

STUDENT HANDBOOK 2009-2010

HORIZON CHRISTIAN ACADEMY Established in 1991



The fear of the Lord is the beginning of knowledge.
Proverbs 1:7

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This Handbook belongs to:

Name: _____

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HANDBOOK INSTRUCTIONS

In the name of Jesus Christ, we welcome you to Horizon Christian Academy. Please read each paragraph of this handbook carefully. This is a superb opportunity for family discussion of values, morals and school policies. We require that both you and your child sign the handbook contract. If this handbook is lost, a \$25.00 replacement fee will be charged to your account. Any alterations to the front and/or back cover will warrant the purchase of a new Student Handbook. It is our desire to communicate Horizon policies and values that we feel are important to maintaining a Christ-centered school of excellence. Attendance at Horizon is a privilege, not a right. It is our intention that a student's life be challenged and stimulated, filled with accomplishments and memories having lifelong significance. **Welcome to Horizon!**

ABOUT OUR MINISTRY

Horizon Christian Fellowship is a body of believers under the Lordship of Jesus Christ. Our supreme desire is to know Jesus and to be conformed to His image by the power of the Holy Spirit.

STATEMENT OF BELIEFS

We believe in Jesus Christ, the eternal Son of God, as the only mediator between sinful man and a holy God. We believe a person is saved by faith in Jesus Christ, His death, burial, and resurrection.

We believe the Bible to be the inspired, and only infallible, authoritative Word of God. Therefore, Bible teaching is of extreme importance.

We believe that the true basis of Christian fellowship is His love, which is greater than any differences we possess.

We believe worship of God should be a spiritual experience and be both intelligent and fruitful. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship, and a prominent place is given to music.

We believe that our faith should lead us to *Win* people to Christ, *Disciple* people in Christ, and *Send* people for Christ in obedience to Christ's great commission.

SCHOOL PHILOSOPHY

The Lord Jesus Christ is preeminent in all things, including the school and the family. We see the child as inseparable from his or her family, as is clearly ordained by God in the Holy Bible. (*"You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes."* Deut. 6:7-8) For this reason we believe it is the parents who are responsible for the education of their children. The Christian school serves as an extension of the Christian family, existing to support parents in their responsibility before God to enable each child to develop his or her academic potential. While the Christian school offers professional assistance in the subject areas and reinforces Christian principles, the parents are ultimately responsible for a child's training. Each school exists, therefore, to fulfill the vision of Horizon Christian Fellowship. It functions as an aide to the parents, with the two-fold purpose of equipping parents in their task of educating their children, and reinforcing Christian principles in the spiritual, emotional, intellectual, physical and social realms of the child.

HORIZON CHRISTIAN FELLOWSHIP VISION STATEMENT

Our Vision is Evangelism with a Responsibility to...

WIN a person to Jesus Christ according to Mark 16:15
"And He said unto them, 'Go ye into all the world and preach the Gospel to every creature.' "

DISCIPLE a person in Jesus Christ according to Matthew 28:19, 20
"Go ye therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teaching them to observe all things whatsoever I have commanded you."

SEND

a person for Jesus Christ according to Acts 1:8

"...and you shall be witnesses unto Me both in Jerusalem and in all Judea and in Samaria and unto the uttermost parts of the earth."

- *Jerusalem...* Horizon Christian Fellowship
- *Judea...* San Diego County
- *Samaria...* The United States and Territories
- *Uttermost Parts of the Earth...* All areas of the world outside the United States

HORIZON CHRISTIAN ACADEMY MISSION STATEMENT

Horizon Christian Academy is a non-denominational, Biblically based school that teaches academic excellence while developing in students a Christian perspective of the world and encouraging a lifetime of service to Jesus Christ.

STUDENT OUTCOME STATEMENT

Every Horizon Christian Academy student, regardless of his or her talents, skills or limitations will:

1. Possess a knowledge of what it means to be a disciple of Jesus Christ
2. Be a literate, confident communicator
3. Demonstrate competency in critical thinking skills
4. Be technologically literate
5. Participate in a physical education and artistic program

FACULTY TRAINING

Each Horizon Christian Academy faculty member is required to develop an individualized plan of personal and professional growth including participation in various conventions, seminars, workshops, and in-services during non-instructional time. In addition, Administrators conduct systematic classroom observations and formally evaluate faculty regarding personal, spiritual, and educational development. Department Heads provide additional teacher support in weekly departmental meetings and on an ongoing individual basis. Teachers have an opportunity to regularly share instructional tips during morning faculty meetings. Horizon Junior/Senior High School endeavors to provide avenues for training and instruction for the purpose of "equipping of the saints for the work of the ministry" (Eph. 4:12).

