



Policy Manual

Revised as of January 13 2021

Accreditation

Horizon Christian School, grades K-12, is accredited by the *Northwest Accreditation Commission (NWAC)*. All parents, students, and staff are asked to assist and support the Board of Trustees in the process of ongoing review, modification, and maintenance of these policies and procedures

Horizon Christian School is an Oregon non-profit religious corporation.

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Foundational Documents

Policy 1.01 Mission Statement

Our **mission** is to build a solid foundation for life by providing students with an excellent education that integrates academic achievement, biblical truth, and Christian character development.

Last revision 7/25/2009

Policy 1.02 Vision Statement

Our **vision** is to become an extraordinary school by providing a premier education while developing Christian servant leaders through dynamic teaching, the integration of biblical truth, positive peer and mentor relationships, and life enriching activities outside the classroom. We pledge to be an educational community, who faithfully models the Christian life for the glory of God.

Our **vision** is based on the example of Jesus Christ as He extravagantly loved and equipped his 12 young disciples to impact the world.

Last Revision 7/25/2009

Policy 1.03 Motto

Policy Statement – Horizon has adopted the Motto “Teaching Truth, Changing Lives” as the official motto of the school.

Rationale – A school Motto captures the essence of what Horizon is all about in an easy to remember form.

Guidelines:

1. The Motto should be used on all promotional materials of Horizon.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 1.04 Foundational Statement

It is the purpose of Horizon Christian School (HORIZON) to provide a sound academic education integrated with a Christian view of God and the world. The Bible is specific in stating the principles that underlie Christian education. The apostle Paul presents a comprehensive principle when he wrote of Christ, *“For by Him were all things created, that are in heaven, and that are in earth...and He is before all things and by Him all things consist.” Colossians 1:16-17* The writer of the fourth Gospel said, *“All things were made by Him; and without Him was not anything made that was made.” John 1:3*

There is an important difference between the Christian and non-Christian viewpoints on a given subject. No subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God’s place in it.

In accordance with God’s Word found in the Bible, parents are responsible for the education of their children. Education must include the counsels of God revealed in His Word and His work revealed in our world. Students should recognize that all truth is God’s truth, including history, geography, science, music and the arts, and that Jesus Christ is to be central in learning and living.

Last revision 7/25/2009

Policy 1.05 What does a Horizon graduate look like?

HORIZON's goal is to graduate students who are well prepared for life.

ACADEMIC ACHIEVEMENT

A Horizon graduate will be

- ✓ skilled in reading, writing, speaking, listening and reasoning.
- ✓ skilled in questioning, problem-solving, and making informed wise decisions.
- ✓ fully equipped to thrive in a college, career, or vocational environment as a lifelong learner.

BIBLICAL TRUTH

A Horizon graduate will have developed the tools to implement a Biblical worldview in their lives by

- ✓ desiring to know and trust the redemptive power of Jesus Christ
- ✓ cultivating the ability to understand and apply God's Word in daily life.
- ✓ being knowledgeable and articulate about what the Bible teaches, discerning right from wrong and truth from error.
- ✓ being able to effectively share the gospel and disciple others who want to grow in Christ.

CHRISTIAN CHARACTER

A Horizon graduate will have the tools to become a Christian leader in their community by

- ✓ understanding the value and giftedness of all people as created in the image of God.
- ✓ pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, kindness and love.
- ✓ maintaining a godly testimony in the culture in which God has called them to serve.
- ✓ being actively involved in a local church and the community where they live.
- ✓ respecting and relating with integrity to the people with whom they live, work and play.
- ✓ being faithful stewards of the resources God has provided them.

Last Revision 9/21/2012

Policy 1.06 Statement of Faith

Preamble

Jesus said "I came that they might have life, and might have it abundantly". –
John 10:10

The central theme of the Bible from Genesis to Revelations is the love story of how God created Mankind, how mankind has sinned, and how in a supreme act of love, Jesus Christ, who is fully God and fully man, was sent to earth to provide salvation from sin and eternal life to all those who believe. This is great news for a world that suffers today from the effects of not following God's plan for salvation. Biblical Truth is the core foundation of everything we do at Horizon as described in our mission statement. The following Statement of Faith summarizes the essential elements of Biblical Truth as we understand the Scriptures.

1. **The Scriptures** - We believe that the Bible is the sole and final authority for faith and living life.

The 66 books of the Bible were penned by men of God "moved by the Holy Spirit" to write the very words of Scripture. The Bible is therefore without error (inerrant) in its original manuscripts, and provides encouragement, guidance, comfort and instruction for living rightly in this world (2 Tim. 3:16-17; 2 Pet. 1:20-21).

2. **The Godhead Trinity** - We believe in one true God eternally existing in three distinct persons - Father, Son and Holy Spirit.

Each member of the Trinity is fully and equally God; possessing the divine nature and attributes, and is totally worthy of our worship and service (Deut. 6:4; Titus 3:5; John 10:30; 2 Cor. 13:14).

God the Father - We believe God the Father created all things in six literal days for His glory according to His own will, through His Son, Jesus Christ. He sustains His creation by the Word of His power and grace, and remains in full control of everything He has made (Rev.4:11, Col. 1:17, Heb.1:3).

God the Son - We believe that Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary; that He is One Person possessing two natures and thus fully God and fully man; that He lived a sinless life and sacrificed Himself as a perfect substitute to redeem from sin all who place their faith in Him; that He arose bodily from the grave, ascended into Heaven where He is seated on

the right hand of God interceding for His people, and will return to the earth in keeping with His promises (John 1:1, 14, 18; 14:8-9, 1 Tim. 3:16).

God the Holy Spirit - We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of sin, righteousness, and judgment. He draws unbelievers to repentance and faith, bringing that person into union with Christ and His Body, the church. The Holy Spirit sanctifies, seals, fills, guides, instructs, comforts, equips, empowers, permanently indwells at salvation, and bestows spiritual gifts to the believer for Christ-like living and service (John 16:8; Titus 3:5; Rom. 8:9-17; 1 Cor. 3:16; 12:4-5, 11-13; Heb 2:1-4).

3. **Mankind** - We believe that God created mankind—male and female—in His own image and likeness, to glorify Himself and enjoy His fellowship forever.

Tempted by Satan, man freely chose to disobey God, bringing sin, death and condemnation to all mankind. All human beings, therefore, are sinful by nature and by choice, and are in desperate need of the Savior to have their sins forgiven and their relationship with God restored (Gen. 3:1-6; Rom. 3:10-19; Rom. 1:18, 32).

4. **Satan** - We believe that Satan is the instigator of evil and a real spirit being, not simply the personification of evil.

He is a fallen angel who, under the sovereign permission of God, has been given temporary rule-of the earth, until the time when he will be cast into the eternal lake of fire. The Devil deceives the world and seeks to establish his counterfeit kingdom on earth to discredit and blaspheme God and to tempt, accuse, attack and destroy believers. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit (Gen. 3:1-5; Isa. 14:12-17; 1 Jn. 5:19; 2 Cor. 11:14; 1 Pet. 5:8-9; Rev. 12:9, 20:1-10).

5. **Salvation** - We believe that the shed blood of Jesus Christ on the cross provides the sole basis for forgiveness of sins and deliverance from hell. Salvation-is the free gift of God's grace, and cannot be secured by man's works or personal merit.

Salvation is experienced by the regenerating work of the Holy Spirit. —It can only be received by the sinner who repents and places faith in the finished work of Christ. Repentance is a turning toward God and away from sin and is a part of but not separate from believing faith. Those who receive Jesus Christ by faith evidence the new birth, are new creations in Christ, and are kept by the power of God to experience the glories of eternal life! (John

1:12-13, 3:1-7, 10:27-29, 2 Cor. 5:17; Rom. 1:16, 10:9-10; Eph. 1:7, 13-14, 2:8-10; 1 Pet. 1:3-5).

6. **The Christian Life** - We believe that every Christian will endeavor to live a life pleasing to God by both adopting a Biblical worldview in their conduct, and by attempting to avoid sin in their own personal life.

By ever increasing obedience to the Word of God, and God's loving discipline, believers can live a holy life; exercising their spiritual gifts to build up the body of Christ, and be personally involved in making disciples to fulfill the great commission; and all to the glory of God (Gal. 2:20; 1 Pet. 1:15-16, 2:11; 1 Cor. 10:31; 2 Cor. 5:14-15; Rom. 6:11-13; Eph. 2:10, 4:11-12, 22-24; Matt. 28:18-20; Col. 1:10; John 15:8, 16; Heb. 12:4-11).

7. **The Church** - We believe that upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, which is the one universal Church.

Jesus Christ is the Head of the church and the Scriptures command believers to gather locally in order to devote themselves to worship, prayer, teaching of the Word, fellowship, and the ordinances of baptism and communion. (Eph. 1:22-23; Acts 2:42-46; 1 Cor. 14:26; Matt. 28:18-20).

8. **Things to Come** - We believe in and expectantly await the glorious, visible, personal return of the Lord Jesus Christ.

The blessed hope of His return also has vital bearing on the personal life, service, and mission of the believer. We believe in the bodily resurrection of both the saved and the lost. The lost will be raised to judgment and experience eternal wrath in hell. The saved will be raised to eternal joy in the presence of God to experience the wonder of the new heaven and new earth (Acts 1:3, 9-11; 1 Cor. 15:22; 1 Thess. 4:13-18; Heb. 7:25-26).

9. **Final Authority for Matters of Belief and Conduct** - The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind.

It is the sole and final source of all that we believe. This statement of faith does not exhaust the extent of our beliefs. For purposes of Horizon Christian School's faith, doctrine, practice, policy, and discipline Horizon Christian School's Board of Trustees holds to the historical, grammatical, literal interpretation of the Bible (John 14:6; Rev. 22:18-19).

Last Revision 3/7/2016

Policy 1.07 Articles of Incorporation

Horizon Christian School

Pursuant to the provisions of the Oregon Non-profit Corporation Act, the Board of Trustees of Horizon Christian School hereby restate the Articles of Incorporation as follows:

Article I

The name of the corporation is Horizon Christian School

Article II

This corporation is a religious corporation.

Article III

The name of the registered agent is Carol Yates, and the office address of the registered agent is 700 Pacific Avenue, Hood River, OR 97031.

Article IV

The address of the principle office of the corporation is 700 Pacific Avenue, Hood River, OR 97031.

Article V

The corporation shall not have members. All affairs of the corporation shall be governed by the Board of Trustees of the corporation.

Article VI

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of 50% of all assets of the corporation to the First Baptist Church of Hood River, OR and 50% of all assets to Shepherd of the Valley Bible Church of Hood River, OR. If either First Baptist Church or Shepherd of the Valley Bible Church are not then in existence or do not at the time qualify as an organization exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), the assets shall first be distributed 100% to the surviving entity listed above, and if neither entity is in existence and so qualified, then the assets shall be distributed to such organization or

organizations which are organized and operated exclusively for charitable, religious, or educational purposes and shall at the time qualify as an organization exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Article VII

The name and address of each director of the corporation is as follows:

| | |
|----------------|-------------------------------------------|
| Ron Jensen | 1801 Markham Road, Hood River, OR 97031 |
| Ray Kulper | Box 1224, White Salmon, WA 98672 |
| Bob Spotts | 885 Fordan Road, Hood River, OR 97031 |
| Beth Orgain | 2030 State Road, Mosier, OR 97040 |
| Doug Rovianek | 3466 Foster Court, Hood River, OR 97031 |
| John Page | 4597 Westwood Drive, Hood River, OR 97031 |
| Renee Mettam | 6995 Allen Road, Parkdale, OR 97041 |
| Stan Love | 3419 Courtway Drive, Hood River, OR 97031 |
| John Taylor | 3450 Avalon Drive, Hood River, OR 97031 |
| Dennis Bokovoy | 210 May Avenue, Hood River, OR 97031 |
| Dan Boyden | 1430 Eastside Road, Hood River, OR 97031 |
| Carolyn Kirby | 2600 Wy'East Road, Hood River, OR 97031 |

Article VIII

The corporation is organized as a religious corporation within the meaning of the Oregon Non-profit Corporation Act and is also organized exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law), including, but not limited to, for such purposes, the providing of education with academic content based on a Christian world view and integrated with Biblical instruction for the development of graduates equipped for life and able to impart their world positively with the Gospel of Jesus Christ.

Article IX

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, Trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the tax-exempt purposes of the corporation set forth in Article 8.

Article X

No substantial part of the activities of the corporation shall be the carrying on

of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office.

Article XI

The corporation shall admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at any school operated by the corporation. The corporation shall not discriminate on the basis of race, color, national, or ethnic origin in the administration of its employment policies, educational policies, admission policies, scholarship and loan programs, and other programs.

Article XII

Notwithstanding any other provisions of these Articles, the corporation shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Article XIII

Each of the undersigned hereby consent to the appointment as Director of the corporation: Ron Jensen, Ray Kulper, Bob Spotts, Beth Orgain, Doug Rovianek, John Page, Renee Mettam, Stan Love, John Taylor, Dennis Bokovoy, Dan Boyden, and Carolyn Kirby.

Article XIV

These Articles of Incorporation were approved by the Board of Trustees at an initial organizational meeting held March 26, 2001.

Last Revision 3/26/2001 –except for mailing address

Policy 1.08 By-Laws

Article I **Corporate Offices**

Principle Office: The Principle office of Horizon Christian School shall be located at 700 Pacific Avenue, Hood River, OR 97031.

Registered Office: The registered offices of Horizon required by the Oregon Nonprofit Corporation Act to be maintained in the State of Oregon may be, but need not be, identical with the principle office and the address of the registered office and registered agent may be changed as determined by the Board of Trustees.

Article II **Board of Trustees**

A. Qualifications of Trustees

1. **Spiritual Qualifications:** Board of Trustee members are expected to be positive Christian leader role models for the various “stake holders” in Horizon, which include staff, students, parents, donors and for the Christian community at large, the educational community, and local churches.
 - a. **Born Again:** Each Trustee will have a personal profession of faith in Jesus Christ and will, at each election to trustee, sign the statement of faith that has been adopted by the school.
 - b. **Follower of Christ:** Trustees will have evidence in their lives that they personally follow the teachings of the Bible and are sensitive to the leading of the Holy Spirit in matters of faith and practice.
 - c. **Ministry Experience:** Trustees will have significant personal ministry experience prior to being elected. It is expected that some of this experience will be the equivalent to that of an Elder or Deacon in an evangelical church, although previous church leadership is not a prerequisite for a Trustee.
 - d. **Evangelical Church Affiliation:** Each Trustee will be affiliated with an evangelical church in good standing. Evangelical Church is defined as a church that has a doctrinal position that is not in conflict with the Horizon Statement of Faith (Policy 1.04)
2. **Personal Qualifications:** Each Trustee will have the following personal qualifications in addition to their general interest in the ministry of the school.
 - a. **Pledge:** Each Trustee must agree to sign the Board Pledge.
 - b. **College Graduate:** Each Trustee will have graduated from a 4-year college or university. The Board may make exceptions to this rule if

- the following conditions are met:
- i. The applying Trustee has unique life experiences, unique abilities sought by the Board or a personal educational background that qualifies them.
 - ii. They meet all of the other qualifications listed in Section 1.
- c. **Academic Interest:** Each Trustee will display a demonstrated interest in Christ-centered, academic education. The Board may use one or more of the following indicators as evidence of this interest:
- i. Prior service on a Board of any type.
 - ii. Prior service on a Church Council focused on academic education
 - iii. Significant involvement in a parent group of a school.
 - iv. Personal experience in a Christian school at any grade level, whether student or teacher.
 - v. Volunteer experience with a Christian school.
 - vi. Other criteria the Board deems relevant.
- d. **Time Commitment:** Each Trustee will make a personal time commitment and insure their availability to devote approximately 8-10 hours per month to Board and School related activities, and this time commitment is a high personal priority
- e. **Fundraising:** Each Trustee must be willing to personally raise money for the school, some of which is by personal giving example. Such example will be held in confidence.
- f. **Continuing Education:** Each Director must be willing to make a personal commitment to continuing education appropriate to a Board role. Continuing education may include seminars, association meetings, field trips to other schools, and other fact finding and personal development education.
3. **Board Competencies:** The Board needs to have a balance of the skills necessary to provide the three basic functions of a not-for-profit board. In addition to being “born-again”, holding the Christian leadership skills listed in Section 1, and the personal qualifications listed in Section 2, each director will have skills, interests, and experience in at least one of the following areas:
- a. **Program Development and Support:** It is the responsibility of the Board to support the academic life and character development.
 - b. **Public Support:** It is responsibility of the Board to develop the financial resources of the school sufficient to meet the educational goals of the Board. In addition, public support responsibilities include developing publicity and recognition in the community for the excellence of the school in all areas of endeavor
 - c. **Governance:** It is the duty of the Board to discharge its

responsibilities to all of the “stake holders” of the school and to meet the requirements of the Federal, State, and Local Government Laws and administrative rules.

B. Trustees’ Policies: The following rules will be applied to the Trustees:

1. The Board will consist of at least 5 but not more than 15 Trustees.
2. Trustees will be elected for 3-year terms with roughly 1/3 of their terms expiring each year. Trustees may be re-elected without limitation as to the number of terms they may serve consecutively.
3. Each Trustee must, as a condition of staying a Trustee, be continuously eligible for re-election. Trustees who do not maintain their continuous eligibility for re-election are expected to resign the balance of their term and, if an officer, from their office.
4. The Board may, upon a two-third vote, terminate a Trustee who does not maintain his eligibility for re-election.
5. The board will develop an internal nominating process to review Trustee Candidates for re-election and to recruit new Trustees for either vacancies or to add new Trustees.
6. Each Trustee is expected to attend at least 75% of the regularly scheduled Board meetings unless absences are pre-approved by officers.
7. The Board has the authority to appoint Trustees for terms shorter than three years to fill vacancies.

Article III
Board Officers

A. Officers: The Board will appoint a total of three officers from within the Board that will become the officers of the corporation. These officers will have the authority to sign documents on behalf of the school as provided under Oregon Revised Statutes and subject to the other terms and provisions of this agreement.

1. **Chair:** The Chair of the Board will be the President of the corporation and will serve until a successor is elected. The Chair is elected by the Board for the term prescribed by the Board. The Chair is responsible for calling regular and special meetings for the Board and approving the agenda of these meetings. The Chair will generally provide direct oversight to the Superintendent and principals of the school.
2. **Vice-Chair:** The Vice-Chair of the Board will be the Vice-President of the

corporation and will serve until a successor is elected. The Vice-Chair will assume the duties of the Chair in his absence. The Vice-Chair is elected by the Board for the term prescribed by the Board.

3. **Secretary-Treasurer:** The Secretary-Treasurer of the Board will serve as the Secretary-Treasurer of the corporation and will serve until a successor is elected. In the absence of both the Chair and the Vice-Chair, the Secretary-Treasurer will assume the duties of the Chair. The Secretary-Treasurer will insure that proper systems of accounting and internal controls are maintained. The Secretary-Treasurer is elected by the Board for the term prescribed by the Board.
- B. **Election of Officers:** Officer Elections for upcoming vacancies will normally be held at the Board meeting closest to the beginning of the next fiscal year.
1. **Method:** The Board will elect officers from within the Board of Trustees group by a two-thirds majority vote of the Board Trustees present and voting. This election may be conducted by secret ballot.
 2. **Term:** Officers are elected for two-year terms. An officer may succeed himself in his current office for one additional two-year term. In the event that an officer terms extends beyond his Trustee term, his officer term will expire at the end of his Trustee term, unless he is subsequently re-elected as a Trustee in which case he may continue to serve the balance of his officer term.
 3. **Succession:** Officers will continue to serve on a day-to-day basis after the expiration of this term if a replacement has not been elected, and until such time as his replacement is elected.

Article IV

Contracts, Loans, Checks and Deposits

- A. **Contracts:** The Board may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of Horizon, and such authority may be general or confined to specific instances.
- B. **Loans:** No loans shall be contracted on behalf of Horizon and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.
- C. **Checks, Drafts, Etc.:** All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of Horizon, shall be signed by such officer(s) or agent(s) of Horizon and in such manner as

shall from time to time be determined by resolution of the Board.

D. **Deposits:** All funds of Horizon not otherwise employed shall be deposited from time to time to the credit of Horizon in such banks, trust companies or other depositories as the Board may select.

Article V **Board Committees**

The Board may, by resolution adopt by a majority of Trustees in office designated Board Committees. Committees shall not have the power and authority to act on behalf of the Board, but rather, shall make reports and recommendations to the Board.

Article VI **Requirements for Teaching and Administrative Staff**

A. **Commitment to Christ and Corporation:** All members of the teaching and administrative staff shall meet all of the following requirements:

1. Have a personal relationship with Jesus Christ as Lord and Savior;
2. Declare their unconditional acceptance of the basis and purpose of Horizon as expressed in the Articles of Incorporation;
3. Read and be in agreement with the Mission Statement, Faith Statement, and Articles of Incorporation, as may be amended from time to time.
4. Be a member in good standing of a church whose doctrine is in agreement with the Articles of Incorporation.
5. Exhibit a character and lifestyle consistent with one who loves Christ and knows and studies His Word.

B. **Additional Teacher Requirements:** In addition to the above, all teachers shall:

1. Meet the general educational standards of the public school system of the State of Oregon; however, an Oregon State Teacher's Certificate may not be required at the discretion of the Board;
2. All teaching must be consistent with the purposes of the Corporation set forth in the Articles of Incorporation, and God's revealed truth and doctrines set forth in the Bible.

Article VII

Indemnification, Insurance, and Limitation of Liability

A. Indemnification: Horizon shall indemnify to the fullest extent not prohibited by law any Indemnified Person (as hereinafter defined) who was or is a party or is threatened to be made a party to any proceeding (as hereinafter defined) against all expenses (including attorney's fees), judgments, fines, costs, and amounts paid in settlement actually and reasonably incurred by the Indemnified Person in connection with such proceeding.

1. **Advancement of Expenses.** Expenses incurred by an Indemnified Person in defending a proceeding shall, in all cases, be paid by Horizon in advance of the final disposition of such proceeding at the written request of such Indemnified Person, if the Indemnified Person furnishes Horizon:
 - a. A written affirmation of the Indemnified Person's good faith belief that such Indemnified Person is entitled to be indemnified by Horizon under this Article or under any other indemnification rights granted by Horizon to such Indemnified Person; and
 - b. A written undertaking by or on behalf of such Indemnified Person to repay such advance to the extent it is ultimately determined by a court that such Indemnified Person is not entitled to be indemnified by Horizon under this Article or under any other indemnification rights granted by Horizon to such Indemnified Person.

Such advances shall be made without regard to the Indemnified Person's ability to repay such advances and without regard to the Indemnified Person's ultimate entitlement to indemnification under this Article or otherwise.

2. **Definitions**
 - a. The term "Indemnified Person" shall mean any person who is or was (a) a Trustee, officer, member of a committee, employee or, to the extent authorized by the Board in the specific case, an agent of Horizon, (b) or a fiduciary within the meaning of the Employee Retirement Security Act of 1974 with respect to any employee benefit plan of Horizon, whether or not serving in such capacity at the time any liability or expense is incurred for which indemnification or advancement of expenses can be provided under this Article.
 - b. The term "Proceeding" shall include any threatened, pending or completed action, suit or proceeding, whether brought in the right of Horizon or otherwise, and whether a civil, criminal, administrative or investigative nature, in which an Indemnified Person may be or may have been involved as a party or otherwise by reason of the fact that the person is an Indemnified Person.
3. **Non-Exclusivity and Continuity of Rights:** The indemnification and entitlement to advancement of expenses provided by this Article shall

not be deemed exclusive of any other rights to which those indemnified may be entitled under the Articles of Incorporation or any statute, agreement, general or specific action of the Board, or otherwise, shall continue as to a person who has ceased to be a person described within the definition of Indemnified Person, shall inure to the benefit of the heirs, executors and administrators of such an Indemnified Person and shall extend to all claims for indemnification of advancement of expenses made after the adoption of this Article. Horizon may enter into agreements to indemnify any Indemnified Person.

4. **Amendments:** Any repeal of this Article VII shall only be prospective and no repeal, amendment or modification hereof shall adversely affect the rights under this Article VII in effect at the time of the alleged occurrence of any act or omission to act that is the cause of any Proceeding.
5. **Limitation of Liability:** The civil liability of Trustees and officers shall be limited to the fullest extent permitted under the Oregon Nonprofit Corporation Act.
6. **Insurance:** Horizon shall be authorized but not obligated except pursuant to Board resolution to purchase and maintain in effect a policy or policies of insurance covering any liability of Trustees, officers, committee members, employees and agents of Horizon, regardless of whether Horizon would have the power to indemnify such persons against the liability so insured.

Article VIII

Miscellaneous Provisions

- A. **Books and Records:** Horizon shall keep correct and complete books, records of account, minutes of the meetings and conduct of this Board.
- B. **Amendment of By-Laws:** These By-Laws may be amended only upon the affirmative vote of two-thirds (2/3) of all of the Trustees in attendance at any regular, special or annual meeting of Trustees and Members as to which notice has been properly given in accordance with these By-Laws and which notice includes the proposed amendment.
- C. **Nondiscrimination:** Horizon does not discriminate on the basis of color, race, national origin or handicap in its hiring or other employment practices, or because of any of the above factors except age in the admission of students.

Last Review 09/10/2018
Last Prior Revision 07/25/2009

Chapter II. Board of Trustees Policies

Policy 2.01 Board of Trustees Responsibilities

Consistent with, and in addition to, any and all duties required of the Board of Trustees required in the Articles of Incorporation and By-Laws, the major corporate responsibilities of the HORIZON Board are:

- A To exercise Spiritual Leadership
- B To establish and maintain organizational structure
- C To establish major policies and maintain the policy manual
- D To hire and retain competent administrator(s)
- E To maintain a quality faculty and staff performance review system
- F To maintain fiscal stability
 - 1 Develop and approve the Annual Budget
 - 2 Establish a system of expenditure controls
 - 3 Establish tuition and fee policies
 - 4 Authorize promotional activities designed to increase donated support
- G To provide adequate facilities
- H To plan for the future via long-range planning
- I To establish public relations to promote the school
- J To maintain open communications via defining channels of communications and responsibilities
- K To provide reasonable salaries and benefits for faculty and staff

Last revision 7/25/2009

Policy 2.02 Individual Board Members responsibilities

- A Overview - HORIZON Trustees have three separate responsibilities as Trustees
 - 1. Fulfilling governance responsibilities
 - 2. Being a volunteer for the school
 - 3. Connecting HORIZON to the community at large through public advocacy
- B General Governance Rules
 - 1. Establishing the Long-Term strategy for HORIZON and translating that strategy into the Policies under which the school operates.
 - 2. Providing supervisory oversight to insure that Policies established by the Board of Trustees are being consistently implemented by the administration and staff of HORIZON
 - 3. Insuring that HORIZON is fiscally sound and operates within all applicable Federal, State, and Local laws.
 - 4. Serving on at least one board committee (executive, operations, audit, public support, prayer).
 - 5. Create a growing talent pool for new Board members (skill, influence, geographic and ethnic diversity)
- C Volunteer Responsibilities
 - 1 Personal financial commitment
 - (a) Annual amount
 - (b) Formula for delivery mechanics (cash, in kind)
 - 2 Support plan for HORIZON development
 - (a) Introduce potential donors to HORIZON
 - (b) Cultivating relationships with HORIZON Customers and Potential Customers.
 - (c) Participate in special events (such as soliciting in-kind gifts, making phone calls, attending)
 - (d) Periodically connect with staff members to understand current operating challenges and opportunities

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D Public Advocacy

- 1 Using personal connections in the community to advance HORIZON
- 2 Connecting personally with churches and pastors
- 3 Civic participation as a representative of HORIZON
- 4 Help identify potential new families for HORIZON and work to develop a personal relationship.

Board members will be expected to sign a pledge agreeing to fulfill these responsibilities. See Policy 2.10

Last revision 7/25/2009

Policy 2.03 Submitting and Implementing Policies

The policies of HORIZON are essential for its successful operation and are taken very seriously by the Board. Any Board Member, Superintendent, Principal, administrator, teacher, parent, or student may submit policy recommendations or amendments. HORIZON policies should be based on biblical principles. It is important to recognize that to govern the school effectively, the number of policies must be kept to a level that can be implemented and followed by all students, staff, administration, and parents.

To ensure consistency in policy review, approval and implementation, the following steps shall be followed by any individual submitting a policy recommendation or amendment.

