



HORIZON  

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CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK

2026/2027

TEACHING TRUTH ~ CHANGING LIVES

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Horizon Christian School  
700 Pacific Avenue  
Hood River, OR 97031

541.387.3200

[www.horizonchristianschool.org](http://www.horizonchristianschool.org)

## SECTION I

### CONTACT INFORMATION

Telephone: (541) 387-3200

FAX (541) 386-3651

[www.horizonchristianschool.org](http://www.horizonchristianschool.org)

School Colors: Red, Black, and White

School Mascot: Hawk

School Day 8:00 AM – 3:00 PM

Pre-K Hours 8:00 AM – 2:45 PM

Office Hours 7:45 AM – 4:00 PM

Summer Hours 8.30 AM – 1:00 PM  
(Mon-Thurs)

### Administrative Staff

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|                 |                                               |                                                                                                |              |
|-----------------|-----------------------------------------------|------------------------------------------------------------------------------------------------|--------------|
| Nancy Rinella   | Elementary Principal                          | <a href="mailto:nrinella@horizonchristianschool.org">nrinella@horizonchristianschool.org</a>   | Ext. 1107    |
| Jennifer Tomka  | Secondary Principal                           | <a href="mailto:jtomka@horizonchristianschool.org">jtomka@horizonchristianschool.org</a>       | Ext. 1109    |
| Joe Petshow     | Facilities Manager<br>Athletic Director       | <a href="mailto:jpetshow@horizonchristianschool.org">jpetshow@horizonchristianschool.org</a>   | 541-387-3200 |
| Carol Yates     | Business Manager                              | <a href="mailto:cyates@horizonchristianschool.org">cyates@horizonchristianschool.org</a>       | Ext. 1108    |
| Rachel Caldwell | Director of Advancement<br>Athletic Secretary | <a href="mailto:rcaldwell@horizonchristianschool.org">rcaldwell@horizonchristianschool.org</a> | Ext. 1103    |

### Front Office Staff

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|                |                                                                    |                                                                                                  |           |
|----------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------|
| Ilea Bouse     | Bookkeeper                                                         | <a href="mailto:accounting@horizonchristianschool.org">accounting@horizonchristianschool.org</a> | Ext. 1106 |
| Sabrina Turner | Administrative Assistant,<br>Testing & Immunization<br>Coordinator | <a href="mailto:sturner@horizonchristianschool.org">sturner@horizonchristianschool.org</a>       | Ext. 1105 |
| Melissa Martin | Administrative Assistant                                           | <a href="mailto:mmartin@horizonchristianschool.org">mmartin@horizonchristianschool.org</a>       | Ext. 1105 |

## Elementary Staff

|                     |                                                               |                                                                                                    |                       |
|---------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------|
| Oscar Stenberg III  | School Chaplain                                               | <a href="mailto:ostenberg@horizonchristianschool.org">ostenberg@horizonchristianschool.org</a>     | 541-490-6952          |
| Shannon Wenz        | Pre-K Director                                                | <a href="mailto:swenzt@horizonchristianschool.org">swenzt@horizonchristianschool.org</a>           | Ext. 1131             |
| Angelique Garrett   | Kindergarten                                                  | <a href="mailto:agarrett@horizonchristianschool.org">agarrett@horizonchristianschool.org</a>       | Ext. 1138             |
| Julie Frossmo       | First Grade, Reading Specialist                               | <a href="mailto:jfrossmo@horizonchristianschool.org">jfrossmo@horizonchristianschool.org</a>       | Ext. 1135             |
| Elizabeth Rinella   | First Grade, Aide                                             | <a href="mailto:erinella@horizonchristianschool.org">erinella@horizonchristianschool.org</a>       | Ext. 1135             |
| Collette Kingrey    | Second Grade                                                  | <a href="mailto:ckingrey@horizonchristianschool.org">ckingrey@horizonchristianschool.org</a>       | Ext. 1134             |
| Rosie Wilcox        | Third Grade                                                   | <a href="mailto:rwilcox@horizonchristianschool.org">rwilcox@horizonchristianschool.org</a>         | Ext. 1126             |
| Jennifer Hallenbeck | Fourth Grade                                                  | <a href="mailto:jhallenbeck@horizonchristianschool.org">jhallenbeck@horizonchristianschool.org</a> | Ext. 1130             |
| Renee Rieke         | Fifth Grade                                                   | <a href="mailto:riieke@horizonchristianschool.org">riieke@horizonchristianschool.org</a>           | Ext 1148              |
| Amy Maddy           | Sixth Grade                                                   | <a href="mailto:Amaddy@horizonchristianschool.org">Amaddy@horizonchristianschool.org</a>           | Ext. 1149             |
| Melissa Hardin      | Hybrid K-3 Science,<br>Social Studies,<br>Elementary Art      | <a href="mailto:mhardin@horizonchristianschool.org">mhardin@horizonchristianschool.org</a>         | Ext. 1118 & Ext. 1127 |
| Amy Nelson          | Hybrid K-3 Specials,<br>4 <sup>th</sup> -6 <sup>th</sup> Math | <a href="mailto:Anelson@horizonchrisitanschool.org">Anelson@horizonchrisitanschool.org</a>         | Ext. 1127             |
| Courtney Wheeler    | Hybrid 4th-6th<br>English, Social<br>Studies, Bible           | <a href="mailto:Cwheeler@horizonchristianschool.org">Cwheeler@horizonchristianschool.org</a>       | Ext. 1152             |
| Debbie Schlegel     | 4 <sup>th</sup> -6 <sup>th</sup> Science                      | <a href="mailto:dschlegel@horizonchristianschool.org">dschlegel@horizonchristianschool.org</a>     | Ext. 1162             |
| Cruise Hawk         | Pre-K-5 <sup>th</sup> Music                                   | <a href="mailto:chawk@horizonchristianschool.org">chawk@horizonchristianschool.org</a>             | Ext. 1163             |
| Jenny Smallfoot     | Librarian                                                     | <a href="mailto:librarian@horizonchristianschool.org">librarian@horizonchristianschool.org</a>     | Ext. 1158             |