PARENTAL RESPONSIBILITIES

It is the responsibility of the parents to educate their child both by instruction and example, according to Biblical standards.

- **Provide spiritual guidance through regular church attendance, prayer, and Bible reading at home.** (*"Train up a child in the way he should go, and when he is old he will not depart from it."* Proverbs 22:6)
- **Pray faithfully for your child, the teachers, and Horizon Junior/Senior High School.** (*"Confess your trespasses to one another, and pray for one another, that you may be healed. The effective fervent prayer of a righteous man avails much."* James 5:16)

- **Support the school discipline plan.** (*“...do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in.” Proverbs 3:11*)
- **Faithfully support teachers, administrators and school policies.** (*“Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment.” I Corinthians 1:10*)
- **Handle any concerns quietly and only with the person involved.** (*“If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses.” Matthew 18:15-16*)
- **Attend two required parent enhancement meetings per year.** (Parent Orientation beginning of the school year and Parent Seminar during 2nd Semester) Priority Registration may be forfeited for failure to attend meetings.
- **Enforce the school dress code giving particular attention to neatness, safety, cleanliness, and modesty.** (*“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good but the good of others.” I Corinthians 10:23-24*)
- **Make sure your child attends school daily and on time.** (*“The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied.” Proverbs 13:4*)
- **Require completion of classroom and homework assignments.** (*“Do all things without complaining and disputing that you may become blameless and harmless children of God without fault in the midst of a crooked and perverse generation.” Philippians 2:14*)
- **Pay tuition promptly.** (*“Let no debt remain outstanding, except the continuing debt to love one another.” Romans 13:8*)

POLICY REGARDING ON-CAMPUS/OFF CAMPUS BEHAVIOR:

Students are accountable to **God** and their **parents** for their behavior **24** hours a day, **7** days a week, **365** days a year. A Horizon student’s off campus behavior may become an issue on campus and adversely affect other Horizon students; therefore, that behavior will result in consequences to the student consistent with the school rules as outlined within this Handbook.

PARENTAL COMMITMENT:

It is our belief that if parents will be diligent in their ministry unto the Lord in regard to their family, their children will excel in all areas of life (*“Be diligent to know the state of your flocks, and attend to your herds.” Proverbs 27:23*). In view of this standard, a special conference with the school administrator will be held for parents who appear to be negligent in the aforementioned parental commitments. A lack of commitment to the parental responsibilities as stated herein can result in a student’s dismissal or denial of a student’s enrollment at Horizon for the next year.

ACCOUNTING

Tuition payments should be mailed or delivered to the School Financial Office. Please direct all financial questions to the School Financial Office at (858) 277-4991 ext 1285 or via email at dlawler@horizonsd.org.

COMMUNICATION

- **Homebase:** Each morning students and faculty pray, recite the Pledge of Allegiance, recite the verse of the week, and hear announcements.
- **Progress Reports:** Progress reports are mailed home four times a year (twice a semester). These are early communications regarding grades. Be advised, progress reports are not official semester grades.
- **Semester Grades:** Semester grades are mailed twice yearly, and become a part of the students' permanent records.
- **Student Handbook:** Students are required to bring their Horizon Student Handbook to each class. Parents may communicate with teachers via their child's handbook.
- **Parent Communication (PC)/Referral:** These are notices to both student and parents of student behavior.
- **Phone and Email:** Phone calls and email from faculty will keep parents informed of specific concerns regarding their child.
- **Website:** Parents are encouraged to visit the Horizon Christian Fellowship website at www.horizonsd.org. School information is frequently updated and includes class homework assignments, athletic calendar, school activity calendar, and messages from faculty and administration. The website and email are also avenues to communicate last minute changes in dates and locations of calendared events.
- **Edline:** Parents have access via the internet to their child's individual assignment grades as well as the most current cumulative grade in each course. Class attendance is also available for review.
- **Panther Press:** A weekly newsletter is emailed highlighting specific activities and information important to parents and students. Archived issues are available on the Horizon website.
- **Horizon Parent Fellowship:** Parents are invited to meet with the Administrative Team to discuss current school matters and activities.
- **Parent Representatives:** Both the Junior and Senior High Schools have a parent representative who serve on the School Advisory Council (SAC). The SAC meets monthly to discuss school related issues. In the September letter from principal, parents will be informed how to contact the SAC parent representatives.
- **Parent Orientation:** A parent meeting held in the Fall to review school policies and share the vision for the upcoming year. Required attendance.
- **Open House:** Held at the beginning of the school year (in the Fall) for parents to meet their child's teachers. Parents are encouraged to ask questions and schedule a meeting if more time is necessary.
- **Parent Conferences:** Held throughout the year, after grade reporting periods, for parents to meet with their child's teacher to discuss individual student progress.
- **Parent Seminar:** Held in the evening during the second semester. Required attendance.
- **Open Door to Parents:** Horizon adheres to a parental "Open Door Policy." Any parent may visit the school or classroom at any time. Parents are required to sign in at the school office before entering any class – and to sign out when leaving the campus. We enthusiastically encourage parents to take advantage of these opportunities. To avoid interrupting class exams, field trips or videos in progress, it is necessary to call the school office one day in advance.