The person(s) submitting a proposal for a policy or amendment shall:

- A Generate a first draft of a recommended policy or an amendment to an existing policy and submit the draft to the Superintendent. The Superintendent will review the proposed policy change in consultation with those affected by the proposed policy change and shall submit the policy to the board Chair with their recommendation for action. The Board Chair will either refer it for review to an appropriate board committee or to the Board in total. . If referred to a committee will submit their findings to the full Board with the recommendation to approve, amend or not approve it.
- B A person submitting a proposal may attend either a committee meeting or a Board meeting to hear the reading of the first draft of the policy with the recommended changes that have been made by either the Superintendent and/or a committee assigned to review the policy. Board members may open discussion on the proposed policy or amendment and may vote to approve it at the first reading if there are no changes or only minor changes are required. The Board may choose to defer voting should the proposal require major changes. The Board may require additional input or may need to give more consideration and prayer before casting a vote. In this case, a second reading is required

The Board shall:

- A Review the submittal of the first draft of the policy or amendment.
- B Formally document any questions or concerns. Questions or concerns may be electronically communicated between Board members as well as the person submitting the proposal prior to the Board meeting. Discussion regarding questions to consider before voting, whether the proposal is required or needs further research and whether the proposal

needs changes prior to approval shall be resolved. At the next scheduled Board meeting, the Board shall vote on the draft policy or amendment. If approved, the Board shall notify the Superintendent of its decision. If disapproved, the Board Chair shall notify the person who submitted it of the decision and reason for disapproval.

The Superintendent shall:

- A Determine an implementation plan and effective date of implementation/adoption for any approved policy or amendment unless such effective date is specified by the Board adoption resolution.
- B Implement the policy or amendment

Last Revision 9/27/1999

Policy 2.04 Implementation Authority

HORIZON has resolved that the Board of Trustees shall delegate authority to implement Board decisions of either a policy or operational nature to Superintendent who has the responsibility for the particular issue or policy in need of implementation.

The Board has the final authority for the policies, procedures and performance review of the school staff. Board committees have been established to facilitate the development of policies and procedures and to assist where necessary in the review function. Committees do not have the individual authority of their own, and their function is to provide the Board with recommendations based on their in-depth review of a particular situation.

The execution and implementation of policy, including the operation of the school, is an executive function and is generally delegated to the officers of the corporation as delineated in the By-Laws. Corporate officers such as the Chairman, Vice-Chairman and Secretary-Treasurer have the legal authority to execute documents, enter into agreements, hire and fire personnel and perform other duties normally associated with operations.

When Board members serve as corporate officers, they have individual authority as delegated by the Board. Board members who are not corporate officers do not have individual authority even if they serve as a Board committee chair. Board committees can include non-Board members on an ad hoc basis. This can be especially helpful for fund-raising or consensus building on difficult issues when Board members or non-Board members work on “non-governance business.” They are all “volunteers” for those tasks and subject to the same authority structure for volunteers. For example, when Board members help with an activity such as Grandparent’s Day, Board members are subject to the authority of the staff member in charge of the activity.

Last revision 7/25/2009

Policy 2.05 Policy Revision

Policy Statement – Revision of any policy or procedure in the Horizon Christian School Board of Trustees manual shall only occur if made in writing and following the approval of the Board.

Rationale - No modification or amendment to these policies may occur verbally, or in writing by any individual Horizon faculty or staff member.

Guidelines:

1. When a written revision or amendment to a policy is made, the Board will make an effort to notify all impacted parties prior to implementation of that revision or amendment; however, there may be cases where such notice will not occur until the revision or amendment has been put into effect.
2. Policies should be reviewed at least every three years, or sooner if circumstances dictate changes, the Board Chair shall assign the review duties as appropriate.

Last Review 09/10/2018
Last Prior Revision 7/25/2009

Policy 2.06 Policy Interpretation

This policy manual is intended to provide a framework under which Horizon will operate and it is expected by the Board that the Administration of the school will develop specific procedures for the implementation of these policies as needed from time to time, including procedural documents, forms, checklists and other items needed to implement the policies adopted by the Board which are contained in this policy manual.

Occasionally, the need arises to determine how to apply Horizon policy to a specific situation. In those cases, the following procedure will be followed:

- A First, the involved parties will ask the appropriate staff member which policy or policies may apply to the situation.
- B Second, if the situation does not seem to be covered by a policy, or the

policy statement isn't clear as to how it might apply to the situation, the involved parties can ask for an initial review by the Superintendent.

- C Third, if either the Superintendent or the involved parties need further clarification of Board intent, they may ask the Board Chair for a policy interpretation.
- D Fourth, the Board chair may choose to convene the entire Board for a policy clarification if warranted. Generally, the Board Chair has been delegated authority to determine the intent and application of Board approved Policies and it would only be in exceptional circumstances when a policy interpretation question would need to be reviewed by the full Board.

Last revised 7/25/09

Policy 2.07 Policy Exceptions

Policy Exceptions may be granted by the Board from time to time in specific situations and circumstances. A Policy exception does not change the underlying policy of the Board. In general, significant policy exceptions always require specific Board approval.

Last revision 7/25/09

Policy 2.08 Conflict of Interest

Policy Statement – Horizon expects Board members to always act in the best interest of the school, regardless of the implications that it may have to them personally and to the extent it does affect them personally, disclose any conflict of interest that may be involved.

Rationale – Board members have a duty of loyalty to the school in their official capacity as the Governing Body of Horizon.

Guidelines:

1. When any matter involving financial consideration comes before the Board for consideration and one or more Members discover they have a personal interest either directly or remotely related, said Board Member(s) shall declare this interest to other Members of the Board.
2. Each Member shall have the responsibility to declare any personal

interest in any item of business under consideration by the Board and shall be obligated to abide by the majority judgment of the other Members of the Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of the particular matter at issue.

3. Nothing in this policy shall deprive a duly elected Board Member of the right to exercise his legal right to vote on any matter before the Board except in those instances in which he has some personal interest which could be construed to be in conflict with general interest of Horizon.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 2.09 Standing Board Committees

Policy Statement – The Board of Trustees will establish both standing committees and special purpose committees, consistent with provisions of the Articles of Incorporation and the corporate By-laws.

Rationale: - Committees are the primary vehicle for Trustees to collectively perform the work of the Board between Board meetings.

Committee Guidelines

1. Board shall be organized into the following standing subcommittees:
 - a. Finance and Audit
 - b. Strategic Planning
 - c. Institutional Excellence
 - d. Public Support
 - e. Church Relations
 - f. Nominating
2. Other committees may be formed as future needs dictate.
3. Board committees shall be advisory only. They shall not (absent a specific Board resolution) have the power and authority to act on behalf of the Board, but rather, shall make reports and recommendations to the Board.
4. Each committee is to meet independently and report to the Board at regular meetings through a written report submitted by the committee chairman.

Last Review 9/12/16

Last Revision 3/20/2015

Policy 2.10 Superintendent Evaluation

*Adapted from "A Policy for Evaluating the Administrator,"
developed by Roy W. Lowrie, Jr."*

- A The Superintendent will be evaluated annually during a regular meeting of the Board.
- B The evaluation will be done by the entire Board in an executive session.
- C The Superintendent's job description will be the basis, the yardstick, for evaluation.
- D The evaluation will identify strengths and weaknesses.
- E The Chairman of the Board will go over the evaluation with the Superintendent following the Board meeting.
- F The Chairman will personally present and review a written copy of the evaluation report to the Superintendent.
- G The release of the Superintendent will be by the action of the entire Board.

Last revision 7/25/09

Policy 2.11 Horizon Leadership Commitment

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader, by God's grace do I solemnly commit myself to God and to the leadership board of this school to do the following:

- A I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him in His Word and in prayer.
- B I will be a diligent student of God's Word.
- C I will endeavor to walk continually in the Spirit.
- D I will pray regularly for those who serve with me as board members, for the administrator of the school we serve, and for the administrative staff.
- E I will pray regularly for the ministry.
- F I will give financially to the work of the Lord through this school as He provides.
- G I will faithfully attend all meetings of the board, unless I am hindered from doing so by a compelling reason such as illness or necessary travel. When unable to attend I will notify the board chairman in advance, if possible, of the reason for my absence.
- H I will prepare for each board meeting by doing my homework and by submitting myself anew and afresh to the Holy Spirit.
- I By the power of the Holy Spirit, I will refrain from expressing negative attitudes through criticism and complaint. Instead, I will be positive and encouraging, endeavoring to maintain the unity of the Spirit in the bond of peace.
- J I will maintain an open and teachable spirit.

I have studied the statements of commitment and have prayed over them, and I believe God would have me serve the board as a member according to these standards.

Signature _____ Date _____

Last revision 7/25/09

Policy 2.12 Horizon Board Member Pledge

- A My loyalty is first to the Lord of the school and then exclusively to the Board, and by extension, to the school and its components.
- B I will not divulge the content and nature of Board deliberations to any outside parties.
- C I will not allow myself to be influenced by, nor will I respond unilaterally to, the complaints or pressures of groups or individuals.
- D I will channel all such complaints or pressure to the Chairman of the Board or the head of the school.
- E I will abide by Board decisions and the directives of the Chairman.
- F I will seek no advantage or privileged treatment for others or myself.
- G I will attend all possible meetings, properly prepared and ready to vote my conscience as guardian of the school.
- H I will honor and do my utmost to fulfill my fiduciary obligations to the school, to give as generously as I am able and to solicit the generosity of others.

Signature_____Date_____

Last revision 7/25/09

Chapter III. Financial Policies

Policy 3.01 Development Philosophy

Policy Statement - We trust God to supply our needs according to the scriptural principles found in His Word and believe that Horizon should be funded by four major means including Tuition, Fees, Gifts and Fundraising.

Rationale - In the articulation and application of Horizon Christian School's development philosophy, it is the Board of Trustee's desire to fulfill Matthew 6:33 in the deepest sense. "But seek first His kingdom and His righteousness; and all these things will be added unto you."

Last Review 09/10/2018
Last Prior Revision 7/25/2009

Policy 3.02 Fund-Raising Policy

The following fund-raising policy statement is applicable for any and all fund-raising efforts in which any group affiliated with the HORIZON, in part or in whole, is involved.

School-wide fund-raising must be approved by the Superintendent prior to announcement, and carried out by the Development Director. All fund-raising shall follow Biblical guidelines.

- A The fund-raising effort(s) and all associated activities must be bathed in prayer and thanksgiving.
- B It must be ethical, and above reproach and without pride.
- C It must effectively communicate the need to others.
- D It should be prefaced with a positive challenge and obvious purpose and culminated with an over-abundance of giving with joy.
- E It should be presented in a manner encouraging a spirit of cheerful giving, not one of guilt of obligation.
- F It must be efficient and professionally managed.
- G The fund-raising effort(s) must consider the people who are being asked to participate and be sensitive to proper timing, method and approach.
- H It must be communicated clearly to all involved so that they understand when, why, how, and what the particular fund-raiser involves.
- I It must be planned and have completed the approval process, as determined by the Board of Trustees, so as not to cause conflict or confusion within the school body.

Last revision 7/25/09

Policy 3.03 Capitalization Policy

Policy Statement – Horizon’s policy is to capitalize all fixed asset purchases subject to the minimum cost requirements as established from time to time by the detailed guidelines of this policy.

Rationale – Generally Accepted Accounting Principles mandate capitalization treatment for fixed asset purchases

Guidelines:

1. Cost is defined as original acquisition cost including inbound freight for purchased assets, and Fair Market Value for assets contributed in-kind.
2. Current capitalization and depreciation life guidelines

| Asset | Depreciation Life | Minimize Cost for Capitalization per item |
|--------------------------------------|-------------------|-------------------------------------------|
| Land | Not Depreciated | None |
| Land Improvements- infrastructure | 20 years | None |
| Building | 50 years | None |
| Vehicles | 5 years | \$250.00 |
| Furniture & Equipment | 10 years | \$250.00 |
| Electronics | 3 years | \$450.00 |

3. Fixed assets which are below the capitalization threshold criteria will not be capitalized, but will be noted on an inventory list and tracked for internal purposes.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 3.04 Fund-Raising Guidelines

The following philosophy will be followed relative to seeking and accepting gifts from unbelievers:

- A God does not specifically preclude or encourage accepting gifts from unbelievers. Also, God does not use the labor of the world to support Christians.
- B Just as in accepting a gift from believers, we must always be prepared to serve those who give. We will be sensitive to opportunities to share the Gospel.
- C We shall avoid conditions or “strings” that may be attached to gifts from unbelievers. (See “Conditional Gifts”)
- D Prayer will maintained as a key element of our activity.

Last revision 7/25/09

Policy 3.05 Gift Acceptance Policy

Policy Statement

The goal is to encourage support for Horizon without encumbering it with gifts that may generate costs or liabilities in excess of the benefit provided, or that are restricted in a manner not consistent with the purpose, goals or policies of Horizon.

Rationale

This policy is intended to provide a framework for the types and forms of gifts that will provide maximum benefit both to the donor and to Horizon. This overview addresses both current and planned gifts

Guidelines

1. Gift Acceptance Committee In some cases, a proposed gift may require consultation by a Gift Acceptance Committee, (GAC) as outlined below.
 - (a) Director of Development
 - (b) Superintendent
 - (c) Chair of the Board of Trustees
 - (d) Vice-Chair of the Board of Trustees
 - (e) Secretary-Treasurer of the Board of Trustees

2. Authority to Accept Gifts An outright, unrestricted cash gift of any amount may be accepted by the Superintendent, Director of Development, or any member of the Board of Trustees.

A non-cash gift (including real property, stock, or a planned gift vehicle) may be accepted by the Superintendent, Director of Development, or any Board Member serving on the GAC, subject to review by the GAC.

3. Professional Relationship

In all dealings with legal, financial and planned giving advisors, ethical

relationships will be established and maintained. If asked to recommend such advisors and professionals to donors, a list of 3-5 names will be presented and the choice of advisor will be made by the donor.

Horizon will not draft legal documents for any donor or planned gift except to provide model documents for example purposes only. In most cases, any and all fees associated with Planned Gift legal documents, appraisals or assessments will be paid by the donor before the gift is accepted. All documents submitted by the donor's advisors will be reviewed by Horizon.

4. Outright Gifts

Gifts in the form of cash and checks shall be accepted regardless of amount unless there is a question as to whether the donor has sufficient title to the assets or is competent to legally transfer the funds as a gift to Horizon.

All checks must be made payable to Horizon and shall in no event be made payable to an employee, agent, or volunteer for the credit of Horizon.

5. Publicly Traded Securities

Securities which are traded on nationally recognized stock exchanges or other readily marketable securities shall be accepted by and either held or sold in accordance with Horizon's investment policy. In no event shall an employee or volunteer commit to a donor that a particular security will be held without prior written authorization to do so by the GAC.

The Executive Committee of the Board will periodically review the investment strategy of Horizon with outside investment counsel.

6. Closely Held Securities

Non-publicly traded securities may only be accepted after approval of the GAC. Such securities may be subsequently disposed of only with the approval of the GAC. No commitments shall be made for disposition of such securities prior to completion of the gift.

7. Real Property

No gift of real estate shall be accepted without prior written approval of the GAC.

No gift of real estate shall be accepted without first being appraised by an independent party acceptable to Horizon who shall have no business or other

relationship with the donor or Horizon. If appropriate to the property, a Level I Environmental Site Assessment would be performed by a qualified geologist, engineer, or site assessment firm.

A follow-up Level II Site Assessment may be required dependent on the initial study. Clean up of contamination would be completed prior to the acceptance of the gift property, except in rare cases and determined by the GAC.

Horizon will not accept real estate encumbered by a mortgage, unless special circumstances exist and with written authorization of the GAC.

Gifts of real property valued at \$5,000 and over must be evaluated by an independent appraiser and appropriate IRS forms required will be completed.

8. Tangible Personal Property

No personal property shall be accepted unless there is reason to believe the property can be quickly disposed of or has a direct use in either the New Campus project or would replace an item normally contained in the annual operation budget. No personal property shall be accepted that obligates Horizon to ownership in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard will be accepted without prior GAC approval.

Property valued at \$5,000 or more will be independently appraised and appropriate IRS forms completed. For tax deduction purposes, the donor must obtain a written appraisal for inclusion on their tax form. Horizon does not determine the value of donated personal property.

9. Planned Gift Arrangements

Horizon may accept gifts that include bequests, life insurance, irrevocable or revocable trusts, life estates, charitable remainder annuity and unitrusts, charitable lead trusts and gift annuities that are written by Northwest Christian Community Foundation in which Horizon is the charitable beneficiary. All planned gift vehicles will be reviewed by the GAC and Horizon legal counsel.

Gift types can be funded with cash, marketable securities, closely held stock, real estate, notes, mortgages and contracts and miscellaneous tangible personal property. The funding source for planned gift will be reviewed according to the previous stated policy for outright gifts.

10. Gift Acknowledgments

All gifts to Horizon are sincerely appreciated and promptly acknowledged with a letter. The current IRS rulings and requirements will be adhered to concerning gifts of \$250.00 or more as well as gifts of \$75.00 or more that include providing goods or services to the donor as a non-deductible portion of the gift.

Stock gifts are attributed the median price on the day received.

Gifts to Horizon are confidential and access to donor records is restricted to those on the GAC and the accounting staff, unless the donor wishes to make his gift known to others.

11. Gift Levels

Trusts are established for a minimum of \$100,000.00. Horizon may serve as trustee for charitable remainder trusts on the condition the trust instrument shall give Horizon the authority to delegate management of trust funds to a bank, investment advisor or other financial institutions, as well as to remove or change such financial institution. An appropriate management fee may be charged against the trust as normally required by the bank or financial institution.

Bequest gifts of any amount may be received. Donors are encouraged to leave their charitable bequests by will as unrestricted, rather than specific program areas that may or may not be in existence in the future.

In-kind donations of goods and services are accepted from competent professionals wishing to assist the Horizon with the Capital or operating expenses.

Last Review 2/10/2020

Last Prior revision 7/25/2009

Policy 3.06 Minor Fund-raising Projects

Policy Statement - Fundraising activities which are limited in scope, such as mission or classroom projects, will require authorization from the Business Manager and the appropriate principal who will keep the Superintendent informed as to the nature and duration of these activities.

Rationale – Horizon does not want to be known as a school which is constantly raising individual project funds.

Guidelines:

- 1 The project does not interfere with the regular giving to the school for general funds or capital funds.
- 2 The project has a particular purpose which will be of benefit to the educational program of the school.
- 3 The project funds will be used for areas not covered by the general fund
- 4 The project will be of benefit to and assist in the unity and cohesiveness of the Horizon community.
- 5 The project be spaced out on the calendar so various events are not in competition.

Last Review 09/10/2018
Last Prior Revision 7/25/2009

Policy 3.07 Solicitation of Gifts

As a matter of stewardship, HORIZON's primary efforts in requesting gifts shall be directed to God's people. Christians have the primary responsibility for and interest in accomplishing the Lord's work.

We will also request gifts from those in businesses, organizations, foundations, and non-Christian individuals that support independent education, or are generally philanthropic, or because of some identifiable relationship (e.g., employer of a parent, school vendor, grandparents, friend) that may be supportive of HORIZON.

Gifts will not be requested from any individuals or entities that generate their funds through illegal or undesirable activity. Solicitation of such persons or

entities may tend to endorse the underlying activity and, thereby, at least create the appearance of evil.

Last revision 7/25/09

Policy 3.08 Conditional Gifts

Regardless of the source or size of a gift, no conditions may be attached to the donor or assurances given by the recipient without the prior approval of the Board. Any conditional gift must be unanimously approved by the entire Board before it may be accepted on behalf of HORIZON.

Any gift not clearly authorized by this policy statement must receive Board approval before the gift may be accepted.

Last revision 7/25/09

Policy 3.09 Endowment Fund Policy

A Objective

The objective of the Fund is to accept gifts according to the Gift Acceptance Policy of HORIZON. Accepted gifts will be placed within the Fund that shall be invested in perpetuity, unless otherwise directed by the donor.

The endowment fund is not a separate 501(c)3 legal entity and the fund is separate and apart from gifts that may be designated to construct the New Campus and retire any indebtedness incurred in the construction of the campus.

B Use of Endowment Fund Income

The Horizon Endowment Fund will be invested according to the Investment Policy of the Board of Trustees. Income generated from the fund shall be reinvested until the fund reaches an initial goal of \$100,000.00.

After this initial goal is reached, the Board will adopt an annual percentage of the total fund to be available yearly to be included in the annual operating budget. It is anticipated that the annual percentage will be calculated on a total return basis and will reflect several years' investment history.

Determination of the income available will be made yearly by the Executive Committee and upon recommendation of advisors and approval of the Board of Trustees. The Endowment Fund income will generally be used in the following general categories:

- 1 Tuition assistance
- 2 Capital expenditures
- 3 Debt retirement
- 4 Operating budget support

If donated funds to the Endowment Fund have been specifically designated or restricted by the donor, the income from such funds will be used exclusively for the designated activity, program or operating fund.

C Assignment of Funds Received Without Donor Restrictions

Each devise, bequest, annuity and planned gift made to HORIZON and not designated by the donor for a specific use shall be deposited into the

Endowment Fund

D Investment Policy

The investment of Endowment Fund assets will be made according to HORIZON's Investment Policy established by the Board of Trustees.

E Strategy to Increase the Endowment Fund

It is the responsibility of the Board of Trustees to actively provide plans and strategies to increase the amount of donations directed to the Endowment Fund. Specifically, the Development Committee is responsible to utilize board members, key volunteers and donors and the Development Department staff to:

- 1 Acquire potential donors with the opportunity of making gifts and bequests to the Endowment.
- 2 Present prior to each fiscal year a proposal for the use of the funds during the following year. All proposed programs shall be subject to approval of the Board of Trustees.
- 3 Seek professional advice as needed including legal and investment management advice.

F Financial Reporting

It is the responsibility of the Executive Committee to:

- 1 Present to the Board a quarterly financial report on the status of the Funds and the Investment policy pertaining to the Fund.
- 2 Provide sufficient oversight to insure that all donor imposed restrictions are honored to the fullest extent practicable.

Last Revision 7/25/09

Policy 3.10 Budgetary Process

Policy Statement – Horizon will annually adopt an operating budget which includes assumptions about Enrollment, Tuition rates, contributions, staffing, operating costs and debt service. The budget adopted will have an operating surplus forecast for the upcoming fiscal year beginning on July 1 and ending on June 30th of the next year.

Rationale – The annual budget is a reflection of the goals and priorities of the school.

Guidelines:

- 1 Horizon’s Board will appoint a budget committee consisting of board members and administration to jointly develop the annual budget.
- 2 The Budget will be approved at the last scheduled Board meeting prior to the end of the school year, for the upcoming year.
- 3 Pursuant to the statutes of Incorporation and By-Laws, the approval of the annual budget requires an affirmative vote of the Board.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 3.11 Books of Record and Financial Statements

Policy Statement - The financial transactions of the School shall be recorded according to generally accepted accounting principles.

Guidelines:

1. The Accounting department shall reconcile bank statements monthly and shall post all monthly entries in the books of record (the “general ledger”) and prepare monthly financial statements.
2. In addition, the Accounting Department shall provide to the Superintendent complete copies of bank and/or liquid account reconciliations every month as well as detailed reports of accounts receivable and restricted funds.
3. At the regularly scheduled Board meetings, the report shall be presented to the Board. The Board will review the financial report upon its presentation.

Last Review 09/10/2018
Last Prior Revision 7/25/2009

Policy 3.12 Audits

Policy Statement - An audit is to be completed by our independent external accounting firm annually as required by lenders and as authorized by the Board of Trustees.

Guidelines:

1. A required component of the review or audit services performed shall include a letter to the Board from the school's external audit firm addressing their assessment of, and recommendations regarding, the adequacy of the school's system of internal controls.

Last Review 09/10/2018
Last Prior Revision 7/25/2009

Policy 3.13 Long- or short-term Debt

Pursuant to the By-Laws, approval to assume any debt, short- or long-term, must be granted by the Board of Trustees.

Last Revision 7/25/09

Policy 3.14 Banking Arrangements

Policy Statement – Horizon will maintain banking relationships with financial institutions in order to safeguard the cash resources of Horizon and facilitate the financial operation of the school.

Rationale – Banking arrangements will include checking accounts, savings accounts, Certificates of Deposit, and investment accounts as needed by Horizon and any subsidiaries.

Guidelines:

- 1 Each account of Horizon shall be authorized by the Board.
- 2 All signers shall be approved by the Officers of the Corporation
- 3 Horizon may use electronic depositing, funds transfers, and electronic payments as determined by the Officers from time to time.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 3.15 Receipts and disbursements

A Cash Receipts

All receipts of HORIZON shall be recorded and deposited on a timely basis by the School administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips, computer slips, and/or photocopies of checks shall be in sufficient detail so as to document the source of the funds.

B Cash Disbursements

HORIZON must maintain an internal control environment which ensures that all cash disbursements are (a) for approved expenditures only, and (b) are properly reflected in the accounting records against the appropriate budgetary line items.

Accordingly, the following internal controls will be maintained with regards to the various types of cash disbursements:

- 1 For payroll disbursements, the monthly payroll register will be reviewed and approved by the Superintendent for appropriateness and compliance with budgeted salary levels for individual personnel.
- 2 For recurring utilities, maintenance and benefits costs, the review and approval of these monthly costs will be made by the Superintendent or their designee at the time of check signing.
- 3 For non-recurring purchases (i.e. textbooks, capital expenditures) over specified dollar limits as established by the Board of Trustees, purchase orders will be required and must be approved by the Board Chair prior to submission to the vendor.
- 4 Additionally, all non-recurring purchases and capital expenditures in excess of specified dollar limits as established by the Board of Trustees,

will require advance approval by the Board of Trustees. Such specified dollar limits will be reviewed and approved annually by the Board of Trustees.

5 HORIZON shall have a petty cash account not in excess of \$250.

Last Revision 7/25/09

Policy 3.16 Investment of Funds

A Investment Objectives

The primary objective in investing any available and any excess operating funds of HORIZON is preservation of capital. Maximizing the return from the investments is an important secondary consideration.

B Permissible Investments

These are to be determined by the Board of Trustees.

Last Revision 7/25/09

Policy 3.17 Facilities Use Policy

Policy Statement – It is the Policy of the Horizon Board of Trustees for Horizon Christian School facilities be used to further the Mission and Vision of the school. Groups that support the schools Mission, Vision, Codes of Conduct, and the Horizon Distinctives may be allowed to use the facilities by specific permission when available and on a suggested reimbursement of out of pocket cost basis.

Rationale – The Horizon Board of Trustees realize that everything we have is a gift from God, including the building and grounds, and that the Trustees and school staff are stewards of those facilities to be used for His purposes and to be shared with others when available and as a use secondary to the Horizon’s primary use.

Guidelines for Use –

1. Groups requesting permission to use any Horizon Facilities understand any use of the facility will not conflict with Horizon Mission, Vision, Codes of Conduct and Distinctives.
2. Horizon retains the sole right to determine who may use any Horizon facilities.
3. Groups using Horizon facilities understand that Horizon is not in the business of renting its facilities and as such, understand the use of the facilities are as an “as-is condition”.
4. Any use of the facilities must comply with any applicable local, state and/or federal rules, laws, and regulations.
5. Groups may not transfer the permission for use of the facilities to a third party.
6. Horizon will maintain a calendar of all school events and will make determination of when the facilities may be available for use by outside groups.
7. Horizon is not responsible for scheduling or granting permission for the use of space leased to Shepherd of the Valley Bible Church (SVBC).
8. SVBC will regulate use of its leased facilities according to its own guidelines and schedule. These guidelines must be in agreement with the Horizon Christian School Mission, Vision, and Codes of Conduct.
9. Suggested reimbursement for out of pocket costs for use of the Horizon facilities will be determined prior to use by that group.
10. If it is determined by a representative of Horizon, during the use of the facilities by an outside group, that the user is not complying with one or more of the principles governing use of the facility, they must immediately vacate the premises.
11. Groups using the Horizon Christian School facilities agree to hold harmless Horizon Christian School, administrators, and staff for any event they hold using those facilities.

Supporting Documents

To manage use of its facilities by outside groups, HORIZON uses a number of forms which are contained in Appendix H.

Last Review 9/12/16
Last Revision 9/21/15

Policy 3.18 Financial Policy

Since the founding of HORIZON, it has been the intent to be “a model of educational efficiency by the wise use of available resources.” HORIZON is financed mainly by tuition and fees. It is, therefore, imperative that all families realize the importance of keeping their account current. With all of us working together, the school will function as it should for the benefit of our students.

