



HORIZON
CHRISTIAN SCHOOL

PARENT & STUDENT HANDBOOK

**ELEMENTARY &
MIDDLE 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 middle school 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 abide by the code of conduct, 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 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**.

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

MIDDLE SCHOOL ACADEMIC STANDARDS

Horizon Christian School's students are expected to pursue academic excellence. Any students admitted into the regular academic program of HCS should be able to maintain at least a "C" average (2.0 GPA) and aspire to maintain a 2.5 GPA as a desired minimum.

A student whose grades fall below 2.0 for a quarterly GPA will be placed on academic evaluation (the student will receive special encouragement to move toward a 2.5 GPA or better). A student-athlete whose grades fall below a 2.0 will be placed on academic probation and will need to show weekly progress towards raising their GPA over a 2.0 in order to be considered eligible for athletic competition at HCS.

STANDARDIZED TESTS

Horizon Christian School uses Northwest Evaluation Association's (NWEA) Measure of Academic Progress (MAP) tests twice each year for our students in 3rd through 11th grade. This computerized, adaptive assessment allows us to chart individual student learning as well as identify learning trends school-wide.

CURRICULUM

We believe that the learning of factual knowledge is important, and our educational goals at HCS also include assisting students in learning how to locate knowledge, assimilate information, work independently and collaboratively, problem solve, and develop critical thinking skills.

Teachers use published curriculum from both secular and Christian publishers as a primary tool to achieve student learning as set by the school's adopted scope and sequence. Grade-level learning objectives are informed by Oregon State Standards, Common Core, and NGGS practices. Teachers use a variety of teaching modalities that allow students to learn corporately, individually, and in small group settings. Desiring every student to grow academically, teachers may utilize enrichment and/or remedial activities in addition to set curriculum as individually necessary or beneficial to best meet a student's needs.

Curriculum guides for K-8th grade are 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:

- Grades are a measure of student progress and achievement in relation to course goals and objectives as presented in the curriculum guide.
- In general, a student will have the greatest level of success in their learning when demonstrating responsibility in the following areas:
 1. All work has been completed to the best of the student's ability and turned in.
 2. The student has shown good effort.
 3. The student has demonstrated good citizenship.
 4. The student has had good attendance.
- Both responsible behavior and demonstrated learning are to be considered in grade assignment.

Third through eighth grade teachers will post all available grades, along with the student's standing grade for a class, regularly and will anticipate that students and parents will be routinely monitoring the grades online through FACTS Family Online.

GRADE ASSIGNMENT

Horizon Christian School's report cards record a student's academic achievement using a grading scale that corresponds to a student's grade-level. Comments on a student's behavior or productivity in class may be included. 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.

REPORT CARDS

For First through Eighth Grade: Reports cards for quarters 1, 2, and 3 will be emailed home. Report cards for quarter 4 will be mailed home.

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 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. Homework generally takes the form of one or more of the following six types:

1. **Reading to Learn** - Reading for enjoyment or regular reading of textbooks is encouraged to help develop a home reading habit.
2. **Unfinished Work** - Completing classwork and assignments.
3. **Practice** - Regular drill and repetition to master essential materials such as math facts, spelling and memory verses.
4. **Special Projects** - Book reports, compositions, research assignments and demonstration projects are some of the activities useful in extending learning beyond the basic study of the text, lecture, and classroom discussion.
5. **Test Preparation** - Tests usually require dedicated study to master information that has been presented by the teacher and which is judged as worthy of remembrance or foundational to further learning.
6. **Remedial Work** - Homework is given so that learning will be reinforced, and the material will be mastered. As instruction progresses, weak points in a student's grasp of a topic become evident. Homework is given to aid in overcoming such deficiencies.

LATE WORK FOR 4TH THROUGH 8TH GRADE

Some classes 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. Regardless, all students are expected to have assignments completed on the date due. A student should know what the policies are for late submission of work. However, the best solution is to turn work in on time. When late assignments are accepted, they may receive a grade penalty unless there are mitigating circumstances. Each teacher or administrator is able to guide the consequences of late work on an individual basis.

Students in grade levels 4th through 8th can receive full credit earned for all assignments turned in on time. Assignments turned in late will receive 20% off for the first day late and 10% off each additional day, for a maximum of 50% off. Assignments must be turned in within two weeks of the due date to receive credit. We feel that academic work is the primary task of students enrolled in HCS. After-school, evening, weekend commitments, 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.

LATE WORK FOR K THROUGH 3RD GRADE

The late work process for kindergarten through 3rd grade students will be dictated by the grade level and the individual teachers.

ACCOMMODATIONS

At Horizon Christian School, it is our desire to nurture students emotionally, spiritually, and academically. Because we are a small private school, we understand we cannot accommodate all learners, and that it may be in the best interest of the student to find a school that can meet all of their learning needs.