- **Notice of School Closure:** During the school year it is possible that circumstances of an unusual, special or extreme nature will cause the administration to deem it necessary to close the school. Closure of the school, outside of regularly scheduled closures, is considered rare, and would be communicated to the parents or guardians at the earliest possible date.

ATTENDANCE POLICIES

School Hours: 8:00 a.m. (First bell rings at 7:55 a.m.) to 3:00 p.m.

We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. All students will be required to make up missed work, including homework, tests, and/or quizzes. Failure to make up the assignments within the allotted time results in a zero.

California law requires students to be in regular attendance at school. It is the position of Horizon Christian Academy that no student can be absent from his/her studies without running the risk of impeding academic progress. We understand absences for reasons of illness or family emergencies are unavoidable, but even if absences are excused, they can still take a toll on your child's progress.

Tardy

A student is defined as tardy if he/she is not seated in class or standing at the designated area in PE when the Tardy Bell rings. After 10 minutes, a student is considered absent or truant and must report to the attendance window. A student will receive a PC for every tardy to each class (including Homebase).

ABSENCES

Regular Absence

A regular absence is defined as any day or single period of missed school, with parent approval. A student is allowed a total of eight regular absences a semester in any class. Parents will be notified by the Attendance Office if a student has accrued eight absences. Refer to Parental Commitment, regarding a student's eligibility to remain at Horizon. Students will receive a PC upon their 4th absence.

A student may not participate in any Horizon activity on the day of a regular absence (must have attended at least four classes). This requirement includes practices, games, musical performances, school dances, etc. A suspension is considered as a Regular Absence, a student will receive a zero on their work.

Truancy

An absence without the knowledge of the school or parent. All truanies result in a Referral to Saturday School and may result in a suspension, depending on the circumstances.

Excused Absence

Each student is allowed 5 personal days per year, if needed. These are precisely defined below. Students must obtain a blue slip* (Excused Absence Request) in advance, and proof of the following must be provided, any additional days will need to be pre-approved by administration.

- Missions or church affiliated event.
- Educational or spiritual enhancement.
- Family emergencies or vacation (unavoidable during school time).

*Blue Slips are required to obtain permission in advance for an excused absence. Completed Blue Slips need to be turned into the school office prior to the date of departure. The Blue Slip is to be obtained from the school office at least one week in advance and needs to be completed by the parent's and teachers and approved by the Director of Curriculum/Instruction.

- **Medical Absence:** Provided for those doctor appointments that are absolutely necessary during school time. A doctor's note is required.
- Extra-curricular activities, i.e., sports, field trips, etc.

EXCESSIVE:

Twenty (20) or more absences, excused or unexcused, during the course of the school year are considered excessive. Absences exceeding this limit may result in the student being placed on probation, considered for retention and/or dismissed from the school. A parent conference will be held with the administration to attempt to correct the situation.

IMPORTANT:

- Parental/guardian verification is imperative for each day of a student's absence. Please call the school office (858) 244-0341 on the day of your child's absence or send a note with them upon their return, if one of these is not provided prior to their arrival at school, a PC will be issued.
- Make-Up work: The student is responsible for obtaining and completing any and all homework, make-up work, quizzes or tests. For each day of an excused or regular absence, the student has no more one-day to complete work. In the event of an extended school related trips (tournaments, missions class trips, choral festivals, etc.). Administration will determine make-up work expectations.

CULTURAL ITEMS

Our school's cultural items (listed below) help establish strong values; they are time-honored, true and "others-centered."

- Love one another.
- No hats indoors - Hats off in the classrooms, office, auditorium and café.
- Pledge of Allegiance – Recited daily in Homebase.
- Dress for success - Students dress up on the day they are involved in a game or event.
- Ladies first - Boys are encouraged to let the girls go first when entering or exiting a room.
- Class ambassadors - Greet visitors as they enter the classroom.
- Stand and deliver - Students stand when addressing the class.

- Speaker's honor - Students stand for the first adult speaker in any assembly.