The following guidelines have been adopted to encourage accountability:

- A Parents/guardians will be required to sign an Admission Acceptance Agreement for their child/children attending HORIZON.
- B After a student is accepted for admission, a non-refundable deposit is required in order to complete the admission process..
- C Tuition is billed in 12 equal payments. Billing statements will be sent home on the 1st of each month. All payments are due on the 1st of the month and are late after the 5th. The first billing is July 1st. The final billing statement is June 1st. Families may also choose to pay tuition for the entire year prior to September 1st and receive an early payment discount of 3%.
- D Any payment that is more than 30 days past due may result in removal of the student(s) until either the account is brought up to date, or by preauthorized bank debit or credit card transaction placed on file with Horizon, in monthly installments equal to the remaining balance due for the year which will be drawn on the first day of each month.
- E No student will be allowed to start the second semester if less than 90% of the total charges to date have been paid.
- F Accounts must be paid in full before a student graduates.
- G In the event that arrangements for outstanding account balances have not been made, measures may be taken to send the account to collections.

The income from tuition covers the basics of an education at HORIZON. Therefore, the school sponsors a contribution and fund-raising program for additional income. HORIZON strongly encourages all families to be involved in these efforts at a level appropriate to their individual circumstances.

Last Revision 1/26/2010

Policy 3.19 Tuition Assistance Policy

Policy Statement - Horizon desires to serve mission appropriate students from families of all economic means by keeping tuition rates as low as possible and by developing non-tuition revenue sources for use in establishing a tuition assistance program.

Rationale - It is the desire of Horizon to serve as many families as possible during any given school year and Tuition Assistance is a tool for use in helping to serve more students.

Guidelines:

1. Families desiring to receive Tuition assistance must
 - a. Demonstrate a family calculated need in the manner specified on the tuition assistance application.
 - b. Submit the application within the time frames specified with all the required information in a complete and accurate manner.
 - c. Be in continuing compliance with all the standards contained in the "Admission Policy" of Horizon.
 - d. Pay for all charges not covered by a tuition assistance allocation with a pre-authorized bank debit or credit card transaction drawn on the first day of each month.
2. Award Determinations
 - a. The total amount of tuition assistance available in any school year is determined by the Board as part of the annual budget process.
 - b. Tuition assistance is only available for tuition. Fees and other incidental expenses are not covered by the Tuition Assistance Policy, but there may be consideration where there is a demonstrated need.
 - c. Tuition assistance awards are determined annually but applied to accounts monthly and are subject to withdrawal in the case of families/students who fall out of compliance with any of the eligibility requirements used in determining the annual award.
3. The amount of tuition assistance awarded to any individual family is solely at the discretion of Horizon.

Last Review 11/13/2018
Last Prior Revision 01/26/2010

Policy 3.20 Tuition

Policy Statement It is Horizon's policy to charge a tuition rate that will cover the major portion of operating expenses each fiscal year. The tuition rate may vary by grade level.

Rationale – It is the Board's desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality Christian education.

Guidelines:

- 1 Tuition does not include all costs which may be incurred by the family. Examples of such costs are consumable textbooks, transportation to and from school, student sports and activities, school supplies, special field trips, and other miscellaneous expenses.
- 2 Tuition Refund Policy - If a committed student, for some reason, cannot return to Horizon, the following refund guideline shall prevail:
 - a. Each enrolled family is responsible for the full tuition of that student for the balance of the semester in question.
 - b. Under no circumstances shall any application fees be refunded.
 - c. No portion of tuition shall be refunded for a student dismissed by expulsion or for disciplinary reasons unless approved by the Board of Trustees.
 - d. Each student's placement is independent. No tuition can be transferred from one student to another.

Last Review 09/11/2017
Last Prior Revision 07/25/2009

Policy 3.21 Fees

Policy Statement – In addition to annual tuition charges, Horizon charges additional fees reflecting the cost of providing services other than those covered by tuition.

Rationale – Fees in general apply to specific additional services provided by Horizon that are more fairly charged to the specific individuals requesting or benefiting from those services.

Guidelines:

1. Admissions and Registration fees – these are part of the annual budget and will be updated annually.
2. Other Fees - may include, but are not specifically limited to:
 - a. Yearbook fee
 - b. Camp activity fee
 - c. Athletic sports fee

Last Review 11/07/2017
Last Prior Revision 07/25/2009

Chapter IV. Personnel Policies

Policy 4.01 Personnel Philosophy Statement

HORIZON cannot maintain a strong educational program without a stable core of teachers who are academically, professionally, and spiritually competent.

The life of the teacher has a tremendous impact on the lives of the students. Teachers are “the living curriculum” in our school. After a pupil has been fully trained, he will be like his teacher. (Luke 6:40) The school staff determines the academic and spiritual quality of the school. Therefore, the Board of Trustees and Administration at HORIZON are committed to selecting, hiring, and retaining academically and spiritually competent faculty.

As a Board or Administration, our number one responsibility throughout the personnel hiring and retention process is to employ individuals who are able to present and live before children, the truth of God’s Word. Their values, attitudes, priorities, and practice should demonstrate a love for their Lord as evidenced by their commitment to live in obedience to His Word, (John 21) (see also Qualifications for Employment). Additionally, each position within the school is to be staffed according to a given individual’s strengths, calling and potential effectiveness.

Last Revision 7/25/09

Policy 4.02 Non-discriminatory Hiring Policy

HORIZON does not discriminate on the basis of race, color, gender, disability, or ethnic origin in hiring or retention of its full or part-time personnel.

Last Revision 7/25/09

Policy 4.03 Qualifications for Employment

Policy Statement - All employees shall be in agreement with the stated purposes and goals of the school as outlined in the Mission Statement and Faith Statements, Articles of Incorporation and By-Laws as may be amended.

Rationale – In order to implement the program of Horizon, it is imperative that all staff members be in agreement with the basic purposes and goals of the school

Guidelines:

1. Application Process

- a. Applicants shall secure and complete an Application for Employment, the form of which is available online or at the school office.
- b. The Board designated staff shall interview all prospective employees. They shall nominate those applicants that they feel, after careful consideration, will best fill any vacant positions. The Superintendent makes the decision as to employment of all staff members with the concurrence of the Board Chair. All employees will have a clear background check prior to employment and are subject to future background checks that would also need to be clear. All employees shall be placed in a period of evaluation with increased oversight and frequent review for the first six months of continuous service.

2. Professional Qualification for Certification and Appointment

- a. The Superintendent and Principals shall have at least a Bachelor's Degree from a recognized college or university, have previous teaching experience at the appropriate grade level and demonstrate proven ability to oversee curriculum and staff development.
- b. All classroom teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university and meet the requirements of teacher certification. The requirement may be waived or adjusted by the Board.

3. Spiritual Qualifications for Employment

- a. Has accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10)
- b. Demonstrates consistent outward evidence of inward Christian character. (1 Timothy 4:12)
- c. Maintains a regular and contributing involvement in a church which is not in conflict with Horizon's Statement of Faith. (Hebrews 10:24-25)
- d. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God. (Psalm 42:1-2)
- e. Demonstrates spiritual maturity, a teachable spirit; and has a clear conscience before God and man. (Titus 2:2-8)
- f. Has a workable knowledge of the Word of God, knowing how to feed themselves spiritually. (1 Timothy 4:7)

4. Role Model Qualifications for Employment

- a. All employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the immoderate use of alcohol, illicit drugs, and the use of vulgar and profane language. (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 2:10, 5:18, 21-22; James 3:17-18)

Last Review 11/13/2018
Last Prior Revision 07/25/2009

Policy 4.04 Teacher Certification Policy

Policy Statement – Faculty members should be college graduates and hold a current teaching license issued by a state licensing agency

Rationale – Horizon's customers expect teachers to have similar professional qualifications as teachers in the public school system.

Guidelines:

- 1. All teachers who initially do not have a Teaching License will have an agreed plan with administration to acquire licensure.
- 2. If a Teaching License cannot be obtained within the agreed timeframe, a written application for extension must be submitted to the administration. The plan to obtain the required certifications and progress toward certification must be included.

3. Educational administrators should carry appropriate certifications from either a state licensing agency or ACSI.
4. A Temporary Certificate may be accepted.
5. Each Faculty member will provide a copy of their current license to the Superintendent.
6. The salary schedule shall be reviewed annually by the Board of Trustees.

Last Review 11/07/2017
Last Prior Revision 07/25/2009

Policy 4.05 Teacher Contract and Salary

Policy Statement - All teachers at Horizon must have a teaching contract on the standard form (see Appendix A) as approved by the Board of Trustees.

Rationale – The teaching contract highlights the key expectations of teachers and outlines the pay and benefit policies available to teaching staff.

Guidelines:

1. All contracts shall be at will and for a one-year term unless specifically altered by the Board of Trustees
2. The Superintendent will send out enquiry as to their intent to return to all teachers with enough time to respond prior to Spring Break. All employment contracts not signed and returned within fifteen (15) calendar days of issuance shall be considered rejected.
3. The Board of Trustees retains the right to withdraw an offer any time prior to acceptance.
4. Contracts will be signed no later than the end of June for returning teachers.
5. Horizon does not provide tenure for teachers.
6. Teacher Aides and other Exempt and Non-Exempt staff are at will

employees and not offered contracts.

7. If certain tasks or projects require additional time during the summer months for properly performing the assigned duties and/or require extensive after-hours work, a contract extension may be granted. Salary and/or stipends for such extraordinary employment shall be set by the Superintendent in consultation with the Board Chair and added to the amount of the employee's salary.
8. All compensation policies, including those for administrative, professional and auxiliary personnel, substitute teachers, teacher aides, visiting teachers, etc., by contract, schedule or rate, shall be established by Board of Trustees at the time of adoption of the annual budget.

Last Review 11/13/2018

Last Prior Revision 11/07/2017

Policy 4.06 Credit for Teaching Experience

Policy Statement - Horizon's current salary guidelines provide for increasing compensation as experience and additional educational attainment is achieved. For teachers coming to Horizon with teaching experience at other schools, the Superintendent is authorized to implement credit for service at other schools at Horizon's discretion.

Rationale - Horizon recognizes that teachers' skills and effectiveness will improve as they become more experienced and are engaged in continuing education.

Guidelines

- A Certified teachers who are employed by Horizon will be allowed credit for prior certified teaching experience and placed in the pay level equal to those years' experience up to a maximum of five (5) years.
- B Credit will be allowed for uncertified teaching experience at the rate of one (1) year for each two (2) years of uncertified experience, regardless of location of such experience up to a maximum of the equivalent of five (5) years of total prior certified teaching experience. In calculating the credit, only full years of experience will be used and any partial year will be discarded.
- C Uncertified Horizon teachers who become certified or are issued a temporary certificate will be moved to the certified pay scale at the beginning of their next contract year to the appropriate level of experience not to exceed a 10% salary increase.

Last Review 11/13/2018
Last Prior Revision 7/25/2009

Policy 4.07 Exempt Employee Leave of Absence Policies

Policy Statement – Horizon recognizes that Exempt employees have personal, family and civic responsibilities that will conflict with their professional responsibilities at Horizon.

Rationale – This policy is intended to outline policies that apply in the various reasons that exempt employees may not report for work as scheduled.

Guidelines:

1. Jury Duty Leave

- a. Exempt employees including teachers summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment.
- b. The leave shall be without pay and the employee shall be required to notify the Superintendent immediately upon receipt of jury duty assignment.

2. Funeral Leave

- a. Exempt employees shall be allowed up to two days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as a spouse, father, mother, sister, brother, child, grandparent, grandchild or any other person residing in the same household.
- b. Exempt employees may use available sick leave for attending the funeral of family members who do not meet the definition of immediate family. Examples of non-immediate family may include, but are not limited to, brother or sister in-law, aunt, uncle, niece, nephew or first cousin.
- c. Additional time, not to exceed one day, shall be granted without loss of pay or sick leave credit, at the discretion of the administrative staff, when it is necessary to travel in connection with the death of a relative.

3. Sick Leave

- a. All exempt employees both part and full time including teachers shall receive their regular pay for absence on account of personal illness, personal incapacity due to injury or illness in the immediate family (as defined in bereavement leave), up to the allowable limit.

All absences must be reported. The effective date for sick leave will be the first day the employee's contract begins or after 90 days of employment for a non-contract employee and will end with the date that the contract or employment ends.

- b. For Exempt Teaching staff, a total of 10 days of sick leave during the contract year:
 - i. For full time teaching staff, this equates to 80 hours of sick leave
 - ii. For part time teaching staff, it is prorated based on the percentage of FTE that the teacher is under contract. (.5 FTE would equal 40 hours of sick leave)
- c. Other Full time Exempt employees are entitled to 1 hour of leave for every 26 hours of paid work time. (This equates to 10 days per year at the employees regular pay rate.)
- d. Exempt employees may accumulate up to 40 hours of sick leave which can be carried over and used in subsequent years.
- e. Unused accumulated sick leave is forfeited at the end of employment.
- f. Sick leave can be used to augment Bereavement Leave as provided above.

4. Paid Personal Leave

- a. An Exempt employee is allowed two (2) paid personal business days for each year of employment. Accumulation of personal business days, including prior contract years is not permitted.
- b. An Exempt employee is entitled to one (1) day of paid leave for the current school year for professional improvement, which shall be in addition to any other such activities approved for exempt employees.
- c. Use of personal and professional days are to be approved by administration.

5. Medical and Personal Leave (including pregnancy-related or childbirth disability)

- a. Medical Leave is intended to cover longer term illnesses, disabilities and hospitalization and requires a covered employee's request.
- b. Except to the extent of accumulated unused Sick Leave and Personal Leave, Medical Leave shall be without pay.

- c. Included within Medical Leave is any leave required due to a pregnancy-related or childbirth disability. Medical Leave because of a pregnancy-related or childbirth disability would be distinguished from Maternity Leave because in the former, an employee would be medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician.
- d. Medical Leave shall not extend beyond 120 days, at the expiration of which time the Board reserves the right to replace the employee.
- e. Any full-time salaried employee shall not accumulate Sick Leave while on Medical Leave.
- f. Any Exempt employee must have written permission from his or her physician before returning to work.

6. Parental Leave

- a. Exempt employees shall be entitled to a Parental Leave of up to twelve (12) weeks after the birth of a child. Parental Leave (without the existence of a medical reason for the Leave) simply guarantees the employee's right to return to his/her position.
- b. Exempt employees must consult with and apply to the appropriate Principal or Superintendent for Parental Leave in a timely manner both prior to commencement of the Leave and prior to its expiration.

7. FMLA will run concurrently with all other Leaves, except Jury and Funeral Leave.

8. Educational Leave

- a. An Exempt employee may, upon School approval, be entitled to Educational Leave granted for one school semester, not to exceed one school year.
- b. Exempt employees must submit a plan detailing the course of study, hours needed, university offering the course of study, and most importantly, the reasons why the additional degree or further education would benefit Horizon.
- c. The request for leave and plan must be submitted by May 1st of the school year preceding that in which the Educational Leave for the first semester or for a full school year is requested.
- d. Educational Leave shall be without pay.

Last Review 11/07/17
Last Revision 01/01/16

Policy 4.08 Non-Exempt Personnel

Policy Statement – Horizon employs staff members who are classified as Non-Exempt personnel are those persons employed for positions non-exempt as defined by the Fair Labor Standards Act of 1938.

Rationale – It takes more than professional teachers to successfully operate a school. Examples of non-exempt employees include positions such as Receptionist, Administrative Assistant, Nurse, Teacher's Aide, cafeteria workers, Custodians, Bus Drivers and Coaches.

Guidelines:

- A Qualifications for Non-Exempt Personnel
 - a. All employees shall meet the Qualifications for Employment
 - b. All employees shall give evidence of adequate physical and mental condition. The school may require a physical examination as a condition of employment which will be paid for by the school.
- B Non-exempt Employment Procedures
 - a. Applicants shall secure and complete an application for employment which is available on line or at the school office.
 - b. The appropriate staff personnel shall interview all prospective employees. The Superintendent shall recommend to the Board Chair the applicant they believe, after careful evaluation, will be able to fill the open non-exempt position.
- C Probationary Classification
 - a. All non-exempt personnel shall be probationary for the first six months of continuous service.
 - b. Probationary employees shall be evaluated by their supervisor at scheduled intervals.
 - c. After the probationary period has been successfully completed, non-exempt employees will continue on an at-will employment basis.
- D All Non-Exempt employees shall be evaluated by the Superintendent annually.

E Suspension of a Non-Exempt Employee

- d. The Superintendent is authorized to suspend any employee from his/her duties for any of the following reasons for such period of time as is needed to present the matter to the Board:
 - i. Failure to satisfactorily perform his/her job duties.
 - ii. Insubordination including, but not limited to, refusal to do assigned work.
 - iii. Dishonesty.
 - iv. Conviction of any crime involving moral turpitude.
 - v. Conviction of a felony.
 - vi. Overuse of Alcohol
 - vii. Use of narcotics.
 - viii. Failure to report to work or an absence of three consecutive working days (employee's abandonment of position).
 - ix. Physical or mental condition that is dangerous to children, or other employees, staff, or parents of Horizon.
 - x. Failure to meet the Qualifications for Employment.
 - xi. Any other reason, not specified above, deemed sufficient by the superintendent, principal, and/or Board of Trustees.

F Non-Exempt Employee Compensation

- a. Wage rates for Non-Exempt personnel are established by the Board during the annual budget process. Required duties for each position are set forth in the Job Description.
- b. Non-Exempt employees are paid monthly based on hours worked during the month.

G Horizon provides rest breaks as stipulated by state law. These breaks are to be taken in the manner and place so as not to overly interfere with school activities and work duties.

H A yearly evaluation of each staff member is to be completed by their direct supervisor. Copies of the evaluation will be kept on file.

- I The decision as to whether Horizon shall permit an employee to work overtime, and, if requested, appropriate compensatory time for said work is at the discretion of the Superintendent, but in all cases will follow the requirements of applicable State and Federal law including the requirements of the Fair Labor Standards Act.
- J Sick Leave
 - a. All non-exempt employees, both part and full time, shall receive their regular pay for absence on account of personal illness, personal incapacity due to injury or illness in the immediate family (see definition in Policy 4.07 2B), up to the allowable limit. All absences must be reported. The effective date for sick leave will be 90 days after employment begins and will end with the date that employment ends.
 - b. Non-Exempt employees have the number of allowable days of leave as follows: 1 hour of leave for every 26 hours of paid work time. (This equates to 10 days per year at the employees regular pay rate.) For Stipend paid employees such as coaches (athletic, drama, music, forensics, etc.), this amounts to 1/26th of the annual stipend amount.
 - c. Non-Exempt employees may accumulate up to 40 hours of sick leave which can be carried over and used in subsequent years. For stipend paid employees, the maximum carryover will be expressed in a dollar amount at 1/52nd of the annual stipend.
- K Medical and Personal Leave (including pregnancy-related or childbirth disability)
 - a. Medical Leave is intended to cover longer term illnesses, disabilities and hospitalization and requires a covered employee's request.
 - b. Except to the extent of accumulated unused Sick Leave, Medical Leave shall be without pay.
 - c. Included within Medical Leave is any leave required due to a pregnancy-related or childbirth disability. Medical Leave because of a pregnancy-related or childbirth disability would be distinguished from Maternity Leave because in the former, an employee would be medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician.
 - d. Medical Leave shall not extend beyond 120 days, at the expiration of which time Horizon reserves the right to replace the employee.

- e. Any Non-exempt employee shall not accumulate Sick Leave while on Medical Leave.
- f. Any non-exempt employee must have written permission from his or her physician before returning to work.

L Parental Leave

- a. Non-Exempt employees shall be entitled to Parental Leave of up to twelve (12) weeks after the birth of a child. Parental Leave (without the existence of a medical reason for the Leave) simply guarantees the employee's right to return to his/her position.
- b. Non-Exempt employees must consult with and apply to the appropriate Principal or Superintendent for Parental Leave in a timely manner both prior to commencement of the Leave and prior to its expiration.
- c. FMLA will run concurrently with all other Leaves.

Last Review 11/13/2018
Last Prior Revision 01/01/2016

Policy 4.09 Medical Benefits Policy

Policy Statement – Horizon offers group medical insurance benefits to all employees eligible under the terms of the plan as it exists from time to time. Employees may also wish to take advantage of the individual insurance options provided under the Affordable Care Act of 2010 through the State sponsored health care exchanges. The Affordable Care Act mandates every individual must have health insurance or pay an annual penalty in lieu of insurance.

Rationale – All individuals must have health insurance which covers, at a minimum, catastrophic health events. Individual choice, based on their circumstances may dictate the type insurance coverage that is most attractive to an individual. Some may prefer a HMO style of insurance that prepays for medical expenses in advance of needing services. Others may prefer lower premiums and higher co-payment insurance as their personal situation may dictate. Some employees may choose to be covered by a spouse's insurance policy. Horizon's medical insurance offering is designed to provide an alternative to individual policies. Individual policies, coupled with Federal subsidies may be more attractive to individuals than Horizon's group medical plan.

Plan Description

A Medical Insurance for Exempt employees.

- 1 Eligibility - Employees who work are contracted for an FTE of more than .50 and exempt professional staff whose standard work schedule is twenty-one (21) or more hours per week are eligible for employee and family coverage.
- 2 Employee Benefit Options – Horizon Christian School offers
 - (a) A HSA (health savings account) plan – See the chart below for paid premium coverage formula
- 3 Employee Premium Payments
 - (a) Full Time Employees

| Horizon Paid Coverage as a % of total Premiums) | | Employed before June 30, 2014 | Employed after June 30, 2014 |
|----------------------------------------------------|--|------------------------------------------|---------------------------------|
| Employee only | | 98% | 80% |
| Employee + Spouse | | 85% | 70% |
| Employee + Children | | 85% | 70% |
| Employee + Family | | 75% | 70% |

(b) Part Time Employees

| Horizon Paid Coverage as a % of total Premiums) | | Scheduled hours between ½ and 2/3 rd time | Scheduled hours over 2/3rds but less than full time |
|----------------------------------------------------|--|-------------------------------------------------|-----------------------------------------------------------|
| Employee only | | 80% | 80% |
| Employee + Spouse | | 50% | 60% |
| Employee + Children | | 50% | 60% |
| Employee + Family | | 50% | 60% |

4 Coverage

- (a) Employees never having had a contract with HORIZON - Medical insurance will be in effect 30 days after initial employment begins and at the beginning day of the succeeding month. For newly hired teachers who begin their initial employment at the beginning of a new school year, October 1 would normally be the first day of coverage.
- (b) For an employee who has signed a contract with Horizon for the school year following the year covered by this contract, Horizon will pay the health insurance premium for July and August in accordance with the formula described above and for premiums being paid in the year covered by this contract
- (c) Insurance coverage ends on the last day of the month in which the employee's employment ends. For teaching staff, this would normally be June 30th, irrespective of the compensation payment plan selected in the employment contract. Employees who terminate their employment after June 30th and have received coverage for July and/or August are responsible for reimbursing Horizon for the full cost of that coverage provided, but not part of their compensation.

5 Medical insurance coverage and the level of benefits selected are solely determined by HORIZON.

6 Portability - Employees who elect to leave at the end of their contract year are eligible for COBRA benefits. HORIZON will provide this information in accordance with the applicable United States Statutes upon request.

B Medical Insurance for Non-Exempt Staff

- 1 Eligibility - Employees who normally are scheduled to work 1,040 or more hours per year are eligible for employee coverage only.
- 2 Employee Benefit Options – Horizon Christian School offers
 - (a) A HSA (health savings account) plan (See co-payment below.)

3 Employee Premium payments

- (a) Full Time Employees are responsible for 20% of the premium cost.
- (b) Part Time Employees Are responsible for 40% of the premium cost.
- 4 Period of coverage - Medical insurance will be in effect 30 days after initial employment begins and at the beginning day of the succeeding month Insurance coverage ends on the last day of the month in which the employee's employment ends
- 5 Medical insurance coverage and the level of benefits selected are solely determined by HORIZON.
- 6 Portability - Employees who leave HORIZON are eligible for COBRA benefits. HORIZON will provide this information in accordance with the applicable United States Statutes upon request.
- C Policies for all employees
 - 1 Employees may not choose to receive cash in lieu of medical benefits
 - 2 Medical Benefits will not aggregate if you are less than full time and work in more than one employment classification with Horizon. For example, if you are a part time contract employee, and also work as an hourly employee, it does not change your eligibility or Horizon contribution towards medical insurance.
 - 3 Benefits also do not aggregate if you and your spouse both work for Horizon and each of you are less than full time.
 - 4 Employees who are on unpaid leave, and who have medical insurance will continue to be covered during the unpaid leave. Horizon will continue to pay the employer portion of the medical insurance premiums and the employee will be responsible to continue to pay their portion of the medical insurance premiums.
- D Affordable Health Care Act of 2010 Provision
 - 1 MLR (Medical Loss Ratio): Generally the MLR is the ratio of health insurance premiums an insurer spends on health care versus administrative expenses. It is expressed as a percentage, for example, an MLR of 80% means \$8 out of every \$10 the insurer receives are spent on health care, with the other \$2 on overhead, profits and admin expenses. The MLR is calculated on the carrier's block of business – not a specific individual or group.
 - 2 In the event that our group receives a rebate due to the insurance company exceeding the 20% MLR administration percentage for that block of business you will be rebated the percentage of which you paid for your insurance. This will be added to your paycheck as a one-time payment and will be subject to taxes. If the portion that you paid for premium was paid with after tax dollars then you will be reimbursed the amount not subject to taxes.

Last Review 9/12/16

Last Revision effective June 30, 2015

Policy 4.10 Staff Member Tuition Discounts

Policy Statement – Horizon recognizes that staff members serve at Horizon at a significant personal financial sacrifice that can preclude staff member children being able to attend Horizon at full tuition pricing.

Rationale – Horizon encourages all staff members to enroll their children at Horizon and wants to provide tuition assistance in order to encourage and support their enrollment.

Guidelines:

9. Student Tuition Discount for Certified Staff (teachers, professional staff)
 - a. In order to be eligible for tuition discount, students must be in compliance with all standards and policies of Horizon. Continuing adherence to this policy is a condition for continued receipt of the student tuition discount provided.
 - b. The students must be your children and be eligible to be claimed as dependents on your income tax return.
 - c. A full-time contract employee shall receive a discount equal to 85% of the student tuition charge for any children enrolled at Horizon
 - d. Part-time contract employees will receive 85% discount in proportion to the FTE of their contract. For example, a .75 FTE contract employee is responsible for 15% on 75% of tuition plus 100% on 25% of tuition.
10. Student Tuition Discount for Non-Exempt Staff (office staff, teacher's aides) is not provided by Horizon.
11. Student tuition discounts are for tuition only and applicable student fees must be paid for any student covered by this provision.
12. Horizon is not liable to reimburse any certified staff member for any benefit not used in the fringe benefit package. Employees may not choose to receive cash in lieu of any benefit.

Last Review 11/07/2017
Last Prior Revision 07/25/2009

Policy 4.11 Worker's Compensation

Policy Statement – Horizon participates in mandatory worker's compensation insurance coverage.

Rationale – Because Horizon desires a safe environment for employees, parents, and students, and because our insurance rates are based on our safety record, all employees are encouraged to avoid unsafe activities and to immediately report any unsafe working conditions to their direct supervisor.

Guidelines:

1. All injuries due to an employee's work must be reported to the office within one day of such injury or illness.
2. Horizon must make a written report of the injury or illness within 24 hours to the school's insurance company.

Last Review 11/13/2018

Last Prior Revision 07/25/2009

Policy 4.12 Staff Development Policy

Policy Statement – Horizon offers Financial Assistance to Teachers and Professional for continuing education and additional professional development and certification to the extend provided in the annual Horizon budget.

Rationale - The HORIZON Board of Trustees recognizes the importance of continued educational experiences and professional growth activities as a means to improve job performance and for renewal of teaching licenses.

Guidelines

1. Professional growth experiences each year may include, but are not limited to:
 - a. college credit courses (three credits per year toward renewing a license)
 - b. coursework (one course per year for professional growth)
 - c. coursework to obtain initial teaching license
 - d. workshops
 - e. AP training workshops (including housing and travel expenses)
2. To be eligible for reimbursement for the expense of course work or workshops the following guidelines must be followed:
 - a. Superintendent must approve the staff member's written request prior to the beginning of the class or workshop.

