes to maintain focus on their education as well as their athletics.

HORIZON CHRISTIAN SCHOOL HOLDS TO THE FOLLOWING ELIGIBILITY GUIDELINES

1. We will adhere to all OSAA eligibility rules as stated in the OSAA policy handbook.
2. All high school athletes will be subject to all school policy rules of behavior as stated in the student handbook. Any athlete out of compliance with the school's behavior standard will be subject to disciplinary action.
3. Student must pass 5 credited classes, for a total of 2.5 credits on their last semester report card. (This may include Pass/No Pass classes as long as credit is given). Fall athletes may use summer school classes to augment the number of classes passed during the spring semester. Winter and spring athletes are determined to be eligible based on the fall semester final grades. An athlete must be enrolled in at least 5 credited classes in the semester of participation.
4. Horizon Christian High School will place any athlete who, on a weekly D/F report, has less than a 2.0 GPA or has 1 or more failing grades on academic probation. The Athletic Director will meet with these students and partner with them and their teachers to establish a plan to achieve a passing grade. The athlete may continue to participate in athletics if they are making consistent progress towards achieving a passing grade. If the athlete does not raise his/her grades within a reasonable period of time, as determined by the AD, they will be ineligible to participate until the 2.0 no "F" standard is met.
5. Student athletes must meet satisfactory progress toward graduation. Horizon Christian requires 28 credits to graduate by OSAA rule. To be eligible athletes must be making satisfactory progress toward graduating which means: Sophomores must have at least 5 credits, Juniors 12 credits, and Seniors 20 credits.
6. Mid-year transfer students may practice with their team; however, they may not play in games with a Horizon team during the school year in which they transfer.
7. Athletes will be held accountable to all policies regarding student conduct and discipline. Failure to comply with these policies may result in disciplinary decisions that may affect eligibility. These cases will be handled by the administration on an individual basis.

OTHER ELIGIBILITY REQUIREMENTS

1. **Physical Exam:** All students must have a physical exam by a physician or obtain a signed release from their parents before they can play. The form must be filed with the Athletic Director prior to

participation in any organized practice. Physical exams are required during the 9th and 11th grade.

2. **Insurance:** The student will be provided with accident insurance that includes sports participation as a part of their tuition fee. This is secondary coverage for students with their own medical coverage and becomes primary if no medical coverage is provided. This is for accidents related to school involvement only, it is not a personal medical or health insurance plan.
3. **Sports participation fees:** Fees are paid through the parent's FACTS account as an auto withdraw following the start of each sport season. All fees can be found on the current school year's Schedule of Tuition Fees located under the 'Admissions' tab on the school's website.
4. **Concussion Form:** The OSAA requires all competing athletes and parents to sign a concussion form.

TEAM SELECTION AND PLAYING TIME

Membership on a team may be contingent on competitive tryouts. The head coach is responsible for each athlete's role and playing time based on team needs and what will make the athlete successful. Membership on the team does not guarantee playing time. Every effort will be given to advancing the ability of individual athletes in the context of what is best for the player and the team.

DUAL PARTICIPATION

It is the intent of the Horizon Christian Athletic Department to provide as many opportunities for athletic competition for our students as possible. During some seasons, an athlete might be able to participate in both an individual sport and a team sport. However, a student may not participate in two team sports at the same time. The athletic director can make accommodations for dual sport athletes on an individual basis.

If an athlete is participating in a team sport and an individual sport, when there is a conflict of schedule, the team sport will have priority over the individual sport unless the athlete is excused by the coach of the team sport to participate in the individual sport. If there is disagreement on this point between the coach and the athlete, the matter will be settled by the Athletic Director (AD). The AD's decision is final.

GRIEVANCE PROCEDURE

An athlete, and/or his parent or guardian, who feels that an unfair judgment has been rendered by the coach, will settle the dispute as follows:

1. Go directly to the coach in an attempt to correct the situation.
2. Only after attempting to resolve the dispute at this level may the parent appeal the decision to the Athletic Director.
3. If the dispute remains, they may meet with the school principal who shall make the decision.

EJECTION FROM A CONTEST

If a participant or coach is ejected from a contest, (i.e., red card, two technical fouls, etc.) the school that the participant or coach represents may be issued a fine by OSAA pending a review of the circumstance for the ejection. Ejection fines assessed against the school, up to a maximum fine per ejection of \$200, are the responsibility of the participant or coach, not the school.

EJECTION FOR PHYSICAL CONTACT WITH AN OFFICIAL

Physical contact between a participant or coach and an official shall be considered a gross act of unsportsmanlike conduct. The offending participant or coach shall be immediately ejected from the contest and shall be suspended for a minimum of one contest, plus other requirements as prescribed by the OSAA board. In addition, the school shall be fined an amount up to \$1,000. All fines for this unsportsmanlike act are the responsibility of the participant or coach, not the school.

ATHLETIC AWARDS

LETTER

School letters for athletics may be earned only in high school. The criteria for earning an athletic letter will be the responsibility of the Athletic Director. Only one letter will be awarded to each athlete regardless of the number of sports in which the student letters. Chenille bars will be awarded to indicate the number of years lettered in that sport.

CERTIFICATE

All athletes will receive merit awards for each sport in which they participate.

MEDICAL POLICY

INJURIES

If a student receives an injury, the coach must notify the parent, or another party listed on the student's Emergency Call Card and the coach and/or trainer will check the student thoroughly.

If an athlete is injured, s/he will be expected to attend, but not participate in, practices and to be with the team during contests both at home and away. Individuals can learn a great deal about the sport and are a number of ways they can assist teammates during the period of rehabilitation following an injury. Most of all, whether injured or not, the individual is a member of the team.

Horizon complies with the NFHS and OSAA Concussion protocols. HCHS coaches have all completed the required certifications necessary for coaching duties.

ATTENDANCE POLICY

GENERAL ATTENDANCE PROCEDURES

Consistent daily attendance is crucial to a student's successful school experience. Therefore, we encourage families to make every effort to ensure regular daily attendance of their student. Legitimate excuses include illness, family crisis, and/or other emergencies.

ATTENDANCE HOTLINE

Please only report attendance through our **Attendance Hotline** at **503-612-6521 Ext. 1** or email **hsattendance@horizonchristian.school**. Please do not call or email teachers or administrators to excuse your student from school.

ATTENDANCE EXPECTATIONS/SEAT TIME

Horizon Christian wants to see all students thrive. To this end, we expect that students will be in class on a consistent basis. Our expectation is that students will be in class at all times unless there are extenuating circumstances (illness, prearranged medical appointments, family crisis, school sponsored events). If students' attendance falls below our expectation, a parent conference will be established to identify how we can help improve student attendance. For students to receive credit for their classes, they must not miss more than 10 class periods in any given semester. Horizon Christian will use ORS 339.065 to help guide our decisions on attendance and ability to earn credit.

EXCUSED ABSENCES

Absences that are due to illness, sickness of a family member, and/or an emergency, a religious observance or pre-arranged absences are excused. School work that is missed needs to be completed and turned in promptly. A two-day extension for each day absent (up to a total of 10 school days) is the usual time given for all missed work to be completed. Special arrangements with the teacher or teacher(s) will be made in the case of extended absences.