TEXTBOOKS

Textbooks for all required courses are provided to the students. 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 all Horizon families to view school information including the school directory, their student's classroom information and their family's information on file with the school. Third through eighth grade students and parents can use FACTS to follow their student's academic progress and track their grades in classes. Students and parents have their own accounts allowing them to access student information from Parents Web and check on missing assignments, homework scores, etc. It is imperative to use this important tool because it enables students and parents to keep track of how the student is progressing. For concerns about FACTS Family Online, please contact droberts@horizonchristian.school.

STUDENT ACCEPTABLE USE POLICY FOR SCHOOL RESOURCES AND PERSONAL DEVICES

GENERAL PRINCIPLES

Horizon Christian 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.

INTERNET ACCESS

The internet is an essential element in 21st century life and will only continue to grow in importance and pervasiveness. Considering such, the school has a duty to provide students with high quality internet access as part of their learning experience. The internet benefits education by providing access to world-wide educational resources including museums, art galleries, access to experts in various fields, and a vast amount of reference material. The purpose is to advance and promote educational opportunities, innovation and educational excellence, equipping our students for the technology world of today.

LEARNING ABOUT THE INTERNET

Students will be taught grade-level appropriate use of the internet, what type of use is acceptable and what is not and be given clear objectives for internet use. Staff will guide students in on-line activities that will support appropriate learning objectives for the student's age and maturity. Students will be educated in the effective use of the internet in research, retrieval, and evaluation. Ideally, all inappropriate material would

be unavailable to our students with our school internet filter, but this is not easy to achieve and cannot be guaranteed. Unfortunately, students may come across inappropriate material, despite all attempts at filtering. Students shall be taught how to validate information before accepting accuracy, acknowledge the source of information used and respect copyright laws.

Occasionally, students may be able to access their personal email through school computers. Students must immediately tell a teacher if they receive offensive email. Students must not reveal personal information about themselves or others in email, or other social media forms which would include address, phone number, age, school or grade; and absolutely must not arrange to meet anyone met online. The forwarding of chain letters is not permitted. The school reserves the right to inspect a student's email for monitoring purposes.

STUDENT ACCESS

Students in grades 3 through 8 will have access to Chromebooks and with that, more freedom/accessibility to the web. In all cases, there should be an adult present while the computer is in use and in all cases, the administration retains the right to review computer use to assure that propriety is followed.

USER RESPONSIBILITY

1. Students are expected to follow common network etiquette, also called 'netiquette,' as well as school behavior guidelines.
2. Students are expected to be polite, kind, and respectful - avoiding any sarcasm and slang that without face-to-face context may be hurtful or otherwise misinterpreted. Additionally, they may not use any language that is considered offensive or threatening to persons of a particular race, gender, religion, or with disabilities.
3. Students are responsible for making back-up copies of their documents that are critical to their use.
4. Students are responsible for immediately notifying the technology department of any possible security problems or of damage to the computer they are assigned.
5. Staff members are not expected to monitor student's use at every moment. Each student will take individual responsibility for his or her appropriate use of the internet.
6. Cyber bullying or inappropriate internet/social media communication that causes disruptions to the learning environment at school will be addressed by school administration even if the communication takes place outside of school hours.

ELECTRONIC DEVICES AT SCHOOL

Elementary school: Apple watches and "smart" fitness devices need to be left at home. If students wear them, they will be collected by the teacher to give to the parent at the end of the day. iPads will be used by students using the Learning Ally program only. Students need to leave cell phones in their backpacks all day.

Middle school: Cell phones need to be off and stored in the student's first period classroom. Each classroom is equipped with a locking cell phone box for the security of phones. Student may pick up their phones at the end of the day. If a student needs to use a phone during the day, every teacher has a phone available in their classroom.

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 administrator with a verbal warning.
- **2nd offense** - Parents must retrieve the phone from the principal or other administrator in charge. Written referral 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.

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.

SUPERVISION AND MONITORING - PRIVACY ISSUES

Horizon Christian School, as the owner of the computer resources, reserves the right to monitor and review use of these resources to ensure that they are serving legitimate educational purposes. It is important that students and parents understand that monitoring access supports 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.

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 MIDDLE SCHOOL

BOYS

Cross Country, Basketball, Track, Soccer, Golf

GIRLS

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

SPORTS AVAILABLE FOR ELEMENTARY SCHOOL

3RD-5TH GRADE

Cross Country, Basketball

1ST-5TH GRADE

Soccer

5TH GRADE

Volleyball

PHILOSOPHY AND GOALS

Our approach to athletics is based on the thought that Jesus is the only “fan in the stands.” The goal for athletics at HCS will not be “win at any cost.” Our goal is to win through giving 100% effort both in the game and on the practice field. We do not base our value and worth on being “number one.” Rather, we base our value and worth on being the man/woman God wants us to be and serving Jesus Christ totally on and off the athletic field. If a player or team has given a 100% effort in preparation and in performance, then every team member can walk away a “champion” even though the game may be lost. Sportsmanship is stressed at all times. We try to win every game, but losses are accepted as part of the process. Win or lose, we profit from the experience.