## Secondary Staff

|                     |                                                                                      |                                                                                                |           |
|---------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|
| Sandy Bielen        | 9 <sup>th</sup> – 12 <sup>th</sup> Science, History                                  | <a href="mailto:sbielen@horizonchristianschool.org">sbielen@horizonchristianschool.org</a>     | Ext. 1161 |
| Elizabeth Hartley   | 9 <sup>th</sup> – 12 <sup>th</sup> Bible, English, Health                            | <a href="mailto:ehartley@horizonchristianschool.org">ehartley@horizonchristianschool.org</a>   | Ext. 1156 |
| Melissa Hardin      | Spanish                                                                              | <a href="mailto:mhardin@horizonchristianschool.org">mhardin@horizonchristianschool.org</a>     | Ext. 1152 |
| Dennis Juma         | 7 <sup>th</sup> - 8 <sup>th</sup> Bible, Math, Science                               | <a href="mailto:djuma@horizonchristianschool.org">djuma@horizonchristianschool.org</a>         | Ext. 1150 |
| Kaitlin Lopez       | 7 <sup>th</sup> - 8 <sup>th</sup> English, History                                   | <a href="mailto:kwenz@horizonchristianschool.org">kwenz@horizonchristianschool.org</a>         | Ext. 1151 |
| Debbie Schlegel     | 7 <sup>th</sup> - 12 <sup>th</sup> Science, Bible                                    | <a href="mailto:dschlegel@horizonchristianschool.org">dschlegel@horizonchristianschool.org</a> | Ext. 1162 |
| Amy Nelson          | 7 <sup>th</sup> -12 <sup>th</sup> Math, Electives                                    | <a href="mailto:Anelson@horizonchristianschool.org">Anelson@horizonchristianschool.org</a>     | Ext. 1154 |
| Kristhianto Kainama | 9 <sup>th</sup> – 12 <sup>th</sup> Math, 7 <sup>th</sup> -12 <sup>th</sup> Electives | <a href="mailto:kkainama@horizonchristianschool.org">kkainama@horizonchristianschool.org</a>   | Ext. 1157 |
| Jennifer Tomka      | Hybrid 7 <sup>th</sup> -12 <sup>th</sup> English, History                            | <a href="mailto:jtomka@horizonchristianschool.org">jtomka@horizonchristianschool.org</a>       | Ext. 1154 |

## SECTION II

### WHO WE ARE

#### Certification

The Horizon Christian School Pre-K program operates as an Oregon certified childcare center.

#### Accreditation

Horizon Christian School, grades K-12, is accredited by *Cognia*. All parents, students, and staff are asked to assist and support the process of ongoing review, modification, and maintenance of this status.

#### Mission (policy 1.01)

Our mission is to build a solid foundation for life by providing students with an excellent education that integrates Academic achievement, Biblical truth, and Character development. (Our **A**, **B**, **C**'s)

#### Vision (policy 1.02)

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.

**Motto (policy 1.03)**

Teaching Truth ~ Changing Lives

**Foundational Statement (policy 1.04)**

It is the purpose of Horizon Christian School 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 counsel 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 all learning and living.

**Board of Trustees:** Erick Haynie (Chair), Laurie Bell (Vice-Chair) Ron Jensen (Secretary/Treasurer), Tyler Caldwell, Shannon Carley, Jenny Ward, Al Sorestad

## **Statement of Faith (policy 1.06)**

We believe:

- The Bible is the sole and final authority for faith and living life.
- In one true God eternally existing in three distinct persons – Father, Son, and Holy Spirit
- That God created mankind – male and female – in His own image and likeness, to glorify Himself and enjoy His fellowship forever.
- That Satan is the instigator of evil and a real spirit being, not simply the personification of evil.
- 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.
- 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.
- 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.
- In and expectantly await the glorious, visible, personal return of the Lord Jesus Christ.
- That the Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind.

## **Biblical World View**

The educational program and the methods of instruction at Horizon Christian School are dependent on a Biblical philosophy to provide the viewpoints, general background truth, and principles for interpreting the facts encountered in the study of the subject. We believe that the concepts of a Biblical World View philosophy include:

- God is the creator and sustainer of all things, and the source of all truth.
- God maintains control over His entire universe.
- Because of sin, man tends to omit God and thus fails to relate himself and His knowledge to God, the source of all wisdom.
- Regeneration is by faith in Jesus Christ. True meaning and value can be ascertained only in the light of his word, person, purpose, and work.
- God has revealed himself specifically in the Bible and in a general way in His world and universe.
- The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
- God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to their ability and to seek to teach him or her at their academic level.

- The Christian is not to be conformed to the world but must recognize their responsibility and their role in life in our democratic society.
- The student's home, church, school experience and training should be a preparation for life: a life of fellowship with God and service to man.

## **What does a Horizon graduate look like? (policy 1.05)**

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 a faithful steward of the resources God has provided.

## H.A.W.K.S. — Expected School-wide Learning Results (ESLRs)

### H – Heart for Christ

*1 Thessalonians 1:3 NIV “We remember before our God and Father your work produced by faith, your labor prompted by love, and your endurance inspired by hope in our Lord Jesus Christ.”*

Expectations:

*Students grow spiritually, understanding biblical truth and developing a personal faith. Each student is equipped to:*

- Cultivate a personal, growing relationship with Jesus Christ.
- Understand, memorize, and apply biblical truth to their daily decisions.
- Demonstrate Christ-like character in their interactions with peers, mentors, and the community.
- Anchor their identity and self-worth in the truth of God's Word.
- Defend their faith with grace, conviction, and a posture of love.

**Thus, a Horizon graduate** is well prepared to be a devoted follower of Christ who anchors their identity, values, and life's purpose in unchanging Biblical truth.

### A – Academic Excellence

*Colossians 1:16-17 NIV “For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him. He is before all things, and in him all things hold together.”*

Expectations:

*Students pursue rigorous learning and develop strong intellectual skills. Each student is equipped to:*

- Pursue intellectual rigor and mastery across all foundational and advanced disciplines.
- Demonstrate a strong work ethic, perseverance, and resilience in the face of challenging tasks.
- Discover and leverage their unique, God-given strengths to reach their highest academic potential.
- Engage deeply with both historic educational wisdom and contemporary knowledge.
- Take personal ownership of their learning, developing habits that extend beyond the classroom.