PRE-ARRANGED ABSENCES

Planned absences due to family travel, athletic contests, and medical appointments are to be cleared with the school and all teachers prior to departure. A note is expected at least 24 hours before a short-term absence and one week before an extended absence. Students are expected to contact the attendance office and their teachers through FACTS Family Online in advance of known absences and remain current with all class work.

UNEXCUSED ABSENCES

Students who are absent without meeting the conditions of an "excused" absence are unexcused. Students who have ten or more consecutive days of unexcused absence from school will receive a failing grade in all classes and, barring exceptional circumstances, be removed from the school role. The student must then reapply for admission to Horizon Christian School and be accepted before being allowed back in the classroom.

TARDY

A student is tardy if a student arrives after the start of class. If a student is late for school, they must report to the front office. If a student is tardy for a class, they report to class.

CHECK-IN/OUT POLICY

LEAVING CAMPUS DURING THE SCHOOL DAY

No student may be removed from the school campus during school hours by a person other than the parent or legal guardian, a school employee or an authorized volunteer working in the service of the school. Exceptions must be pre-arranged with the principal or designee.

ILLNESS

When a student becomes ill at school, they should ask their teacher if they may go to the office. If it is determined that the student should go home, the parent or guardian will be notified, and the student will be

released to an authorized person's care to be taken home as soon as that person can get to campus.

EMERGENCY

If it is determined that a student requires emergency medical assistance and no parent or authorized person can be reached, the school may assume the authority to have the child taken to a hospital emergency room or medical facility. All due diligence will be maintained to notify the parents as soon as possible concerning the emergency.

CLASS FIELD TRIPS

Any field trip associated with the school must be cleared by the administration. This must be a pre-announced event. Teachers must fill out a request for a field trip and have Parent Permission Forms signed for all participating in the class field trip. All field trip drivers will be cleared through our volunteer screening system/background check.

SPORTS TRIPS

Release from school for a school sponsored sports event is covered by the Parent Permission form signed at the start of the year. Sporting events require an individual sign out at the front office.

VISITORS CHECK-IN/OUT

For campus security, ALL CAMPUS VISITORS must sign in (check-in) at the front desk and sign out (check out) when leaving the campus.

VOLUNTEERS

Anyone who desires to be a volunteer at HCS must fill out the appropriate screening form and be approved by the administration. While volunteering on campus, each person must sign in and sign out using the HelpCounter system at the front office. A name badge will be printed, and the volunteer hours will be tracked automatically. If a person is volunteering after-hours or off campus, they may enter their volunteer hours manually by logging in to the HelpCounter system from their personal computer or smartphone.

PARENT INVOLVEMENT

SITE COUNCIL

This team helps to prepare and guide the high school in making decisions and helping with curriculum and other needs or issues that arise. Site Council works closely with the school administration on the annual school improvement plan.

SCHOOL ADVISORY TEAM

HCS has a school advisory team made up of parents of students representing K-12 selected and approved by the Elder board of HCC.

PARENT VOLUNTEER PROGRAM

Families at HCHS are required to volunteer 30 hours of service for the school or pay a \$350 fee to help offset some of the costs of running a school. There are many areas parents can volunteer their time such as:

YEAR ROUND	FALL	WINTER	SPRING
Student Store	School Retreat Driver	Hawks Rising Event	Spring Drama Show
DECA Support	School Retreat Security	Basketball Home Games	Serve Day Driver
PEST Program Support	Fall Facility Clean-up	12 Days of Christmas	Serve Day Volunteers
Moms in Prayer	Volleyball Home Games	All-Nighter	Formal Set-up Support
Int. Student Host Family	Welcome Back Event	Track/Baseball Facility Clean-up	Formal Clean-up Crew
Drivers for Away Games	Fall Drama Show		
Drama Support	Homecoming Festivities		
Choir Support	Hawktoberfest		
	Shukutoku Yono		

Parents will record their volunteer hours on HelpCounter at www.helpcounterweb.com.

SCHOOL OPERATIONS

OFFICE HOURS

The school building is open from 7:30 AM to 4:00 PM, Monday-Friday.

SCHOOL BELL SCHEDULE

Per. 1 A/B	8:00-9:30 AM	Per. 1 A/B	8:00-9:15 AM
Break	9:30-9:40 AM	Chapel	9:20-10:10 AM
Per. 2 A/B	9:40-11:10 AM	Per. 2 A/B	10:15-11:35 AM
Lunch Break	11:10-11:45 AM	Lunch Break	11:35-12:05 PM
Per. 3 A/B	11:45-1:15 PM	Per. 3 A/B	12:05-1:25 PM
Break	1:15-1:25 PM	Break	1:25-1:35 PM
Per. 4 A/B	1:25-2:55 PM	Per. 4 A/B	1:35-2:55 PM

CLOSED CAMPUS

Horizon Christian High School campus is a closed campus. This means that arrival and departure of all individuals is regulated. Students who leave the school grounds for any reason (including lunch) must do so with the knowledge of the school office staff and they must have administrative approval to leave. Students who leave without permission, regardless of the reason, will be considered truant.

LUNCH

There is no hot lunch available at the HCHS campus, although microwave ovens are available for student use and foods of various types can be purchased at the student store. Students must make provision for their own lunch by bringing a sack lunch or by buying what they need from the student store.

SCHOOL PHONES

Office telephones are business phones and are not available for a student's casual personal use. They are available to students in cases of emergency, a forgotten lunch, a missed ride, or a change in school activity that requires communication with a parent or guardian.

MESSAGES TO STUDENTS

Parents who must reach their child during school hours may call the school office and a message will be given to the student. Students will not be called out of class except in cases of emergency.

TRAFFIC AND TRANSPORTATION ON CAMPUS

DROP-OFF

Students may be dropped off no more than 30 minutes before their first class. Supervision is not available before these times and students may not be left unattended on the school campus. Cars parked temporarily curbside or on the lot shall not be left running. All parked cars should be turned off and keys removed for safety reasons to prevent the car accidentally slipping into gear or students operating the cars without approval.

PICK-UP

Students not involved in an after-school activity should be picked up prior to 4:00 pm. After that time, regular staff will not be available to supervise students. Safety and other concerns keep us from allowing HCS students to be left unsupervised. Therefore, any student not picked up by the designated times must wait at the front office. Parents, who are late, may be required to come into the building to get their student(s).

If a parent is detained because of weather, illness, or accidents, they must call the office before 4:00pm and let a staff person know that they will be late. The staff will arrange to see that the student is properly supervised until s/he is picked up. A student will not be released to anyone other than a parent, guardian, or other person approved by the parent.

SPEED LIMIT ON CAMPUS

The speed limit when approaching the drop-off and pick-up areas is 5 miles per hour. The parking lot and campus speed limit is 10 miles per hour when students are present. For each child's safety, use designated drop-off/pick-up areas. Do not improvise; it usually places a burden on others, and it often increases hazard.