SPORTSMANSHIP

Sportsmanship begins with respect for our opponent (players, coaches, and school). Poor sportsmanship is a reflection on the team, the school, the coaches, and the individual. Opponents are to be treated as we would want to be treated. Our athletes will learn to be gracious in defeat and modest in victory. They will always congratulate the opponent after the contest - win or lose.

A team player must remain mentally involved with the game while on the bench and support members of the team. Officials are in authority and their judgment is respected. Errors in interpretation of the rules can and may be challenged as provided for in the rules and will be questioned only by those individuals whom the rules so allow. Profanity will not be tolerated in either contests or practices.

PLAYER CONDUCT AND APPEARANCE

The coaching staff expects each player to conduct himself/herself at all times in a way that is consistent with school policy. The goal is to avoid actions that would bring disrespect or dishonor to oneself, to the school, or to God. Participation in athletics is a privilege and students who play “for the school” are expected to be always well-groomed. The head coach of each team will clarify school standards at the beginning of the season. Players will be expected to always exercise courtesy and to avoid criticism of the rival school or mean-spirited taunting of the rival school's team members.

ATTENDANCE

ATTENDANCE AT SCHOOL AND PRACTICE/GAMES

Athletes are required to attend all scheduled practices and must attend at minimum a half day of school on the day of practices and games unless absence is excused. If an absence is unexcused, the student will

NOT to 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. Occasionally, there may be sports events on a weekend. Athletes choosing not to participate because of family or church activities shall not be disciplined in any way.

SCHOOL ABSENCES DUE TO ATHLETICS

Students excused for athletic activities are responsible for all class work that is missed the following day. Those athletes gone from classes must be prepared for full participation in class work on the day of return. This includes written assignments, reports or tests

TRANSPORTATION

TRANSPORTATION OF ATHLETES

A scheduled number of athletic events are away from the HCS campus. The school, coaches, or volunteers may arrange transportation to the events. Transportation may include school vehicles, but also the personal vehicles of coaches, parents, and/or volunteers. When personal vehicles are used, the vehicle's insurance will provide primary coverage. If the athlete is not planning on riding with the team's arranged transportation either to or from the event, the coach needs to be notified.

PARTICIPATION

ELIGIBILITY

The athletic policy at HCS reflects our desires to prepare young adults physically as well as mentally. Our priorities are such that academics are first and athletics second. Because of this, we have established the following policy to encourage an appropriate student focus on their education.

HORIZON CHRISTIAN SCHOOL HOLDS TO THE FOLLOWING ELIGIBILITY GUIDELINES

1. Parents of student athletes must have said "Yes" and agreed to the Permissions: Athletic Participation section in their enrollment packet or informed the school that a student is playing a sport before the designated sport season begins.
2. All school athletes will be subject to all school policy rules of behavior as stated in the student handbook. Representing HCS is a privilege and as such, all athletes will follow the highest standards of behavior, dress and grooming as presented by the athletic department. Any athlete out of compliance with the school's behavior standard will be subject to disciplinary action.
3. Students who maintain a 2.0 GPA are considered eligible to participate in weekly games.
4. Home-schooled students desiring to be part of a Horizon team sport will be considered on a case-by-case basis.
5. Special grade situations created by diagnosed learning disabilities, medical or emotional disabilities will be handled on an individual case-by-case basis. Review will be the duty of the Athletic Director with the final decision resting with the school administrator.
6. Administrative disciplinary decisions that may affect eligibility will be handled on a case-by-case 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. All 7th and 8th grade students must have a current sports physical on file before competing in the first game. Sports physicals are valid for two years.
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.

TEAM SELECTION AND PLAYING TIME

Participants in a sport may be selected based on competitive tryouts. If the number of students trying out for a sport exceeds the number of players that can reasonably be supported, then some of the players may need to be “cut.” The final composition of a team is solely the decision of the head coach based on athletic ability, player attitude and team need.

Membership on a team does not guarantee playing time during games. The coaching staff solely determine who plays and the length of time played. Every effort will be given to developing and advancing the ability of individual athletes but always in the context of the entire team.

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 an 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. 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.

MEDICAL POLICY

INJURIES

If a student receives an injury, the coach must notify the parent, or another party listed on the student's Permission/Medical Report. For any other injury, the coach and/or trainer will check the student thoroughly. If immediate medical care is suggested, the parent or other party will be so notified.

If an athlete is injured, she/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 there 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. HCS 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 their student's regular daily attendance. Legitimate excuses include illness, family crisis, or other emergencies.