**Thus, a Horizon graduate** is well prepared to be a disciplined, lifelong learner equipped with the robust knowledge and intellectual stamina required to thrive in higher education and future callings.

### W – Wise Thinkers

*Romans 12:2 “Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.”*

Expectations:

*Students think critically, evaluate ideas, and seek truth. Each student is equipped to:*

- Analyze, evaluate, and synthesize complex ideas rather than just consuming information.
- Apply logical reasoning to solve real-world problems creatively and effectively.
- Discern truth, goodness, and beauty through the lens of a Biblical worldview.
- Navigate cultural and intellectual challenges with discernment and historical perspective.
- Ask thoughtful questions that drive deeper understanding and discovery.

**Thus, a Horizon graduate** is well prepared to be a discerning individual who approaches the complexities of the modern world with critical thought, sound judgment, and Biblical wisdom.

### **K – Kingdom Servant**

*Philippians 2:3-4 “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”*

Expectations:

*Students use their gifts to serve others and contribute to their communities. Each student is equipped to:*

- Identify and cultivate their God-given gifts for the benefit of others.
- Actively seek opportunities to serve within their classroom, school, and local community.
- Model humility, empathy, and compassion in everyday interactions.
- Prioritize the needs of others, reflecting the servant leadership of Jesus.
- Engage in life-enriching activities that positively impact the culture around them.

**Thus, a Horizon graduate** is well prepared to be a compassionate servant-leader dedicated to using their unique strengths and education to build up their community and advance God's kingdom.

### **S – Skilled Communicator**

*Philippians 4:8 “Finally, brothers and sisters, 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.”*

Expectations:

*Students communicate ideas effectively through speaking, writing, and collaboration. Each student is equipped to:*

- Articulate thoughts and ideas clearly, confidently, and persuasively in spoken language.
- Write with precision, coherence, and purpose across various subjects and formats.
- Listen actively and respectfully to understand diverse perspectives.
- Collaborate effectively and respectfully with peers and mentors to achieve shared goals.
- Utilize modern tools and classical principles to share truth effectively.

**Thus, a Horizon graduate** is well prepared to be an eloquent and confident communicator capable of expressing ideas clearly to influence the world for Christ.

## SECTION III

### INFORMATION A - Z

#### **Academic Integrity** (see Appendix)

*“Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work, and all grades should result from the student’s own understanding and effort.”* (University of Oklahoma – ou.edu)

Horizon holds academic integrity as paramount and grades to be meaningful only when assignments and tests represent a demonstration of individual student knowledge – not the work of others. In keeping with our commitment to academic integrity, Horizon is opposed to all forms of academic dishonesty, including cheating, plagiarism, misrepresentation, misuse of AI, and facilitating academic dishonesty. (Description in Appendix)

Academic dishonesty is treated as a Major Offense (cheating) under the school Discipline Policy (See Appendix) and may result in a credit penalty or expulsion.

#### **Academic Progress** (policy 5.11)

At Horizon we strive for educational excellence. In keeping with this goal, students in grades 4-12 are expected to maintain a 2.0 minimum quarterly GPA. Students who fail to meet this expectation will be placed on academic probation the following quarter.

Academic probation serves to encourage academic improvement and provides a warning to students in danger of dismissal on academic grounds. Students on academic probation will have their performance monitored in all classes, and parents/guardians will be expected to check their grades regularly via Gradelink and be in close communication with their classroom teachers.

Students on academic probation who fail to make satisfactory academic progress will be subject to dismissal from Horizon. All incoming students will be placed on academic probation for their first quarter.

#### **Address Changes**

Please notify the school office with all address, email, and telephone number changes.

#### **Alcohol, Tobacco, & Illegal Drugs** (policy 5.36 & 5.37)

Horizon’s campus is a tobacco, alcohol, and drug-free zone under the Controlled Substances Act. A Horizon student is not permitted to possess or use tobacco, illegal drugs, controlled substances, or alcohol, even if of legal age. Use of any of these products would be a Major Offense handled under the school Discipline Policy.

#### **Attendance** (policy 5.10)

Regular school attendance is a necessary part of an effective academic program that provides consistent learning. **Oregon state and federal law also require it.** If a student will be absent, parents are to notify the front office no later than 8:15 a.m.

If absences become chronic, a conference with the parents and principal may be scheduled. In accordance with state requirements and HCS’s standard of excellence, a student missing 5 or more of the same classes, partial days, or entire days per quarter, will be considered excessive and may receive no credit for missed courses.

No credit will be allowed for schoolwork missed during an absence deemed of a truant nature.

### **Pre-arranged Absence**

Parents or guardians must notify the front office by phone or email at least one week *before* a planned absence. The administration will review the request and communicate any concerns regarding the student's academic standing or attendance. Students are responsible for contacting their teachers, obtaining missed assignments, and completing all coursework by the deadlines established by each teacher. Approval of a prearranged absence does not exempt a student from meeting academic requirements.

Please note: Teachers may, but are not required to, have assignments prepared ahead of pre-arranged absences. Adequate time will be given to make up missed work.

### **Automobiles and Transportation (see also Parking on Campus)**

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. A Student Driver Information and Authorization form needs to be signed and returned to the school office prior to driving to school. Violation of these regulations may result in the loss of privileges.

- Student drivers are expected to obey all applicable traffic laws and operate their vehicles in a safe manner, both on school property and driving to and from any school function. The speed limit is 5 mph on campus.
- Student drivers are to be thoughtful of surrounding neighbors by not causing excessive engine noise by revving engines or long idling time.
- Cars are to be parked in designated areas and are not to be driven at lunch except by seniors, in good standing, exercising their off-campus lunch privilege or by special permission of the Secondary Principal.
- Students may not loiter or remain in their vehicles during the school day.
- Student drivers should enter the main door and may use the east doors to exit. Signing out is required at the front office during the school day.
- Parent drivers are expected to follow Horizon's designated traffic pattern while in the parking lot. If driving for a school activity, they must provide a copy of their current auto insurance, valid driver's license, and sign the appropriate Volunteer Forms in the Front Office.