STUDENT DRIVERS

High school students who are properly licensed and insured may drive motor vehicles to school. They may also drive other students to and from school as the law allows. Students who seek permission to drive on campus must agree to comply with the following conditions:

1. Students may not loiter in the parking lot or sit in cars during the school day. Students may not go to their vehicle during the day without first obtaining permission from the office.
2. While driving to and from campus, student drivers are a representative of HCS. Safety concerns, speeding, and other driving violations which are reported to the office will be discussed with the student and may be reported to the parents. Students cannot drive other students cannot drive other students as a representative of the school.
3. Driving privileges on the HCS campuses will be revoked upon reckless and irresponsible driving. All vehicles entering HCS campuses will obey the 10 miles per hour speed limit when students are present.

SCOOTERS AND BIKERS

The school does not assume responsibility for bicycles, scooters or any other mode of transportation on the school grounds.

ACCIDENTS

A student who witnesses an accident, or who is injured on campus, should report it immediately to a teacher who will make a written report to the office. If no teacher is available, the accident should immediately be reported to the office. Students should not attempt first aid on their own unless no staff member is available.

ADDRESS AND TELEPHONE NUMBER CHANGES

FACTS Family Online Web Forms allow parents to update all family demographics and medical information. It is vital to keep this information accurate and up to date. The school uses this data for phoning, emailing, mailers, and student's emergency and pickup information. Horizon Christian School does not edit Family Demographics.

BUILDING RESPECT

The Horizon Christian High School campus is one of which every student can be proud. To maintain this appearance, every student must help to protect the building by being respectful of the furniture, walls, windows, etc. We also ask that students pick up litter after themselves.

CHAPEL

Chapels are held every Wednesday and are required. On these days, the regular schedule of classes will be modified to accommodate the chapel or small groups. Student's family and friends are welcome to attend chapel services. No prior notice is required. Please check in at the front office.

EMERGENCY CLOSURES

INCLEMENT WEATHER

In the event of inclement weather, school may be delayed or canceled. Horizon Christian School will typically align with the delay or closure decisions of the Tigard-Tualatin School District. Horizon may choose to close on days that TTSD stays open. If circumstances warrant closing the school, the information will be broadcast on radio, TV and the internet. (Please note that there is a Horizon Christian School in Hood River so stations will often differentiate us by indicating Tualatin behind our name.) Additionally, parents will be notified via FACTS Family Online Parent Alert of any emergency information.

HEALTH CONCERNS

In the event the school is closed due to health concerns related to a highly contagious disease, the school will consider extending the school year into the summer to achieve state-mandated seat time. Extension of the school year will occur only after thorough consideration of the many factors related to such decision has shown this option to be the best.

FIRE DRILLS OR OTHER EMERGENCY EVACUATION

If the building fire siren sounds, students should follow the directions of their teacher and walk immediately to the nearest outside exit. All students must leave the building regardless of what they are doing. Move away from the building to the south parking lot and stand quietly until your teacher or an administrator says that it is clear for you to return.

EQUIPMENT

No school equipment is to be used without the specific permission of those who are in charge of that equipment. It should always be used in accordance with the school policies. Any malfunction during use should be reported when the equipment is returned. School equipment, furniture or supplies may not be used for personal events.

FOOD ALLERGIES

Great care is taken in personnel selection and in the safety of programs and facilities. We understand that some students will have one or more allergies that could pose a personal health risk. Given the complex use and scheduling of our facilities, it is not possible to guarantee an allergen free environment. Therefore, the following guidelines pertain to food related and/or other allergies at Horizon Christian School:

1. We are willing to enroll students who have food allergies.
2. Parents who enroll their children should do so with the understanding that we are not able to offer or guarantee an allergen free environment.
3. Parents will be required to sign a liability waiver if they declare serious allergy issues on medical information forms if their child is to be enrolled.
4. We will not offer allergen free rooms, areas, protective care, etc.
5. We will have a reasonable number of staff trained in first aid procedure to respond to allergy related medical emergencies.
6. It is the parent's responsibility to notify staff of potential issues, provide any needed information/instruction, and to supply any required emergency supplies/equipment.

We may, at the discretion of the school principal, ask parents who are supplying group party food to try to avoid potential allergen problem foods; however, should such a request be made, it must not be construed as a safety guarantee to families who have children with allergies.

LOCKERS

Each student can have two lockers (top & bottom) assigned to them. The student must provide a lock and the front office must have record of the locker combination. Lockers are considered the property of the school even though they may be assigned to students. Items kept in a student's locker must be in keeping with the overall mission and environment of the school. The school is not responsible for loss, theft, or damage to any books or other personal property. The school reserves the right to search any student's locker at any time, with or without the student's permission or knowledge. P.E. lockers are in the locker rooms and will be issued by P.E. teachers.

LOST AND FOUND

Parents should assure that all their student's personal property is identifiable if it is brought to school. This applies to outer garments, backpacks, lunch bags, hats, umbrellas, electronic devices, etc. School personnel will encourage students to properly care for their personal property; however, the school cannot be responsible for lost items. The lost and found is in the back storage room of the gym. Quarterly the lost and found will be laid out in the front office to be claimed by the rightful owner. Articles not claimed will be donated.

PARENT-TEACHER COMMUNICATION

Horizon encourages strong relationships between the school and its families. Problems, inquiries, etc. should be directed to the person(s) involved or the school principal. Teachers and/or the principal will be glad to make an appointment with a parent for discussing problems or concerns. All administrators have voice mail. Email addresses for each teacher may be obtained from the school's website at horizonchristian.school or on FACTS Family Online.

The high school will maintain contact with students and parents through emails home. This communication will contain announcements, events and other items requiring action for that week or in the near future. FACTS Family Online has current announcements and a calendar showing school day and events.

PETS

For the health and safety of students, staff and visitors, pets are not allowed on campus.

SCHOOL STUDENT ACCIDENT INSURANCE

The student will be provided with accident insurance that includes sports participation as a part of their tuition fee. The family will be offered extended coverage, which they may choose or refuse. If they desire another carrier for extended coverage, they must obtain that independently.

CAMPUS VISITORS

People are welcome to visit our school. We ask the proper procedures, as noted below, be followed to avoid disturbing school functions and to assure the security of our staff and students.

All visitors must check in at the front office before going to any other part of the school. Visitors are expected to comply with school rules as outlined in the handbook and as directed by school personnel while on campus. HCHS is closed to student visitors who have not made prior arrangements to "shadow" as a guest of the school. All individuals, other than registered students and church/school staff, must check-in at the school office to receive a visitors' badge before going to any other part of the school campus. Campus visitors are welcome to arrange a tour of the school with the Admissions Coordinator.

STUDENT VISITS

Students who are genuinely interested in enrolling at HCHS may attend classes or "shadow" another student for a day. Parents are required to arrange a visit with the Admissions Office and have prior permission from the administration if their student is interested in attending HCHS for a "shadow" day. Guest students are invited to participate in all aspects of a normal school day at HCHS.

HCHS PARENT VISITORS

Parents are always welcome on campus. Please check-in at the front office as a parent visitor. Whenever a parent desires to visit or observe a class in session, an arrangement for that visit can be made through the principal's office. Checkout at the front office when your visit is completed.