- b. Staff member must have been an employee of HORIZON for a minimum of one school year.
- c. Individual must be contracted or scheduled to return to HORIZON for at least one year following tuition assistance.
- d. Course work must be related to field of certification or responsibility, or preparation for a designated position at HORIZON.
- e. Reimbursement will be made after the teacher/administrator has submitted an official grade report which shows successful completion of that course and a paid receipt.
- f. Financial reimbursement will be provided as long as funds are available up to the amount of the annual budget.

Last Review 9/12/16

Last Revision 5/16/2012

Policy 4.13 Teacher Supervision Policy

Policy Statement – The Horizon Board of Trustees recognizes that instruction is the most important element in a sound educational program, and that sufficient provisions will be made to conduct an appraisal of all teachers.

Rationale – Appraisals serve to provide teachers feedback on what they are doing well and areas where they can improve.

Guidelines:

1. A comprehensive teacher supervision program at Horizon will:
 - a. Ensure teacher accountability
 - b. Develop teaching skills and instructional processes
 - c. Adequately monitor, correct, and discipline when needed
 - d. Be conducted in the context of Christian relationships
 - e. Promote the improvement of student learning
2. Specific Procedures
 - a. All teachers will be formally observed by their supervisor a minimum of one time each year.

- b. All teachers will be informally observed (drop in visits with written feedback) a minimum of two times each year.
 - c. In addition to observations, a teacher evaluation will be completed:
 - d. Every year for the first three years a teacher is employed at Horizon
 - e. Every third year thereafter with the option of a self-evaluation every sixth year.
- 3. The evaluation will include assessments in these five areas:
 - a. Christian Life
 - b. Instructional Responsibilities
 - c. Communication
 - d. Professional responsibilities
 - e. Other (contribution, growth, etc.)

Last Review 11/07/2017
Last Prior Revision 07/25/2009

Policy 4.14 Progressive Discipline Policy

Policy Statement – As an employee of Horizon Christian School, you are required to have a continuing belief in our statement of faith and to conduct your life in keeping with the policies outlined in various sections of this Policy Manual and your contract, if a contracted employee.

Rationale – Horizon is an at-will employer; however, we subscribe to the philosophy of progressive and corrective discipline whenever possible in an effort to allow employees an opportunity to correct performance issues.

Guidelines:

1. Any employee's conduct that interferes with the effective operation of Horizon is prohibited. The performance standards listed below are not all-inclusive. Others may be identified and established as necessary. These are published to provide a general understanding of what Horizon considers to be unacceptable conduct. These performance standards are merely examples of the type of misconduct for which employees may be disciplined or terminated.
2. Horizon may impose disciplinary action where the unacceptable employee conduct requires correction. Disciplinary actions include, but are not limited to, verbal/written warnings, retribution, suspension and/or termination. Horizon retains the right to determine what disciplinary actions will be imposed in each individual situation.
3. Violation of any of the following performance standards will result in disciplinary action up to and include immediate termination. The school at its sole discretion may bypass any of the progressive steps for a violation of any of the following:
 - a. Willful and/or negligent violation of safety rules or failure to report accidents immediately.
 - b. Willful failure or refusal to follow the written or verbal instruction of a supervisor.
 - c. Possession of firearms on school property unless you have a concealed carry weapon license. If so, the firearm and/or ammunition must be locked within the trunk, glove box, or other enclosed compartment within the person's privately owned motor vehicle, and the vehicle must be parked appropriately.
 - d. Neglecting job duties and responsibilities.
 - e. Falsifying or misrepresenting company or employment records.

- f. Engaging in unauthorized personal business during work hours.
- g. Discourtesy or rudeness in dealing with employees of the school, visitors and/or representatives of our suppliers or customers.
- h. Failure to give proper notice when unable to report for or continue work as scheduled.
- i. Unexcused or excessive absenteeism or tardiness.
- j. Abuse of sick leave privileges.
- k. Theft, abuse, or misuse of Horizon property, materials, or supplies.
- l. Threatening, harassing, or inflicting bodily harm to fellow employees.
- m. Making false or malicious statements concerning fellow employees.
- n. Intentionally discriminating against other Horizon employees in violation of applicable laws.
- o. Possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs at any time during working hours, on Horizon premises, or while representing Horizon, or reporting to work under the influence of alcohol, controlled substances, or illegal drug.

4. The progressive discipline steps are:

- a. Verbal Warning- In an effort to improve performance or change conduct, your supervisor will speak to you about the problem. This informal verbal warning is counseling designed to make sure you understand the performance or conduct problem and the consequences if there is a repeat incident. Your supervisor will also offer constructive suggestions and assist you in defining mutually agreed upon steps for producing change. The meeting date and content will be documented for appropriate follow up and will be included in the employee's personnel file
- b. Written Warning- If informal verbal warnings fail to achieve the desired objectives, your supervisor, after consulting with the superintendent, will document a written warning. The written warning is to reaffirm the directives and establish both a specific trial period and a clear understanding of the consequences, to include suspension and/or termination, if reasonable change has not been achieved.
- c. Suspension/Termination- Should reasonable change fail to be achieved, your supervisor, after consulting with the superintendent, will take the appropriate next step. The next step can include suspension, or termination of employment

- d. Progressive Discipline Bypass- Depending on the severity of the violation or when misconduct is deemed severe, any step or steps in the above progressive disciplinary procedure may be by-passed resulting in suspension/termination.

Last Review 01/14/2019
Last Prior Revision 07/25/2009

Policy 4.15 Complaints Policy

A Overview

Complaints are handled and resolved as close to their origin as possible. Although no person will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

The Board advises the student, parent or community patron that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

- 1 Teacher
- 2 School Principal
- 3 Superintendent
- 4 Board Chair
- 5 Board of Trustees

If the Superintendent, Principals or Board members are approached with a complaint first, they should direct the complainant back through the proper channel.

B Complaint Procedure

When a student, parent or patron of the community has a complaint concerning the operation and administration of the school, school personnel, learning materials or a related program, the procedure will be as follows:

- 1 The Teacher will hold a meeting with the complainant after receiving a written complaint and shall try to resolve the problem as quickly as possible.
- 2 If satisfaction is not reached, the complaint will immediately be sent to the Principal. The Principal will hold a meeting with the complainant and the teacher and will render a decision at the end of the meeting if possible.
- 3 If the complaint has not been resolved, the Principal, teacher, and complainant will meet with the Superintendent to resolve the problem.

- 4 If the complaint is still not resolved, the complainant will meet with the Superintendent and the Board Chair to resolve the problem.
- 5 If the complaint still has not been resolved, the matter will be placed on the next Board agenda for Board review. The Board will listen to both sides of the issue and will render a decision at the next regularly scheduled Board meeting.

C Scriptural Basis for Policy

If your brother should do wrong against you, go and show him his fault privately; in case he listens, you have won your brother. In case he does not listen, take one or two along, so that from the testimony of two or three witnesses the whole dispute may be settled. (Matthew 18:15-16)

Last Revision 7/25/09

Policy 4.16 Communication and Reconciliation Procedure

The goal of this policy is that open and honest communications will be used to find answers and resolutions on any matters that arise. This procedure should be used in the event that a HORIZON employee has an issue or concern that should be addressed. The procedure to be followed is:

- A The issue or concern should first be addressed with the immediate supervisor. For teachers, this would be the appropriate Principal. For staff employees, this would either be the Superintendent or Business Manager, depending on who the direct supervisor might be. For coaches, whether volunteer or paid, and involving athletic issues only, this would be the Athletic Director.
- B If the matter isn't satisfactorily resolved, the employee may choose one of two courses of action:
 - 1 The employee and his/her supervisor will meet with the HORIZON Chaplain. This option would normally be chosen if the employee considers the issue to be relational in nature. The Chaplain will document the meeting and complete the reconciliation form - Appendix C
 - 2 The employee may elect to request a meeting directly with his/her immediate supervisor and the Board Chair. This option would normally be chosen if the employee considers the issue to be operational and not the type of issue that the Chaplain would be appropriate to involve.
- C For any issue not resolved in step A above, or for issues which the employee chooses either step B (1 or 2), the employee and his/her supervisor will meet with the Board Chair, who will document the meeting and complete the reconciliation form. The Chair will also contact the employee and supervisor concerning action items that were agreed to and completion dates.
- D If the issue is not resolved in step C, an employee can refer the issue to the Board who will consider the matter and issue a final decision.

There are several key Biblical concepts necessary for successful use of this policy and the maintaining of unity.

- A First, pray about the situation. "Pray without ceasing." (1 Thess. 5:17)
- B Don't wait to seek an answer or resolution. If there is a matter that is bothering you, don't wait to address it.
- C Keep the circle small. Going directly to the other person involved often will be the only step needed in resolving the matter. Matthew 18:15

points this out. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.” Even in situations that don’t involve sin, resolution can most quickly and easily be achieved by going directly to the other person involved.

- D Be straightforward. Sometimes it is difficult to cut to the heart of the matter but resolution can only come when the issues are lovingly and clearly presented. “Reckless words pierce like a sword, but the tongue of the wise brings healing.” (Proverbs 12:18)
- E Be willing to listen. Remember that communication is a two-way process focused on resolution. Be willing to listen. James told us to be “quick to listen, slow to speak, and slow to become angry.” (James 1:19)
- F Be forgiving. Our communications process is founded on love and unity. Because of this love and desire for unity, once the matter is resolved, wholehearted forgiveness and restoration of the relationship should result. Jesus said, “a new commandment I give to you, that you love one another. As I have loved you, so must you love one another. All men will know that you are my disciples, if you love one another.” (John 13:34-35)
- G Don’t gossip. As the book of Proverbs repeatedly warns against gossiping and the significant and negative consequences of such conduct, it is expected that all staff will refrain from discussing a confidential matter beyond those necessary. Whether you are directly or indirectly involved, gossiping about the matter is clearly inappropriate. “A perverse man stirs up dissension, and a gossip separates close friends. (Proverbs 16:28)

Last Revision 7/25/09

Policy 4.17 Termination Policy

Policy Statement – The Board of Trustees reserves the right to terminate employees under the procedural guidelines outlined in this policy.

Rationale – There are a number of potential circumstances under which an employee may be terminated by Horizon and the guidelines listed below should govern how and when terminations occur and how pay and benefits are handled in each case.

Guidelines

1. Resignation and Abandonment of Contract for staff under contract.
 - a. An employee shall notify the administration in writing if they are unable to fulfill the contract terms. This will be done allowing the Administration at least a two week notice.
 - b. When an employee is absent from their duties for more than three days without prior approval, or is unable to fulfill the designated duties of the contract, Horizon may rule the contract to have been breached and declare the position open. The employee will be notified prior to the Horizon taking contract termination action.
2. Remuneration in a contract termination
 - a. At the final date of employment, the contract shall be terminated and remaining compensation forfeited. All fringe benefits shall terminate at the end of the next full month following the termination of employment.
 - b. The Superintendent, with the approval of the Chairman of the Board, may adjust the compensation in light of compelling, extenuating circumstances.
3. Reduction in Contract Staff after the end of the school year.
 - a. If a teacher's contract cannot be renewed due to Horizon's need for staff reduction, the Superintendent shall use Principal recommendations based on performance reviews, qualifications for the specific need and seniority in making staff reduction decisions and will have the concurrence of the Chairman of the Board.
 - b. A teacher not offered a contract renewal shall have seven days

after notification in writing to request a hearing with the Chairman of the Board.

4. Exit Interview and Reporting for all employees

- a. All employees leaving the employment of Horizon shall receive an exit interview with the Superintendent or their immediate supervisor and one other individual as a witness and listener. The Chairman of the Board shall receive a report of the interview.
- b. The exit interview should be summarized for the Board. If there are significant findings, the Board and Superintendent should take time to discuss and appropriately address them.

Last Review 11/14/2016
Last Revision 11/14/2016

Policy 4.18 Involuntary Termination

Policy Statement – The involuntary termination of an employee shall require the approval of the Board of Trustees, upon recommendation of the Superintendent for cause. Actions that are deemed for cause include, but are not limited to the list included under guidelines below.

Rationale – On rare occasions, employees of Horizon might not meet the standards of the school as outlined either below or elsewhere in the policy manual. Horizon reserves the right to terminate an employee if deemed in the best interest of the school.

Guidelines:

1. Violation of Spiritual or Role Model Qualifications for Employment as stated in Policy 4.03 – Qualifications for Employment.
2. Incompetence or inefficiency in the performance of his/her duties or in the use of school property.
3. Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
4. Repeated and unexcused absence or tardiness including abuse of sick leave or vacation privileges.
5. Falsifying any information supplied to the school including, but not limited to, information supplied on application forms, employment records, background check or any other Horizon records.
6. Willful or persistent violation of the Policies or procedures of Horizon or any appropriate federal, state or local government agency.
7. Abandonment of position.
8. Advocacy to overthrow the federal, state, or local government by force, violence or other unlawful means.
9. Evaluation(s) below Horizon standards for employment.
10. Physical or mental inability to perform the required job duties.
11. Any other reason, not specified above, deemed sufficient by the Superintendent and/or the Board.

Notice of Dismissal shall be in writing and delivered in person or by certified mail to the last known address.

A regular employee who has been dismissed may appeal the action by following Policy 4.16 - Communication and Reconciliation.

Last Review 02/08/2018

Last Prior Revision 07/25/2009

Policy 4.19 Behavioral Responsibilities of Teachers and Staff

Policy Statement – Horizon expects Teachers and all Staff members to act in a manner consistent with the Mission and Vision of Horizon

Rationale – In order to implement the Mission and Vision of Horizon, each Teacher and Staff member must demonstrate the characteristics of a mature follower of Jesus who has submitted their life to God's direction.

Guidelines

1. HORIZON faculty and staff shall maintain the physical, mental, spiritual and emotional health necessary for job performance. It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.
2. All school personnel shall be assigned working positions by the Superintendent. All such assignments shall be based on the needs of HORIZON. Requests for specific assignment or reassignment shall be granted only if the assignment is determined to be in the best interests of HORIZON.
3. Horizon school employees are expected to wear clothing that is modest, neat, clean and professional. As a professional organization we expect our staff to be leaders and an example to our students of appropriate work attire. Employees may participate in special dress days that are approved by the Superintendent
4. Employees are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should an employee engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. This includes such things as immoderate use of drinking alcoholic beverages, as well as attending movies or listening to music whose primary thrust defiles Biblical standards.
5. The students at HORIZON should be exposed to a wholesome presentation of our political system and to the basic truths of our

American heritage. The classroom is not a forum to promote partisan politics.

Last Review 9/12/16
Last Revision 2/18/2013

Policy 4.20 Offensive Conduct or Sexual Harassment

Policy Statement - No staff member, volunteer, or student of Horizon shall harass another employee or student in a sexual nature or participate in offensive conduct.

Rationale – Sexual Harassment or other offensive conduct is inconsistent with biblical values and can be illegal under federal and or state law.

Guidelines:

1. Any harassment should be reported immediately to the administration or to the Chairman of the Board of Trustees if an administrator was involved.
2. All reports will be immediately investigated and appropriate disciplinary action taken.
3. A written report with signed statements from the alleged harassment will be filed in the personnel file, either by administration or the chairman of the Board of Trustees.

Last Review 02/08/2018
Last Prior Revision 01/13/2014

Policy 4.21 Reporting of Suspected Child Abuse

Policy Statement - It is the policy of Horizon that all employees shall promptly comply with the statutory requirements concerning the reporting of a suspected child abuse.

Rationale – In order to prevent further abuse, safeguard and enhance the welfare of abused children, the use of protective social services is in the best interest of the child suspected of being abused.

Guidelines:

1. Reporting

- a. All Horizon employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report the suspected abuse immediately to the local office of the Oregon Department of Human Services, or to a law enforcement agency within the county where the person making the report is at the time of his/her contact.
- b. The Horizon employee must also immediately inform his/her supervisor, principal and superintendent of the suspected abuse and the report using the Reporting of Suspected Child Abuse form. (See Appendix E) If the suspected abuser is a Horizon employee, then the employee must also inform the Superintendent and the Chair of the Board of Trustees.
- c. Horizon has designated the Superintendent and the Board Chair to receive reports of suspected child abuse by school employees and specify the procedures to be followed upon receipt of a child abuse report. Horizon has posted the name and contact information of the Superintendent and the Board Chair. When action is taken on the report, the person who initiated the report must be notified.
- d. The report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, and any information deemed necessary by the protective social services or law enforcement officers in order to appropriately investigate the reported abuse.
- e. When Horizon receives a report of suspected child abuse by one of its employees, and the Superintendent determines that there is reasonable cause to support the report, Horizon shall place the school employee on paid administrative leave until the Department of Human services or a law enforcement agency either: 1) determines that the report is unfounded or that the

report will not be pursued; or 2) determines that the report is founded and the Horizon takes the appropriate disciplinary action against the school employee. If the Department of Human services or a law enforcement agency is unable to determine whether the child abuse occurred the school may either reinstate the employee or take disciplinary action at the school's discretion.

2. Definitions - Oregon law recognizes these types of abuse

- a. Physical;
- b. Neglect;
- c. Mental injury;
- d. Threat of harm;
- e. Sexual abuse or exploitation.

3. Child means an unmarried person who is under 18 years of age.

4. Confidentiality of Records

Documents, reports and records compiled by Horizon employees pursuant to the provisions of the Child Abuse Act are confidential and are not accessible for public inspection. The Superintendent or designee shall make such records available to any law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission or a child abuse registry in any other state for the purpose of subsequent investigation of child abuse, and to any physician, at the request of the physician, regarding any child brought to the physician or coming before the physician for examination, care or treatment. However, prior to the disclosure of a disciplinary record the Superintendent or designee shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.

5. Failure to Comply

Any Horizon employee who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A Horizon employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records, the employee will be disciplined.

6. Cooperation with Investigator

- a. The Horizon staff shall make every effort in suspected child abuse cases to cooperate with investigating officials as follows:
- b. If the student is to be interviewed at the school, the Superintendent or representative shall make a conference space available. The Superintendent or representative of the school may, at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the Superintendent or representative. The officer shall sign the student out on a form to be provided by the school.
- c. When the subject matter of the interview or investigation is identified to be related to suspected child abuse, Horizon employees shall not notify parents.
- d. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child.
- e. Horizon employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

7. Immunity from Liability

Any Horizon employee participating in good faith in the making of a report pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a Horizon employee in good faith, the student will not be disciplined by the Board or any Horizon employee.

Last Review 02/08/2018
Last Prior Revision 07/25/2009

Policy 4.22 Faculty Responsibilities, Ethics and Conduct

Policy Statement – The basic expectations and responsibilities for each teacher are covered briefly in their individual employment contract and expanded upon in this policy. Other expectations of the teaching staff may also be covered under other policies contained in the Policy Manual.

Rationale - Teachers are expected to have a full working knowledge of the Policy Manual, plus the various handbooks that have been developed to supplement and expand upon the Policy Manual. The policy guidelines listed below summarize many of the important concepts for each teacher to incorporate into their personal behavior and classroom atmosphere.

Guidelines

1. Teachers will treat each student as a unique individual created in the image of God and provide for their fullest intellectual, physical, emotional and spiritual development.
2. Teachers are expected to teach every subject from a Biblical worldview integrating it into the curriculum. All topics are to be taught in a manner consistent with Scripture
3. Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
4. Teachers agree to attend meetings, conferences and student functions (i.e. musicals, sporting events, leadership events, etc.) as may be required by the Board, the Superintendent, Principal, or other administrative officer acting on their behalf. These events and preparation time are considered normal duties and will fit within contracted hours.
5. Teachers will avoid highly debatable topics as much as possible, especially as they relate to denominational, social or political issues.
6. Teachers are to maintain a professional relationship with all parents and avoid developing a relationship that creates the feeling that they must treat a student differently because of that relationship. Teachers should make every effort to maintain the dignity of all parties involved when navigating any school related issues.
7. No employee of HORIZON shall engage in activities that would use students of HORIZON as possible contacts for commercial sales or

financial gain.

8. Teachers may not share any information, without written parental permission, from a student's file or other private information with anyone outside of the HORIZON professional school community.
9. Teachers are never to discuss negative aspects of one student in front of another.
10. The length of the school day shall be established by the Board of trustees as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular school work to be performed, they will carry on a program of contacts with the parents of the students, pursuant to the directions of their principal.
11. Teachers should inform the front office of personal use of the copier. If so requested, they should reimburse the front office for such personal expenses.
12. Teachers shall have the right to inspect their personnel file. Comments shall not be entered into the personnel file until the teacher has had an opportunity to review them with a supervisor. The teacher may respond to any comments within three working days of any written interview.
13. Teachers and staff will direct any media inquiries regarding Horizon Christian School, its policies, operations, events, or staff to the Superintendent or the designated administrator.

Last Review 11/14/2016
Last Revision 11/14/2016

Policy 4.23 Supervisory Responsibilities of Teachers and Staff

Policy Statement - It is the policy of Horizon that all students will be checked on regularly while in a classroom or playground. The closeness of supervision may vary depending on the developmental age of the student.

Rationale – Continuous Supervision of students while they are on campus is an integral part of our mission to develop students for life.

Guidelines:

1. Lunch and Recess - Teachers may be assigned supervision duties during recesses and lunches.
2. Field Trips - The teacher is to ensure that field trips are well supervised. They should ask parents to come as chaperones when an activity demands more supervisory personnel. If students return to school after a field trip and the regular afterschool supervisory staff has left, the teacher(s) are responsible to stay with students until the last student has been picked up.
3. Extra-Curricular Activities - Teacher or other staff supervising students at extra-curricular activities, are responsible to insure that students' behavior is respectful, safe, and represents Horizon well. After the activity is over, the teacher(s) or other responsible staff member(s) are to stay with the students until the last student is picked up.
4. Time Supervision Begins - Unless otherwise specified by an administrator, teachers or supervisory staff are to come fifteen (15) minutes before a program or activity begins or transportation is scheduled to leave to supervise students arriving for or being transported to an event.
5. The "Rule of Three" - Except in the case of an emergency, no Horizon employee or volunteer will be in a secluded environment (visually restricted to outside viewing or transportation vehicle) with an individual student without prior approval of a parent.
6. Physical Restraint - Physical restraint of a student should only be used in emergency situations after other alternatives have failed or have been deemed inappropriate due to the situation. Physical restraint should be administered in the least intrusive manner possible to protect a student, other students and/or staff from imminent, serious physical harm.
7. All staff will receive yearly training on de-escalation and physical restraint. New employees hired after the start of the school year will be trained as part of their new employee orientation.

Last Review 02/08/2018

Last Prior Revision 01/13/2014

Policy 4.24 Removing Students From School During School Hours

Policy Statement – Horizon operates on a closed campus system and hereby sets out the reasons that a student may leave the school during the time when school is in session.

Rationale – The responsible party for each student expects Horizon to provide a safe and secure environment for their student and that includes the expectation that they are at school during school hours.

Guidelines -

1. With the exception of authorized field trips, no students shall be taken from school during school hours by any person, with the following exceptions:
 - a. By a parent or guardian when properly identified.
 - b. By a relative or family friend, only upon written request, properly verified by the parent or guardian.
 - c. By properly identified representatives of law enforcement agencies in making an arrest and therefore taking the student into their custody.
 - d. When the assistance of a student is required by the police officer in the detection or apprehension of a criminal.
2. While it is the duty of the police officer to notify parents or guardian of the person taken into custody or placed in detention, it is still the responsibility of the Principal to confirm this notification with the parent or guardian of the child.
3. Seniors who have off campus lunch privileges may sign out for their lunch period, but are expected to sign in and return prior to their next assigned class period.

Last Review 11/14/2016
Last Revision 11/14/2016

Policy 4.25 Disciplinary Policy Statement

Policy Statement The discipline policy of Horizon is intended to establish an environment that promotes learning whether in the classroom, student

activities or in interpersonal relationships between students and teachers.

Rationale – Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

Guidelines:

1. The school's discipline methods include instruction, correction, consequence, and reward. All of these elements are Biblical principles and a balance between consequence and reward is desirable.
2. Specific student disciplinary procedures are outlined in Chapter Five of the Horizon Policy Manual and the Parent/Student Handbook.

Last Review 02/08/2018

Last Prior Revision 07/25/2009

Policy 4.26 Resource Materials for Classroom and Library Use

Policy Statement - Resource materials include literature, text, film, video, recordings and art. These materials for the classroom and/or the library must reinforce the objectives and philosophy of HORIZON. The language of the material must not be coarse, profane, and immoral or take the Lord's name in vain.

Rationale - Horizon is a distinctly Christian School and all resource materials should reflect our biblical worldview perspective.

Guidelines

1. As much as possible, Christian material should be used. Where they are not, the materials should be examined to determine their potential for teaching truth.
2. Resource materials must be previewed by the teacher before use. If there is any question or doubt concerning the materials, they should be submitted to the administration for review.

Last Review 11/14/2016
Last Revision 11/14/2016

Policy 4.27 Movies, Films and Video Clips

Policy Statement - HORIZON is committed to excellent curriculum in all forms, print, audio, and video. The use of Movies, Films, and Video clips at HORIZON is designed to be part of the curriculum, not primarily as a means of entertainment or a discussion of current cultural trends.

Rationale - Teachers are encouraged to shape student conversations regarding movies or video clips for "entertainment" by directing them toward Godly principles., "whatsoever is true, whatever is honorable, whatever is right, whatever is pure,

whatever is lovely, whatever is of good repute....”

Guidelines -

The following shall govern the use of all movies, films and video clips for instruction at HORIZON:

1. The guidelines of Philippians 4:8 and the “Resource Materials for General Classroom and Library Use” – Policy 4.26, will guide choices for Movies, Films, or Video clips shown at Horizon.
2. Movies, Film and video clip ratings shall only be used with regard to age restrictions. Movies rated above “G” must have specific approval by a school principal.
3. Teachers may use video clips as part of teaching a subject matter that conforms to the guidelines above, even if the entire video might be rated differently. When teachers are using clips from videos with a higher age rating, they must expressly state to their students the reason for using the clip, the principle it illustrates, and why it may not be appropriate to view the entire movie from which the clip was taken.
4. All films must be screened by a HORIZON staff member prior to any viewing by students. The only exception is any film that has been previously approved and has content that does not violate Biblical standards.
5. If the appropriate use of the film is uncertain, the Principal should be consulted prior to scheduling or showing said media.

Last Review 11/14/2016

Last Revision 11/14/2016

Policy 4.28 Curriculum Review

Policy Statement – It is the policy of Horizon to periodically review the school’s curriculum updating both the content and the delivery methodologies in order to better serve our students.

Rationale – As knowledge and sources of information change, periodically reviewing what we teach and how we teach it can make us more effective in our goal of preparing students for life.

Guidelines:

1. A Scope and Sequence for each subject has been adopted and will be periodically updated by Horizon to guide teachers in the use of the curriculum materials provided by the school.
2. Curriculum Selection is the responsibility of the Horizon Administration with input from the curriculum committee.
 - a. The curriculum committee meets when a significant update is contemplated to the curriculum and is composed of at least two teachers, two parents, and at least one Board member in addition to administrative staff.
 - b. Staff or faculty members are involved in reviewing materials and identifying their recommendations. The teachers' recommendations are then discussed and approved by the curriculum committee, which makes a recommendation for approval to the administration.
 - c. Materials from Christian publishers are considered as well as materials from secular publishing companies.
3. Curriculum and methodology workshops shall be scheduled during the school year at regular intervals to provide teachers adequate time for training as well as time to prepare materials and methods for updating.

Last Review 02/08/2018
Last Prior Revision 07/25/2009

Policy 4.29 Lesson Plans

Policy Statement – Horizon has a scope and sequence book to provide a general guide for subjects being taught.

Rationale – The purpose is to maintain continuity year to year

Guidelines:

1. Year Long Curriculum Plan

- a. Teachers are to prepare a syllabus for each subject following the guidance of Horizon's determined Scope and Sequence for that course subject area.
- b. A suggested, standard format will be provided through the principals and based on the purpose for the class. Approximate time periods for major units should be projected.
- c. The syllabus is to be submitted to the principal within the first month of school when creating a new class.

2. Weekly Lesson Plan

- a. Lesson plans should be prepared one week out at all times and available for review by principal upon request.

Last Review 01/14/2019
Last Prior Revision 07/25/2009

Policy 4.30 Volunteer Policy

Policy Statement – It is the policy of Horizon to make use of volunteers in order to supplement the efforts of paid staff members and to provide enrichment opportunities for students to interface with volunteers who care about students.