ATTENDANCE HOTLINE

All attendance must be reported through our **Attendance Hotline** at 503-692-9312 Ext. 1. **Please do not call or email support staff, teachers, or administrators regarding your student's attendance.**

EXCUSED ABSENCES

Absences that are due to illness, sickness of a family member, an emergency, or for unforeseen reasons, are considered excused absences. Schoolwork that is missed can be found on FACTS and Google Classroom. Work needs to be completed and turned in promptly. A one-day extension for each day absent 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. Teachers and staff are unable to offer synchronous digital instruction to students who are absent for any reason.

PRE-ARRANGED ABSENCES

Planned absences due to family travel, athletic contests, medical appointments, or a religious observance, are to be pre-cleared with the school and all teachers prior to departure. Elementary school parents need to contact their student's homeroom teacher. Middle school parents need to contact each of their student's teachers to inform them in advance. Students are expected to make up missed work and will receive 1 day, per 1 day absent to make up work. Ex. Absent 3 days = 3 days to make up work.

UNEXCUSED ABSENCES

Students who are absent without meeting the conditions of an "excused" absence are unexcused. Unexcused absences will not receive a penalty for academic work; however, each unexcused absence will result in a referral. See below: Make-up Work While Absent.

TARDY

A student is tardy if a student arrives after the start of school. The student must report to the main office for an admit slip prior to reporting to class.

UNEXCUSED TARDY

Middle school students will receive an unexcused tardy each time they are late to class for periods two through seven. When a student is tardy, they will have points deducted from their classroom participation grade.

MAKE-UP WORK WHILE ABSENT

Excused Absences - Middle School

When a middle school student is absent, he/she must check on FACTS Family Online to see what was covered in class that day and what was assigned as homework. All in-class assignments and homework assignments can be tracked in FACTS Family Online. Schoolwork that was due on the day of the absence will be due the day the absent student returns to school. Again, the guideline to turn in make-up work is a one-day extension for each day absent, while simultaneously keeping up with the current daily work.

At the discretion of the middle school teachers, a student's workload may be reduced in the event of that student's participation in a mission's trip or a student shadow day at Horizon Christian High School.

Excused Absences - Elementary School

In the case of an excused absence, the parent is responsible to communicate with the teacher to collect any missed assignments or homework. Again, the guideline to turn in make-up work is a one-day extension for each day absent, while simultaneously keeping up with the current daily work. Parents desiring to collect

their student's class work need to advise the front office when notifying the school of the absence that homework is requested. The office will alert the classroom teacher regarding the request to pick up the homework by the parent at 3:15 pm in the school office.

Please Note: As much as teachers would like to be able to accommodate a request to gather homework at the beginning of the day or by an earlier time that may be more convenient for a parent, these spontaneous requests pull our teachers from responsibilities to other students and takes valuable class time from the balance of the class. Therefore, throughout the school day, and only if time allows, teachers will gather the needed materials for an absent elementary aged student to complete required work and have it available for pickup after 3:15 pm that day.

VACATION ABSENCE EXPECTATIONS

For families who choose to be away on vacation during scheduled school days, below is our expectation regarding schoolwork. Please note: Not all teachers are able to provide lessons/materials prior to a planned absence because they do not always know in advance what the pace of the class will be in the area of study. Furthermore, they may feel there is not sufficient time needed to move toward proficiency in a new concept or skill.

VACATION ABSENCES - MIDDLE SCHOOL

Parents and students can look on FACTS Family Online and track new assignments and homework to strive to stay current while they are away. Students will be given the same amount of school days they were absent to complete the work. Please Note: If the parent requests all schoolwork be provided from the teachers prior to vacation, it is expected that the student has the work completed when they return. Tests, quizzes, and projects will need to be made up on a student's own time and at the teacher's convenience. It is the student's responsibility to make these appointments with teachers.

VACATION ABSENCES - ELEMENTARY SCHOOL

Parents of K-5th graders are responsible to contact the teacher and pick up missed work packets. In some cases, a parent will need to teach a concept that was missed. The teacher will work with the parents to allow adequate time for completion and then collect the required assignments/work that the student missed while on vacation.

CHECK-IN/OUT POLICY

All students checking in/out need a parent to come into the front office to sign out and to also sign the student back in. No student may be removed from the school campus during school hours by a person other than a school employee or an authorized volunteer working in the service of the school, a parent or legal guardian. In the interest of safety, all students and parents must check in and out of the main office.

ILLNESS/HEALTH ROOM

When a student becomes ill at school, he/she may ask his/her teacher for permission to go to the office. If it is determined that the student should go home, the student will remain in the health room until the parent or guardian is notified, and the student is released to an authorized person's care to be taken home as soon as that person can get to campus.

CONCUSSIONS

Students who tell a staff member or are observed having any kind of head bump will be examined/checked out in the office. Every head injury will warrant a phone call to a parent/guardian and a written notice sent home with the child. It is important that the parent, child and staff understand the severity and prescriptive treatment from medical personnel. A student can only return to school with a medical note from their Primary Care Provider (PCP) for clearance to return to school and activity limitations.