STUDENT ACTIVITIES

ANNUAL EVENTS

FRESHMEN ORIENTATION

This late August Event is the first opportunity for our incoming students and families to gather. The High School Student Body Officers create a fun evening that encourages interaction among the students while our administrators meet with the new families to cover important info about the school year and answer any questions they may have.

WELCOME BACK EVENT

Prior to the start of school, Horizon hosts a BBQ for all our families. This event is a chance for families to reconnect, meet new families, take care of various school and activity paperwork, and hear some important announcements about the upcoming year. Students are given their class schedules and our ASB holds a special orientation for freshmen and new students.

SCHOOL RETREAT

Horizon has an all-school retreat with staff and students during the first week of school. The retreat is at Canby Grove Christian Retreat Center in Canby, Oregon. At the retreat students and staff participate in team building activities, chapels, and other fun events that help prepare our hearts and minds for the upcoming school year.

HOMECOMING WEEK

Homecoming is held in the fall and provides an opportunity to recognize our alumni and, at the same time, provide our current students with a special social event. This week consists of various class competitions, dress-up days, and a pep rally.

HAWKTOBERFEST

Each fall Horizon celebrates a Harvest Party. This event takes place at a local farm and provides the school a chance to enjoy the many offerings of the fall. Corn mazes, delicious food, and other activities are provided.

12 DAYS OF CHRISTMAS

During the month of December Horizon has a special activity leading up to Christmas break. These include dress up days, cookie decorating, a visit from Santa and Mrs. Claus and many others. At the conclusion of the 12 days of Christmas our students are encouraged to participate in our "Christmas All-Nighter". This event begins on the Thursday evening before school gets out and concludes at the end of the school day on Friday.

ACADEMIC AWARDS CEREMONY

This event is held on a Sunday evening in the spring. It is an opportunity to award students for their academics and special academic honors they may have earned throughout the year. We also recognize a Top Student from each class who has been selected by the teacher.

SERVE DAY

All school serve days are an event in which the students are dismissed to participate in a special day where they provide service to the community. The students learn firsthand the joy of blessing others with their service.

COLOR WARS

At the end of May, this class vs class competition allows the individual talents of students to benefit their class. Competitions cover art, math, science, geography, athletics, and more.

SPRING FORMAL

This is a special "themed" evening designed to allow the students of HCHS to dress up and participate in a special event just for them. The Court of Hearts will be honored at this event along with entertainment and dessert.

SENIOR TRIBUTE

Tribute occurs on the same day as graduation and begins with a chapel service. Seniors are acknowledged through music, testimonies, and awards. All seniors parents and siblings are invited to attend. This service is held in our gym.

GRADUATION

Graduation is held in our school gymnasium. This is the final recognition and presentation of diplomas to our seniors. Songs, testimonies, student speeches and a special slide show highlight this night of celebration.

SCHOOL SPONSORED CLUBS, SOCIETIES, AND ACTIVITIES

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools around the globe. DECA values competence, innovation, integrity, and teamwork. With over a 60-year history, DECA has influenced the lives of more than ten million students since it was founded in 1946.

NATIONAL HONOR SOCIETY

The HCHS National Honor Society (NHS) is open to sophomores (after their first semester), juniors and seniors who have a cumulative GPA of 3.5 or higher. Students must complete an application and submit a short essay to be considered for membership. Membership to NHS is by the approval of the Faculty Council and the student will be notified of acceptance or denial by letter. To maintain good standing in the Horizon Chapter of NHS students must comply with the following standards:

1. Maintaining a 3.5 GPA
2. Serve as a model of leadership and service.
3. Attending required meetings.
4. Participate in service projects throughout the year.

SCHOOL SPONSORED FUNCTIONS

School activities include any function organized, promoted, or supervised by parents, administration, staff, coaches, or students, for an organization such as a club, team, or class within Horizon Christian School. The Principal and the Activities Coordinator must approve all activities and no activity (school related or otherwise) may be promoted during school time or using school facilities without the approval of the administration. Anyone wishing to sponsor an activity will complete the following information for the principal prior to any promotion of a special event:

1. Clearly define where and when the event will happen.
2. Provide a list of all advisors or chaperones who will be present.
3. Outline all the activities for the event and how the event will be promoted.
4. State whether transportation is needed, and, if so, how that will be provided or coordinated.
5. Obtain a Facilities Set-Up Form from the school office and complete all the required forms to formally obtain permission to hold the event.

When all requirements have been met and the event is approved, it will be placed on the church's master calendar and promotion of the event may begin.

Horizon Christian School recognizes that Halloween is a widely celebrated holiday in American culture. However, due to the dark elements and imagery and often-overt celebration of death often associated with Halloween, HCS will intentionally strive to de-emphasize this holiday while stopping short of banning any activities associated with Halloween. Imagery and references to satanic/demonic activity, witchcraft, werewolves, vampires and other disturbing, frightening, inappropriate or sexually suggestive content will not be permitted in HCS classrooms or activities.

STUDENT GOVERNMENT

Student Government at Horizon Christian High School is an important part of school life. It is an opportunity for students to have a voice in school activities, programs, and management. We encourage all students who qualify to run for office or otherwise find other ways of becoming involved in student government at Horizon. Any student has the right to request an appearance before the Student Council to present an idea, to express concerns about school problems, or to suggest changes. Student Council needs your help, your

ideas, and your support so that it can function successfully.

ASSOCIATED STUDENT BODY OFFICERS

The student government will consist of the following positions: President, Vice President, Activities Coordinator, Publicist, Treasurer, and School Information Officer. Each office will be voted upon in May of the current school year.

Students wishing to run for an ASB office will submit an application to the Dean of Students. A school staff panel consisting of the principal and staff appointed by the principal will review all applicants. The Activities Coordinator will notify students when campaigning begins. Nominees will have approximately one to two weeks to campaign and give a speech to the student body. The student body will cast ballots and the new ASB Officers will be announced within three days of the election.

ASB PRESIDENT RESPONSIBILITIES

1. Organizing and delegating all work related to the officers
2. Step in for any of the ASB officers who may be unable to fulfill a role for any reason
3. Communicate all ASB meetings
4. Maintain oversight of all ASB events and tasks and aware to progress of those tasks and assignments
5. Work directly with the High School Administration and Activities Coordinator as the student representative
6. Assist with nominations and voting for class officers

ASB VICE PRESIDENT

1. Will support the office and duties of the President.
2. Will fill the role of President if for any reason the President is unable to perform the necessary duties of the position.
3. Is responsible for meeting minutes and keeping all necessary documents for ASB tasks.
4. In charge of all volunteer students who assist with various tasks and activities.
5. Will assist with nominations and voting for class officers.

ASB ACTIVITIES COORDINATOR

1. Is responsible for planning and overseeing all student led activities.
2. Will be responsible for all necessary documents and policies for reservation of facilities and equipment needed for events.
3. Will work with the Activities Coordinator to assist with planning ASB events.
4. Will work with the SIO and Publicist to ensure information for all activities is shared in a timely fashion.