Rationale – Parent volunteers, volunteer teacher's aides, and other resource people make an important contribution to the school program at Horizon

Guidelines:

1. Prospective volunteers shall be approved in advance and when there will be time alone with students will require a clear background check. They should be willing to work cooperatively with staff and under a specific teacher's supervision.
2. Teachers will provide these individuals with clear information regarding the classroom management program, curriculum and teaching style. Teachers may need to schedule some uninterrupted time to plan with the

parent volunteer.

3. A parent volunteer is a non-professional individual who is willing to assist a teacher on a regular basis. Under the direction and supervision of the teacher he/she may:
 - a. Correct workbook pages or copies. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
 - b. Run off copies (in work room) or construct learning materials, games or reinforcement materials.
 - c. Drill students in math, phonics, etc., as modeled by the teacher.
 - d. Read to students or help them find or check out library books.
 - e. Type materials for teachers.
4. Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform all of the duties listed for volunteers and helpers. Additionally they may:
 - a. Provide some instruction which is planned by the teacher.
 - b. Answer students' questions or help students complete seat work assignments.
 - c. Monitor independent activities to keep students on task.
 - d. Take language experience dictation and complete follow-up language experience activities.
 - e. Supplement direct teacher's instructions with additional controlled practice.
 - f. Direct learning centers; for example, teach and play assigned games.
5. Volunteers should not be given regularly assigned teacher duties (i.e. classroom supervision during class or lunchroom or playground supervision, etc.)
6. Each teacher may utilize resource people to aid in classroom experiences. Parents and/or community people are able to provide additional dimensions to many classroom experiences. All such resource people should be selected with care and approved by a principal. Such resource people should, at a minimum, meet the following requirements:
 - a. The recommendation of a recognized Christian source should be obtained prior to asking the resource person into the classroom.
 - b. The person should be sympathetic with the Christian faith and certainly not antagonistic toward it. Exception may be granted by the Superintendent if there is a purposeful debate or discussion with a different view point. (i.e. evolution)

- c. The background of the classroom material being covered should be presented to the resource person so that his presentation is relevant.
- 7. Volunteers are at will and can be relieved of their duties at the sole discretion of Horizon.

Last Review 02/08/2018
Last Prior Revision 07/25/2009

Policy 4.31 Superintendent Job Description

Policy Statement – The Superintendent of Horizon shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment

Rationale – The Superintendent is a role model for Horizon

Guidelines:

1. Qualifications

- a. The Christian school Superintendent must administrate the school from a Biblical perspective. The superintendent's job definition, seen from the Christian viewpoint, requires that all of the work be accomplished within the ethical standards of the Bible. The superintendent must be a Bible student to see this viewpoint, and must be sensitive to God to see the job day by day from the spiritual perspective.
- b. The Superintendent shall have a Master's Degree from a recognized college or university, have previous teaching experience at an appropriate grade level, demonstrate proven ability to oversee curriculum and staff development, and meet the qualifications found in 1 Timothy 3:1-13.

2. Personal and Professional Qualities

- a. Maintain a close, personal walk with the Lord evidenced by example and spiritual leadership among peers and students.
- b. Develop, and maintain, a school which is thoroughly Christian, one that is consistent with Articles of Incorporation and By-laws.
- c. Be the legally responsible head of Horizon Christian School.
- d. Develop, and maintain a school which is academically sound.
- e. Assume responsible leadership of the school and its programs.
- f. Work to prevent crisis problems from occurring through careful, thoughtful, planning of events, activities, and actions of the school.
- g. Advocate for the faculty to the Board, and advocate for the Board to the faculty.

3. Provide the support necessary for the principals and other administrators:

- a. To provide instructional leadership.
- b. To lead the faculty in continuous curriculum development.

- c. To see that the school is well equipped and well supplied to provide quality education.
- d. To develop a sound program for the spiritual and academic in-service growth of the faculty.
- e. To lead the school in earning and maintaining accreditation.
- f. To be the agent of educational change and innovation.
- g. To develop a solid co-curricular activities program.
- h. To work with faculty continuously to refine the aims and objectives of Christian education.
- i. To lead faculty meetings.
- j. To see that scheduling is done well, and uses teachers and facilities efficiently.
- k. To serve as the educational consultant to the Board by providing information and counsel on all of the school's educational problems and procedures.
- l. To lead the faculty in identifying and solving the school's educational problems.
- m. To develop a good standardized testing program.

4. Research

- a. Seek the Lord daily for perception of the school's problems and solutions.
- b. Keep abreast of the major current trends in education in general and Christian education, in particular.
- c. Work with the Board to maintain an up-to-date five-year plan for the development of the school.
- d. Provide specific information for long-range planning.
- e. Take the lead in enrollment management.

5. Supervision

- a. Supervise the principals, business manager, and development director.
- b. Motivate the faculty and staff towards the mission and vision of the school.
- c. Regulate and enforce discipline in keeping with Horizon's core discipline values as outlined in the discipline policy.
- d. See that the building and grounds are maintained properly.
- e. Supervise reporting to parents about their children and about the school.
- f. Be certain that student records are adequate, accurate, and administered legally.
- g. Promote the student Christian outreach of the school.

6. Personnel Administration

- a. Lead in recruiting a quality faculty and staff.

- b. Promote in every way the professional growth of the faculty and staff.
- c. See that all contracts are computed accurately and executed properly.
- d. Evaluate principals and other administrators annually.
- e. Handle grievances of all personnel.
- f. Lead in the dismissal of personnel who do not perform satisfactorily.
- g. Resolve problems about the school's policies on salary and benefits.
- h. Be responsible for the school health and safety of the students, faculty, and staff.
- i. Be the center of intercommunication between the Board and the faculty and staff.
- j. Pray for all personnel regularly.

7. Finance

- a. Serve as the fiduciary of the school.
- b. Work carefully on the formation and control of the budget items under their jurisdiction.
- c. Lead the fund-raising for the annual budget and for capital improvements.
- d. Present an annual recommendation to the Board for the improvements of the salary schedule and fringe benefits for the faculty and the staff.
- e. Oversee the business office of the school.

8. Public Relations

- a. Maintain a good program for interpreting the school to its own constituents and alumni.
- b. Organize a good program for interpreting the school to the general public.
- c. Foster good relationships with all evangelical churches in the community.
- d. Establish and keep right relationships with the state agency to which the school is responsible.
- e. Maintain an active relationship with the Christian School organizations on the state, regional, and national levels.

Last Review 01/14/2019
Last Prior Revision 07/25/2009

Policy 4.32 Principal Job Description

The following criteria are intended to describe the general nature and level of work being performed. These criteria are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Horizon Christian School Principal.

1. SUMMARY:

Position is responsible for the operational direction of the Horizon Christian School elementary or secondary program including all aspects of the program, its academic and spiritual emphasis, assists with student recruitment and development activities, reporting to the Superintendent.

2. Job Requirements (minimum)

- a. Education: Master's Degree in related field preferred. Must currently hold or have previously held a teaching license.
- b. Work Experience: Five years professional experience with at least three years classroom experience including demonstrated supervisory duties designed to build and foster healthy relationships within an educational community.
- c. Personal: Must be a believer in Jesus Christ, fully committed to a Biblical Worldview, and have a demonstrated passion for Christian education.

3. Duties and Responsibilities - Demonstrate Academic Excellence in the following responsibilities:

- a. Recruitment, supervision, direction, and professional development of all instructional staff.
- b. Oversight and development of appropriate and excellent curriculum, classroom resources, and course selections while utilizing best practices in conjunction with the instructional staff.
- c. Ensure compliance with State Standards as applicable to private schools.
- d. Maintain and improve regional accreditation with assistance from Horizon staff and volunteers.
- e. Develop sustainable extracurricular activities in support of Horizon's Mission, Vision, and values.
- f. Actively assist Horizon Staff in student retention and recruitment.
- g. Support instructional staff in developing success plans for the students at Horizon.
- h. Insure excellent classroom instruction including the ability to teach a wide variety of subjects.

4. Demonstrate Biblical Worldview in the following responsibilities:
 - a. Maintain a rich, personal life as a disciple of Christ.
 - b. Oversee development of specific programming including, but not limited to, chapels, service, outreach, and missions for students.
 - c. Adhere to the Horizon Statement of Faith.
 - d. Ensure that spiritual excellence is part of each Horizon program, course, or activity.
 - e. Serve the staff and students of Horizon by setting an atmosphere of spiritual excellence.
 - f. Be a member in good standing of a sound Evangelical Church.
5. Demonstrate Christian Character by:
 - a. Accurately applying Scripture in problem solving.
 - b. Remaining flexible, gracious, friendly and approachable.
 - c. Working with parents, students and staff from a wide variety of backgrounds, cultures, and denominations.
 - d. Communicating clearly in both spoken and written word.
 - e. Maintaining a high degree of professional integrity.
 - f. Choosing a positive and thoughtful approach in working with others.
 - g. Regularly attend and reliably report to Board of Trustee meetings as an “ex-officio” member.
 - h. Correcting, mentoring, and discipling students, families, and staff.
 - i. Representing Horizon positively to the community.

Last Review 02/08/2018
Last Prior Revision 07/25/2009

Policy 4.33 Teacher Job Description

Policy Statement - The classroom teacher at Horizon shall meet the qualifications for employment, as written in Qualifications for Employment Policy 4.03, and comply with the requirements of the Teacher Certification Policy 4.04 and is expected to perform the duties as outlined below.

Rationale – Horizon’s goal is to employ highly qualified teachers who possess the academic, spiritual and character qualifications as outlined in policies 4.03 and 4.04. The educational and licensure requirement may be waived by the Board of Trustees on the recommendation of a principal. All teachers lacking the minimum academic and/or certification requirements are expected to come in compliance with these policies over the course of their employment with Horizon, unless specifically waived by the Board of Trustees.

Job Description Guidelines:

1. Maintain a close, personal walk with the Lord evidenced by example and spiritual leadership among peers and students.
2. Teach subjects and classes as assigned by administration using approved curriculum and supplementary materials to enhance classroom instruction in alignment with the approved Horizon Scope and Sequence for each subject.
3. Attend and participate in Horizon events outside of the classroom in proportion to the FTE of their contract. These will include staff meetings, training, in-services, and extracurricular school events involving students (i.e. sports, concerts, and various performances or activities).
4. Complete paperwork necessary for orderly operation of their classroom. This shall include the accurate and timely upkeep of gradebooks, production of report cards, and attendance records necessary for a student’s permanent file.
5. Keep accurate inventories of classroom equipment, supplies, and books.
6. Maintain classroom cleanliness and promptly report repair needs to the front office.
7. Maintain proper classroom management addressing all minor infractions personally and all major infractions in conjunction with the principal as outlined in- Student Discipline Policy 5.20.
8. Maintain open lines of communication with Horizon students, families, and staff. This includes encouraging/informative phone calls, conversations, letters, or emails as well as holding scheduled conferences with the parents and students in order to keep families informed as to student progress and development. This also includes the Matthew 18 principle in conflict resolution. All communications should be carried out

- with a positive and supportive spirit.
9. Supervise extracurricular activities, organizations, and outings as assigned by principal in proportion to FTE.
 10. Carry out any other specific duties as assigned by the principal in proportion to FTE.

Last Review 01/14/2019

Last Prior Revision 04/09/2018

Policy 4.34 Librarian Job Description

Policy Statement – The Librarian of Horizon shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment.

Rationale – The Librarian is a role model for Horizon

Guidelines:

1. Qualifications

- a. The Librarian of Horizon shall meet the spiritual, personal, professional, family home life, role model, and loyalty qualifications for employment (see Qualifications for Employment).

2. Job Description Guidelines

- a. Select books to be included in the Horizon library that are consistent with Board policy. (See Resource Materials for General Classroom and Library use).
- b. Teach students standard library practices and use.
- c. Purchase new books and supplies for the library as funds are available.
- d. Maintain the library, including books, card catalogues, magazines, and equipment.
- e. Administer the check-out, check-in, and shelving of books.
- f. Send out overdue notices and collect fines.
- g. Assist teachers and students in finding books and materials in specific subject areas.
- h. Establish times for use of the library.
- i. Carry out any other specific duties as assigned by the principal in relation to Library services in proportion to FTE.

Last Review 01/14/2019
Last Prior Revision 07/25/2009

Policy 4.35 Holidays

A Holidays Observed

The following is a list of holidays that will be observed by HORIZON:

- 1 Martin Luther King's Birthday
- 2 President's Day
- 3 Memorial Day
- 4 Labor Day
- 5 Veteran's Day
- 6 Thanksgiving Day
- 7 Friday after Thanksgiving
- 8 Christmas Day
- 9 New Year's Day

B Holiday Procedures

- 1 A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday, as determined by the Superintendent.
- 2 Full-time permanent Non-Exempt Employees will receive the day off at their regular rate of pay for each holiday.
- 3 Part-time and/or temporary employees will receive the day off but are not eligible to receive holiday pay.
- 4 HORIZON reserves the right, when deemed appropriate, to schedule work on an observed holiday. Scheduled work on an observed holiday will be paid as a regular work day in exchange for another day off.
- 5 Teachers contracts specify work days that occur when school is not in session during the school year, including days for required activities such as in-service. In general, teachers are not expected to work during the annual Christmas break.

Last Revision 7/25/09

Chapter V. Student Policies

Policy 5.01 Admissions

Policy Statement – Horizon Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in hiring, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Rationale – Horizon seeks students who will enjoy and benefit from an environment that is focused on providing an excellent education that integrates academic achievement, biblical truth, and character development. Horizon policy is to offer enrollment to students whose behavior is consistent with the values and goals of the school as stated in our Mission and Vision Statements

Guidelines:

1. Academic Guidelines

- a. Students must meet the Oregon State Minimum age standards for kindergarten (age 5 by September 1) and Grade 1 (age 6 by September 1) unless an exception is granted under Policy 5.04 Early Admission Policy.
- b. A student must be at least 3 years of age by September 1 and potty-trained to be admitted to the PreK 2-day program.
- c. A student must be at least 4 years of age by September 1 and potty-trained to be admitted to the PreK 3-day or PreK 5-day program.
- d. Grades K-2: A student must test within one year of grade level or above in math and verbal (reading/language arts) skills or readiness (K).
- e. Grades 3-12: A student must test within one year of grade level or above in math and verbal skills with a minimum overall GPA of 2.0 (High School Students). Exceptions may be made when it is determined Horizon has the resources for the student to make significant growth toward grade level.
- f. Tutoring expenses are the responsibility of the parents, not

Horizon

- g. Horizon does not have the resources to address the concerns of high-needs students. These would be students with serious emotional, social, or academic needs requiring the services of specially trained staff

2. Spiritual Guidelines

- a. All curricula will be taught from a Biblical worldview
- b. Students in grades PreK-6 will receive regular Bible instruction according to planned curriculum. Students in grades 7-12 will take a Bible class each year.
- c. Scripture will be memorized according to a comprehensive plan.
- d. Chapel will be conducted on a regular basis addressing identified needs.
- e. Christ-like behavior in accordance with relationship guidelines put forth in Scripture will be encouraged.

3. Academic Probation

- a. Students are on academic probation upon acceptance to Horizon.
- b. **Grades K-2** Students must demonstrate acceptable social and developmental progress as measured by the standards on quarterly report cards. The teacher may recommend withdrawal from kindergarten if the student is not ready in these areas.
- c. **Grades 3-6** Students must achieve a passing grade at their identified grade level in reading/language arts and math. If a student is not able to meet this standard after one quarter, the student may be required to obtain tutoring in the subject at which he or she is below the standard.
- d. **Grades 7-12** Students are expected to achieve an overall GPA of 2.0 with no more than two subjects below a "C". This also applies to a student with an "F" in any subject. If at the quarter the student has not met these requirements, he or she will be given until the semester to bring up his or her grades. If at the semester the minimum requirements are not met, the student will not be allowed to return to Horizon. This may be waived in extenuating circumstances upon review by the admission committee.

4. Admission Restrictions

- a. Admission to Horizon is a privilege and is limited to those students who agree to and are prepared to take advantage of the benefits of a Horizon education. Admission will not be granted to students

who have been expelled from their current school for any reason, especially in cases of:

- i. Possession of alcohol or an illegal substance
 - ii. Use of an illegal substance
 - iii. Being under the influence of alcohol
 - iv. Possession of a firearm
 - v. Brandishing a knife
 - vi. Repeated disruption in the classroom
5. Students who have been expelled from either Horizon or any other school and have demonstrated acceptable behavior for a minimum three months prior to applying to Horizon may be considered for probationary admission and will require the specific approval of the Board of Trustees

Last Review 04/09/2018
Last Prior Revision 09/12/2011

Policy 5.02 Non-Diploma Students

Policy Statement – Horizon provides limited services to students with special needs on a non-graded basis.

Rationale – The Board of Trustees of Horizon is ever aware of the programs and activities that are central to the school’s mission, and of the limited resources that are available for non-graded students. Within those limitations, Horizon can provide services.

Guidelines:

1. As a general guideline, regarding the maximum scope of the program, the Horizon Board has developed a “rule of thumb” that the maximum number of non-diploma students allowable per classroom should not exceed two students per classroom. This “rule of thumb” was developed to assist the effective and orderly education of all Horizon students.
2. Acceptance of non-diploma students is subject to the school’s reasonable ability to manage those students, and with the provision that such students do not reduce the school’s ability to meet the needs of the majority of students.
3. The purpose of the program is to assist in the intellectual, social, emotional and spiritual development of students with learning differences, by assisting these students through skilled tutoring, consistent with Horizon expectations and curriculum in concert with students’ parents.
4. The staff of Horizon assists in the educating of the student by:
 - a. Evaluating the student’s strengths and learning needs.
 - b. Adjusting curriculum and methodology to accommodate the student’s needs.
 - c. Keeping the student, parent, and applicable staff apprised of the student’s progress and needs through regular communication.
 - d. Connecting the student and family to known resources, where appropriate, when not offered by Horizon.
 - e. Depending on the additional resources necessary to accommodate non-diploma students, additional charges may occur and are the responsibility of the parents.

Policy 5.03 Non-Discriminatory Admittance Policy

Policy Statement – Horizon admits students of any race, color, national and ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to all students. Horizon does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic, and other school-administered programs.

Rationale – God created all persons and they are all precious in his sight.

Last Review 03/19/2019

Last Prior Revision 07/25/2009

Policy 5.04 Early Admission Policy

Policy Statement - According to Oregon law, children must be 5 years old by September 1 to enter Kindergarten and 6 years old by September 1 to enter first grade. Horizon follows the same guideline for pre-kindergarten (i.e. children must be 4 years old by September 1). Horizon follows Oregon law and under specific circumstances requests for early entry to pre-kindergarten, kindergarten, or first grade may be considered as outlined below.

Rationale - It is the philosophy of Horizon Christian School that most students are best served in an environment with their same-age peers while developing plans to address their individual needs. However, the school recognizes that grade advancement may be appropriate for some developmentally advanced children. Procedures have been adopted to ensure that the individual needs of all children are appropriately addressed.

Guidelines:

1. Decisions to advance a child are made very cautiously. Professionals well-versed in child development and education can use observations and assessment information to predict readiness for pre- kindergarten, kindergarten, or first grade. However, predicting future outcomes are, at best, extremely difficult, and accelerating a child may jeopardize the

child's future opportunities for academic and/or social success.

2. Early entry candidates must demonstrate academic achievement and emotional/social maturity beyond the age expectancy. A child's skills and abilities will be compared to those children who will naturally be entering pre-kindergarten, kindergarten or first grade. It is expected that the early entry candidate would perform in the top fourth of that group.
3. Requests for special exemptions for early entry into:
 - a. Pre-kindergarten (3 or 5 day) may be made for a student whose fourth birthday occurs after September 1.
 - b. Kindergarten may be made for a student whose fifth birthday occurs after September 1.
 - c. First grade may be made for a student whose sixth birthday occurs after September 1.
4. **Criteria for Early Entry** - A student who is sufficiently advanced to succeed in the educational program based on an analysis by the relevant Horizon teacher and a qualified, Horizon-approved professional evaluator. Approval by either the teacher or a professional evaluator does not guarantee acceptance. The professional evaluation will include the prospective student's demonstration of skills beyond age expectancy in the following areas:
 - a. Social-Emotional Development
 - b. Independent and Self Care Skills
 - c. Academic Readiness
 - i. phonemic awareness
 - ii. alphabetic principle
 - iii. language arts
 - iv. math concepts
 - d. Motor Skills
 - e. Cognitive Ability
5. When a parent requests early entrance for a child to Pre-K, Kindergarten, or First grade, a Horizon-approved psychologist and a Horizon Christian School teacher will separately evaluate the child's needs for cognitive, physical and social development. They will also evaluate and determine how those needs can be met in the school program as well as in the community and home.

6. Steps in the Early Entry Process for Pre-K, Kindergarten and First grade:
 - a. Written request to the Horizon Administrator.
 - b. Evaluation by the affected Horizon grade-level teacher.
 - c. Assessment conducted by a school-approved and licensed psychologist, whose service will be paid for by the parent.
 - d. Decision by the Horizon SAC (Student Admittance Committee), who will consider both the teacher and psychologists recommendations.

Last Review 04/09/2018
Last Prior Revision 7/25/2009

Policy 5.05 Home School Program Policy

Policy Statement – Horizon has developed a homeschool program to act as a complement to those homeschool families who wish to provide additional options for their students.

Rationale – The Board of Trustees of Horizon is committed to serving students and their families through programs and services that are additional to the standard program offered to full time students.

Guidelines:

1. Academic Guidelines

- a. Students must meet the Oregon State Minimum age standards for their respective grade (age by September 1) unless an exception is granted under Policy 5.04 Early Admission Policy.
- b. Grades K-3: For academic courses, a student must test within one year of grade level or above in math and verbal (reading/language arts) skills or readiness.
- c. Grades 4-12: A student must test within one year of grade level or above in math and verbal skills with a minimum overall GPA of 2.0 (High School Students). Exceptions may be made when it is determined Horizon has the resources for the student to make

significant growth toward grade level.

- d. Tutoring expenses are the responsibility of the parents, not Horizon
- e. Horizon does not have the resources to address the concerns of high-needs students. These would be students with serious emotional, social, or academic needs requiring the services of specially trained staff.

2. Spiritual Guidelines

- a. All curricula will be taught from a Biblical worldview.
- b. All students will have the option to participate in Chapel according to their schedule availability.
- c. Chapel will be conducted on a regular basis addressing identified needs.
- d. Christ-like behavior in accordance with relationship guidelines put forth in Scripture will be encouraged.

3. Academic Probation

- a. Students are on academic probation upon acceptance to Horizon.
- b. **Grades K-3** Students must demonstrate acceptable social and developmental progress as measured by the teacher and within the limitations of the activities on campus. The teacher may recommend withdrawal from kindergarten if the student is not ready in these areas.
- c. **Grades 4-6** Students must achieve a passing grade at their identified grade level in reading/language arts and math, according to their registered classes. If a student is not able to meet this standard after one quarter, the student may be required to obtain tutoring in the subject at which he or she is below the standard.
- d. **Grades 7-12** Students are expected to achieve an overall GPA of 2.0 in all registered classes with none below a "C". This also applies to a student with an "F" in any subject. If at the quarter the student has not met these requirements, he or she will be given until the semester to bring up his or her grades. If at the semester the minimum requirements are not met, the student will not be allowed to return to Horizon. This may be waived in extenuating circumstances upon review by the admission committee.

4. Admission Restrictions

- a. Admission to Horizon is a privilege and is limited to those students who agree to and are prepared to take advantage of the benefits of a Horizon education. Admission will not be granted to students who have been expelled from their current school except as provided below, especially in cases of:
 - i. Possession of alcohol or an illegal substance.
 - ii. Use of an illegal substance.
 - iii. Being under the influence of alcohol.
 - iv. Possession of a firearm.
 - v. Brandishing a knife.
 - vi. Repeated disruption in the classroom.
- b. Students who have been expelled from either Horizon or any other school and have demonstrated acceptable behavior for a minimum three months prior to applying to Horizon may be considered for probationary admission and will require the specific approval of the Board of Trustees.

5. Extracurricular activities

- a. Homeschool students may participate in Horizon's extracurricular activities and sports programs as spelled out in the OSAA Regulations and in compliance with Horizon's Athletic Handbook or other Horizon club constitutions or bylaws.

Last Review 03/19/2019
Last Prior Revision 02.06/2017

Policy 5.06 Immunization Policy

Policy Statement - Horizon will comply with State of Oregon immunization policies. Refusal or failure to present the required documentation will be grounds for dismissal from school until such time as immunization evidence is presented or the medical or religious exemptions are completed and/or signed on the state immunization form.

Rationale – Horizon is obligated to follow the laws of the State of Oregon which mandate that all students follow a vaccination schedule, unless a valid Certificate of Exemption is provided by a parent.

Policy 5.07 Communicable Disease Management Policy

Policy Statement: Horizon's goal is to prevent the spread of communicable disease and to provide a healthy daily environment for all Horizon students and staff. While it is important to control the spread of severe disease in the school setting, it is also important to understand minor childhood illnesses and support optimal attendance.

Rationale: The physical safety of our students is of the upmost importance to Horizon and keeping our students physically safe is one of our highest priorities.

Guidelines:

Routine control measures include:

- Hand hygiene (regularly washing of hands for 20 seconds with soap and water with appropriate friction)
- Respiratory etiquette (cover coughs and sneezes and throw tissues in the garbage)
- Routine sanitizing of shared areas and flat surfaces
- Stay home when sick and until 24 hours temperature below 100.0 F, without the use of fever-reducing medication

Students are excluded from attending on-campus school when they are sick. This would include any of the following:

- Fever of 100.0 F or more: Stay home until below 100.0 F for 24 hours without the aid of fever-reducing medication.
- Skin rash or open sores that cannot be completely covered with a bandage: Stay home until rash is resolved or until wounds are dry and covered completely with a bandage.
- Diarrhea: Stay home until 24 hours after diarrhea resolves.
- Vomiting: Stay home until 24 hours after last episode.
- Evidence of nits or head lice: Stay home until nit-free.
- Difficulty breathing or shortness of breath not explained by exercise, asthma, etc.: Seek medical attention. Return to school when approved by a licensed health care provider.
- Concerning cough not diagnosed and cleared by a licensed health care provider: Stay home 24 until hours after cough resolves. If diagnosed with pertussis, return when approved by licensed health care provider.

- Headache with stiff neck and fever: Stay home until return to school approved by a licensed health care provider.
- Jaundice, the yellowing of eyes or skin: Stay home until return to school approved by a licensed health care provider.
- Pink Eye/conjunctivitis symptoms: Stay home until cleared
- Head Lice: Stay home until nits are not present
- **Note:** If a student displays any of the above symptoms while at school, they will be isolated and the parent/guardian will be notified to pick-up the student as soon as possible. If the parent/guardian cannot be contacted directly, we will contact the designated emergency contact person.

Preventative actions that may take place during a communicable disease outbreak*:

- Parents asked to prescreen the student prior to leaving home. (Fever of 100.0 F stays home)
- Temperature check and/or visual screening of students prior to entering school. (Fever of 100 F and above will be sent home).
- Washing of hands prior to going to class and routinely throughout the day.
- Limiting movement & interaction of students in cohorts until danger of infection has passed.
- Social distancing of 6 feet between individuals.
- Wearing of face covering (face shield or mask) when interacting with other students or staff in close proximity (less than 6 feet).
- Following the guidance of the local health authority for exclusion and/or return to school if there is a positive test of or exposure to a highly communicable or pandemic disease.

Communication protocol when a communicable disease* is identified and verified by a licensed health care provider among Horizon students or staff, or there is known direct exposure to a communicable disease on the part of a Horizon student or staff:

- The Horizon community will be notified via our standard communication methods.
- The local health department will be notified, and Horizon will receive their guidelines for dealing with steps to prevent the further spread of the communicable disease.

*COVID-19 has been identified as a pandemic and falls within this guideline.

Adopted 8/10/2020
Last Review 03/19/2019

Policy 5.08 Medication Policy

Policy Statement - All medications (prescription and over the counter (OTC)) brought to school must be in the original container and accurately labeled. These medications must be maintained and dispensed in the office. No medications of any kind (including OTC medicines such as aspirin) will be dispensed by Horizon staff without notification/permission from a parent or guardian.

Rationale – It is important that any prescription drug administered by Horizon staff be in the original container. Horizon staff is not trained to recognize on sight, the variety of drugs that may be prescribed to all of our students. Additional, it is important that Horizon has parental consent before any drug is given to a student.