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 call 911 and notify an ambulance or take the child 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 to sign out with the athletic director or assigned staff.

VISITORS CHECK-IN POLICY

All campus visitors, both parents and students, must register (check-in) at the main office. Visitors will be issued a "visitor's badge" that must be worn at all times while on campus.

VOLUNTEERS

Anyone who desires to be a volunteer at HCS must fill out the appropriate screening form, pass a police background check, character reference checked and be approved by the administration in order to work with students in the classroom or drive them. 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. Parents and others are welcome at Horizon Christian School.

VISITORS

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable policies and procedures.

Visits to individual classrooms during instructional time are permitted only with the approval of the school administrator and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

1. Remaining in a designated place or seat
2. Refraining from speaking to students/teachers while the class or activity is in session
3. Limiting the duration and frequency of visits
4. Requiring the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

PARENT INVOLVEMENT

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:

ALL CAMPUS SUPPORT

OFFICE SUPPORT

Car Line
Lunchroom Help
HawkEYE Security Support
Moms in Prayer

LIBRARY SUPPORT

General Library Help
Scholastic Book Fair

MIDDLE SCHOOL

ATHLETICS

Coaching Support
Transportation to Games
Volleyball Line Judges
General Team Support

ACTIVITIES

Assemblies
Class Competitions
Spirit Week Activities
ASB Support
Holiday Activities
Field Day Support
HBOB

ELEMENTARY SCHOOL

EVENTS

Meet Your Teacher Luau
Family Nights
Veterans Day
Staff Appreciation Lunches

CLASSROOM SUPPORT

Field Trip Chaperones
Teacher Assistance
Teacher Preparation
Reading Group
Recess Help
Donation of Classroom Supplies

TRIPS AND EVENTS

Welcome Back Night
Christmas Card Activity
8th Grade Washington D.C.
8th Grade Breakfast
Summer Clean-up for Start of School
Middle School Student Store
Field Trip Chaperones
6th Grade Outdoor School
7th Grade Snowshoe Trip
7th Grade Ropes Course
7th-8th Grade Retreat
6th Grade St. Helens
8th Grade Promotion

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

SCHOOL OPERATIONS

CAMPUS HOURS

Class hours for middle school are 8:00 am to 3:10 pm and 8:15 am to 2:45 pm for elementary students. Supervision is not available before 8:00 am and after 3:15 pm. The school office is open from 7:30 am to 4:00 pm, Monday through Friday.

CHAPEL DAY SCHEDULE

Student's family and friends are welcome to attend chapel services. No prior notice is required. Sixth through eighth grade chapel is held in the gym at 8:20 am every Wednesday. Kindergarten through fifth grade chapel is held in the gym at 9:30 am every Wednesday. Visitors must check in at the office before attending chapel.

CLOSED CAMPUS

Horizon Christian School's campuses are closed campuses. This means that arrival and departure of all parents and individuals are monitored for student safety. Students who leave the school grounds must be signed out at the main office by their parent.

PHONES

TELEPHONES

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 missed ride, changes in transportation plans, or a change in a school activity that requires communication with a parent or guardian.

CELL PHONES

Electronic devices are to be turned off and stored in the student's first period homeroom class for the entirety of the school day. Cell phones may be used in the front office or with a staff member's permission. Electronic devices, used without permission, will be confiscated, and sent to the front office for the parent to retrieve at the end of the day.

LUNCH

Students have a designated lunch period during the day for eating lunch in the cafeteria. There is no hot lunch provided, though students have access to hot water and microwave ovens in the cafeteria if needed. Parents who come to school to eat lunch will sit at a cafeteria table with their child. In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria when their student is dismissed and check out at the office.

TRANSPORTATION - ON/OFF CAMPUS

DROP-OFF

Kindergarten through 5th grade students should arrive no earlier than 8:15 am unless arriving with a MS sibling. Elementary siblings of MS students may go to the gym until 8:15 am for supervised time. Students in 6th through 8th grade may arrive no earlier than 8:00 am. Please note that the buildings are not open prior to these arrival times and supervision for students is not available.

PICK-UP

Car line is designed to allow for prompt pick up while keeping students supervised and safe. It is important that cars do not queue earlier than 2:30 pm for elementary school and 3:00 pm for middle school. Pick-up areas are used for recess and outdoor activities until then.

Students should be picked up no later than 15 minutes after school dismissal time. After car line ends, 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 child not picked up by the designated times must wait in the school office. In order to help us maintain a safe environment, parents are required to come into the building to sign their child(ren) out.

If you are detained because of weather, illness, or accidents, please call the office as soon as possible and let us know that you will be late. We will arrange to see that your child 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.