ASB TREASURER

1. Is responsible for budgeting all student organized events and fundraisers.
2. Will work directly with High School Administration and Activities Coordinator to prepare all necessary budgets for activities.
3. Will report current financial status of ASB at each meeting and upon the President's request.

ASB PUBLICIST

1. Is responsible for communications to the student body about events and activities.
2. Will communicate and update school staff on progress of events and activities involving the student body.
3. Is responsible for the morning announcements each day.
4. Will work closely with the SIO and Activities Coordinator regarding information to share with the school.

ASB SCHOOL INFORMATION OFFICER

1. Works with various leaders in the school to help maintain our core values at all school events.
2. Uses the values of the school to promote and recognize the many accomplishments in the school.
3. Partners with Publicist to provide detailed information on school activities.

INTERNATIONAL STUDENT REPRESENTATIVE

This position is selected by the International Director and Student Government Supervisor. The role is to increase the involvement at school events and improve the awareness of the International Students regarding school events. The ISR will also improve the recognition of the International Students in the school.

CLASS PRESIDENT AND VICE PRESIDENT

A Class President and Vice President representing each grade will be nominated and elected in September or October. The new Class Presidents will be extended members of the ASB. HCHS Class Presidents must be committed to and understand their roles and responsibilities of their office.

CLASS PRESIDENT

1. Will organize class functions (i.e. parties, field trips, etc.)
2. Attend Hawks House meetings
3. Will organize Color Wars participation for their class
4. Will present a student of the month award to a student in their class that represents one of the Core Values of HCHS
5. Will be responsible for the closing prayer and turning of the tassel at graduation
6. Takes on the primary role in leading a class reunion

CLASS VICE PRESIDENT

1. Will be the lead representative for their class in Hawks House meetings
2. Will fill in or assist for any of the roles of the President based on need or as a representative to Hawks House
3. Will organize Color Wars participants for the class

CAMPAIGN RULES FOR ASB AND CLASS PRESIDENT CANDIDATES

1. Candidates will have multiple school days to prepare and present their campaign.
2. Candidates must purchase signage and campaign materials. Copies cannot be run on school copiers or printers. School copier supplies cannot be used. Signage is limited to two large signs and forty, 8½ X 11 posters to be placed in the upstairs hall only.
3. The Activities Coordinator must approve signs. Blue or green Painter's tape must be used. Scotch tape cannot be use in the school building.
4. All campaign signs must be removed immediately after the election.

The Activities Coordinator must approve additional campaign items prior to being distributed in any way. These items can include buttons, t-shirts, hats, or any other form of appropriate advertisement within the school dress code.

Based on the number of candidates running for office, candidates will have the opportunity to present a speech at the end of the campaign. Each speech will not exceed ten minutes in length and must be approved by the Activities Coordinator prior to the day of the speeches.

HOMECOMING COURT AND FORMAL COURT VOTING PROCESS

Each fall, Horizon celebrates Homecoming. An important part of Horizon Christian High School is the selection to the Homecoming Court as a Prince, Princess, King and Queen. The process occurs within the grade levels (9-12).

1. For Homecoming Court, the student body votes in two boys and girls from the freshmen, sophomore, and Junior classes, three boys and girls from the senior class. These votes happen in a private anonymous vote during the school day.
2. For Formal Court, the student body elects one boy and girl from the freshmen and sophomore classes, two boys and girls from the junior class, and 3 boys and girls from the senior class. These votes happen in a private anonymous vote during the school day.

Once the court is elected, the student body votes for one King and Queen from the 6 seniors who were selected to the court. All voting is to be done individually and private. All students who are selected to the court are expected to be at Homecoming and Formal. If they choose to not attend no replacement will be

made. Students can choose to not be on Court prior to voting. They must make the Activities Coordinator or Principal aware that they are not eligible. Their names will be removed from the voting ballots.

STUDENT AMBASSADORS

Student Ambassadors are select students who not only embody the character and culture of Horizon Christian High School, but also the heart. We are looking for students who love Horizon, desire to see it grow, and will represent our school at Preview Nights and with Student Shadows. Students are the best representatives to the public if they effectively communicate the culture of Horizon Christian High School to our visitors.

What Qualities must a Student Ambassador have?

1. Punctuality - the ability to organize self and schedule to meet the needs of school, family and activities
2. Service - through their actions and beliefs, they demonstrate that others come first
3. Hospitable - friendly and able to initiate conversation and they are good communicators
4. Uphold Student Covenant - respect, submit, obey, and cannot have referrals.
5. Interdenominational - represents our school's spiritual influence that welcomes all denominations
6. Culture – be involved through academics, arts, athletics or activities in the life of Horizon
7. Staff Knowledge - Needs to know staff and teachers by name enough to communicate with them

STUDENT PUBLICATIONS

YEARBOOK

Students involved in the yearbook club and a staff supervisor publish the school yearbook. The HCHS Yearbook chronicles the events of the year in pictures and story lines and must line up with the mission of the school. The cost of the yearbook is included in the annual Activity Fee billed in the fall.

the thread

HCHS's Online Literary Zine showcasing original student work in poetry, prose, essay, interviews, and photography/art. Our publication cycle is once yearly and is student generated and designed. Our mission is to foster the writing arts in our community, encourage confident writers/artists, and to give opportunities for leadership in the areas of fine arts both written and visual at Horizon Christian High School. This is an opportunity for students to collaborate and create a platform that showcases yet another facet of our student community's gifts and talents.

STUDENT CONDUCT AND DISCIPLINE

Good conduct is expected of all students at Horizon Christian High School. Each student is expected to adhere to the rules and regulations, which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he/she may be. Our student body prides itself on good sportsmanship, good scholarship, and good manners.

Although we at Horizon Christian High School recognize that we have no direct control over the students when they are away from school, any major violation of accepted behavior for Horizon Christian students may still be considered grounds for disciplinary action. The testimony of your conduct when out in the public is a testimony, which reflects upon Christians in general, and students at Horizon Christian in particular.

BASIC EXPECTATIONS

Horizon Christian High School students are expected to:

1. Treat others like they want to be treated (Luke 6:31).
2. Be respectful, courteous, cooperative, and prompt in their obedience to all school personnel and to all other students.
3. Be considerate of other students' learning needs.
4. Be responsible for your own property and respectful of other peoples' property.
5. Assist in maintaining a clean school.
6. Help promote a safe and positive school environment.
7. Be always honest and ethical.
8. Follow the rules and guidelines in the Horizon Christian High School Handbook.
9. Appropriately use electronic devices with teacher/staff permission

GUIDELINES FOR STUDENT CONDUCT

Specific policies have been formulated to preserve the security and integrity of each Horizon school campus. Involvement with any one or more of the following is subject to disciplinary action and possible termination of enrollment.

STUDENT COVENANT

In alignment with our core values and vision, each student signs the following student covenant. This covenant guides our culture and establishes a foundation for our relationships within the school.

- **Respect** for fellow students and all who are in positions of guidance and godly authority (teachers, staff, coaches, etc.).
- **Obey** all school and classroom guidelines and regulations as detailed in the HCS Student and Parent Handbook and as given by classroom teachers, coaches, and directors.
- **Submit** to Bible-based instruction and understand that teachers in all subjects will present material in the context of a Christian worldview. I understand that Horizon will not attempt to force beliefs on me but will expect respectful and thoughtful participation in discussions and activities.