### **Behavior while off campus and during non-school hours**

(See **Code of Conduct and Discipline Policy** in Appendix.)

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. The school will work with the family in a fair and considerate manner should off-campus behavior become a concern.

### **Bicycles, skateboards, scooters, ebikes, etc.**

Bikes and other equipment ridden to school should be secured to the bike rack. Helmets shall be worn as required by law. Recreational use of bikes and other equipment are not to be used on school property. The school will not be responsible for loss, theft, or damage to bikes and other student equipment.

## Birthdays

If you would like to have a short class birthday acknowledgement for your student, please arrange a date and time with the classroom teacher at least one week in advance. Parents may send a treat to share with the class but need to be mindful of all dietary restrictions of students in the classroom. If your child is planning a private birthday party, we ask that you mail invitations to classmates. If the **entire** class is invited, invitations may be distributed at school **by the teacher**.

## Bullying (policy 5.38)

Bullying is not acceptable behavior at Horizon under any circumstances. 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.

Per our policy:

- A. 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.
- B. 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.

## Bus Transportation

Daily bus transportation may be available to Horizon Christian School students for an additional fee. Scheduled bus stops may be available in The Dalles, Bingen, and Lyle. Bus fees and schedules are available on the school website and through the front office.

- Parents are expected to have students at the bus stop at least five minutes before the scheduled departure time to ensure the bus remains on schedule. The bus will depart from school at its regularly scheduled time after dismissal. If there is uncertainty about whether a student is riding the bus, the bus may be held for up to five minutes.
- Once the bus departs from the school, it will not be called back. Parents are responsible for providing transportation if their student misses the bus.
- If an approved adult is not present at the designated bus stop to receive a student, the bus will wait for up to five minutes. The driver will then notify the school, and the student will remain on the bus for the remainder of the route before returning to Horizon Christian School. Parents will be responsible for picking up their student from the school.

**Note:** In the event of an emergency or mechanical breakdown, the school will make every effort to notify parents through text message generated by Gradelink.

- **Bus Conduct Expectations**
  - Students are expected to follow the driver's instructions at all times and conduct themselves in a safe and respectful manner. While the bus is in motion, students must remain seated, use appropriate voice levels, and keep their hands, feet, and belongings within their own seating area.
  - The Horizon Christian School Code of Conduct applies while riding the bus, just as it does on campus. Because students of varying ages ride the bus together, any music, videos, games, or other media accessed while on the bus must be rated G or otherwise appropriate for all ages.

## Calendar

Please see our yearly calendar for important dates and events. The calendar may be found at [horizonchristianschool.org](http://horizonchristianschool.org). Refer to Gradelink, our website, or our regular newsletters for current events and calendar updates.

## Cell Phones, Smart Watches, & all other Personal Electronic Devices (PEDs)

The following procedures apply during school hours (8 am to 3 pm):

**Cell Phones & Smart Watches:** Upon entering the building, students will power down cell phones and smart watches and place them in a designated storage place.

Grades K-5: Students will place devices in a caddy upon entering their classroom. They may retrieve their devices during dismissal time at the end of the day.

Grades 6-12: Students will place their devices in a storage pouch located in the front lobby. The pouch will have a number that corresponds to the students' locker number. Once school begins, all cell phones and smart watches will be secured in the front office. If a student arrives late, they should turn in their phone/watch (with their locker number) to the front office where they will be secured for them. At the end of the school day, students may retrieve their cell phones and smart watches from the lobby.

**Headphones:** School issued headphones will be allowed with approval during the school day for educational purposes. Personal headphones must remain in your backpack or locker.

**All Other Personal Electronic Devices (PEDs):** All other PEDs (personal tablets, gaming systems, etc.) are not allowed during school hours.

*Some exceptions may be allowed on a case-by-case basis with principal approval.*

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## Enforcement Guidelines:

If a student is found with their cell phone, smart watch, or any other PED during school hours, it will be taken and treated as a major offense according to our policy manual (policy 5.20).

**1<sup>st</sup> Offense:** Principal will contact the parents. After a conversation between the student, parent, and principal occurs, the student will be allowed to retrieve their device from the principal at the end of the day.

**2<sup>nd</sup> Offense:** The parents will be required to retrieve the device from the principal.

**3<sup>rd</sup> Offense:** Parents and student will be required to meet in person with the principal and will be subject to consequences outlined under the major offense in the policy manual.

## Chapel (policy 6.02)

Chapel is a vital part of the school. The purpose is to help students develop a sense of worship as well as to nourish their spiritual lives. We seek to keep the programs alive, interesting, and challenging. The heart of chapel is the Word of God. We attempt to make each presentation Bible-centered and life-related through various pastors, youth workers, missionaries, staff, students, music groups, and films.

## Closures and Delays

School closures, delays, and unexpected early dismissals will be communicated via text through Gradelink, Horizon's student information system. In making these decisions, we consider a variety of factors related to student and staff safety. Every effort will be made to communicate closures or delays by 6:30 a.m.

In the event of an unexpected early dismissal, families will be notified through Gradelink and other available communication methods. Parents will be expected to arrange prompt pickup of their student.

## Code of Conduct (policy 5.41)

One of the goals of Horizon Christian School is to promote Christian character. In keeping with this goal, students are responsible to follow Biblical standards of conduct as part of their growth to maturity. The Bible gives us many principles for living, but the following have been identified as specific guidelines for student behavior.