SCHOOL RULES

- Electronic devices (other than calculators used for class) such as radios, boom boxes, CD/DVD players, ipods, MP3 players, walkmans, video games, etc., as well as laser lights may not be used on-campus during school hours, and will result in a PC and confiscation. **Confiscated items will only be released back to the student's parents.**
- *Cell phones are not permitted to be used during the school day (8:00am-3:00pm). If a student brings a cell phone to school, it must be kept out of sight. Phone calls to parents during the day can be made in the HCA office using the HCA phone.* Violations will result in a PC and confiscation. Confiscated phones will only be released to the student's parent. ***Any phone confiscated more than once will not be released until the end of the school year.***
- Skateboards, roller skates, roller blades, and bicycles may not be used on Horizon school property (including parking areas) **at any time.** A bicycle rack has been provided for students who choose to ride their bikes to school. All bikes must be locked. All bikes and skateboards must be walked while on-campus.
- Food and drinks are limited to cafeteria and central quad area. No food, drinks, or candies are allowed in classrooms or gymnasium during school hours (teachers may receive Administrative approval to allow for food and drink in class during selective occasions). **Exception:** Water in a clear container.
- **Auditorium:** No food, drink or candies are allowed at any time.
- **Gum is not allowed on-campus at any time. Violation will result in automatic referral.**
- Students may not be in any room or building on-campus without adult supervision.
- Lockers are the property of Horizon Christian Fellowship. Horizon reserves the right to search any locker randomly. All P.E. and hall lockers must be kept secured with authorized locks sold through the school office. These locks are sold in sets of 2 with matching combinations. Any student tampering with a lock or locker will be disciplined. Students should not share their locker combinations with other students. **Students are not permitted to switch or change lockers without approval from Administration. Non-compliance to these guidelines will result in loss of locker privileges.**
- **The school is not responsible for lost or stolen items.** To avoid unnecessary loss or misplacement, student should not leave personal items unattended, and are urged not to bring valuables to school.
- **Dress Code Enforced:** During supervised campus hours (7:15 a.m. to 3:15 p.m.), all students are expected to comply to the Horizon Dress Code Policy.
- **Closed Campus:** It is understood that no student is to leave the Horizon Christian Academy campus during school hours for any reason without Administrative approval. A dated note, with the parent's signature, must be submitted to the office to release a student from the campus for necessary appointments. Faculty and staff members may take students off campus with parental permission. *Exception: Seniors with a permission form on file will be allowed off-campus lunches on designated days. This is a privilege, and if abused the senior student will be denied further off-campus lunches.* All students must sign out when leaving the campus during school hours, and sign in upon return. Seniors with less than seven periods must leave campus or go to the Library or office when their day ends. No loitering on campus or in the parking lot.

- **Campus Visitors:** In order to maintain security and insure a peaceful learning environment, campus visitation is limited to the following: (1) Those students who plan to apply for admission to Horizon Christian Academy – Visitation is to take place on a Wednesday. As a “shadow student”, the visitor will accompany a currently registered student. The shadow student must have written parental permission and check in at the school office to receive a “Visitor” pass. (2) Horizon alumni and out-of-town family members. When visitors are on campus, they must first report to the school office to receive a “Visitor” pass. (Parent visitors: Please refer to “Open Door Policy”).

VEHICLES ON CAMPUS

- All Horizon students and faculty vehicles parked on campus must display a Horizon parking sticker on the lower left portion of the rear window (driver’s side).
- Students who drive vehicles to school must park in the parking lot adjacent to the gymnasium where each vehicle must remain until school closes or student’s class schedule ends. Loitering in the school parking lot is not permitted.
- **Students may not use their cars as lockers. Students are not allowed in the parking lot during school hours.**
- The posted speed limit of 8 MPH will be enforced.
- Any traffic offenders may be denied permission to drive a car on-campus and further discipline may be required. Parking a car at Horizon is a privilege, not a right.

COMPUTER USE POLICY AND RESTRICTIONS

The computer policy established by the Board of Directors of Horizon Christian Fellowship covers all school use of computers and networks. It is a comprehensive policy that restricts the use of the Horizon computer network and equipment to only those purposes that are God-honoring and specifically related to church and school business.

Students may not:

- Use the Horizon network to access the Internet except when supervised by a teacher, or when doing research for a class.
- Use the Horizon network to send or receive email or other messages unless supervised by a teacher.
- Load or install to a Horizon computer any files or software from any source unless specifically authorized by the Horizon Computer Ministry.
- Have any computer in BIOS mode.
- Modify any setting on a Horizon computer unless specifically instructed to do so by a teacher.
- Use a Horizon computer to play music, games, videos or other forms of entertainment unless specifically directed to do so by a teacher.
- Use the Horizon network or computer equipment except under the direct supervision of a teacher or other leader.
- Use the Horizon computer network or computer equipment for any purposes not directly related to their education and specifically authorized by a teacher or other leader.