NOTE: Horizon Christian School maintains a good working relationship with the Tualatin Police Department through the School Resource Officers. These officers visit campus to build healthy relationships with the students and staff, and to present a "presence" on campus. The officers may also become involved in helping resolve circumstances of serious behaviors or activities. If a criminal investigation becomes necessary, the school will defer to police guidelines in all aspects of the investigation.

ALCOHOLIC BEVERAGES

Possession, consumption, or sale of alcoholic beverages, whether occurring on or off the school campus, is prohibited. Students may not remain at any activity where alcohol is being illegally consumed.

ASSAULT, MENACE, OR INTIMIDATION

The student intentionally attempts to place a school employee or another student in fear of imminent serious physical harm by word or conduct.

BULLYING, INTIMIDATION, OR HARASSMENT

Whenever intimidation of another person, whether direct or indirect, that gives dominance, power, position, or satisfaction to the intimidator and interferes with the recipient's ability to learn.

Any one of these acts will be treated as a **Category 3 offense** and are defined by Oregon law as:

1. Physically harming a student or damaging a student's property
2. Knowingly placing a student in reasonable fear of physical harm to the student
3. Damage to the student's property
4. Creating a hostile educational environment

If it is apparent that a person has bullied another individual, the following actions will be taken:

1. The student will be written up by the student's teacher based on observation or the word of the accusing student or a teacher's aide or other school staff member. The teacher or administrator may also receive a report for a student's parents.
2. The reported situation will be investigated by the administrator with a verbal report of findings and consequences (if any) back to the accusing student's teacher within 24 hours.
3. The parents of the accused will be notified if the accusation is found to be of substance.
4. The accused student will receive a consequence commensurate with the expressed action in light of any prior offenses.
5. If it becomes apparent that a person has purposefully made a false accusation or if the accused retaliates for the accusation, the matter will be treated as a case of harassment in accordance with what is written above.

CHEATING

Cheating involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Teachers take precautions to secure and monitor each testing environment in order to protect students from unnecessary temptation but refraining from cheating is the individual student's responsibility. Cheating includes copying homework and unauthorized assistance on tests or quizzes. Including, but not limited to, use of internet or AI resources.

A determination of cheating is based on the weight of evidence available to the teacher and an administrator who, together, will reach a decision.

If it is determined by the teacher and administrator that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment.
2. The parents will be notified and a conference with the parents, teacher and administrator will be arranged.
3. The student may be required to confer with a counselor.
4. Continued cheating can lead to a failing grade in the course and potential expulsion from Horizon Christian School.

DANCING

Dancing that is choreographed or that is for the purpose of ministry and/or a school presentation is permitted. The schools will not otherwise facilitate or sponsor dances, nor may any activity associated with the schools facilitate or sponsor dances. Please note, that in place of dances, there will be formal events, such as banquets and homecoming, as well as a regular schedule of fun activities.

FIREWORKS

Possession, use, or sale of fireworks is prohibited on the campus or at school activities.

HAZING AND INITIATIONS

No hazing or mean-spirited initiations of any kind (i.e., social media, texting, email, etc.) will be allowed by organizations or clubs associated with Horizon Christian School, either on or off the campus.

ILLEGAL DRUGS

Possession, use, or sale of illegal drugs or drug paraphernalia, whether occurring on or off the campus, is prohibited. Students may not remain at any activity where illegal drugs are being used. As a matter of policy, HCHS will relinquish investigation of drug abuse to the Tualatin Police Department. Any incident suggesting drug involvement on the part of students, parent, faculty, or staff will be referred to the police.

LANGUAGE

Profanity, swearing, vulgar language, gossip, filthy and unkind words are not permitted including social media, texting, tweeting, email, etc.

PLAGIARISM

To represent someone else's ideas or work, including but not limited to books or the internet, as one's own is prohibited. Also, including, but not limited to, use of internet or AI resources.

PORNOGRAPHY

The possession of pornographic literature or pictures (including social media, texting, email, etc.), or accessing pornographic web sites is prohibited on campus or at any school-related activity (class, sporting events, parties, etc.).

PREGNANCY

The following policy pertains to both male and female students.

It is school policy to deal with each pregnant student on an individual basis. To make a general policy to govern the spectrum of issues inherent in these cases would be ineffective. Each case will be evaluated based on its own merit, and the following items are among those that will be taken into consideration:

1. Cause of pregnancy (forced [e.g., rape] or consensual relationship)
2. And if consensual:
 - Attitude (one of repentance or hostility).
 - Support of the home.
 - Support of the church.
 - Past and current record of behavior (negative evidence would be tardiness, detentions, unexcused absences, uncooperative spirit, etc.).
 - Willingness to turn from sexual sin.
3. Procedure
 - Mandatory counseling with one or both parties (if the relationship was consensual and both are Horizon Christian School students) and their parents regarding attitudes and plans, God's standards and forgiveness, and God-honoring options open to them regarding the baby and the student's continuing education.
 - A review of the circumstance.
 - If the decision is to allow either the young man or woman to continue at Horizon Christian School, develop a plan to deal with the circumstance within the student body.
4. School's position
 - To the extent that school personnel should be involved in the case, they will encourage the girl to give birth to the child.
 - Whatever administrative action is taken, it will be presented equally to both the father and the mother if both are students at Horizon Christian School.
 - Re-enrollment of a student later would be the decision of the administration.

PUBLIC DISPLAYS OF AFFECTION

It is natural that young men and women develop affection for one another. However, displays of affection within the context of a Christian worldview are to be carefully controlled. As a general rule, students are not to display affection to one another in a physical way (embracing, etc.). This applies both at school and during any school sponsored activity. Any display of affection beyond hand holding is inappropriate. Inappropriate displays of affection will lead to disciplinary action that may include suspension or, in circumstances of blatant disregard and flagrant violation, expulsion.

SEARCH AND SEIZURE

School officials may search the person and his/her personal property (including cell phones, electronic devices, backpacks and purses), including that property or facility provided by the school. If school officials have reasonable cause to believe that an illegal act or a violation of school rules and policy is being or about to be committed, they will search for and seize those items that give credence to that belief. Property that does not fit the goals and mission of HCS or that is deemed injurious or detrimental to the safety, welfare, learning environment of students is not allowed on campus. Items that cause distraction or otherwise

threaten school function may also be seized if used during school hours.

SECRET SOCIETY/GANG ACTIVITY

The leadership of Horizon Christian believes that the presence of secret societies and/or gangs on campus would present a substantial threat to school integrity and function. For the purposes of this policy, a “gang” is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of the law or initiate, advocate, or promote activities, which threaten the safety or well-being of persons or property. Therefore, it is the policy of Horizon Christian School that no gang activities of any kind will be permitted at any school function. In support of this policy, no student on school property or at any school activity shall be permitted to:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang.
2. Commit any act or use verbal or non-verbal gestures, handshakes, or other signs, showing membership or affiliation in a gang.
3. Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
 - Soliciting others for membership in a gang.
 - Requesting any person to pay for protection or otherwise intimidate, threaten, or harass any person.
 - Committing any illegal act or other violation of school rules or district policy; or
 - Inciting other students to act with physical violence or any other form of harassment against any other person.
4. Students who violate this policy will be subject to disciplinary action within the guidelines of school policy, including suspension and expulsion.
5. Nothing contained in this policy is intended to discourage the formation of, or membership in, organizations and activities, which are not related to gang activities.