### Code of Conduct

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 Timothy 2:1-2, I Peter 2:13-14)
2. I will willingly submit to those in authority over me. (I Thessalonians 5:12, I Peter 5:5)
3. I will respect and honor other individuals. (1 Peter 2:17, Philippians 2:3, Galatians 5:14)
4. I will respect the property of others. (Exodus 10:15, Leviticus 19:11, I Thessalonians 4:6)
5. I will conduct myself with honor and integrity in both spoken and written word. (Colossians 3:9-10, 4:6, Titus 2:6-8)
6. I will use wholesome speech that respects the name of God, Christianity, and His Church. (Exodus 20:7, Ephesians 4:29, Hebrews 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 Thessalonians 4:3-7, I Timothy 2:9-10, I Peter 3:3-5)
8. I will remain sexually pure by not engaging in sexual activity of any kind. (I Corinthians 6:9-18, Ephesians 5:3-5, 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, James 3:13-3)
11. I will inform an administrator or teacher if I learn about anyone threatening to harm themselves or others. (Ecclesiastes 8:11, John 13:34, I Thessalonians 4:9)
12. I understand that if I harm or threaten to harm myself, it may result in a mental health wellness assessment and plan.

Horizon Christian School supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside of 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 toward each other.

Students are responsible for abiding by these standards of conduct and the principles of the admission policy. Violation of these standards will result in disciplinary action. Parents and students must sign the Code of Conduct yearly as a condition of enrollment at Horizon Christian School.

## Communicable Disease Management Guidelines (policy 6.09)

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.

Routine control measures include:

- Hand hygiene (wet, lather, scrub for at least 20 seconds, rinse and dry)
- Stay home when sick and/or until fever-free without the use of fever-reducing medication for at least 24 hours,
- Respiratory etiquette (cover coughs and sneezes and throw tissues in the garbage)
- Routine sanitizing of shared areas and flat surfaces

Students are excluded from attending in-person when they are sick. This would include any of the following:

- Fever of 100°F or more: Stay home until below 100°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 the last episode.
- Evidence of nits or head lice: Stay home until nit-free.
- Pink eye: Stay home until all symptoms have cleared, and the student is no longer contagious.
- 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 until 24 hours after cough resolves. If diagnosed with pertussis, return when approved by a 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.

**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.

Communication protocol when a communicable disease is identified by a licensed health care provider:

- 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.
- Parents are required to notify Horizon Christian School when a student is diagnosed with any communicable disease.

## Concerns & Conflict (Policy 4.15)

If a student or parent has a concern about any aspect of the school, the school desires to resolve it as quickly as possible. If the concern is with an individual, go first to that individual. If a resolution is not found, then contact the supervising principal. If the matter remains unresolved, then contacting the Head of School or Board Liaison would be appropriate. If the matter is still unresolved, the Board Chair may be contacted and if resolution has still not been met, the matter may go before the Board at the next regularly scheduled board meeting. (Refer to Matthew 18 for conflict resolution).

## Conferences (policy 5.16)

Parent-teacher conferences are an important part of the partnership between home and school. Conference opportunities are offered twice each year.

Additional conferences may be arranged at any time during the school year as needed. Parents are encouraged to contact their child's teacher directly to schedule a meeting.

## **Curriculum (policy 4.28)**

At Horizon Christian School we are teaching and training our students from a Christ-centered, Biblical worldview, integrating Biblical truth into all areas of study. Not all the materials or texts used are explicitly Christian in publication, but Biblical truths are integrated into all our subject areas by mature Christian teachers in a Christ-centered environment. Curriculum is reviewed on a regular cycle.

## **Damage to School Property**

The parent or guardian of any student whose willful, careless, or accidental conduct causes damage to school property, equipment or materials will be held responsible for the damage and for the replacement and/or repair costs.

## **Dating and Domestic Violence-Teen (policy 6.11; posted in compliance with Oregon state law)**

Horizon's code of conduct (Policy 5.40) sets an expectation of student behavior that promotes Christian character including a safe learning environment. Students are expected to honor one another physically, socially, and emotionally.

Teen dating violence is unacceptable and prohibited at Horizon Christian School. Horizon will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and other Horizon community members on the prevention, recognition, and reporting requirements for teen dating violence and domestic violence. This applies to behavior on school grounds, school-provided transportation, and school sponsored activities.

## **Discipline (policy 5.20)**

While every student and situation is unique, our commitment to clear expectations and consistent consequences remains the same. We believe students learn best when consequences are fair, appropriate, and directly connected to their behavior.

At Horizon Christian School, staff, and volunteers follow Biblical principles to address student behavior with consistency, care, and respect.

A behavioral contract may be required for major offenses and/or on-going minor offenses. To help a student fulfill the requirements of the contract, the parents, teachers, and school administration will work closely together to ensure success.

The following excerpt has been taken from Discipline Policy 5.20:

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 students, and employ appropriate disciplinary measures based on the following guidelines:

**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:

1. Verbal reprimand
2. Isolation from the area (i.e. changed seating, removal from the room, etc.)
3. Writing assignments (hand copying texts, letters, essays, etc.)

4. Restitution
5. Community service (sweeping, shoveling, cleaning, etc.)
6. Detention (breaks, lunch, before, after and during school)
7. A note and/or phone call to parents

**Major Offenses** are more serious violations deemed to constitute significant physical, emotional, and/or spiritual danger to the student or others. This includes behaviors like lying, cheating, stealing, swearing, bullying, willful defiance, 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, conviction of 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. Students' parents will be notified. Any one or more of the following consequences may be given.

1. Any of the penalties for Minor Offenses but with greater severity
2. A meeting between the Principal, parent(s), and others as is appropriate
3. Probation (may include extracurricular activities at Horizon)
4. Suspension (may include extracurricular activities at Horizon)
5. Expulsion

## **Dress Code Standards (policy 5.22)**

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 be neat, modest, and appropriate for a school setting and will comply with the Dress Code in the Appendix.

We recognize that it is a parent's responsibility to train their children to respect authority and the rules of our school community. We ask parents to assist in enforcing our dress code policy and procedure. Together, we hope to eliminate the need for teachers to spend valuable learning time reminding students of the dress code policy.

The dress code applies to all students during all school days, events, and activities. When classes and groups travel as representatives of Horizon, principal, or designated leader shall be responsible for maintaining a standard of dress appropriate for the occasion.