- Use passwords to protect files.

Blogging Policy:

Whether school related or not, all comments on web sites which Horizon students post or allow to be posted must be considered true by school administration, and if the comments/content break school policy, they must be addressed with proper disciplinary action.

Students failing to comply with the policies and restrictions are subject to disciplinary action.

LIBRARY POLICY

Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday

The library supports the academic curriculum with books, magazines, videos, audios, college catalogs and application materials. Library computers are equipped with internet access. Currently there are over 7,700 books and 12 current subscriptions, including the San Diego Union Tribune.

Books and magazines may be checked out for up to four weeks. Overdue materials are charged at .20 cents per day with one day grace. Students owing library fines less than \$5.00 are allowed to check out additional materials; however, fines must be paid and all books must be returned prior to the end of each semester.

DRESS CODE**School Uniform Policy**

Unless receiving Administrative pre-approval, during school hours all students are required to wear approved Horizon uniform attire. During supervised campus hours (7:15 a.m. to 3:15 p.m.), all students are expected to comply with the Horizon Dress Code Policy.

General for All Students**ALL UNIFORM ATTIRE**

- All uniform attire to be purchased from Option B.
- Garments must be clean, neat, presentable and fit appropriately. They should not be oversized, frayed, torn, tight, baggy or altered in any way to change the style.

PANTS/SHORTS/SKIRTS

- Pants, shorts and skirts are pre-hemmed and not to be altered.
- Oxford shirts must be worn neatly tucked with a belt when wearing pants and shorts.
- Uniform shirts must be worn under approved Option B vests and outerwear.
- All uniform shirts are to be buttoned completely beginning no lower than the second button from the top of the shirt.
- Shirts worn under the uniform Polo, Oxford and Rugby shirts may only be a solid white shirt; tucked in.

OUTERWEAR

- Only approved Option B outerwear is permitted.

HAIR

- Hair should be clean and neat. Length of boys' hair should be no longer than top of the collar and above the brow line. Unnatural hair coloring (i.e., blue, green, orange, etc.) and extreme styles are not permitted, unless approved by administration.

SHOES

- Shoes should be tennis, walking or dress shoes. Not permitted: Athletic slides, flip-flops, slippers, Ugg-style boots, or heels over 2" high.

ACCESSORIES

Shoes, socks, scarves and belts must blend and not contrast with school uniform colors (navy, white, grey, crimson, black, brown or tan).

- Belts: Buckles must be no bigger than 1"x 2".
- Scarves: Scarves worn as a belt are not permitted.
- Ties: Solid black or navy.
- Jewelry: Modest. Items must not pose a safety risk or interfere with participation in school activities.

NOT PERMITTED

- Leggings, leg warmers, footless tights.
- Chains, spikes, studs on any uniforms or any accessories, gang-related apparel and/or accessories.
- Any piercings for boys.
- Boys wearing cosmetics, i.e., eye liner, fingernail polish, etc.
- Hats worn in any buildings.
- Bandanas at any time.
- Visible tattoos, temporary or permanent.

Upon Administrative review, any questionable or extreme styles may be disallowed.

GIRLS

- Long pants or leggings are not to be worn underneath skirts.
- Shorts must remain just above the knee.
- Skirt hems must not be altered.
- Sleeves or straps of undergarments must be concealed under the approved uniform.
- Modest ear piercings (no other piercings allowed)
- **Dress for Success for Girls:** Skirt, Oxford shirt (tucked in), dress shoes (Note: no heels over 2" high). Approved sweater vest, approved Option B outerwear or approved team regalia during season on game day.

BOYS

- **Dress for Success for Boys:** Uniform pants, Oxford shirt (tucked in), belt, tie (solid black or navy), dress shoes. Approved sweater vest, approved Option B outerwear or approved team regalia during season on game day.

Non-Uniform Policy

When attending field trips, after-school sporting events and activities, non-uniform attire may be worn; however, the following policy will be enforced:

Dress should be modest, clean and neat. The dress code applies to all student activities (i.e. sporting events, plays, etc.) (*“Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great work in God’s sight.” 1 Peter 3:3-4*)

- Shorts and skirts must be no shorter than just above the knee.
- Pants must be hemmed, not taped or pinned. They may not be frayed or cut-off.
- Hats with a pro-Christian message (off inside any room).