Guidelines: A log will be kept in the office showing date, time, and name and signature of staff dispensing. School personnel may only dispense prescription medication when:

1. Medication is contained in/with the original prescription bottle, sample packaging or otherwise clearly labeled with information to identify the medication.
2. Medication is accompanied by a written order from a physician detailing the name of the drug, dosage, and time interval medications are to be taken.
3. Medication is accompanied by written permission from the parent or guardian of the student requesting that the school comply with the physician's order.
4. Medications of any kind are not to be in a student's possession, either in their locker or back pack. An exception can be made for an inhaler with written order from a physician on file. An exception can also be made for pain medication (such as ibuprofen or aspirin) with written permission from the parent or guardian.

Last Review 03/19/2019
Last Prior Revision 01/13/2014

Policy 5.09 Medical Treatment Policy

Policy Statement – Horizon is committed to ensure the physical well-being of its students and to make certain that students needing medical attention receive it in a timely manner.

Rationale – It is possible that students may be injured at school or develop a condition that requires immediate attention.

Guidelines:

1. At the beginning of each school year all students are required to fill in

the information on the “Medical Release Form” which includes the name and phone number of the doctor to be notified, as well as the name and address, and phone number of the parents and an alternate person to be notified if the need should arise.

2. It is the responsibility of the parents to see that this information is on file. In case of emergency, such as serious illness or injury, this information may be used before consultation with the family.
3. In cases of an ill student, the family will be contacted by phone and the parents may be asked to come and pick up the ill student. Transportation will not be furnished by Horizon.
4. Appropriate first aid will be administered until emergency response personnel can take over. First-aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
5. Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the student should be taken. This information will be on file on the “Medical Release Form” for each student in case the parents cannot be reached.
6. A representative of the school faculty or staff will stay with the student until the parent assumes responsibility.
7. Internal medication will be given only by or on the order of a physician or qualified medical personnel.

Last Review 03/19/2019
Last Prior Revision 07/25/09

Policy 5.10 Attendance Policy

Policy Statement –Students are expected to attend school every day unless they are taking an excused absence. Oregon State Law establishes minimum attendance standards for receiving a passing grade in a class or classes.

Rationale – Consistent, on-time attendance at school is a great benefit to students. Regular school attendance is a necessary part of an effective academic program that provides consistent learning. Research shows that one of the main things that employers look at in prospective employees who are high-school students or recent high-school graduates is their attendance record

Guidelines

1. The Attendance Rules and Procedures are listed in Appendix I and published in the annual Parent & Student Handbook and in the Policy manual on our Website www.horizonchristianschool.org .

Last Review 04/09/2018
Last Prior Revision 07/30/2013

Policy 5.11 Academic Requirements Policy

Policy Statement - Horizon requires students in grades 7-12 are required to maintain a 2.0 minimum quarterly GPA in order to stay enrolled at Horizon.

Rationale - At Horizon, we strive for educational excellence.

Guidelines:

1. Academic probation serves both to encourage academic improvement and to provide a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance closely monitored in all classes and reported weekly to parents or guardians.

2. Students who fail to make satisfactory academic progress will be placed on academic probation the following quarter. Incoming students will be placed on academic probation for their first quarter.
3. Students having academic challenges (under the direction of the principal working in concert with the student, parents, and teachers) may be placed on an Instructional Modification Plan.
4. Students on academic probation who fail to make satisfactory academic progress will be recommended for dismissal from Horizon.

Last Review 04/09/2018
Last Prior Revision 7/25/2009

Policy 5.12 Grade Level Acceleration

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by missing a grade. The school administrators must also consider other factors such as those that relate to maturity, social development and student success in comparison to other very bright and intelligent students. At HORIZON it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic development as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

Last Revision 7/25/09

Policy 5.13 Student Records

Policy Statement - Horizon shall keep records providing for the registration and attendance of students, and shall maintain up-to-date permanent cumulative record of individuals for the purpose of tracking educational progress including test results, modification plans, health information, and academic achievement.

Rationale – The maintenance of accurate records is essential to measuring the

progress of each student and complying with various statutory requirements.

Guidelines:

1. Student records are open to review by Horizon staff following the checkout procedures.
2. Parents and students age 18 or older may review their records upon request at a mutually agreeable time. A fee may be charged for copies.
3. In cases of separation, divorce, or other custody situations, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. This is to assure Horizon does not help violate compliance with the terms of any court order.
4. Horizon recognizes the right of a natural parent, regardless of child custody determination, to have access to the school records of their Horizon student and will comply with all state and Federal regulations applicable.

Last Review 02.06/2017
Last Prior Revision 7/26/2009

Policy 5.14 National Standardized Testing

Policy Statement - Students in first through eleventh grade will be tested annually using a reputable nationally recognized standard test.

Rationale - Horizon will use these tests to inform instruction in Horizon's classrooms as well as assess individual student progress.

Last Review 02.06/2017
Last Prior Revision 7/26/2009

Policy 5.15 Safety Policy

Policy Statement – It is the goal of Horizon to provide an accident free place of learning by eliminating unsafe conditions and encouraging the elimination of unsafe actions.

Rationale – Horizon's customers expect their students to return home in as good a physical condition as when they departed for school. Safety is

everyone's responsibility, students, staff, parents and Trustees. Reporting and analyzing accidents that occur helps in determining prevention steps that should be taken in the future.

Guidelines:

1. In the event of a student injury, the Horizon staff member on duty in that area at the time of the injury shall:
 - a. Determine if emergency medical services are needed
 - b. Immediately notify the appropriate activity supervisor who will arrange for emergency medical services
 - c. Notify the student's parent or guardian as soon as possible in the event that an accident requires emergency medical services
 - d. Complete an accident report within 24 hours
2. In the event an employee or volunteer is injured on the premises of Horizon or while on duty:
 - a. Immediately notify the appropriate activity supervisor who will arrange for emergency medical services
 - b. Complete an accident report within 24 hours. If possible, this shall be completed by the injured person. A designee shall complete it if the injured individual is unable.
3. In the event of a reportable injury, statements regarding the events leading up to the injury shall only be made by an administrator or an individual approved by administration.
4. All accidents which require emergency medical services shall in addition to the reporting requirements above, be immediately reported to the Superintendent and the Chair of the Trustees.

Last Review 02.06/2017

Last Prior Revision 7/26/2009

Policy 5.16 Parent-Teacher Conferences

Policy Statement - The Board of Horizon believes it is very important for school and home to work in harmony in maximizing the potential of each student.

Rationale - In order to promote effective communication and understanding, parents are asked to participate in Parent-Teacher conferences.

Guidelines:

1. Horizon will offer formally scheduled conferences/meetings with parents within the first quarter of the school year.

2. Parents may request a conference with their student's teacher(s) at any time mutually agreed upon by both parties. The parent should communicate with the student's teacher prior to contacting the principal, superintendent or a Board of Trustee member.
3. Teachers will regularly use letters, emails, phone calls, and up-to-date online grade books to communicate with parents and students.

Last Review 02.06/2017
Last Prior Revision 7/26/2009

Policy 5.17 Late and Make-Up Work Assignments

Policy Statement - It is the expectation of Horizon that students will turn in assigned work completed in accordance with the assignment requirements and on time.

Rationale It is understood that, at times, students will find themselves in circumstances that create a necessity of turning in assignments after the schedule due date, so the following guidelines have been established for those limited situations.

Guidelines:

1. Late work may be arranged to be turned in after a conversation with the teacher of the course.
2. Homework and tests missed due to an excused absence must be made up in a timely manner
3. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.
4. If any work is assigned before an absence, preassigned or not, and is due the day of the absence, the work should be turned in the day the student returns to school.
5. If a test is planned for the day of the absence or the day following the absence, the student should plan to take the test the day the student returns to school, or as arranged between the teacher and the student.
 - a. Exceptions to this will be considered with a note from the parent stating the student was unable to study during the absence.
 - b. Tests may be delayed at the discretion of the teacher.

Last Review 03/21//2017
Last Prior Revision 7/26/2009

Policy 5.18 Tutorial Help

Policy Statement – Horizon encourages parents to seek outside tutoring assistance if their student is struggling in one or more subjects and the amount of tutoring required exceeds the amount of time their teachers can spend with them individually.

Rationale It is the desire to help all students meet their full potential. At times that may require additional help outside of the classroom. If Horizon staff is not able to provide that help through Horizon staff, school faculty will be able to provide names of qualified tutors.

Guidelines:

1. In the event that a student falls substantially behind their peers in the classroom, an Administrator may request the parents to provide appropriate testing to determine whether their child has a learning impairment or disability.
2. Any outside tutor or other third-party assistance should confer with the teacher of the class in order to support objectives and methods used in the classroom.
3. Fees for third-party assistance will be the responsibility of the parents.

Last Review 03/21/2017
Last Prior Revision 7/26/2009

Policy 5.19 Graduation Requirements

Policy Statement: Students desiring to graduate from Horizon must meet both the Oregon State Education Department requirements and requirements specific to Horizon including the total number of credit hours, the number of credit hours taken at Horizon, and the completion of required biblical studies classes.

Rationale: Horizon is a diploma granting institution authorized by the Oregon State Board of Education to grant diplomas and therefore students must meet the minimum requirements set forth in the Oregon Revised Statutes as amended from time to time. Additionally, Horizon requires that all graduates be enrolled in and successfully complete biblical studies classes while in attendance at Horizon as outlined in the specific procedures below.

Credit Requirements:

1. Students must earn a minimum of 26 units in grades nine through twelve. The Horizon Honors Program will require 28 credits on the AP track.
2. A credit is defined as the successful completion of a course or activity that fulfills 140 hours of class time. Credit Recovery options are approved by Horizon Administration in the event of failure of a course by a student. Costs incurred will be the responsibility of the family.

Credit Procedures

1. A course may only be taken one time for credit unless specific, written permission is granted by the principal and the instructor of said course at Horizon.
2. In order to graduate, credits must be earned according to the listed course schedule or follow an official, modified plan approved by Horizon faculty.
3. Horizon will work to accommodate transfer students in meeting these requirements either by waiving requirements where appropriate or providing an alternate method of earning the credits required. Costs incurred will be the responsibility of Horizon.
4. Students must be enrolled in at least 4 of 7 classes, inclusive of Biblical studies, their senior year at Horizon and meet unit requirements to receive a Horizon Christian School diploma.

Distribution of Credits:

| <u>Core Course</u> | <u>Credits</u> | <u>Notes</u> |
|--------------------|----------------|------------------------------------------------------|
| English | 4 | |
| Social Studies | 4 | Honors Program includes AP Gov, AP US Hist |
| Math | 3 | Honors Program adds 1 Credit |
| Science | 3 | Honors Program adds 1 Credit (AP Chem or AP Physics) |
| Biblical Studies | 4 | Christian Faith Fundamentals + 3 Credits |
| Languages | 2 | |
| Computer | .5 | |
| Personal Finance | .5 | |
| Physical Ed | 1 | 3 Sport seasons satisfies PE requirement |
| Electives | 4 | Internship not to exceed 2 credits |
| Total | 26.0 | Honors Program = 28 on the AP track |

Last Revision 8/6/2014

Policy 5.20 Student Discipline Policy

Policy Statement - Horizon staff has the responsibility and authority to take appropriate disciplinary action, when a student's behavior is disruptive to their own education or safety of themselves or others. This includes behavior on school grounds, at all official school functions and during transit to and from such functions. As a continuing condition of enrollment, Horizon expects all parents, guardians, and students to support this policy both publicly and privately. The superintendent is responsible to ensure that parents, students and teachers are informed of the Discipline Policy each year through the issuance of a Parent/Student Handbook and other means of communication.

Rationale - The scriptures instruct parents to train up children in the way they should go and raise them in the nurture and admonition of the Lord. When parents enroll their children at Horizon we partner with them in developing godly young people. Parents are expected to teach their children the importance of obedience to all legitimate authority and students are responsible to understand, support and obey all school rules and graciously submit to correction when it is given.

Guidelines:

1. **Enforcement** - School personnel are responsible to understand, support and follow the goals and procedures of the Discipline Policy. They are responsible for enforcing all school rules without partiality. They are responsible for taking appropriate disciplinary action when rules are broken, taking into account the nature of the offense, the student's age/understanding, and the student's behavior. They are responsible for keeping accurate records of serious or repeated offenses. The superintendent is responsible for reporting to the Board of Trustees, incidents of behavior that in their opinion, merit suspension for more than five days or expulsion.
2. **Reporting Process** - Incidents which may lead to discipline are subject to reporting by school staff members, volunteers, parents/guardians and students. parents/guardians are responsible to discuss any concerns regarding a specific disciplinary measure with the staff member involved in applying the discipline.
3. **Off-Campus** - Misbehavior off-campus and outside of school hours is first and foremost a parental responsibility. While behavior may be a concern to the school, as a rule this is only for very serious issues. In these cases, the school will contact the home and discuss the concerns with the parents. The school will work with the family to bring about any needed change in behavior. If the student fails to implement these changes then he or she will be subject to disciplinary action.
4. **Discipline Process** - Methods of discipline shall include positive elements that encourage good behavior and reduce the occurrence of bad behavior. These include such things as rewards, encouragement, praise, close supervision, use of eye contact, reminders of expected behavior, etc. Where misbehavior does occur, various consequences will be employed to discourage a reoccurrence of the misbehavior. All discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Whenever possible, consequences shall logically follow the misbehavior and be appropriate in severity. School personnel encountering an offense are responsible for determining whether a specific event constitutes a Minor Offense or a Major Offense according to Horizon's definition of each. They are expected to discuss it with the student, and employ appropriate disciplinary measures based on the following guidelines:
5. **Minor Offenses** are infractions that do not immediately place anyone in obvious, extreme physical, emotional, or spiritual danger as deemed by Horizon staff. They may include things like horseplay, talking out of turn, disturbing others, being unprepared, meddling with or accidentally damaging property. Minor Offenses will be handled by the school personnel closest to the situation using one or more of the following types of consequences:

- a. Verbal reprimand

- b. Isolation from the area (i.e. changed seating, removed from the room, etc.)
- c. Writing assignments (hand copying texts, letters, essays, etc.)
- d. Restitution
- e. Community service (sweeping, shoveling, cleaning, etc.)
- f. Detention (breaks, lunch, before, after, and during school)
- g. A note and/or phone call to parents

6. **Major Offenses** are more serious violations deemed by Horizon staff to constitute significant physical, emotional, and/or spiritual danger to the student or others. This includes behaviors like lying, cheating, stealing, swearing, willful defiance, bullying, possession of illegal drugs, tobacco, alcohol, weapons, pornographic materials, skipping classes, fighting, deliberate or serious damage to property, sexual immorality, scoffing at things of the Lord, and habitual Minor Offenses. Additionally, any criminal charge will be considered a Major Offense. The committing of a Major Offense will result in the filing of a formal discipline report and the parent/guardian of the offending student will be notified. Any one or more of the consequences following may be given.

- a. Any of the penalties for Minor Offenses but with greater severity
- b. A meeting between the principal, parent(s), and others as is appropriate
- c. Probation (may include extracurricular activities at Horizon)
- d. Suspension (may include extracurricular activities at Horizon)
- e. Expulsion

7. **Probation** is a period of time during which the student's enrollment is in doubt. Initial probationary status may be imposed by the principal at their discretion, but the duration of the probation and the specific changes expected of the student will be approved by the superintendent.

8. **Suspension** of a student occurs with the advice and consent of the superintendent in the event of a Major Offense or if probation has not achieved the desired outcome in student conduct, after consultation with the principal, student, parents and/or legal guardian, and any other affected parties. The duration of a suspension is determined by the specifics of the situation and if longer than five (5) school days, with the advice and consent of the Board Chair.

9. **Expulsion** of a student occurs at the discretion of the Board after consultation with the principal and superintendent. Parents who wish to re-enroll an expelled student may request such by letter to the Board. The letter should

indicate the evidence of a changed attitude and behavior sustained over a period of time which would warrant consideration by the Board. The Board may choose to re-enroll the student with or without probationary conditions or may refuse to accept the re-enrollment. Expulsion of one child, in and of itself, shall not jeopardize the continued enrollment of any siblings. However, lack of parental support for the Discipline Policy may do so.

10. **Arrest** of a student for a criminal offense will require a meeting with the parents or legal guardian of the student with the designated school officials prior to the student returning to school. An initial determination will be made by the superintendent as to whether a student's arrest warrants an immediate suspension, expulsion, or whether the student can return to school.
11. In the event that **Criminal charges** are pending or have been filed against a student the following will apply:
 - a. In the event of criminal acts, other than those committed against persons, it is automatically deemed an action requiring suspension, pending an investigation of the student's acts and the probable outcome in a judicial proceeding. The student and the family waive any confidentiality rights, make their attorney and counselors available to us and school administration would then make a judgment as to whether to reinstate, based on our investigation.
 - b. In the event of criminal acts against a person, suspension is also automatic, but reinstatement would require the same investigation and releases, a final criminal determination, the expiration of any protective order restrictions, the completion of required probation, and a determination of how likely this behavior might reoccur in the future, relying on the reports of counselors, pastors, probation workers and our own judgment.

Last Review 4/09/2018

Last Prior Revision 3/21/2017

Policy 5.21 Signs of Affection Policy

Policy Statement – Physical displays of affection between students are not allowed at school or during school-related activities.

Rationale Horizon supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside the school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves (Luke 10:27). That love should be reflected in all our actions and attitudes towards each other.

Guidelines

1. Friendship with the opposite sex is acceptable.
2. The following Scripture should guide us in this policy: Whatever is true, whatever is noble whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy – think about such things (Phil. 4:8).

Last Review 04/09/2018

Last Prior Revision 09/25/2009

Policy 5.22 Dress Code Policy

Policy Statement – Horizon has established a dress code policy to address three issues:

1. Contribute to a productive learning environment by eliminating distractions
2. Provide a modest and safe standard of dress
3. Lessen distinctions between families that have different abilities to purchase clothing for their students.

The dress code also should have the effect of demonstrating a high standard of excellence to our communities.

Rationale - We recognize that it is a parent's responsibility to train their student to respect authority and the rules of our school community. We ask parents to see that their student is dressed according to the dress code policy of Horizon. Together, we hope to eliminate the need for teachers to spend valuable learning time reminding students of the dress code policy.

Guidelines:

1. The dress code procedure is listed in Appendix F and published in the Parent & Student Handbook annually. It is also available on our website at www.horizonchristianschool.org.
2. The dress code procedure shall apply to all students (pre-kindergarten students exempt) during all school days, events and activities. The Horizon staff and parents will work together to ensure compliance.
3. When classes and groups travel as representatives of Horizon, the superintendent, principal or designated leader shall be responsible for maintaining a standard of dress appropriate for the occasion.
4. Staff members are expected to follow the dress standards outlined in Policy 4.18.

Last Review 03/19/2019

Last Prior Revision 05/15/2018

Policy 5.23 Information Technology and Telecommunications Policy

Policy Statement – Today, Internet connectivity, computer lab and computer use in classrooms, wireless access points, smart phones, and web and social media sites are all part of delivering a high quality education for Horizon students. This policy covers equipment owned by Horizon, network access provided by Horizon, and personally owned technology equipment used on Horizon's campus, bus, or while part of a Horizon activity. In all cases, the use of technology in all forms, by every user, must conform to Horizon's policies including the Student and Staff member codes of conduct.

Rationale - Since its founding in 2001, Horizon has embraced Information Technology. Students, teachers, staff, administrators, board members, and others connected to Horizon Christian School should be committed to using these tools responsibly and in a God-honoring way. Horizon has taken reasonable steps to protect our data, electronically limit access and content provided over our internet connection. Our expectation is that personally owned equipment will conform to the same standards of use.

Guidelines:

Horizon Owned Equipment

1. A signed user agreement, renewed annually, is required of all users, as well as a unique User name and password. For students, a parent must co-sign the user agreement.
2. The Student use of Horizon computers must be in support of education, research, or personal and professional development, and are not for personal use such as general web browsing, e-mail, and social media posting.
3. All student usage of Horizon computers will be supervised.
4. The Network Administrator approves all software that may be installed on Horizon equipment and should be notified of any security issue discovered on any workstation.
5. There is no expectation of privacy on any Horizon owned workstation, or network file location.
6. All use must conform to existing policies of the Internet Service Provider, Federal and State law. The transmission of any material in violation of any statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Be aware that the inappropriate use of electronic information resources

can be a violation of school rules or local, state or federal laws, and that the user can be prosecuted for violating these laws.

7. Horizon Christian School will take all possible precautions to restrict access to undesirable materials. However, students and teachers also accept responsibility for restricting access to these materials.

User owned Equipment

1. User owned equipment as defined by this policy includes computers of all types, telecommunications equipment including smart phones, pagers, iPad, and other messaging devices and any other device that can send and receive electronic messages.
2. The display and use of user owned equipment by students in classrooms, chapel, assemblies and other places of instruction are prohibited, unless specifically authorized for an educational purpose by the teacher or other staff member.
3. A signed user agreement is required for personally owned equipment to access Horizon's network and internet connection as well as a unique logon and password to the user.

Student to Staff Member communications

1. Parent/Guardian permission is required for teachers and staff members to communicate electronically with students. The written permission agreement will specify the types of communications that are approved by the Parent/Guardian.
2. Staff members may use their personal cell phones for phone and text communications, and are to use their Horizon mail account for e-mail communications.

Internet Use

1. Be respectful and thoughtful with any internet use. Treat others on social media the way you would like them to treat you. Be mindful of Horizon's commitment to a biblical worldview.
2. Make sure you are aware of Horizon Christian School's Code of Conduct and do not post material on a social media page or a website that would put the user in violation of the Code of Conduct.
3. Privacy does not exist in the world of the internet and especially with social media. If Horizon staff becomes aware of postings not aligning with the student code of conduct the school discipline policy will be enforced. Tracking tools enable supposedly anonymous posts to be traced.
4. Staff members and students may develop school-related websites and/or social media pages with the content limited to school- related topics. Horizon's presence on any social media site, including school-related accounts such as clubs, teams, field trips, courses, or other sites associated with Horizon must be authorized by the superintendent or designee.

5. Staff members may connect with students on their personal websites and/or social media sites, subject to parent/guardian approval procedures listed above, although it is the preference of Horizon that these connections be made on school related web sites.

Last Review 05/15/2018

Last Prior Revision 04/15/2014

Policy 5.24 Library Guidelines

Policy Statement – The purpose of the library is to uphold the Word of God and the philosophy and goals of Horizon.

Rationale – Encourage spiritual learning and growth of students by providing Christian literature not readily found in public or other secular libraries and to provide material appropriate to the mental, emotional, social, and spiritual needs and interests of the students of Horizon.

Guidelines:

- A Overall Goals of the Library Program include providing resources for students
 - i) Fulfillment and supplement of classroom expectations.
 - ii) Improvement of the skills of discernment.
 - iii) Molding of Godly character.
 - iv) Encouragement of spiritual growth.
- B General Book Selection Guidelines
 - i) Philosophy and practice of the acquisition of books and materials will be consistent with the purposes and goals of Horizon.
 - ii) Curriculum needs carry first priority in acquisition of library materials. Administration, faculty, staff and student's requests for materials, which directly support the curriculum, also fall within this category.
 - iii) General circulating and non-circulating reference materials relating to the curriculum as well as materials important in their own right, are second in priority.
 - iv) Other reading materials including fiction, drama, poetry, and essays are to be selected consistent with Policy 4.26, Resource Materials for General Classroom and Library Use, by the librarian. Recommendations and donations in good physical condition are solicited.
 - v) Censorship of material should follow Biblical standards. Acceptability on the part of the Christian should depend upon the purpose of the work. For example, does it sharpen moral understanding and encourage correct moral choices? If it serves to help the Christian in becoming more Christ-like, then it is acceptable. (Ephesians 4:11-13)
- C Response to Student, Teacher, Staff or Parent Concerns
 - i) An objection or concern to any particular library material should be submitted to the Librarian in writing.

- ii) The Librarian will then review this written concern with a principal and the superintendent to determine future action.

Last Review 05/13/2019

Last Prior Revision 07/25/2009

Policy 5.25 Music Education and performance groups

Policy Statement - All pre-K through sixth grade will be provided formal music training in a classroom setting. Music will be offered as an elective beginning in the Junior High school.

Rationale - It is the belief of Horizon that music education is important to the development of the students.

Guidelines:

1. The music department will be responsible for providing Christmas and Spring Programs utilizing musical gifts of the various grades and school musicians.

Last Review 03/21/2017

Last Prior Revision 7/26/2009

Policy 5.26 Physical Education Policy

Policy Statement – Horizon requires every student to participate in Physical Education as outlined below.

Rationale - Physical education is important to the development of good physical and mental health. A P.E. curriculum has been developed for each grade level and is implemented by the P.E. and classroom teacher. Physical education activities are planned to maximize the student's safety.

Guidelines:

1. Physician's note: Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not able to participate. If such a note is received, the student will be excused from P.E. class until another note from the physician indicates an ability to resume participation in P.E.
2. Parent's note: As an exception to the general policy, a student may be excused for up to three days at a time with a note from a parent in cases of minor injury and/or sickness from which the student is recovering.

3. Students will wear appropriate clothing for P.E. class.

Last Review 05/15/2018

Last Prior Revision 07/25/2009

Policy 5.27 Christian Athletics

Policy Statement - Horizon has authorized participation in Interscholastic Athletics through the Oregon Schools Activity Association (OSAA) and the school will participate in various sports, the number of which is determined from time to time, by budget, student interest, and coaching staff availability. Participation in sports is a student privilege, and students are subject to eligibility standards required by Horizon and the OSAA, as well as demonstrated and/or developing athletic ability.

Rationale - Preparing students for life includes preparing students physically, emotionally and spiritually. Athletics are a means to an end, not an end unto themselves. Athletics represent an aspect of the Horizon educational program. It is the goal of Horizon that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics is a microcosm of life. The athletes are confronted with all types of life situations that are good opportunities for teaching Biblical principles. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach. It is the job of the coaches to properly direct Horizon athletes in these situations that build Christian character qualities.

Guidelines:

1. Students are not to be recruited for the sole purpose of athletics. This violates the OSAA policy requirements and is not in keeping with the mission of Horizon.
2. All Coaches will meet the school employee employment test criteria as outlined in the Policy 4.03, Qualifications for Employment, whether working as a paid staff member or as a volunteer Coach.
3. Student participation in athletics will be determined by the ability, commitment, willingness to accept coaching, and attitude in addition to the eligibility standards established by Horizon and OSAA.
4. Coaches will interact with athletes in a spirit in alignment with Horizon's Staff Core Beliefs found in the Staff Handbook.

5. An Athletic Handbook has been developed (See Appendix J in the Policy Manual) which more fully describes the procedures that exist from time to time covering specific elements of the Athletic program.
6. All sports participants and their Parents/Guardians, Coaching staff, Administration are expected to follow the procedures outlined in the handbook.

Last Review 05/13/2019
Last Prior Revision 8/6/2014

Policy 5.28 Student Accident Insurance

Policy Statement - The school covers all students with accident insurance while enrolled at Horizon.

Rationale – It is the expectation that students are covered by their parent’s health insurance policy, but in the event of an accident while the student is at Horizon or a Horizon sponsored event, student accident insurance is provided for students without exception.

Last Review 05/15/2018
Last Prior Revision 07/25/2009

Policy 5.29 Visitors

Policy Statement – Visitors are welcome at Horizon including friends of students, parents, donors and other guests.

Rationale - Horizon faculty and staff value the scriptural principal of hospitality.

Guidelines:

1. Students may bring friends to Horizon with a principal’s prior approval.
2. Student visitors must meet all behavioral expectations of a Horizon student.
3. All visitors must check in with the front office upon arrival, to maintain school safety and order.

Last Review 03/21/2017
Last Prior Revision 7/26/2009

Field Trips

Policy Statement – Horizon encourages the use of field trips as part of the educational process.

Rationale – Field trips are an integral part of the curriculum and are directly connected to educational goals of the class taking the trip.