## Dress Code

### Tops

Collared shirts with sleeves (button-down or polo, solid color or repeating pattern, no camo or animal prints)

Sweaters

Solid color crew neck sweatshirts

Vests

Official Horizon Hawk wear (including Hawk hoodies)

No large logos or graphics; small manufacturers or Horizon logos are acceptable

**Secondary:** Girls may wear collarless blouses.

### Bottoms

Solid-color or repeating pattern, office-style pants/shorts; no camo or animal print; no rips, frays, or holes

**Girls:** skirts, dresses (sleeves required), and jumpers must be near knee-length;

          jumpsuits need a defined waist or belt (no overalls)

          leggings/spandex only under skirts/dresses/jumpers

**Elementary:** Blue jeans are allowed on Fridays only and if worn with red dress code top

**Secondary:** Blue jeans allowed daily

### Accessories & Footwear

Must be moderate and understated

No flip-flops, slides, croc-style shoes, or stiletto heels

Hats/sunglasses not allowed indoors

**Girls:** Earrings allowed (no other piercings); Makeup must look natural

**Boys:** No piercings

**Elementary:** No open-toed shoes

### Outerwear (Coats and Jackets)

Must be neat and understated; small logos allowed

No hoods/hats indoors

Not worn in classrooms

### Hair

Neat, natural hair colors only; no extreme styles; out of eyes

**Boys:** Above shoulders, trimmed sideburns/facial hair, no accessories

### Swimwear

Must be modest

**Girls:** One-piece or tankini (no midriff) or modest two-piece with dark t-shirt

### PE & Athletics

Clothing must fit properly and cover undergarments

Spandex/compression shorts/leggings/yoga pants may only be worn under shorts

### Friday Spirit Days

**Elementary:** Red dress code shirts or Horizon Hawk wear

**Secondary:** Red, black, or white dress code shirts or Horizon Hawk wear

### Formal Wear

**Boys:** Suits or tuxedos with ties or bowties

**Girls:** Formal dresses that modestly cover the chest, stomach, lower back, and legs; dresses may be sleeveless, or spaghetti strap; modest strapless dresses may also be approved by administration

## **Dress Code Violations**

It is the parents' and students' responsibility to know and abide by the dress code. In the event clothing is inappropriate or does not fit within the guidelines of the Dress Code standard, students must resolve their dress code issue **respectfully without creating problems for others. Non-compliance may result in removal from class, special assignments, and/or parent contact.**

## **Eligibility for Extracurricular Activities (policy 5.11, 5.27)**

Horizon Christian School is a member of OSAA, which is a voluntary organization of public and private schools of Oregon, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extracurricular activities. Horizon is subject to and governed in part by the rules and regulations for extracurricular activities of OSAA. Further information is in the Athletic Handbook.

## **Field Trips (policy 5.30)**

Parent chaperones are welcome and needed for field trips. The staff member in charge will inform all chaperones of roles and responsibilities. If acting as a driver, a copy of the driver's license and insurance information is to be provided to the front office, in addition to the appropriate Volunteer Confidentiality Agreement form.

## **Food, Candy, Gum and Drink**

In an effort to be good stewards of our facility, food, candy, and drinks are only allowed with specific permission given by the supervising teacher in the classroom. Approved drinks must be in a **spill-proof container** at all times in classrooms and hallways.

## **Freedom of Speech**

Students are free to articulate any point of view which does not conflict with the student code of conduct.

## **Fundraising (policy 3.02 & 5.31)**

Any fundraising projects must be approved in advance by the school administration.

## Graduation Requirements

- Students must earn a minimum of 26 credits in grades nine through twelve. The Horizon Honors Program will require 28 credits on the Advanced Track.
- A credit is defined as the successful completion of a course or activity that fulfills 140 hours of class time.
- Credit Recovery options are available upon approval by the secondary principal in the event of the failure of a course. Costs incurred will be the responsibility of the family.
- During their senior year at Horizon, students must be enrolled in at least 4 of 7 classes, inclusive of Bible, and meet requirements to receive a Horizon Christian School diploma.
- In order to graduate, credits must be earned according to the list below or follow an official, modified plan approved by the Horizon secondary principal.

| Horizon Christian School Graduation Requirements                                                                              |                     |                           |                         |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-------------------------|---------------------------------------------------|
| Subject                                                                                                                       | Oregon Requirements | Horizon Standard Graduate | Horizon Honors Graduate | Notes                                             |
| Bible                                                                                                                         | 0                   | 4                         | 4                       | Must include Christian Faith Fundamentals course. |
| English                                                                                                                       | 4                   | 4                         | 4                       |                                                   |
| Math                                                                                                                          | 3                   | 3                         | 4                       |                                                   |
| Social Studies (Social Sciences)                                                                                              | 3                   | 4                         | 4                       |                                                   |
| Science                                                                                                                       | 3                   | 3                         | 4                       |                                                   |
| Physical Education                                                                                                            | 1                   | 1                         | 1                       | Only 1 credit of PE counts toward credit totals.  |
| Health                                                                                                                        | 1                   | 1                         | 1                       |                                                   |
| Fine Arts/Career & Technical Ed                                                                                               | 3                   | 1                         | 1                       |                                                   |
| World Language                                                                                                                |                     | 2                         | 2                       |                                                   |
| Personal Finance                                                                                                              | 0.5                 | 0.5                       | 0.5                     |                                                   |
| Higher Ed & Career Path Skills                                                                                                | 0.5                 | 0.5                       | 0.5                     |                                                   |
| Electives                                                                                                                     | 5                   | 2                         | 2                       | Internship and TA not to exceed 1 credit.         |
| Totals                                                                                                                        | 24                  | 26                        | 28*                     |                                                   |
| Transfer students may not be required to take 4 years of Bible.                                                               |                     |                           |                         |                                                   |
| *In addition to 28 credits, Horizon Honors Graduates must take the advanced courses while also receiving a 3.0 GPA or higher. |                     |                           |                         |                                                   |

## Grading System

| Horizon Christian School Grading System & Scale |             |               |           |               |         |
|-------------------------------------------------|-------------|---------------|-----------|---------------|---------|
| Grade                                           | A+, A, A-   | B+, B, B-     | C+, C, C- | D+, D, D-     | F       |
| Description                                     | Exceptional | Above Average | Average   | Below Average | Failing |
| GPA Value                                       | 4.00        | 3.00          | 2.00      | 1.00          | 0.00    |

## Graduation Recognition

These five graduation distinctions can be earned by students that reflect our ESLRs and reinforce our mission of developing high school students who exemplify Christian character, pursue academic excellence, demonstrate servant leaderships, and are prepared to impact the world for God's kingdom. These honors celebrate the growth and achievement of the whole person throughout their high school journey.