SEXUAL PURITY

All students at Horizon Christian School are expected to practice sexual purity, including indirectly through social media, texting, and email. We recognize that the family is the primary source of moral instruction for a student; however, we position ourselves to reinforce moral standards that are consistent with biblical instruction by means of our policies and the Christian modeling on our staff. The action taken for inappropriate sexual behavior will be addressed on a case-by-case basis.

SEXUAL HARASSMENT/SEXTING

Sexual harassment is a specific form of discrimination. It can take the form of verbal or non-verbal harassment, including indirectly through social media, texting, email, etc. It is characterized by degrading or unwanted sexual comments or actions toward another individual. Behavior of this nature, whether adult to adult, adult to student or student to student, will not be tolerated in any form. Violations of this policy should be reported to a teacher, counselor, or school administrator. One must understand that harassment is defined from the perspective of the recipient, not the purveyor.

REPORTING TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE

All school employees are required to complete the Vector Solutions training course, Child Abuse: Mandatory Reporting, annually and submit completion of the course to their appropriate supervisor. If the employee observes abusive behavior, or such behavior has been reported to them, and the behavior meets the criteria of sexual and other unlawful harassment or sexual abuse or assault, the staff member shall immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Oregon Child Abuse Hotline.

Teen dating violence is unacceptable and prohibited. Every student has the right to a safe learning environment.

Dating is defined as an ongoing social relationship of a romantic or intimate nature between two persons. Dating or dating relationship does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

Domestic Violence means abuse as defined in ORS 107.705 between family and household members, as

those terms are defined in ORS 107.75.

Teen Dating Violence is defined as a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

The individual who initiated the complaint, and if applicable the student's parents, shall be notified when an investigation is initiated. They shall also be notified when the investigation is concluded and if a violation of this policy was found to have occurred.

THEFT

Theft is a crime and will be treated as such at Horizon Christian School and the School Resource Officers from Tualatin City Police Department may be involved in a criminal investigation.

THREATS

All threats of violence are taken seriously in Horizon Christian School. Students who make threats of violence, including through social media, texting, email, etc., will be immediately suspended from school. Before the student may return to school, s/he must undergo psychological evaluation by a licensed professional. A written evaluation from that professional must be sent to the school administration. If, in the opinion of the evaluator, the student presents no danger to his/her peers or to employees, the student will be readmitted to classes. If the student makes subsequent threats of violence, s/he will be expelled.

TOBACCO PRODUCTS

Possession, use, sales or distribution of cigarettes, cigars, chew, other tobacco products such as e-cigarettes, vape devices and Juuls, whether occurring on or off the school campus, is prohibited.

ZERO TOLERANCE

Horizon Christian School has a zero-tolerance policy toward illegal or inappropriate possession or use of the following:

1. All tobacco products and alcohol,
2. Drugs or drug paraphernalia,
3. Incendiary materials: matches, lighters, gasoline, kerosene, etc.,
4. Explosive materials: firecrackers, etc., or
5. Weapons: guns, knives, repellent sprays, or any similar items.

Involvement with any one of these, according to Oregon State Educational Penal Code, is illegal on campus, will warrant immediate suspension and/or expulsion, and will usually include immediate involvement of the Tualatin Police Department. "Possession" applies if any of the above items are found on the student's person or in his/her locker, backpack, or desk, or if the item is suspected of being owned or used by a student.

1. **Vandalism** - A destructive act against the school facility and/or equipment is an act against all of the people who work so hard to provide a clean, decent environment to honor God and the students who attend Horizon Christian School. Vandalism is a serious offense.
2. **Weapons** - Horizon Christian School considers student possession of/use of/or threat to use weapons on any school campus or at any school function as a serious offense. A "weapon", as defined by state and federal law, is, but is not limited to, firearms; knives, metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons, or any item fashioned with the intent to harm, threaten or harass another individual. Statements made by a student claiming or boasting of a weapon at school or a school event will be dealt with in the same manner as a "threat". We are a zero-tolerance institution with regard to weapons or threatened violence. Any adult who becomes aware of a weapon as described above shall immediately notify the building principal or take emergency action in more extreme cases.
3. **Consequences** - Students who possess a weapon or who carry, exhibit, display, draw, or threaten with any item capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.
4. **Exceptions** -This policy is not meant to exclude items used in normal, daily activity (e.g., knives used in the kitchen area), educational activities (e.g., scissors in the classroom or props in drama), or athletics (e.g., starter pistol).

- 5. Willful Disobedience** - Open defiance or disregard for a teacher's authority is an unacceptable attitude for a student at Horizon Christian School and will result in disciplinary action.

DRESS CODE

Horizon Christian recognizes the importance of students being able to have their own style and wear clothes that represent their personality. In partnership with each student, students are to dress in a way that is consistent with the mission and curriculum of the school and that will not interfere with the school's learning environment. Knowing that our culture today broadly defines the meanings of "modest and appropriate", the general guideline for student clothing is understood to be clothing that is clean, modest, and appropriate for student activities and surroundings. Shoes must be always worn while at school.

The principal or designee will make a final determination as to the appropriateness of clothing if a question should arise. This authority extends to any activity sponsored by or related to the school.

STUDENTS SHALL NOT WEAR

1. Clothing that advertises or promotes the use of alcohol, tobacco or drug products, or that displays or implies sexually suggestive words or pictures.
2. Clothing that advertises groups that promote values or philosophies that are contrary to our Christian beliefs.
3. Halter or spaghetti strap tops, bralettes as tops, tops that reveal midriff or cleavage, or off the shoulder tops that do not have straps.
4. Appropriate undergarments shall be worn but not visible.
5. Shorts/skirts/dresses should hit mid-thigh when standing.
6. Articles of clothing, jewelry, emblems, badges, symbols, signs or other objects, which are commonly considered evidence of membership or affiliation with any gangs, or that threaten the health or safety of any person, including the wearer.
7. Shoes with wheels are not allowed.

EXCEPTIONS FOR MEN

Shirts must be worn while on campus except when involved with P.E. or supervised athletic activities.

EXCEPTIONS FOR WOMEN

The guidelines will be followed for all school events, with the exception that spaghetti straps and strapless gowns that meet the other guidelines will be allowed at formal events. Athletic uniforms and training gear are also an exception for women involved in sports; however, athletic apparel that does not adhere to the dress code should only be worn during athletic events and/or practice. (i.e., track, volleyball, etc.)

SWIMMING EVENTS

Men must wear mid-thigh swimsuits (no Speedo style suits). Women must wear modest, one-piece swimsuits or wear a dark colored t-shirt or surf shirt over a two-piece swimsuit.