Guidelines:

1. Field trips should be scheduled with the office at least two weeks prior to the actual date of the trip. It is the teacher's responsibility to organize class and field trip experiences that are interesting and fun, but also contain spiritual and academic value. Field trips requiring money should be approved through the Principal before scheduling.
2. Overall Procedures
 - a. Determine purpose. A field trip must be justified educationally and have a direct relationship to the goals and objectives of the school grade or subject matter.
 - b. Plan carefully. If appropriate, the children should participate in the planning.
3. Specific Procedures
 - a. Obtain consent from the administration to make the trip.
 - b. Provide details of the trip.
 - c. Make arrangements with authorities at the destination point and with school administration.
 - d. Obtain signed permission slips for students to going on the field trip.
 - e. Arrange for parent volunteers to accompany you on the trip.
 - f. Arrange transportation details
4. Teacher-Student Preparation
 - a. Make clear to the students the purpose(s) of the trip.
 - b. Arouse student interest in the trip by class discussion, photographs, bulletin boards, etc.
 - c. Prepare and distribute to students any materials that can be used profitably during the course of the trip
 - d. Work out with students specific points to observe during the trip.

- e. Set up with students and parents/volunteers going on the trip, the standards for safety and behavior:
 - i. What to do in case of an emergency;
 - ii. Necessity for order, attention on the bus; and,
 - iii. The necessity for strict attention to the instructions of the host, warning signs, etc. at the destination

Last Review 05/15/2018

Last Prior Revision 07/25/2009

Policy 5.30 Extended Field Trip Policy

Policy Statement - It is a goal of the Board of Trustees of Horizon that extended fields trips are an integral part of the educational process for Horizon students.

Rationale - Past examples of these trips have included the 6th grade science outdoor laboratory trip, the 7th & 8th grade geology trip, and the senior high September retreat.

Guidelines:

- 1 Trips will be planned with a structure to include the maximum number of students from a particular class possible.
- 2 Trips will include an appropriate number of adult chaperons.
- 3 The cost to participate in the field trip will be given at the time the trip is announced.
- 4 An alternative educational program will be available for the students not participating in the extended field trip.

Last Review 05/15/2018

Last Prior Revision 07/25/2009

Policy 5.31 Student Fund-Raising

Policy Statement - All proposed student fund-raising activities must be submitted to the appropriate principal in writing for approval, prior to implementation.

Rationale – Horizon’s primary way to fund student activities is through the budgeting process. Horizon has authorized the appropriate principals to approve a limited number of student led fund-raising activities that directly relate to the mission of Horizon.

Guidelines:

- A Sale of goods and services at fair prices is the preferred method of fund raising for student activities. This could include car washes, yard work, baby-sitting, tutoring, or other similar activities. No high- pressure tactics, including the assignment of quotas may be used. The funds should be designated for a specific purpose.
- B Sale of raffle tickets, coupon books or other products at above market value is not in keeping with the principles of the school and will not be permitted.
- C Solicitation of gifts from a small group of individuals with particular interest in a specific need or for a specific purpose will be with the permission of the Business Manager. Gifts may be solicited from community members, but no high-pressure tactics, including assignment of quotas, may be used. Giving should be structured in such a way as to encourage anonymity (Matthew 6:2-4).
- D The above guidelines are consistent with Biblical principles concerning giving and working. Careful adherence to the spirit of these guidelines will teach our students valuable, practical lessons in these areas and will be a testimony to the community at large.

Last Review 05/13/2019

Last Prior Revision 07/25/2009

Policy 5.32 Class Schedule

Policy Statement - All class schedules are to be established by the principals in consultation with each other and the superintendent. Each teacher is responsible for establishing a daily instructional schedule in keeping with their assigned duties and expectations.

Last Review 05/13/2019

Last Prior Revision 07/25/2009

Policy 5.33 Biblically-based Sex Education

Policy Statement - Horizon believes it is primarily the families' responsibility to provide both health and biblical values related sex education.

Rationale In a society where sex is often misused, Horizon provides both health-based information within an age and gender appropriate setting, and biblically-based information on the proper role of sex within marriage.

Guidelines:

1. Health related, sex education curriculum is focused on how reproduction occurs and health issues related to reproduction. The principals and the superintendent review the specific curriculum and timeline to present this health based information.
2. Parents are invited to simultaneously hear this program with their student, while attending in a separate classroom area.
3. Any parent who does not wish to have their student receive such instruction must inform the school in writing.
4. Biblically-based sex education is devoted to presenting the appropriate behavior for students, including those who are dating, and why abstinence until marriage is biblically appropriate behavior.

Last Review 05/13/2019

Last Prior Revision 07/25/2009

Policy 5.34 Language Arts

Policy Statement – The study of Literature is an integral part of preparing students for studying the Bible, preparing for college and preparing for life.

Rationale - The faculty and staff of Horizon desire to give students a quality education that will prepare them for service to God in the world. Literature, properly taught, is one means of accomplishing that goal. It is understood that in any form of art there will be controversy relating to topic and style. The utmost of care will be taken in choosing works to be studied, tempering the Scriptural admonition to “Hate what is evil; cling to what is good” (Romans 12:9) with the command to “Take captive every thought to make it obedient to Christ.” (2Cor.10:5); teaching students to be “as shrewd as snakes and as innocent as doves.” (Matt. 10:16). There must be balance. Students that are not able to recognize and intelligently address the issues that have shaped and are shaping our culture today will not be able to be “salt and light” in that same culture tomorrow.

Guidelines:

1. Purposes for Literature
 - a. To help students discern between worthwhile and worthless literature, developing a taste for that which is true and beautiful.
 - b. To enhance the students’ appreciation of beauty.
 - c. To expose the students to examples of writing worthy of imitation.
 - d. To acquaint students with various literary forms.
 - e. To increase the students’ understanding of man, the world, and God.
 - f. To familiarize students with “the Classics” (those works of literature which strongly reflect and/or shape Western thought and culture).

2. Literary works will be selected according to the following criteria:
 - a. They should have stood the test of time as “Classics”.
 - b. They should be exemplary in style, mechanics, and content.
 - c. They should address “big questions”, causing students to examine the deep things of God (love, sacrifice, depravity, etc.)
 - d. They should portray a clear distinction between good and evil.

- e. Original texts should be used whenever possible.
- f. They should reflect variety in period and style.
- g. They should be developmentally and cognitively appropriate.

Last Review 05/15/2018

Last Prior Revision 07/25/2009

Policy 5.35 Visual and Performing Arts Policy

Policy Statement - Horizon believes that visual and performing arts instruction provides important tools needed for life-long success.

Rationale - These programs are to be designed in such a way to:

- Promote living in accordance with Biblical instruction.
- Reflect the creativity and love of beauty expressed by God
- Help fulfill the great commandment of loving our neighbor as ourselves.

Guidelines:

1. Horizon recognizes that some parents and students may have concerns about participating in specific Horizon-authorized events, so Horizon will make every effort to accommodate those personal convictions. Some accommodations may include alternative activities mutually acceptable to all parties or “no fault” non-participation.
2. While there are visual and performing arts activities that are wholesome and acceptable to Horizon’s programs, many may be excluded due to a lack of connection to our Mission, budget and time priorities, or the failure to achieve a high consensus among Horizon constituents as to appropriateness.
3. Only Horizon-authorized events will be advertised on campus in print form or on the Horizon website.
4. Students may participate individually in Visual and Performing Art activities outside of Horizon that are in accordance with Biblical instruction and mandates. These activities may be organized by church groups, community-based groups, and/or individual parents or groups of parents.
5. The Bible instructs us individually to *“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the Word of Truth.”* (2 Timothy 2:15) and to not take actions that would cause our brother to stumble. (1 Corinthians 8:13). Horizon acknowledges that parents

and students make decisions individually every day as they apply these biblical principles in their lives and may come to different conclusions about the same issue. Private participation in the visual and performing arts, to the extent not in conflict with Horizon policies, allows personal conviction, developed by biblical study and guided by the Holy Spirit to guide their participation in activities that Horizon chooses not to sponsor.

Decision Authority Guidelines for Implementing the Visual/Performing Arts Policy has been established as follows:

1. Horizon will select visual and performing arts elements to be included in official program offerings through a structured approach based on the guidelines described above and through a curriculum committee approach, review and approval by the administrator. If any staff member, principal or the Superintendent have reason to believe that the element proposed to be included in the official program offering may not have the high consensus that is expected for visual and performing arts, the proposed element will be reviewed by the Board of Trustees.
2. An administrator must approve any request for Horizon Sponsorship involving Visual and Performing arts elements for student and/or parent organizations that would normally be recognized by the community at large as Horizon representatives. If the Superintendent, principal, or staff member have reason to believe that the element proposed to be included in the official program offering may not have the high consensus that is expected for visual and performing arts, the proposed element will be reviewed by the Board of Trustees for approval.
3. The Board of Trustees has approved Horizon sponsorship of one Spring Formal event per year, open to Horizon high school students, and their guests who have been approved by the high school principal. The approved spring formal authorization consists of an off-campus dinner and may include a formal dance which reflects Horizon values, in content and format, as described throughout this visual and performing arts policy, and is also to be held off campus. Dancing instruction for the spring formal may occur on campus after school hours at specifically designated times with a faculty sponsor in attendance during the instructional period. No other dancing activities are authorized on Horizon Property with the exception that dancing may be used as a limited performance element of a scheduled music, drama, assembly or chapel program.

Last Review 05/22/2017

Last Prior Revision 11/21/11

Policy 5.36 Tobacco Use Policy

Policy Statement – No one is permitted to use tobacco products of any form, in any way, while on school grounds, in a vehicle for Horizon use, or at a Horizon sponsored event.

Rationale – Horizon has adopted a smoke free policy on its campus and at events that Horizon sponsors for all participants and guests of that event.

Guidelines:

1. For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking or vaping product, including chewing tobacco in any form.
2. A Horizon student is not permitted to use any tobacco product at any time as specified in the Student Code of Conduct signed by each student.

Last Review 05/22/2017

Last Prior Revision 07/25/2009

Policy 5.37 Substance Abuse

Policy Statement It is Horizon's policy to maintain a school community that is free from the effects of drugs and alcohol.

Rationale – Horizon believes that we should be examples of following the biblical standards of both obeying drug and alcohol laws and treating our bodies as the temple of God.

Guidelines:

1. Board Members, Employees, students and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on school premises. In addition, Horizon prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve.
2. Board Members, Employees, students and volunteers will be subjected to disciplinary action as provided elsewhere in this policy manual, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at school,

being under the influence of those substances while at school, using them while at school; or dispensing, distributing, or illegally manufacturing or selling them on Horizon premises.

3. Everyone who comes on the Horizon premises is subject to search and surveillance at all times while on Horizon Premises or while conducting Horizon business.

Last Review 05/22/2017

Last Prior Revision 07/25/2009

Policy 5.38 Bullying Policy

Policy Statement – Bullying is not acceptable behavior at Horizon under any circumstances.

Rationale - Horizon Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. The school will investigate all allegations of bullying in a prompt, confidential and thorough manner.

Guidelines:

1. A charge of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action, up to and including expulsion.
2. Bullying, including “Cyber Bullying”, is defined as any action that habitually harasses another physically, emotionally, or spiritually in an intimidating, overbearing manner regarding their race, creed, color, physical make-up, or gender during any school sponsored activity. Cyber Bullying is defined as using a technology tool such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages digital pictures or web postings to harass, tease, intimidate, threaten or terrorize another student or staff member.
3. It is the students’, employees’ and parents’ responsibility to:
 - a. Conduct themselves in a manner which contributes to a positive school environment.
 - b. Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
 - c. Immediately inform the offender that their behavior is offensive and unwelcome.

- d. Report all incidents of discrimination, harassment, or bullying to the supervisor on duty.

4. Compliant Filing and Investigation Procedures

- a. The student will first attempt to tell the individual offender that their conduct is offensive and it must stop. If the objectionable behavior does not cease immediately, the student must report the bullying to any supervisor.
- b. All reports must be passed on to the principal. Any reported case will be documented and signed by the parties reporting. All parties involved will be made aware of the allegations. Confidentiality will be maintained as much as possible.
- c. During investigation, appropriate actions and suspensions may be taken, as necessary, through the resolve of the issue. Actions and allegations during this time will be documented.
- d. The Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the bullying and can include all disciplinary actions up to and including immediate termination or expulsion.
- e. Criminal charges will be handled by civil authorities.

Last Review 05/22/2017

Last Prior Revision 04/08/2011

Policy 5.39 Student Cell Phone Policy

Policy Statement - Students are permitted to bring cell phones to school subject to the guidelines listed below.

Rationale - Horizon Students are expected to devote their full attention to the teacher and work assigned by the teacher during class time. Use of a cell phone or communication device in any form during class time without specific permission, and specifically for educational purposes, constitutes disrespect of Horizon and the teacher.

Guidelines:

1. For elementary students the phone must be “powered off” and kept in their backpack or locker during the entire school day and may not be used without specific permission.
2. For Secondary Students the phone must be in silent mode and not visible during class unless specifically authorized by the teacher or a staff member. Cell phones may be used outside of class rooms during passing periods, authorized breaks, or lunch.
 - a. If a cell phone is either visible or not in silent mode in a classroom, the phone may be confiscated and the student is subject to loss of cell phone privileges up to and including the remainder of the school year.
 - b. Any inappropriate use of cell phones may be dealt with as a major school offense and handled accordingly.
3. In the event that a student needs to be contacted during the school day, individuals should call the school office at 541-387-3200.
4. Horizon is not responsible for lost, stolen or broken cell phones.

Last Review 05/15/2018

Last Prior Revision 07/20/2011

Policy 5.40 Student Code of Conduct

Policy Statement – Every parent/guardian and every student of Horizon from the 7th through 12th grade will annually sign that they agree to abide by the Student Code of Conduct.

Rationale - One of the goals of Horizon Christian School is to promote Christian character. In keeping with the goal, students are responsible to follow Biblical standards of conduct as part of their growth to maturity.

Guidelines:

The Bible gives us many principles for living. The following have been identified as specific guidelines for student behavior.

1. I will submit to the civil authority of our country and obey its laws. I understand this will prohibit such things as the use of tobacco of any kind, alcohol, marijuana, vaping, the illegal use of drugs of any kind as defined by federal law, gambling and shoplifting. (I Tim 2:1-2, I Peter 2:13-14)
2. I will willingly submit to those in authority over me. (I Thess. 5:12, I Peter 5:5)
3. I will respect and honor other individuals. (1 Peter 2:17; Phil. 2:3; and Gal. 5:14)
4. I will respect the property of others. (Ex. 20:15, Lev. 19:11 and I Thess. 4:6)
5. I will conduct myself with honor and integrity in both spoken and written word. (Col. 3:9-10, 4:6 and Titus 2:6-8)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Ex. 20:7; Eph. 4:29; and Heb. 10:29)
7. I will be modest in my dress and appearance. I have read and understand the applicable sections of the Student Handbook related to dress and appearance. (I Thess. 4:3-7, I Tim 2:9-10 and I Peter 3:3-5)
8. I will remain sexually pure by not engaging in sexual activity of any kind. I understand that under Oregon statute it is a criminal offense for a person under 18 to engage in sexual activity and that an offense could lead to criminal prosecution. (I Thessalonians 4:3-7)
9. I will uphold the Biblical view of gender and will adhere to Horizon's position on gender issues in its policies, teachings, curriculum, and treatment of students. (Genesis 1:27 and I Corinthians 6:19-20)
10. I will use cell phones, technology, and social media in an appropriate and responsible manner. (Psalm 105:21, Luke 16:1-2, and James 3:13)
11. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. (Eccl. 8:11, John 13:34 and I Thess. 4:9)
12. I understand that if I threaten to harm or actually harm myself it may result in the mental health wellness assessment or school administration evaluating me for discipline.
13. Horizon Christian School supports its parents/guardians in the expectation that students lead Christ-honoring lives not only at school, but outside of school hours as well by helping students live according to the Student Code of Conduct beyond school hours. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other.

14. Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. (Policy 5.21) The following Scripture should guide us in this policy: “whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” (Phil 4:8).

Students are responsible to abide by these standards of conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action.

Last Review 03/19/2019

Last Prior Revision 05/22/2017

Chapter VI. Institutional Policies

Policy 6.01 Interior furnishing and décor policy

The Horizon Christian School interior should reflect a vibrant, educational atmosphere in balance with an orderly and safe setting. Specific guidelines are listed below. Questions concerning the policy and final decisions on interior furnishings and décor (not individual displays) should be directed to the Interior design committee. This committee will be chaired by a school board member and include two teachers.

Common Areas and bulletin boards in these common areas (all areas outside of individual classrooms): Displays may include student work that fits with the educational learning happening in the classrooms, academic and sports achievements, school history and trophies, thematic units, seasonal exhibits, philosophy and/or purpose of the school. These displays should be changed regularly.

Classroom Areas and bulletin boards in the individual classrooms: The classroom environment should reflect the priorities of the education occurring in the classroom.

The basic furniture, wall color, and bulletin boards will be provided. Teachers will have flexibility in decorating their room. Additional classroom items brought in by school personnel should be of quality.

Safety must be a top priority. A safe building and equipment will be maintained to prevent accidents or injury to students, employees and other citizens from fire, natural disasters, mechanical and electrical malfunction and other hazards. The building will be equipped and maintained in accordance with appropriate local, state and federal safety regulations. The building will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations. Fire exits and maps must be clearly displayed.

Last Revision 7/25/2009

Policy 6.02 Chapel and Assembly Policy

Policy Statement – Horizon schedules periodic chapels, mentor group opportunities and occasional assemblies. All students are required to attend and respectfully participate in these gatherings.

Rationale - Horizon provides a variety of spiritual disciplines and opportunities for students to grow in the grace and knowledge of our Lord Jesus Christ. Our weekly chapels are designed to teach Horizon students the Christ-centered doctrines and deeds that help them to make wise decisions that support a biblical worldview. Our primary aim of chapel is to encourage students to worship the Lord while pursuing a relationship with Jesus Christ that demonstrate works of faith, labors of love, and the steadfastness of hope in the Lord (1 Thess. 1:3).

Guidelines:

1. Chapel speakers agree to speak the truth in love while refraining from teaching on topics or issues that have universally divided believers in every age. All chapel speakers must be born-again believers who fellowship regularly at an evangelical church. If requested, each participant will provide Horizon with references from reputable sources, and while speaking in chapel agrees to respect and teach in accordance with Horizon's Statement of Faith, avoiding controversial subjects like speaking in tongues, prophesying about things future, and conducting healing services on school premises. All chapel speakers must be approved by the appropriate Principal.
2. On occasion, Horizon students will gather for an Assembly whereby the topic discussed is of a non-spiritual nature (i.e. civic, athletic, or dramatic). In such cases, invited participants must be approved by the appropriate Principal prior to speaking to students. All participants in school assemblies must maintain an upright testimony and speak to the issues and purposes for which they were invited to address the school at the outset. Horizon Christian School is grateful to all chapel and assembly participants who freely give of their time and gifting to help students mature in their educational experience.

Last Review 05/22/2017

Last Prior Revision 05/10/2010

Policy 6.03 Marriage, Gender, and Sexuality

Policy Statement: 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)

Rationale: 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 2:19-25) 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)

Behavioral Guidelines:

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Matt 15:18-20; 1 Cor. 6:9-10)

We believe that in order to preserve the function and integrity of Horizon Christian School and to provide a biblical role model to our community, it is imperative that all students, 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 every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Horizon Christian School.

Last Review 11/07/2017

Last Prior Revision 11/09/2015

Policy 6.04 Church Relations

Policy Statement Horizon Christian School believes that every family who has a student enrolled at Horizon should be active in a local church and will encourage our students to participate in a local church.

Rationale – The role of a local church is to spread the gospel of Jesus Christ to those who are not believers and to encourage those who are believers to grow in their faith and knowledge of the Lord. Horizon is also involved in evangelism and disciple making at the school, but Horizon’s role as a school is to provide education from a

biblical worldview.

Guidelines:

3. Horizon Christian School encourages families to select a local church whose doctrine is consistent with the Horizon Statement of Faith.
4. Horizon will endeavor to maintain relationships with local churches for the purposes of common ministry interests.

Adopted 2/6/17

Policy 6.05 Weapons Policy

Policy Statement – Horizon Christian School does not allow weapons of any kind on our property at any time, except as provided below.

Rationale – Horizon endeavors to have a weapons free campus, so that all members of the community are safe.

Guidelines:

1. The carrier is a current law enforcement professional
2. A concealed carry permit holder notifies Horizon administration that they have a valid permit issued by or recognized with reciprocity by the State of Oregon and is specially authorized by Horizon to carry a concealed weapon on campus. Otherwise, the weapon and/or ammunition must be locked within the trunk, glove box, or other enclosed compartment within the person's privately owned motor vehicle and the vehicle must be in a place it is permitted to be by Horizon.

Last Review 04/09/2018
Last Prior Revision None

Policy 6.06 Animals in the School

Policy Statement – This policy covers three types of animals in the school, educationally related animals, service animals, and pets. Educationally related animals are allowed if specifically approved by the superintendent. Service animals and pets are allowed subject to specific conditions as outlined below.

Rationale – Many individuals have allergies to pet fur, and some individuals have a fear of certain types of animals. In order to maintain a safe environment for all students, staff, and guests, service animals and pets are more strictly regulated as described in the guidelines.

Guidelines:

1. If a teacher would like to have a classroom animal for educationally related purposes, they must first determine whether the animal would create an issue with any student in the classroom, either allergy or fear- related. If no such issue has been determined, they can ask the superintendent for permission to house an animal in their classroom.
2. If a student or a staff member, or a guest has a service animal, the teacher must follow the same procedure in determining whether either an allergy or fear related issue would be caused by having the service animal in a classroom or in the hallways. Once a determination has been made that no issue would be caused by the service animal, then the superintendent may approve the request.
3. Pets are not allowed past the school lobby area.

Last Review 01/14/2019

Policy 6.07 Harassment Policy

Policy Statement – Horizon Christian School intends to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. It shall be a violation of Horizon policy for any student, teacher, administrator, or other school personnel of Horizon to harass anyone through conduct of a sexual nature, or regarding race, color, national origin, disability, or physical appearance as defined by this policy. It shall also be a violation to tolerate such behavior.

Rationale – Horizon endeavors to have a harassment free campus, so that all members of the community are safe. Harassment is any unwanted physical or verbal behavior that offends or humiliates. This may be action that persists over time or a serious one-time incident.

Guidelines:

1. Horizon will act to promptly investigate all complaints, either formal or

informal, verbal or written, of harassment because of race, color, sex, national origin, disability or physical appearance.

2. Horizon will promptly take appropriate action to protect individuals from further harassment.
3. Horizon will promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and to take other appropriate action reasonably calculated to end the harassment.

Last Review 11/20/2019

Policy 6.08 The Ministry of Teaching

Policy Statement: Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the "many who heard him were astonished, saying, 'Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!'" (Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power" through their words and deeds, and "gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all" (Acts 4:33). Horizon teachers are ministers.

Rationale: The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do: and the God of peace will be with you. (Phil 4:8-9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even

before their first meeting with students, must subscribe to the school's Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4:25, 29).

Teachers minister to the students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to "Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31-32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

Last Review 08/10/2020

Policy 6.09 Political Endorsements

Policy Statement: It is the policy of Horizon Christian School not to endorse political candidates and this includes using our website, classroom teaching, wearing clothes that endorse a political candidate or allowing signs on bulletin boards or on the campus lawn area.

Rationale:

We could lose our tax exempt status by condoning political activities by Horizon. See below.

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public

forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.

On the other hand, voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

Last Review 11/16/2020

Policy 6.10 Horizon Grounds Public Use

Policy Statement: It is the policy of Horizon Christian School to allow limited public use of the Athletic Fields which does not conflict with school operations.

Rationale:

Horizon wants to be a good neighbor to those in the community surrounding the school and preserves the first right of use to Horizon.

Guidelines:

1. On school days, the fields are closed to public use prior to 3:30 PM unless there is an activity scheduled.
2. All public use will stop at sunset
3. All dogs are expected to be on leash and owners are expected to clean up after their dogs, no dogs on school fields during school hours.
4. The playground equipment is primarily for school use until 3:30 PM and closed at sunset.
5. The public may use the public access point on the Northside of the Soccer field.
6. The public is not to congregate on the parking lots of Horizon Christian School.

Appendix A - Horizon Teacher Contract

HORIZON Teacher Contract – Fiscal Year 2016-2017

I. Introduction

Believing that God has led in this decision, the Horizon Christian School (Horizon) Board of Trustees appoints _____ as a teacher for the _____ school year. We expect you to report to work on or about _____, and will end on or about _____, depending upon satisfactory performance of your assigned duties. In so doing, Horizon recognizes and affirms the ministry of teaching for you as a servant of our Lord Jesus Christ. Horizon rejoices that God has brought you to Horizon as a “fellow-laborer” in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of a “Second to none” program at Horizon Christian School.

By accepting this appointment, you specifically acknowledge that this contract is for a limited period specified herein and that all rights and privileges shall terminate upon the expiration date of this contract, unless voided by a breach of the conditions of employment as outlined below. No rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts.

The **Teacher Job Description** - Policy 4.34 outlines the detailed expectation for you.

II. Compensation

- A) Your contract salary for this period of employment will be _____ based on an FTE schedule of 1

III. Employee Benefits

You are entitled to the employee benefits as outlined in Appendix I and as described in Horizon Policy manual Chapter 4.

IV. Conditions of Employment

- A) I affirm, as part of the qualifications for this position, that I am a “Born Again” Christian who knows the Lord Jesus Christ as Savior. I give testimony that I have a sense of God’s will that teaching is a calling, and that teaching in a Christian school is God’s direction.
- B) I will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to students (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living.
- C) I accept without verbal or mental reservations, and am committed to upholding the Statement of Faith – Policy 1.06.
- D) I have read the Teacher Job Description – Policy 4.34 and agree to abide by the requirements listed. I have also reviewed and agree to abide by the Horizon Policy Manual, as well as any policy changes adopted by the Board of Trustees during the school year.
- E) Upon request, I agree to submit to a physical examination by a licensed physician at school expense and furnish the school with a copy of the physicians report.
- F) I understand that assignment to room, grade, subject, and extra-curricular duties will be made at the discretion of my designated supervisor after consultation with me. I also understand there are other duties that are normally expected of a professional educator, and that these duties will be completed professionally and within the time requested. I agree to accept a proportionate amount of supervision, observation, and assignment, to be determined by my designated supervisor, who will seek as far as possible to achieve equity in all staff assignments.
- G) When school is in session, I agree to be present each regular school day unless otherwise noted in the school calendar or by special notice. In addition, I agree to be present and on time for faculty devotions, staff meetings, conferences, chapels, in-service days, preparation days, and other special meetings or events as called by my designated supervisor.
- H) I will strive at all times to understand, appreciate, love, and serve the students entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I will provide regular communication with parents by phone and e-mail as appropriate, and keep notes of those contacts,, along with the documentation of meetings (i.e. who, what, when, & points of discussion) and of actions taken.

- I) Horizon staff and I are Christians and believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical standards. Therefore, Horizon and I agree that any claim or dispute arising out of, or related to, this agreement or to any respect of the employment relationship including statutory claims, shall be settled by Biblically based authority.
- J) I agree that Scripture dictates standards of sexual behavior – Policy 6.03 and I agree to abide by the standards. All my sexual activity will be confined to the bounds of a Biblical marriage defined as one man and one woman. Deviation from Scriptural standards is grounds for termination.
- K) I acknowledge that I am fully aware of my obligations under state law regarding child abuse reporting requirements and that I will fulfill those obligations.
- L) If I resign or am terminated during the period of service covered by the contract, I will be paid that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment, unless state law mandates otherwise.
- M) Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon myself, or tending to seriously impair my continued usefulness as a Christian role model for the students.
- N) This contract is contingent upon the school receiving adequate resources to fund the operations of the school.

HORIZON Teacher Contract – Fiscal Year 2016-2017

Acceptance and Signature page

Agreed and accepted:

Staff signature Date

Horizon Christian School Date
by Donald J. Hoffman, Chair, Board of Trustees

I have selected to receive my compensation in: (Please initial your selection)

1. _____ 10 equal monthly payments beginning September 25th
2. _____ 12 equal monthly payments beginning September 25th

Following Section: Health Insurance Selection required for new teachers. Current teachers have open enrollment/selection in December to be effective January 1.