Not permitted:

- tank tops, spaghetti straps, sleeveless, midriff, off the shoulder
- lingerie styles, fishnet, lace, see-through or clothes with holes
- tight fitting or low cut styles
- excessively baggy pants. Pants must fit snugly around the waist and be no lower than one inch below belly button.
- offensive emblems or non-Christian logos
- gang related apparel indicating a subculture statement
- visible tattoos
- chains, spikes or studs on any accessories, gang-related apparel and/or accessories.
- piercing other than modest ear piercings
- unnatural hair coloring
- bandanas or kerchiefs

Consequences for non-compliance with Dress Code Policy:

Dress code infractions will result in a Parent Communication (PC)

Students who are not dressed in compliance with the uniform and dress code policies of Horizon Christian Academy may be removed from school activities and parents may be contacted.

Students will be permitted to return to school functions once they are dressed in conformance with the provisions of our dress code policy.

Horizon reserves the right to identify and eliminate from campus those fads and styles that might disrupt the tranquility and culture of the school environment.

INFRACTIONS

Major

1. Drug, alcohol or tobacco involvement
2. Sexual misconduct
3. Fighting
4. Weapons of any kind/any illegal activity
5. Extreme insubordination/defiance
6. Theft
7. Threats* (verbal, written, physical)
8. Lying/cheating
9. Harassment: physical, emotional, verbal, sexual, racial
10. Vandalism**/graffiti
11. Encouraging unlawful behavior in Others
12. Forgery/ plagiarism
13. Truancy
14. Violation of Probation

Minor

1. Disruptive in class
2. Disrespectful
3. Affection***
4. Gossip or slander
5. Unkind words
6. Profanity
7. Encouraging inappropriate behavior in others
8. Attendance (4 absences, 1 tardy)
9. Academic Infractions
10. Violation of dress code
11. Violation of a school rule

*** For the safety and well being of all students and staff members, threats of any nature, towards people or property, will be taken very seriously at our school and may require the involvement of law enforcement officials. WE TREAT THREATS AS AN ASSAULT AND ANY PHYSICAL CONTACT AS BATTERY. THIS INCLUDES THE INTERNET.**

****Vandalism is defined as any destruction or trespassing of public or private property
***Demonstrations of outward physical affection such as kissing, handholding, and frontal hugging are not allowed.**

While this entire handbook is designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature. Horizon also reserves the right to dismiss a student at any time who is out of harmony with the school goals and mission.

CHAPLAINCY PROGRAM

The Chaplaincy Program is set up for students struggling with a Major Infraction who are voluntarily reaching out for help. These students will receive accountability and follow up, and may not receive disciplinary consequences. The student can set up an appointment with the school's chaplain to get the assistance and accountability he/she needs. A complete copy of the Chaplaincy Program is available in the School Office.

Disciplinary Consequences

Major Infractions: Referral: Will result in suspension or expulsion. Student may be removed from class or school while Administration researches infraction allegations.

Minor Infractions: Parent Communication: Five Parent Communications results in a referral

PCs and Referrals are cumulative per year.

Parent Communication (PC): This is a notice to both student and parent of either positive student behavior or negative behavior which is out of compliance with school rules or policies.

- The student must sign the PC form, have it signed by the parent, and return the PC within 24 hours to the faculty member who issued PC. **For negative PC:** Failure to return the parent-signed PC will result in a PC/Referral.
- **A student will be issued a referral for every five cumulative PC's earned.**

Referral:

- **On the first Referral** Student is referred to "Break/Lunch Duty" or "Saturday School".
- **On the third Referral** a parent meeting with administration
- **On the fifth Referral** a parent meeting and one day suspension
- **On the seventh Referral** a parent meeting and one week suspension
- **On the ninth Referral** a parent meeting and potential expulsion

Break/Lunch Duty – During break and the last ten minutes of lunch. The student reports to faculty member on duty in the Café and assists in cleaning up in the Café. Break/Lunch duty may be assigned from one to ten school days.

Saturday School - Time: 7:00 a.m. - 12:00 p.m. (Break: 9:45 a.m. - 10 a.m. for bathroom use). Cost: \$25.00 charged to student account even if student fails to show without prior rescheduling (see below). It is best to arrive at 6:45 a.m. to insure timeliness. The door will be closed promptly at 7:00 a.m. Tardiness to Saturday School will result in the student not being allowed to attend that day, and he/she will be

reassigned to the following Saturday. The tardy will then be recorded as an absence. Before leaving the Horizon-campus, parents who drive their student to Saturday School should check to make sure the student is admitted to the classroom. Students who arrive late and are not admitted to the room must not remain on-campus unless previous arrangements have been made.

To reschedule a Saturday School: Parents must call the school office by 3:00 p.m. of the Friday prior to the assigned Saturday School. Only one “reschedule” is allowed per infraction.