CHRONIC EARLY DROP-OFF OR LATE PICK-UP

Students must be supervised while on campus and under the supervision of school personnel. There is no provision for student supervision outside of designated hours. Students chronically dropped off too early (am) or picked up late (pm) will require a meeting with administration to discuss a resolution to the issue. Chronic early pick-up (2:30 pm) disrupts class time because a student loses important end of the day instructions--so please make that a rare occasion. Please be punctual in the morning and in the afternoon.

SPEED LIMIT ON CAMPUS

The speed limit when approaching the drop-off and pick-up areas is 5 miles per hour. For each child's safety, use designated drop off/pick up areas. Please do not improvise; it usually places a burden on others and it often increases hazards.

WALKERS AND BIKERS

The school does not assume responsibility for bicycles, scooters or any other mode of transportation on the school grounds. Students riding a bike will be asked to sign a "bike promise" and parents sign a waiver.

ACCIDENTS

A student who witnesses an accident, or who is injured on campus, should report it immediately to a staff member 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

It is extremely important that parents update any telephone, address or email changes on your parent FACTS Family Online account so we can keep an updated system.

BUILDING RESPECT

The HCS 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.

EMERGENCY CLOSURES

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. Parents will be notified via FACTS Family Parent Alert of any emergency information on their phone. If circumstances warrant closing the school, the information will also 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.)

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.

EXTENSION OF THE SCHOOL YEAR

In the event of multiple lost school days due to inclement weather, health concerns related to a highly contagious disease, or disaster-related school closures, 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

When the building fire siren sounds, students should follow the directions of their teacher and/or 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 designated gathering areas in the parking lots and stand quietly until a teacher or an administrator says that it is clear to return to the building. Monthly fire, lockdown, or earthquake drills are standard practice.

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:

- We are willing to enroll students who have food allergies.
- Parents who enroll their children should do so with the understanding that we are not able to offer or guarantee an allergen-free environment. 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.
- We will have a reasonable number of staff trained in first aid procedure to respond to allergy-related medical emergencies. 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.

LIBRARY USE

To accommodate the needs of students, the library will be open according to a schedule published at the beginning of each school year. That schedule will show the times when staff and students may checkout books, and when teachers may schedule class time with the librarian. The library may be open for additional hours when a qualified volunteer is available to oversee operations.

Students may borrow five items at a time for a period of 14 days and may renew them one time. Reference materials circulate for two days only for all students and may not be renewed.

While overdue library materials are not charged a daily fine, an overdue item is designated "Lost" in the cataloging system ten (10) days after the due date. If this should occur, the student will be charged a replacement and shipping fee; library-borrowing privileges are suspended until the fee is paid, or the item returned. If the item is returned in good repair, the fee is waived. Students who repeatedly return items late will lose all library privileges.

LOCKERS

Each student, 6th-8th grade, has the opportunity to use a school assigned locker. The student provides locks and the student's 1st period (homeroom) teacher must have record of the locker combination. Lockers are considered the property of HCS even though they may be assigned to specific 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 investigate any student's locker at any time, with or without the student's permission or knowledge.

LOST AND FOUND

Parents should assure that all their student's personal property is identifiable if it is brought to school. Please write your child's name on their 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 elementary school Lost and Found is located under the wooden external stairs of the B building near the office. The middle school Lost and Found is under the external wooden stairs outside of D building. Quarterly, the Lost and Found will be placed outside to be claimed by the rightful owner. Articles that are not claimed will be donated.

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.

PARENT-TEACHER COMMUNICATION

Parent comments and dialogue with teachers/staff are welcome. Problems, inquiries, etc. should be directed to the person(s) involved before talking with the school principal or vice principal. Teachers or an administrator will be glad to make an appointment with a parent for the purpose of solving problems or discussing concerns. All teachers and administrators have voicemail. Email addresses for each teacher may be obtained from the school's website at (horizonchristian.school) or from the school office 503.692.9312. Our aim with parents is to have a positive alliance and honest teamwork.

PETS

Pets are not allowed on campus.

PUBLICATIONS

The front office will email a weekly "What's on the Horizon" (WOTH) newsletter to all Horizon families each Friday. Parents can expect this communication to contain announcements, events and other items requiring action for that week or in the near future.

SCHOOL STUDENT INSURANCE

The student will be provided with accident insurance for school related activities, that includes sports participation as a part of their tuition fee. This insurance is secondary to personal family coverage but becomes primary if the student is uninsured. The family will be offered extended coverage that they may choose or refuse. If they desire another carrier for extended coverage, they must obtain that independently.

VISITORS

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

STUDENT VISITORS

Students who are interested in attending HCS may attend classes ("shadow") for a few hours/half day, and without a parent chaperone. They are required to have prior permission from the administration. Guest students are invited to participate in all aspects of a "normal" school day at HCS.

In order to obtain administrative permission to attend school as a guest, a student must have verification from their parent that there is a genuine interest in enrolling at HCS. 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. HCS is closed to student visitors who have not made prior arrangements to "shadow" as a guest of the school.