I have selected the following Health Insurance Coverage (Please initial your selection)

1. _____ HSA Plan
2. _____ Traditional Fee for Service Plan
3. _____ Decline Horizon provided health insurance

Coverage Level

1. _____ Employee
2. _____ Employee and Spouse
3. _____ Employee and Dependents
4. _____ Family Coverage

*Employee Benefits Appendix 1

O) Medical Insurance for Certified Staff (Teachers and Professional Staff)

1. Eligibility – Employees who work, or are contracted for an FTE of, more than .5 and exempt professional staff whose standard work schedule is twenty-one (21) or more hours per week are eligible for employee and family coverage.
2. Employee Benefit Options – Horizon Christian School offers a HSA (Health savings account) plan – See the chart below for paid premium coverage formula.
3. Employee Premium Payments

(a) Full time employees

| Employer Paid Coverage (as a % of total Premiums) | First Employed prior to June 30, 2004 | Employed after June 30, 2004 |
|------------------------------------------------------|------------------------------------------|---------------------------------|
| Employee only | 98% | 80% |
| Employee + Spouse | 85% | 70% |
| Employee + Children | 85% | 70% |
| Employee + Family | 75% | 70% |

(b) Part time Employees

| Employer Paid Coverage (as a % of total Premiums) | Scheduled hours Between 1/2 & 2/3 time. | Scheduled hours over 2/3 but less than full time. |
|------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------|
| Employee only | 80% | 80% |
| Employee + Spouse | 50% | 60% |
| Employee + Children | 50% | 60% |
| Employee + Family | 50% | 60% |

4. Coverage

- a) Employees never having had a contract with Horizon – Medical insurance will be in effect 30 days after initial employment begins and at the beginning day of the succeeding month. For newly hired teachers who begin their initial employment at

the beginning of a new school year, October 1 would normally be the first day of coverage.

- b) For an employee who has signed a contract with Horizon for the school year following the year covered by a contract, Horizon will pay the health insurance premium for July and August in accordance with the formula described above and for premiums being paid in the year covered by this contract. If an employee signs a contract for the following year, but accepts other employment and does not return to Horizon, they agree to repay the health insurance premiums that Horizon paid on their behalf for July and August as applicable.
 - c) Insurance coverage ends on the last day of the month in which the employee's employment ends. For teaching staff, this would normally be June 30th, irrespective of the compensation payment plan selected in the employment contract. Employees who terminate their employment after June 30th and have received coverage for July and/or August are responsible for reimbursing Horizon for the full cost of that coverage provided, but not part of their compensation.
5. Medical insurance coverage and the level of benefits selected are solely determined by Horizon Christian School.
6. Portability – Employees who elect to leave at the end of their contract year are eligible for COBRA benefits. Horizon will provide this information in accordance with the applicable United States Statutes upon request.
- P) Sick Days: Sick days will be allowed for Contract Employees who are unable to teach due to illness. Days allowed shall not exceed 10 days in one school year. In cases of major illness or accident, additional days may be allowed at the discretion of the Board of Trustees upon recommendation from the Superintendent. Sick days do not accumulate from year to year.
- Q) Personal and Professional days: Two personal days may be taken by full-time Contract Employees with advance coordination and approval of the Superintendent. One professional day may also be taken to attend a conference or visit another school for professional growth and development. These days do not accumulate from year to year.
- R) Days Off: Contract Employees are not expected to work on days when school is not scheduled to be in session. Examples of these non-work days include Thanksgiving, Christmas and spring breaks along with designated holidays.
- S) Student tuition discount for contract employees:
- 1. The students must be your children and be eligible to be claimed as dependents on your income tax return.
 - 2. In order to be eligible for tuition discounts your children must be in compliance with all the standards contained in the "Admission Agreement" of Horizon Christian School. Continuing adherence to this policy is a condition for continued receipt of the student tuition discount provided by this contract.
 - 3. A full-time contract employee shall receive a discount equal to 85% of the student tuition charge for any children enrolled at Horizon.
 - 4. Other contract employees will receive a proportion of the benefit in inverse proportion to the FTE ratio to full time. For example: .75 FTE contract employee shall receive a discount of 63.75% of the student tuition charge.
- T) Other Benefits provided by Horizon include:
- 1. ACSI Convention fees paid
 - 2. Eligible for reimbursement of continuing education in accordance with the current Horizon Christian School policy
 - 3. Statutory employee benefits including:
 - (a) Social Security/Medicare – Employer portion paid
 - (b) Unemployment Insurance coverage

(c) Worker's Compensation Insurance

- U) Horizon Christian School is not liable to reimburse any employee for any benefit not used in the fringe benefit package. Employees may not choose to receive cash in lieu of any benefit.
- V) Benefits will not aggregate if you are less than full time and work in more than one employment classification with Horizon. For example, if you are a part time contract employee, and also work as an hourly employee, it does not change your eligibility or Horizon contribution towards medical insurance.
- W) Benefits also do not aggregate if you and your spouse both work for Horizon and each of you are less than full time.

Last Updated 06/17/16

Appendix B – Teacher Evaluation Form

Appendix C — Reconciliation Form

Date:

State nature of problem:

Ideas to bring to resolution:

Steps both parties agree to take:

Person A will _____ By

Person B will _____ By

Next meeting is scheduled for:

Last Revision 2/10/2006

Appendix D - Formatting Notes

This document contains three styles which are set as part of the bullets and numbering outline system.

1. The overall style for the body of the policy manual starts with an outlining style beginning with Chapter, then Policy number, then A, then 1 and finally (a)
2. Two documents within chapter one are external documents (Articles of Incorporation and Bylaws) and they have their own number style after Policy number which beginnings with Article on the outlining tab (bullets and numbering)
3. The appendix has its own numbering system beginning with Appendix, then A, then 1.

By changing how a style is defined, it will change all the formatting throughout the document. The table of contents is built from the Style sheet and can be updated as a whole, if the policies take more or less space.

Also, policies can be rearranged and the policy numbering will be automatically updated. This is a two edge sword, however, since internal references to a policy number (within another policy number) are not updated automatically.

Any proposed change to any policy should be developed from this document as with proposed “track changes” editing clearly visible. This will insure that when the changes are being considered, any changes approved by the board will maintain the formatting integrity of the entire policy manual.

Finally, if you have any questions about formatting, contact Don Hoffman.

Last Revision 7/25/09

Appendix E - CHILD ABUSE/NEGLECT REPORTING FORM

Directions: You may fill out this form on a computer and print it out for signatures.

[illegible]

| | |
|------------------------------------------------------------------|--|
| Date Reported: | |
| Time Reported: | |
| Reported by Horizon staff name: (list names of all reporters) | |
| Reported to DHS name: <u>OR</u> | |
| Reported to law enforcement name: | |

| | Yes | No |
|--------------------------------------------------------------------------------------------------------------|-----|----|
| Is the suspected abuser is a Horizon employee, substitute or volunteer? If YES, name of suspected abuser: | | |
| If so, did you make the required report to the Superintendent and the Board Chair | | |

Signature Reporting Staff

Date

Signature School Administrator

Date _____

1. Forward to Superintendent's Office, when complete, in sealed envelope marked "Confidential." A copy will be provided to the Board Chair.
2. AND fax to DHS at (541) 386-7066 OR Law Enforcement at (541) 387-5585

Last Revision 7/25/09

Appendix F - Dress Code Procedures

It is the desire of HORIZON to provide a productive learning environment that includes a safe and modest standard of dress and that enhances our educational goals. Our Dress Code Policy serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community. The clothing will fit properly, be clean and not worn. The student will wear the clothing in a neat and proper manner.

Shirts, Sweaters and Vests (Boys & Girls)

- Polo shirts, dress shirts, sweaters and vests are to be in solid colors or may have repeating geometric patterns (e.g. stripes, plaids) with no wording, logos, or pictures (small manufacturer's logo acceptable)
- Dress code shirt must be worn under vests

Pants, Shorts, Skirts, Dresses, Jumpers

- Pants in traditional office cut and color, i.e. khakis, chinos, and cargo-style (Boys & Girls)
- Skirts, jumpers, and dresses may be in any plaid, or solid color, not more than 4" above the knee (Girls only)
- Dress shorts may be in any plaid, or solid color of a traditional cut, not more than 4" above the knee (Boys & Girls)
- All must be appropriately sized, not too baggy, not skin tight. (Boys & Girls)

Belts, Shoes, Accessories

- All must be moderate and understated
- Girls only may wear earrings, no other body piercings (Boys & Girls)
- No beach-type flip-flops, shower-type shoes, or stiletto-type heels
- Hats and sunglasses may not be worn in the building
- Natural looking makeup is permitted (Girls only)

Coats, Jackets, Sweatshirts (Boys & Girls)

- Official Horizon wear acceptable
- Other to be free of wording, logos, or pictures (small manufacturer's logo acceptable)
- Dress code shirt must be worn under all outerwear

Hair

- Hair above collar in back, above eyebrows in front (Boys)
- Sideburns not below earlobes (Boys)
- Must be clean-shaven (Boys)
- Conventional haircuts/styles only (Boys & Girls)
- Hair of a natural color (Boys & Girls)

Swimwear

- Must be modest (Boys & Girls)
- One-piece, tankini not showing midriff or modest two-piece with solid, dark tee-shirt covering (Girls)

PE

- Appropriately sized athletic clothing free of images and wording

Resources & Exceptions

The model of modesty, cut and style of all school clothing will be taken from school uniform lines and is also a good resource for purchasing.

The Superintendent may declare a limited number of “special dress” days when modified apparel will best meet the objectives of Horizon for those days. In all cases, modified dress days will be equal to or more modest than the dress code policy or procedure.

Last Revision 8/31/2014

Appendix G – Lockdown Procedures

CODE Yellow LOCKDOWN ("CODE Yellow LOCKDOWN" Announced 3X)

BUILDING:

- **Office staff sweep building and lock all exterior and interior doors.**
- All must **enter and exit building through the front door**. Identification required for all unknown persons wanting to enter.
- All staff remain in building until the Code Yellow ends.
- Students may leave building only with parent or approved adult.
- Use **restrooms at front entrance** or "classroom" restrooms only.
- Administrative staff send flash alert and email to Connections group.
- End of school day procedure will be determined upon advice of authorities.
- Staff will monitor hallways and exterior doors during passing periods, breaks and lunch.
- Administration/office staff will monitor intercom for potential movement to Code Red.
- Office staff will have 2-way radio contact with Administrator walking the campus.

CLASSROOM:

- **Operate classes as normal within the building.**
- Be truthful with students, giving age appropriate information. If unsure of reason for Code Yellow, assure them that administration has it under control and will give the necessary information.
- All PE classes and recesses will happen inside the building.
- Keep classroom **doors shut and locked**.
- **Blinds open** unless instructed otherwise.
- Alert will be concluded over the intercom or door to door.
- Do not post on social media sites during a Code Yellow.
- Do not evacuate building for Fire Alarm unless instructed to do so by administration.

FIELD/OUTSIDE:

- Office staff will notify classes outside of the Code Yellow.
- **All students/staff will return to the building at once.**
- Resume classes inside the building.

FOLLOWING CODE YELLOW or CODE RED:

- The Superintendent communicates with Media.
- Give facts only as you know them. Focus on procedures followed and safety of the students. There will be a debriefing with staff and administration after each Code Yellow or Code Red.

CODE RED LOCKDOWN
("CODE RED LOCKDOWN" Announced 3X)

OVERALL GUIDE:

AVOID: If you can avoid the threat by leaving the building with students please do so

DENY: If you cannot avoid the threat then do everything possible to deny the threat access

DEFEND: If you cannot avoid or deny then defend yourself with any and all action possible

CLASSROOM:

- Open door, if you deem safe, and accept any students outside into your room. Also confirm the room next door has heard the call for a CODE RED
- Lock door (recommended you keep your door locked and then you can just SHUT your door.)
- Close blinds (slanted upwards)
- Lights off
- Students – move to the floor, away from windows, calm and silent, (spread out as much as possible)
- Ask students to remove cell phones and turn them off. Teachers put yours on VIBRATE.
- Text your administrator your attendance (include names of extra and missing students)
- Do not evacuate building if Fire Alarm goes off unless instructed by administration or law enforcement that has opened the classroom door with a key or when fire or smoke is evident.
- Remain locked down until a Law enforcement or school administrator opens the door with a key.
- (If a drill, an announcement will be made to conclude the drill)

GYM: (Teacher carries cell phone)

- Move students through the cafeteria and into the SANCTUARY or into storage room at west end.
- Lock door behind you. (see Sanctuary Directions)

CAFETERIA: (Teacher carries cell phone)

- Move students into the SANCTUARY
- Lock door behind you. (see Sanctuary Directions)

SANCTUARY: (Teacher carries cell phone)

- Lock door behind you as you enter
- Direct students to spread out and get down between the chairs
- Direct students to remain calm and quiet, and turn off cell phones.
- Take attendance count of students.
- Text your administrator your location and attendance (include names of extra and missing students)

FIELD/OUTSIDE: (Teacher carries cell phone)

- Move students to closest secure room unless this action increases risk of danger

- If not taking students into the school, take students to the RALLY POINT provided to you verbally by school administrators
- Text your administrator your location and attendance (include names of extra and missing students)

Secondary Students Gr. 7-12: Faith's cell phone: (541) 645-0058

Elementary Students Pre-K –6th grade: Renee's cell phone: (503) 887-0918 *Updated August 2016*

Last Revision 8/19/2016

Appendix H – Facilities Use Procedures

These steps should be followed when office staff of Horizon Christian School (School) or Shepherd of the Valley Bible Church (SVBC) handle third parties who use school facilities, rooms, or fields through a HORIZON FACILITIES USE AGREEMENT – see attached form.

After a third party has contacted the School or SVBC to request the use of the campus, and the parties contact information has been written down:

- A. Refer directly to the Horizon Policy for renting the building or campus to a third party.
- B. Hold a conversation with the third party representative to apprise the party of the Horizon policy regarding appropriate persons or organizations, cost, expectations, and liability. A Horizon Administrator will determine whether the third party and the proposed use meet the initial level of acceptance.
- C. Check the Master calendar to determine if requested use, day, and time can be accommodated. Let the interested party know that we need 48 hours for approval process.
- D. Forward such request to the school Administration, to whether this party is approved for booking.
- E. Assign a Horizon staff member, who will be responsible for letting them in, unlocking doors, turning on lights, etc., and who will also be responsible for checking the room, turning off lights and locking all doors, checking conditions, etc. when the third party exits premises.
- F. At that time, contact the third party and let them know the answer. If this party was approved remind them of deposit due and expectations, i.e. the third party can come in for an early set up as long as they do not interrupt or conflict with School or Church operations. Normally, they can arrive one hour in advance unless special arrangements are made with approval of the Church or School. Let them know the name of the assigned Horizon staff contact along with contact phone number.
- G. The assigned Horizon staff contact fills out a Third Party Event checkout list and submits to school office to be placed in the related Event folder.
- H. 8) Horizon office staff person using this form needs to initial next to each numbered point on this paper, indicating that each step has been followed.

Appendix H Facility Use Request Form

A. Contact information of Organization or renter name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Contact Name _____ Contact Title _____
Contact phone: Primary Number _____ Cell Number _____ FAX Number _____
Contact E-mail _____

B. Date (s) of Event _____ Hours _____

C. Specific description of room(s), bathrooms, hallways, entryways, being leased (refer to codes listed on building map).

(list additional rooms, etc., on the back of this form)

D. Specific number of parking spaces anticipated: _____; additional uses or considerations: _____

E. Additional detailed description of the access to Horizon property: Early set up needed? _____
Additional Days _____ Hours _____ Storage needed _____
Other _____

F. The user must have an insurance policy that includes Horizon as additionally insured for one million (\$1,000,000) liability. _____ - Horizon staff initial (a copy of the first page of the insurance policy must be attached)

G. Does the noted party meet the approval of Horizon? YES NO circle one

H. Deposit: _____ Total user fee to be paid: _____ by,
date: _____
(security and cleaning deposit) (see specific charges list attached)

I. Has the noted lease date and activity been checked against the building master calendar? _____ - Horizon staff initial

J. Horizon staff member assigned for check-in, chaperone, check-out: _____

USER AGREEMENT MUST ALSO BE SIGNED

Appendix H PERMISSION TO USE AGREEMENT

- A. The laws of the state of Oregon and of the City of Hood River as regards the management of property, and the rights of landlords and tenants apply to this permission to use agreement.
- B. The user must indicate complete understanding, acknowledgement of liability, and acceptance of all parts of this agreement by signing below.
- C. The noted user confirm the condition of the noted used spaces in the Horizon facility that the spaces being used are in good condition without damage or problems as noted on a provided facility map.
- D. The user will be financially responsible for restoring or repairing any material damages to the satisfaction of Horizon at the direction of the school within 10 days of notification by the school. The school will decide which contractors will be used for any needed repairs, and the user is responsible for paying for the services of said contractor.
- E. Pet policy: Userss are not permitted to have pets, animals, or other living creatures in the Horizon building without express written permission of a Horizon administrator.
- F. Horizon has staff and teachers who work in the school building every day of the week. Horizon staff and teachers are allowed to be in the building at any time, and any such Horizon employees will try to minimize interactions and entrance into rented spaces during the time the renter is using the rented spaces.
- G. Any material damage to any part or portion of the Horizon facility or any violations of the terms of this user agreement will result in forfeiture of the entire security deposit, and may also include the user being charged for the complete cost of any needed cleaning or repairs as determined by Horizon or any appointed representative of Horizon's choosing.
- H. The amount of user fees and deposits has been clearly stated. The user fee is due as noted and is considered late if not paid as agreed. A late payment or non-payment will result in the user being evicted or barred from the school property by local law enforcement.
- I. As Owner, Horizon is responsible for repairs of: pre-existing, noted damage to fixtures or facilities, heating and cooling equipment, and included appliances. Any needed maintenance, repairs, or cleaning of the building caused by the presence of the noted user will be the responsibility of the user. The user will also be materially and financially responsible for repairs needed due to the user's negligence or wrongful acts.
- J. Horizon School does not permit activities, sounds, or actions in or around the facilities that are not consistent with the operations, mission, and purpose of this Christian school. In addition, the activities, sounds, or actions of the user must not bother any of the neighbors who live around the school. Any infractions will result in the user being evicted or barred from the school property by local law enforcement.
- K. If this user agreement is breached in any way by the user, or if the user violates any of the terms of this agreement, the school has the right to terminate this agreement and evict the user without reimbursement to the User.
- L. Name and address of person or organization using Horizon facilities

(printed name of person legally responsible
for this rental agreement)

(signature)

(date)

(position or title)

Appendix H GYM RULES

- A. Proper gymnasium attire is required at all times (i.e. Shorts, shirt, socks, and shoes). Dedicated gym shoes that are non-marking, closed toe, soft-soled basketball, running, or tennis-style shoes are required for use in the gym. Hard-soled shoes or any dark rubber or plastic shoes are not allowed in the gym.
- B. Profanity and abusive language are not tolerated.
- C. Food, drink and smoking are not allowed.
- D. Dunking or hanging on the rims is not permitted.
- E. Bringing in other equipment, chairs, desks, ladders, etc. rims is not permitted without express permission of the Horizon Athletic Director or Administration.
- F. School-scheduled gymnasium activities take precedence over other activities.
- G. The facilities are for use only by those individuals who 1) have official permission through the Athletic Director, 2) have been approved through the Horizon office, and 3) who have also completed and signed the official school waiver for use of the gym.
- H. Minors and guests are not allowed in the Horizon facilities without Horizon office-approved chaperones.
- I. The locker rooms are for office-approved visiting school use only. The Horizon reserves the right to remove and discard personal items left overnight in the locker rooms or in the facilities.
- J. Users agree to heed and follow directions (as it pertains to observed misuse of gym equipment) issued by Horizon employees assigned the title and role of Gym Monitors. Note that the Monitors are not always on duty in the facilities.
- K. Courtesy and cleanliness are expected. Equipment should be left in orderly condition.
- L. Violations of these rules may result in your removal from the Horizon gym.

In concern for the safety of our patrons and the condition of our courts, any intended use of the Gym must be discussed in detail with the Athletic Director and the Administrator.

Please note: equipment may not be used in any way which may cause damage to the facility or injury to other patrons (including throwing balls against mats, walls, dividers, etc. or throwing through other activities in progress).

Last Revision 7/25/09

Appendix H Gym & Soccer Field Use Rules

The school building, parking lot, grounds, and soccer field at Horizon are valuable resources to our school. Scheduling and appropriate use of these resources will be managed, with prior consideration and authorization by the Horizon Christian School Administration.

- A. Priority of use will generally be as follows:
 - 1. Official Horizon School Functions (i.e. educational programs, sports games & practices, arts, etc.)
 - 2. All other uses will be taken under consideration by the school administration:
 - a. SVBC Church Functions (i.e. requests of the various boards).
 - b. Church or School sponsored club activities (i.e. boy scouts, adult recreational leagues, PTL activities).
 - c. School parent coordinated activities (i.e. basketball practices, group activities).
 - d. Community requests
 - 3. Requests for gym/soccer field use that conflict, and are not resolved by the priority outlined above, will be resolved by the Horizon Superintendent. The Superintendent, working in coordination with the appropriate school representatives, has the ultimate authority over appropriate use of school facilities subject to Board approval. The Horizon Athletic Director will work closely with the Horizon Superintendent to determine appropriate use of the building and grounds, including the fields.
- B. Scheduling of facility
 - 1. Requests for reservation of gym/soccer field will be reviewed at the beginning of the school year and periodically thereafter, as described below.
 - 2. Responses to requests for gym/soccer field received by the end of August will be posted online on the monthly gym usage calendar by the end of September. Requests made before the end of August may address the entire school year.
 - 3. Requests for gym/soccer field made after the start of September, and before January, may address only the remainder of the calendar year. Requests for gym/soccer field during the January through August timeframe will be reviewed and posted soon after the start of the new calendar year. (This will allow teachers/administrators time to consider spring sport and concert schedules.)
 - 4. Requests for gym/soccer field not received well in advance will be considered on a first-come, first-served basis via written or internet request. Short notice requests cannot be guaranteed.
 - 5. Scheduled gym/soccer field time will be posted on the school server and on the Horizon web site. Event coordinators are expected to review the online monthly gym usage calendar to ensure the requested time has been scheduled and the times are accurate.
 - 6. Special requests for annual weekend events (i.e. Art show, Pinewood Derby, Church camp, etc.) may, at the discretion of the school Administration be scheduled in advance and outside of the schedule outlined above.

(This allows these events the necessary preparation time with limited risk of affecting school activities).

C. Facility use guidelines:

1. Groups using the facilities for meetings and assemblies are responsible for set up of chairs, table, visual aides, etc.
2. Only those areas which have been reserved may be used.
3. All equipment (athletic, chairs, tables, P.A. systems, etc.) is cleaned and returned to its proper place.
4. After regular school hours the designated adult supervisor must sign in and sign out (on posted sheet) of the gym.
5. Adult supervisor is responsible for the following before leaving the area:
 - a. All trash cans are emptied in the outside dumpster
 - b. Bathrooms are checked, toilets flushed, paper picked up
 - c. All cleaning equipment is returned to the closet
 - d. All lights are turned out (gym lights are on timers)
 - e. All doors are closed and locked
 - f. To ensure the area is in the same or better condition as after use as it was prior to use.

D. Facility users agree to the following:

1. To have an appointed Horizon representative for over-all supervision of the facility uses, especially for building security at the event conclusion.
2. To be responsible for any loss or damage to the facility areas assigned, facility property and/or property of those involved in the activities scheduled.
3. To reimburse Horizon Christian School for any damages to facilities, equipment or furnishings that is attributable, directly or indirectly, to misuse or negligence of the parties using the facilities.
4. To indemnify and forever hold harmless Horizon Christian School from any suit or claim of damage or injury sustained on the premises of Horizon to any person from any cause whatsoever during the period of use of Horizon's facilities.
5. To provide proof of sufficient liability insurance for the activity planned.

E. Facility Use Request Form

Any use of the Horizon gym or soccer field must be reserved and approved with a Horizon Facility Use Request Form, that has been considered and approved in advance of any desired use.

Appendix H Suggested cost reimbursement rates

The rates charged for the use of the Horizon premises: including soccer fields, any rooms or spaces within the school building, including the SVBC worship center are as follows:

WINTER Use (November 1 through April 30)

| Room | Per Use for up to 2 hour use | Each Additional hour |
|----------------------------|------------------------------------|----------------------------|
| SVBC Worship Center | \$ 35 | \$ 10 |
| Classroom (Any size) | \$ 12 | \$ 8 |
| Cafeteria and Kitchen | \$ 45 | \$ 12 |
| Cafeteria only | \$ 35 | \$ 8 |
| Gymnasium | \$ 45 | \$ 12 |
| Foyer - entrance area | \$ 12 | \$ 6 |
| One soccer field | \$ 50 | \$ 20 |
| Parking lot - one section | \$ 10 | \$ 4 |
| Hallway - one section | \$ 12 | \$ 6 |
| Horizon-approved chaperone | \$ 20 | \$ 10 |

SUMMER Use (May 1 through October 31)

| Room | Per Use for up to 2 hour use | Each Additional hour |
|----------------------------|------------------------------------|----------------------------|
| SVBC Worship Center | \$ 30 | \$ 10 |
| Classroom (Any size) | \$ 8 | \$ 4 |
| Cafeteria and Kitchen | \$ 35 | \$ 12 |
| Cafeteria only | \$ 25 | \$ 8 |
| Gymnasium | \$ 35 | \$ 12 |
| Foyer - entrance area | \$ 10 | \$ 6 |
| One soccer field | \$ 50 | \$ 20 |
| Parking lot - one section | \$ 10 | \$ 4 |
| Hallway - one section | \$ 10 | \$ 6 |
| Horizon-approved chaperone | \$ 20 | \$ 10 |

Appendix H Post-Event Checklist

The Horizon designated Chaperone must complete this form along with 3rd party representative before that party has exited the premises.

Event _____ Day _____ Date _____

Horizon staff chaperone assigned _____

The assigned Horizon staff contact will fill out this Third Party Event Checkout List and after filling it out, bring this form to school office, and leave it on the secretary's desk, where it will be placed in the related Event folder.

Following the event:

1) Assigned Horizon staff should walk around premises to check parking lot, doors and lights.

2) Hold a conversation with the third party representative to assess quality of event, such as:

- space sufficient ☐ yes ☐ no ☐ NA _____

- equipment sufficient ☐ yes ☐ no ☐ NA _____

- environment sufficient ☐ yes ☐ no ☐ NA _____

COMMENTS _____

3) Any noted special cleaning needs or repairs needed (use digital camera from the office to record if possible).

Description _____

4) All lights turned off: ☐ yes ☐ no

Heating/cooling turned off: ☐ yes ☐ no ☐ NA

All doors closed & locked: ☐ yes ☐ no

Room / area used has been returned to original set up and condition: ☐ yes ☐ no

5) Horizon staff sign off that all items have been checked: _____

6) 3rd Party Rep staff sign off that all items have been checked: _____
(signature) (date & time)

(signature) (date & time)

7) Put this Event Checklist on the secretary's desk in the main school office.

Last Revision 7/25/09

Appendix I - Attendance Rules & Procedures

A. Attendance

1. Parents or guardians are to notify the school of student absence by 9:00 AM if a student will not be in attendance. If the school has not heard from a parent or guardian a call will be made to insure the child is safe.
2. To arrange work in advance or alternate assignments for a planned absence of two or more days, (including Lab and Intensive days for secondary students) the family should turn in a prearranged absence form at least a week in advance. Separate forms for elementary and secondary students may be obtained at the front office.
3. An absent student will be granted ample time as negotiated with the instructor for days missed to complete and turn in late assignments assuming absences were due to illness or have been approved by both the parents and HCS staff.
4. If absences become chronic, a conference with the parents and principal may be scheduled. As per state law, a student missing 15 or more of the same classes, partial days, or entire days per term (semester), may receive no credit for missed courses.*
5. No credit will be allowed for school work missed during an absence deemed of a truant nature.
6. Truancy is defined as a student absence lacking parent/guardian notification to the school or if the student leaves school or class without permission of the teacher or administrator in charge**.

B. Leaving Campus

1. Students may not leave the school campus without prior parental approval verified by a school official.
2. All students must sign out at the front office before leaving the school campus. Failure to do so may be deemed truant behavior.
3. Students in the 12th grade are allowed to leave campus during their lunch-time. Any senior using this off-campus privilege is expected to be at the class or activity following lunch on-time and prepared for class. Any abuse of this privilege may result in disciplinary action. Any student other than seniors may leave campus at lunch only with a parent or guardian.

C. Tardy

1. Students are expected to be in the classroom ready to learn by the time the class is scheduled to begin.
2. A third tardy in any one class or a total of 7 per quarter will be considered a Minor Offense and will be handled according to the Discipline Policy. If being tardy becomes habitual it may be considered a Major Offense.

*Oregon State Mandatory Attendance Laws

**National Center for School Engagement

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