- *Longevity Cord*  
Color: Silver  
Criteria: Students enrolled continuously since Kindergarten.  
Alignment (Heart for Christ): Honors a student's long-term commitment to the Horizon community and their journey as a "living curriculum" of the school's mission.
- *National Honor Society (NHS) Cord*  
Color: Blue and Gold cord  
Criteria: Official NHS membership  
Alignment (Academic Excellence): Recognizes the integration of scholarship, leadership, service, and high personal character.
- *Service Honor Cord*  
Color: Red cord  
Criteria: 100+ approved service hours during high school.  
Alignment (Kingdom Servant): Honors students who go above and beyond in using their gifts to serve others and impact their culture, embodying the servant leadership of Jesus.
- *Leadership Stole*  
Color: White stole with red and black lettering  
Criteria: Minimum one year of serving on the Student Leadership team  
Alignment (Skilled Communicator and Kingdom Servant): Recognizes students who have actively collaborated to achieve shared goals and influenced their peers for Christ.
- *Horizon Honors Medal*  
Color: Gold medal with black  
Criteria: 28 credits (which includes 4 years Science and Math), honors GPA all 4 years, 4 years of Bible (or years enrolled)  
Alignment (Academic Excellence and Heart for Christ): Recognizes exceptional academic achievement rooted in Biblical Truth and the pursuit of Truth, Goodness, and Beauty.

## Harassment (policy 6.07)

Horizon intends to maintain a learning environment free from harassment because of an individual's race, color, gender, ethnicity, or disability. Harassment is any unwanted physical or verbal behavior which offends or humiliates. Any report of harassment will be thoroughly and quickly investigated. Appropriate action will be taken.

## Immunizations (policy 5.06)

The state of Oregon requires a schedule of immunizations for every child in an Oregon public or private school. Families must give evidence that their child is adequately immunized against diphtheria, tetanus, pertussis, polio, varicella, measles, mumps, rubella, hepatitis B, hepatitis A, and Hib. The State Board of Health may modify the above list, and it will be the policy of Horizon Christian School to enforce compliance with those changes.

According to state law, refusal or failure to present such documentation will be grounds for exclusion from school until such time as immunization evidence is presented, or the exemptions are completed and signed on the Certificate of Immunization Status (CIS) form.

## **Independent Study**

A Horizon Christian School student who wishes to earn high school credit through independent study must submit a detailed written plan to the principal and receive approval before beginning any work. Without prior approval from the school principal, course work may not be accepted or considered by Horizon.

## **Insurance (policy 5.28)**

Student injury claims should be processed through their families' own personal insurance carrier first. Horizon provides secondary coverage for school-related injuries. Please contact the front office if you would like more information regarding coverage for school-related injuries.

## **Internet & School Device Usage (policy 5.23; see Appendix)**

Internet connectivity, lab and classroom computer use, wireless access points, smart phones, and web and social media sites are all part of delivering a high-quality education for Horizon students. Students at Horizon will be provided with access to computers and iPads to facilitate their education. iPad carts for 4<sup>th</sup>-8<sup>th</sup> grades and 1-1 iPads for 9<sup>th</sup>-12<sup>th</sup> grades. This equipment and network access is the property of Horizon. Both personally and Horizon owned technology equipment used on Horizon's campus, bus, or while part of a Horizon activity in all forms, by every user, must conform to Horizon's policies including the Student and Staff member codes of conduct. Damaged Horizon-owned devices will be billed to the student and their family.

## **Late Work / Missed Work (policy 5.17)**

It is the student's responsibility to complete and submit all assigned work on time. Following an excused absence, the student must consult with each teacher and make arrangements to complete any missed work. Late assignments may receive a reduced grade at the teacher's discretion. No credit will be allowed for schoolwork missed during an absence deemed of a truant nature.

## **Leaving Campus**

Horizon is a closed campus. Parents must notify the front office for a student to leave campus. Students who have parent permission must sign out at the front desk. Failure to do so may be deemed truant behavior.

Seniors who are passing all classes, maintaining satisfactory attendance, and in good behavioral standing are eligible for off-campus lunch privileges. Seniors who exercise this privilege are expected to return on time and be prepared for the class or activity that follows lunch. Abuse of this privilege may result in disciplinary action, including the loss of off-campus lunch privileges.

## **Lockers**

Students in grades 5-12 will be assigned lockers. Lockers are the property of Horizon and may be inspected by school staff at any time. Horizon does not assume responsibility for anything lost or taken from a locker. Decorations displayed inside lockers should be appropriate and consistent with Horizon Christian School's Code of Conduct. Only school-approved decorations are allowed on the outside of lockers. Food items are not to be left in the lockers overnight.

## **Medications (policy 5.08)**

All prescription and over the counter (OTC) medications must be provided in their original containers and properly labeled. Medications are to be stored and dispensed through the front office.

Horizon staff will not administer any medication, including over-the-counter medications, without prior parent or guardian authorization. Authorization may be provided through the Emergency Information & Care Authorization Form.

## **Newsletter**

A weekly newsletter is emailed to our school families informing them of important activities, events, dates, and times.

## **Parking on Campus**

Students, faculty & staff, parents, and other visitors are welcome to park on Horizon's campus in the designated parking spots as appropriate. Students must register their vehicles at the Front Office with the Student Driver Information & Authorization form.

## **Picking Up and Dropping Off Students**

*Please do not stop your vehicle in the crosswalk.*

**Drop Off:** The front office opens at 7:30 a.m.

*Elementary students* are dropped off at the west (elementary) doors beginning at 7:45 a.m. While parents may walk their student to their classroom, they must leave the building by 7:55 a.m.

*Secondary students* are dropped off at the south (front) doors beginning at 7:45 a.m.