Not attending assigned Saturday School: If a student fails to attend the assigned Saturday School one time, the parents will be given a choice of the following consequences: 1) Two Saturday School assignments; 2) a fee of \$75 and no Saturday School; or 3) one parent spends a day at school with the student within five school days of the missed Saturday School. Two or more Saturday School “no shows” will be considered a lack of parental commitment and can result in a student’s dismissal from school (see page 5). Saturday School attendance is a discipline consequence!

Students must wear school uniform to Saturday School.

If Saturday School is not served by the close of the school year, student will serve the outstanding Saturday School at the beginning of the following year. (Exception: 8th and 12th graders, see Commencement/Promotion Day Ceremony).

Conduct Rules: Any violation of the following will result in the student serving an additional Saturday School.

- Communication with other students including talking, gesturing, laughing and note reading or writing.
- Sleeping or the appearance of sleeping.
- Leaving the seat or chair without permission.
- Violation of any school handbook rule.

Students must stay with the teacher at all times. No passes will be given. One break will be allowed from 9:45 a.m. to 10:00 a.m. for bathroom use.

Preparation: Students should come prepared for Saturday School. The locker bays are not always open on Saturday; therefore, supplies needed on Saturday should be taken home on Friday. Students will need:

- A Bible – As reference for the assigned essay which is written during Saturday School
- Paper and pen
- Homework or “acceptable” reading material (no magazines, newspapers, comic books, etc.)

- No electronic devices, i.e. notebook computers, MP3 players, cell phones, etc.

Behavior Probation Contract: In situations where a student's behavior indicates a pattern of on-going challenges to school rules or policies, administrators may require the student to comply with the terms of a Behavior Probation Contract as a condition for the student's continued enrollment. The contract may be required for up to one year and may necessitate: a) weekly church attendance, b) weekly Youth Group attendance, and c) weekly discipleship – *all for a period of 12 weeks.*

Meeting with Academic Counselor: The purpose of the meeting is to determine causes behind student's failure to succeed in a class or classes and to develop a plan for success.

Weekly meeting with Academic Counselor: The purpose of these meetings is to hold the student accountable to previously established "plan" and to offer additional assistance, if needed.

Suspension: Student is not allowed to attend classes or participate in Horizon extra-curricular activities. Class work and homework missed during suspension period will be graded "0". In some situations, a student also may be required to complete the Restoration Process as a condition to returning to campus.

Expulsion: Student is withdrawn from Horizon for the remainder of the school year; a consequence resulting from behavior clearly contrary to the school culture and to the Horizon Handbook and/or major infraction issues. The Principal will defer to the Discipline Committee in all situations where expulsion may be deemed the appropriate consequence.

NOTE: Suspended and expelled students may not come on-campus at any time or attend any Horizon related activities (i.e., games, performances, etc.). On-campus visits are limited to appointments in Pastoral Care or Youth Ministry events. The student may not arrive early to visit, and must leave campus immediately after the counseling meeting.

Readmission Policy: Successful completion of the Restoration Process during expulsion is required before a student will be considered for re-admittance to Horizon for the following school year. Upon completion of the Restoration Process, the student will bring documentation of completion of the 12-15 week program and must appear before the Admissions Committee. If the student is accepted back into the school, any further behavioral problems may result in automatic expulsion from the school with no opportunity for future enrollment.

Restoration Process – To be completed in 12 -15 weeks:

1. Weekly discipleship/counseling
2. Weekly youth group fellowship
3. Weekly church attendance

WITHDRAWAL PROCEDURE

Parent Responsibilities:

- Notify accounting and the school registrar two weeks prior to student's last date of attendance (refer to accounting contract).
- Complete Exit Survey questionnaire.
- Pay any outstanding fees.
- Understand that any outstanding fees or materials will be posted on the outgoing statement if not reconciled within 72 hours of student's last day of attendance.
- Allow 72 hours to complete any processing.

Student Responsibilities:

- Clean out lockers.
- Return all school property/uniforms and textbooks.

Upon completion of all above requirements, student's records will be forwarded to next school of enrollment.

ACADEMIC INFORMATION

Curriculum Overview

The Horizon Christian Academy curriculum is accredited by both the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Upon graduation from Horizon High School, a student will be prepared for entry into a variety of post-high school options.

In the pursuit of excellence, the school will periodically make changes to its curriculum and course offerings in response to changes in the University of California (UC) A-G course requirements. Many colleges and universities use this list as a standard for their incoming freshmen applicants, please refer to the list located at www.ucop.edu/doorways. In addition, Horizon offers courses not on the A-G list but which are valuable in preparing students for their future. Professional guidance in academic planning is provided by the Counseling Department.