OTHER VISITORS

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. Parents who would like to observe classes should arrange with their child’s teacher. Parents who are interested in the possibility of enrolling their student at HCS can arrange a tour of our campus with the Admissions Coordinator.

STUDENT ACTIVITIES

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. Administration 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's approval prior to any promotion of a special event:

1. Clearly define where and when the event will happen.
2. Provide a list of all available advisors or approved 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.
6. 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.

HCS recognizes that Halloween is a widely celebrated holiday in American culture. However, due to the imagery and often overt celebration of negative elements 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.

AFTER-SCHOOL PROGRAMS

A variety of after-school opportunities exist for parents desiring to further enhance their student's learning experiences. These fee-based programs are offered throughout the school year as personnel and seasonal scheduling allow. After-school programs have included: Christian Youth Theater (CYT), Art, Lego Club, Robotics, Music Lessons, Mad Science, Tutoring, and after school PE.

ASSOCIATED STUDENT BODY GOVERNMENT (ASB)

ASB is open to all 7th and 8th grade students in addition to two 6th grade class representatives. ASB will consist of a president, vice president, activities coordinator, treasurer, publicist and two 7th and 8th grade class representative, as well as the two previously mentioned 6th grade representative. Bi-weekly meetings are held to plan and organize various events throughout the school year. Elections will be held each spring for the students to vote in their ASB leaders for the next school year. The ASB team will be expected to meet throughout the summer to plan and prepare for the upcoming school year.

STUDENT CONDUCT AND DISCIPLINE

INTRODUCTION

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

BASIC EXPECTATIONS

HCS students are expected to:

1. Treat others as 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 honest and ethical at all times.
8. Appropriately use electronic devices with teacher/staff permission.
9. Follow the rules and guidelines in the HCS Handbook.

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. In general, disciplinary actions will be designed not merely to correct misconduct, but to encourage and motivate students to become responsible citizens of the school community. School personnel will be responsible for implementing accessible prevention and intervention measures prior to taking corrective action. Teachers and administrators will draw from a wide range of current discipline management techniques and be correlated to the following:

1. Seriousness of the offense
2. Student's age, grade level, ability, and functioning level
3. Frequency of misbehavior/disciplinary history
4. Student's attitude
5. Effect of the misconduct on the school environment
6. Self-defense
7. Intent or lack of intent at the time student engaged in the misconduct

If there are repeated behavioral issues, the administration will decide if the student is allowed to participate in a field trip, athletic event, middle school retreats, outdoor school or the Washington, D.C. trip.

MIDDLE SCHOOL STUDENT CODE OF CONDUCT

STUDENT COVENANT

In alignment with our core values and vision, each middle school 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

Violators use word or conduct, to intentionally place another person in fear of imminent serious physical harm.

BULLYING, INTIMIDATION, OR HARASSMENT

Bullying is defined as 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 or damage to the student's property, or
3. 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 will inform administration.
2. The reported situation will be investigated by the administrator with a verbal report of findings and consequences (if any) sent back to the accusing student's teacher within 24 hours.
3. The parents of the student will be notified if the accusation is found to be of substance.
4. The offending 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. 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 at the discretion of the teacher or administrator, 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

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, HCS 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. This includes 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.

PORNOGRAPHY

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

PUBLIC DISPLAYS OF AFFECTION

Our desire is that students maintain healthy relationships with wholesome and biblical boundaries. Inappropriate displays of affection and disturbing sexual comments/expressions will lead to disciplinary action.

SEARCH AND SEIZURE

School officials may search the person and his/her personal property (including 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 and 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. If a student chooses to keep their locker unlocked, the student is responsible for any missing items.

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.

VANDALISM

Because vandalism is a destructive act against the school facility and/or equipment, we consider it a serious offense. Consequences will vary based on the severity of the offense.

WEAPONS

Horizon Christian School considers student possession of/use of/or threat to use weapons on any school campus or at any school function 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 no-tolerance institution with regard to weapons or threatened violence. Any adult who becomes aware of a weapon as described above shall immediately notify the principal or take emergency action in more extreme cases.

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.

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).

WILLFUL DISOBEDIENCE

Open defiance or disregard for a teacher's authority is an unacceptable attitude for a student at HCS and will result in disciplinary action.

NOTE: Horizon Christian School maintains a good working relationship with the Tualatin Police Department through the School Resource Officers. These officers are frequently on campus to build healthy relationships with the students and staff, and to offer 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.

DRESS CODE

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 worn at all times while at school.