Students who arrive after 8:00 a.m. are considered tardy and should enter the building by way of the front office to be checked in.

**Pick up:** The front office closes at 3:30 p.m.

*Elementary students* are picked up beginning at 2:50 p.m. on the west (elementary) side of the building.

*Secondary students* are picked up beginning at 3:00 p.m. at the front doors near the office.

## **Public Displays of Affection (Policy 5.21)**

Physical displays of romance between students are not allowed at school or during school-related activities.

## **Records (policy 5.13)**

Student records will be treated in a confidential manner. In cases where parents are separated or divorced and one parent has legal custody; the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to ensure compliance with any limiting court order. State and federal data privacy laws recognize the right of a natural parent, regardless of child custody determination, to have access to the school records of their child.

## **Report Cards**

Elementary student report cards are issued at the end of each quarter while secondary student report cards are issued at the end of each semester. Report cards can be found on Gradelink.

## **Search & Seizure**

To maintain a safe and secure learning environment, the principal or designee may search student property when there is reasonable suspicion of a violation of school rules, illegal activity, or a threat to the health or safety of students or staff. Student property subject to search may include lockers, backpacks, bags, lunch boxes, vehicles, electronic devices, and other personal belongings.

Whenever practical, searches will be conducted in the presence of a student and a staff witness, or by two staff members. School personnel will make reasonable efforts to respect personal property and leave items as they were found.

The following procedures apply:

1. Items that are illegal, stolen, dangerous, disruptive, or otherwise prohibited by school policy may be confiscated.
2. Confiscated items may be turned over to law enforcement when appropriate.
3. School property, including lockers, desks, cubbies, and other school-issued storage areas, may be inspected at any time.
4. Parents or guardians will be notified of confiscated items and, when appropriate, of searches involving their student.

## **Service Hours**

The service program empowers students to embody our “Kingdom Servant” ESLR by living out their faith through intentional service to others. By engaging in experiences that benefit the church, community, and those in need, students cultivate Christ-like character, compassion, and a deepened sense of responsibility, reflecting the servant leadership of Jesus as outlined in our vision.

Students are required to complete 20 service hours each year during 9<sup>th</sup>-12<sup>th</sup> grades. This structure ensures that service is a consistent habit aligning with our philosophy of developing the whole child throughout their high school years.

## **Spring Formal (policy 5.36)**

Horizon sponsors a Spring Formal event each year, open to Horizon high school students, and their guests who have been approved by the secondary principal. The approved spring formal consists of an off-campus dinner and may include a formal dance which reflects Horizon values, in content and format, as described throughout the visual and performing arts policy, and is also to be held off campus. 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.

## **Standardized Tests (policy 5.14)**

Students are assessed each spring using a standardized test. These tests are administered for the evaluation of the overall program as well as to measure the achievement of the individual student. Student test results are sent to parents.

## **Student Leadership Team**

The Student Leadership Team has been designed to coordinate and carry out activities relating to 7<sup>th</sup>-12<sup>th</sup> grades. They strive to be an example in Christian conduct and character as representatives of the student body of Horizon, and in all things bring honor and glory to our Lord Jesus Christ (1 Timothy 4:12).

## **Suspected Abuse (policy 4.21)**

Horizon school staff are concerned about the welfare of every student and person associated with the school. Charges of physical, sexual, mental, or emotional abuse brought to any staff person's attention, whether at school or at home, must be reported to local authorities according to state law. Any school employee who has reasonable cause or suspicion that a student has suffered abuse or neglect, as defined in state law, will immediately notify the local office for Child Protective Services.

## **Tardies (policy 5.10)**

Students are expected to be in class and ready to learn when the class period begins. A third tardy in the same class during a quarter will be considered a minor offense and addressed in accordance with the Discipline Policy. Repeated or habitual tardiness may be treated as a major offense due to its impact on learning and respect for school expectations. Students who arrive more than 15 minutes after the start of class will be marked absent.

## **Telephone Use**

Telephones in the school offices are to be used for school business only. Permission must be given by a staff member prior to using a school phone.

## **Textbooks & Library books**

It is the student's responsibility to take care of their books and maintain them in good condition. A student may be required to pay for damage to, or loss of, any textbooks or library book assigned to him/her. Textbooks that are lost or damaged beyond repair will be charged a \$150 fee. Library books that are lost or damaged beyond repair will be assessed on the cost of replacement.

## **Tuition (policy 3.18)**

Parents are responsible for reading and adhering to their Family Financial Contract. If you select the monthly tuition plan, your payments are due in the office by the first day of the month and accounts are "past due" after the 5<sup>th</sup> day of a given month, unless other arrangements are made with the business office. This includes tuition and/or any miscellaneous items that are billed on the regular monthly statement. If a family is in arrears on full payment of their account balance, the child or children from that family may be asked to stay home from school until the account has been made current or satisfactory arrangements have been made with the business manager (see the financial policy for further information). Parents also agree to pay a \$20.00 service charge for each returned check, regardless of the reason for the return.

## **Visitors (policy 5.29)**

- All visitors are required to register at the school office and obtain a visitor's badge.
- To host a visitor, Horizon students must have permission from a principal and must make arrangements at least one day in advance.
- Visitors must agree to abide by Horizon guidelines and dress according to the Horizon dress code.
- Visiting Horizon students during lunch hour by non-Horizon students is only allowed with permission from a principal.

## **Volunteers (policy 4.30)**

We need, expect, and appreciate our parent involvement in meeting the needs within our school. There are many opportunities throughout the year for parents and friends to help the school staff. Horizon parents routinely assist the school by:

- chaperoning or driving for field trips, classroom activities, and sporting events.
- assisting teachers in the classroom.
- serving food during lunch or special events.
- helping in the office.

All volunteers must sign a confidentiality agreement. Signature to be updated yearly.

*The contents of this handbook are derived from and subject to Horizon Christian's standard practices and the Horizon Christian School Policy Manual. Revision of the policy manual occurs in writing with approval of the Horizon Christian Board of Trustees. Policy is reviewed continually and is subject to change. Changes are distributed upon approval, and the revised Policy Manual is the Horizon Christian School website.*