PHYSICAL EDUCATION CLASS

Each student will supply their own t-shirt, shorts and gym shoes. Clothing should be free of inappropriate words, slogans, or advertising. T-shirts should be standard length, extend to below the waist and fully cover the student's shoulders and neck area. Shorts need to reach at least mid-thigh when standing. Spandex or compression shorts are not acceptable on their own. Exercise quality leggings are allowed.

PENALTIES FOR DRESS CODE VIOLATION

When any dress code policies are violated, the student will discuss the issue with a staff member of the same gender. The student may be offered the choice of alternative clothing or be asked to return home (with their parent's knowledge) to dress properly. If, however, a student refuses to comply with the dress code, a parent will be called, and the student may be given in-school suspension. The principal will make the decision to send the student home if that should become necessary.

DISCIPLINE PHILOSOPHY

While discipline is basically positive training in the right direction (Proverbs 22:6), there must be consequences for failure to follow the rules. Students must realize that the "law code isn't primarily for people who live responsibly, but for the irresponsible..." 1 Tim. 1:9.

Teachers and school administrators will use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. If a student causes a problem, he will be held responsible for his behavior. It will be up to the student to take steps to work it out. A student will always be given the opportunity to explain his version of the problem. The corrective measures to be employed to help the student work out his problem and correct his misconduct will be determined by the teacher or administrator involved.

The discipline process is to provide intervention, then give the student an opportunity to change or modify their behavior. Failure to modify behavior will result in the next level of intervention. The goal of discipline is to change behavior. Disciplinary alternatives can include, but are not limited to, the following: parent conferences, loss of free time, detention, and work detail, non-participation in extra-curricular activities (i.e., field trips), suspension, and expulsion. The school has "sole discretion" over student discipline including suspension and expulsion.

DISCIPLINE PROCESS

Our discipline philosophy and process apply during school hours, on all field trips, athletic events and at all school-sponsored events both on the school campus and away from it.

Horizon Christian High School discipline process is as follows:

1. The student and parent/guardians will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence.
2. If discipline is to follow, the student and parents/guardians will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a suspension or stronger discipline is contemplated, the student's parents will be notified as soon as possible.
4. The administration may require a student and parent to sign a behavioral contract in order for the student to continue enrollment at Horizon Christian.

DISCIPLINE CATEGORIES

Misconduct has been classified into three categories, depending on the severity of the violation.

CATEGORY #1

These are non-rebellious behaviors such as childishness, immaturity, carelessness, and thoughtlessness. Events like classroom interruptions, talking out of turn, passing of notes in class, inappropriate use of language, are all examples of not following Respect, Submit, and Obey in Category #1.

CATEGORY #2

These actions show a blatant disrespect towards the teaching/administrative staff or classmates. Examples of Category 2 include direct, deliberate disrespect of teacher, classmate, or other staff through words, social media, public forums or actions.

CATEGORY #3

These actions seriously threaten the safety of self and other students, show a flagrant lack of respect for authority, and violate our Biblical moral codes of conduct. Examples include theft, possession or consumption of alcohol, tobacco, or illegal drugs, sexual immorality, fighting, pornography, and any other serious and blatant lack of respect. These activities may be in violation of United States, State, or Civil Laws.

SUSPENSION

OUT-OF-SCHOOL SUSPENSION

A student may receive an out-of-school suspension from school for up to 7 school days. A suspension will always include a parent-principal conference. The school administrator according to the severity of the offense will determine the length of a suspension. Very specific changes in attitude and behavior will be expected prior to re-admission. The administration recommends monitoring of the suspension period by the parents. Periods of isolation from friends, removal of privileges, or other disciplinary action at home may be appropriate.

IN-SCHOOL SUSPENSION

An in-school suspension may be used to separate a student from peer contact by placing the student in a supervised area separate from other students. This allows for quiet study without interruption. An in-house

suspension is used when lack of adult supervision at home is available because of working parents or when, in the opinion of the administration, an out-of-school suspension would be perceived as a day off from school.

REASONS FOR SUSPENSION

1. Continued deliberate disobedience/disrespect displayed.
2. A rebellious spirit which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct inside or on grounds of the school which has an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.

GENERAL GUIDELINES FOR SUSPENSION

If the student has been previously suspended from school for any offense or is on probation at the time of this offense, he/she is required to withdraw from school.

In the case of drug or alcohol related offenses, the following procedures will be in effect. If the student has no previous suspension and is not on probation, he/she may be re-admitted to school on probation at the discretion of the principal. Conditions to consider may include the following:

1. Parents have demonstrated a cooperative attitude.
2. The student is involved in the appropriate counseling.
3. The student is enrolled in and participating in a drug or alcohol awareness program. In the case of drug abuse, random drug tests (minimum of one per month), paid by the parents, may be required for the remainder of the school year.

If at any time during the remainder of the school year the student and/or parents cease to cooperate with the aforementioned requirements, the student will be required to withdraw from school.

The administrator will determine the length of the suspension. Suspension shall include the regular school day, after-school sports practices, and games, and all other extra or co-curricular activities, including class trips, etc. If the suspension occurs on a Friday, the student shall not participate in any activities on that weekend.

Students will have the opportunity to make up class work missed during any suspension.

Re-entry following a suspension will require a parent/student conference with an administrator.

Following a suspension, a student is automatically placed on probation where behaviors, attitudes, academic performance, etc., can be monitored for any positive changes.

If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or show signs of not turning his heart to follow God, the student will be dismissed from Horizon Christian High School.

While on probation, the commission of a major offense would result in immediate dismissal. The commission of a second major offense while on suspension will result in immediate expulsion from Horizon Christian High School.

EXPULSION

The final step in the disciplinary process is expulsion. A student may be expelled from school for a serious breach of conduct (violation of Category 3 rules), and/or repeated problems with behavior or academic performance, and/or failure to correct the deficiencies specified under probation, and/or failure to fulfill a discipline contract. Additionally, a student may be dismissed in response to the failure of the parents to get recommended professional help for non-compliant children and/or the lack of parental support in dealing with disciplinary issues.

- When expulsion is recommended, the withdrawal procedures will begin immediately.
- The school administration has the authority to expel any student for flagrant Category III violations, or at the conclusion of the disciplinary process for detention or suspension.
- If a student is expelled from Horizon Christian School, the parents are still obligated to pay the prorated tuition through the student's last day.

APPEAL PROCESS

The following process is to be used only when you have followed the Matthew 18 principle (of going first to the teacher/staff member/administrator for resolution) and are not satisfied with the administrator's decision of suspension and/or expulsion.

STEP #1

A request must be made to appeal the administrator's decision to the Head of School and/or Campus Pastor within five (5) working days of the administrator's conference:

1. An appointment shall be made through the administrator's office.
2. The decision/parties involved (administrator, teacher) should be clearly identified.
3. An appointment will be made within three (3) working days of the request.
4. All identified parties (administrator, teacher, parents) need to be present to resolve the issue.
5. A written record will be made at this meeting indicating each party's statement. Each person will sign this record indicating the accuracy of the statements recorded.

STEP #2

The Head of School and/or Campus Pastor will respond in writing within three (3) working days of the hearing of the appeal with his decision.



Horizon Christian High School

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