An administrator 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 is provocative or revealing, including but not limited to, halter or spaghetti strap tops, undershirt tank tops, short skirts that go above mid-thigh when seated, and articles of clothing that reveal midriff, cleavage, legs more than four inches above mid-knee, or buttocks. Appropriate undergarments shall be worn but not visible. Sleeveless/cap sleeve shirts with modest necklines and modest tank tops will be allowed. Interpretation of these guidelines will depend on the student's age; nevertheless, modesty is the objective regardless of age.
2. Clothing that advertises or promotes the use of alcohol, tobacco, or drug products, or that displays or implies sexually suggestive words or pictures.
3. Clothing that advertises groups that promote values or philosophies that are contrary to our Christian beliefs.
4. 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.
5. Shoes with wheels are not allowed.

PHYSICAL EDUCATION CLASS

Students will supply their own gym shoes. Middle school students will be expected to dress in athletic wear for PE class. Clothing should be free of inappropriate words, slogans, or advertising. T-shirts and shorts should be standard length to meet dress code requirements. Students must also wear either spandex or compression shorts reaching to mid-thigh under their gym shorts.

SWIMMING EVENTS

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

PENALTIES FOR DRESS CODE VIOLATION

When any of these dress code policies are violated, the student will discuss a resolution with a staff member of the same gender. Staff will avoid making a public example of a student. The staff member who addresses the violation with the student will do so with the intent of mentoring the student. The student may be offered the choice of alternative clothing or be asked to call home for a parent to bring an alternate outfit. If, however, a student refuses to comply with the dress code, a parent will be called and, at the discretion of administration, the student may be sent home or given an in-school suspension.

DISCIPLINE PHILOSOPHY

The goal of discipline is to change/improve behavior. Our heart and goal in discipline, with all students, is to be redemptive and affect positive growth in students. Each case of misconduct will be handled on an individual basis and with dignity for all persons involved.

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.

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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

MIDDLE SCHOOL

In middle school, we take every opportunity to teach expected behavior. We understand that mistakes happen and often students need reminders. Our goal is to build relationships from student to teachers and student to administrator. Therefore, teachers and administrators will not be contacting home for each teachable moment that occurs during the school day. Parents will be informed once it is determined that discipline reaches the level where intervention needs to take place.

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

The Horizon Christian middle school discipline process is as follows:

1. The student and teacher/aide will discuss the event and the student will be given the opportunity to present his/her view of the occurrence. The teacher/aide will give the student opportunity to redirect behavior and use the moment to outline future expectations. If behavior continues, step 2 will be implemented.
2. The teacher will inform both the student and parent of the action and a referral will be written and communication with the parent/guardian will take place between the teacher and parent.
3. The next phase of the process will include the administration. If an event continually takes place or is a Category #3 event, communication between student, teacher, and parents will take place with the building administrator.

ELEMENTARY SCHOOL

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.

The Horizon Christian elementary 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 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

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 pro-rated 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 and the resolution plan. 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.

MIDDLE SCHOOL PROBATION

ACADEMIC PROBATION

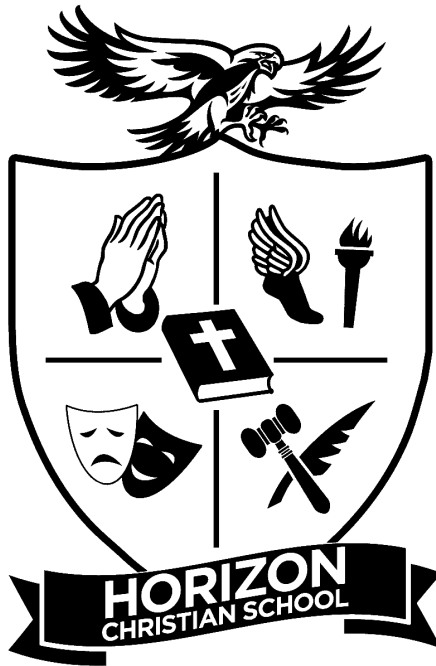
Any student who is failing one or more classes, or whose cumulative grade point average (GPA) falls below 2.0, is placed on academic probation. This probation may prohibit the student from participation in extracurricular, school-sponsored activities and may limit elective choices. Any student who fails classes or whose GPA falls below 2.0 for two consecutive grading periods may be asked to either repeat the current grade/class and/or will have continued attendance at HCS reevaluated.

ATHLETIC PROBATION

Athletic activities are an important part of school function. Along with participation in athletics comes the student's responsibility to maintain their academic achievement and classroom behavior. To maintain a high academic standard for HCS students, the MS Athletic Director will place any athlete with a GPA below a 2.0 or with one or more failing grades on athletic probation. Students on athletic probation will be allowed to practice with their team but will not be allowed to dress down for any games or competitions for one week. During that week's time, the athlete will be responsible to raise the failing grade(s) and/or bring his GPA up to 2.0 to regain eligibility and participate in games the following week. If the athlete does not raise his/her grades during this period, that student will be ineligible to participate for another week's time.

ACTIVITY PROBATION

Activities, trips, and events are a privilege at Horizon Christian School and participation may be withheld in response to a discipline situation.



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