School Code: The school code number is **052886**, and is used for SAT and ACT testing, as well as college applications and scholarships.

Academic Probation: Any student who receives one or more of the following: an "F", more than 2 "D"s, any citizenship "U"s or less than a 2.0 GPA at the end of the grading period will be placed on Academic Probation.

Academic Contract/Ineligible: Any student who receives one or more of the following: an "F", more than 2 "D"s, any citizenship "U"s or less than a 2.0 GPA for two consecutive grading periods (which includes Progress Reports), will be placed on Academic Contract and be Ineligible.

Academic Admission Meeting: If a student remains on contract for two consecutive grading periods a meeting with an Administrator will then determine the student's eligibility to remain at Horizon. Student and a parent must attend the meeting.

Junior High Academic Requirements: Core junior high courses include math, science, history, Bible, and English. Students must receive passing grades in these five core subjects in order to promote to the next grade level. In addition, students must earn a 70% or above in Math and Foreign Language to be eligible for the next course level.

Senior High Academics: To best meet the needs of our students and validate their academic efforts, the following academic tracks have been established and are applicable beginning with the graduating class of 2009.

Horizon High School Track: With this curricular track, students are prepared for junior colleges, 4-year colleges and universities, trade or technical schools, the military, as well as the general work force. In addition, the Horizon High School Track mirrors the minimum requirements for admission to colleges and universities within the University of California and California State University systems. (**Recommended** requirements at UC and CSU schools may vary; see UCOP's website at <http://www.ucop.edu/a-gGuide/ag/a-g/honors.html> for more information.)

Horizon High School Advanced Track: This curricular track is designed for the student who meets the minimum requirements for the Horizon High School Track and has also completed additional Honors and Advanced Placement (AP) courses while earning a minimum 70% grade in each semester for every course recorded on his/her transcript. This designation prepares the graduate to apply for admission to more selective colleges and universities.

The counseling department meets with students annually to establish and maintain 4-year plans, including diploma track options.

For a complete list of course requirements for each academic track, please contact the Counseling Department.

NOTE: Students must earn a 70% or above in High School Science, Math and Foreign Language to be eligible for the next course level. Transferable course credit must be from an accredited school and **pre-approved** by Administration. Science or visual and performing arts online courses are not acceptable.

Transfer Students

Graduation requirements vary between schools. In some cases, courses previously taken may not meet UC accepted course approval. Horizon grants incoming student transfers a weighted GPA only for courses weighted at the previous school.

Transfer Credits

Each student's transfer credits from a previous school must be evaluated by the School Academic Counselor to determine if those credits meet the HCA graduation requirements. In addition, The Academic Counselor must give prior approval before a student takes any outside course(s), even if is to make up an "F" or an "incomplete" grade. It is the desire of the HCA to

maintain a high academic standard by working with parents and students to choose an approved course if it is to be included on the HCA official transcript.

Finals

Finals are mandatory. Finals will not be distributed until the course book is returned or the amount of loss or damaged book is paid.

Graduation Requirements

In order to graduate from the high school, students must maintain full-time status unless approved by Administration and have passed designated course work and electives. Each class passed (with a D- or higher) receives 5 credits per semester.

Commencement/Promotion Day Ceremony

Participation in the Commencement and Promotion Ceremonies at Horizon is a well-deserved honor for those successfully meeting all of the academic and citizenship requirements. Students may **not** participate in the following circumstances:

- Student has not met the course requirements with passing grades (for high school, student has not completed 260 credits with passing grades).
- Student is expelled without privileges prior to the graduation ceremonies.
- Student has any outstanding Saturday Schools to be served.
- Student owes any school related fees including: tuition, library, athletics, book fines, Saturday School fees, school tutoring program fees, etc.

ACADEMIC GRADE CODES

Letter Grade	Description	Percentage Range	GPA	*Weighted GPA
A+	Excellent	98-100	4.0	5.0
A	Excellent	93 - 97	4.0	5.0
A-	Very Good	90 – 92	3.7	4.7
B+	Above Average	88 – 89	3.3	4.3
B	Above Average	83 – 87	3.0	4.0
B-	Above Average	80 – 82	2.7	3.7
C+	Average	78 - 79	2.3	3.3
C	Average	73 – 77	2.0	3.0
C-	Average	70 – 72	1.7	2.7
D+	Below Average	68 – 69	1.3	1.3
D	Below Average	63 – 67	1.0	1.0
D-	Below Average	60 – 62	.7	.7
F	Failing	0 - 59	0	0
I	Incomplete	0	0	0
P	Pass	60 – 100	0	0

*Weighted GPA reflects a grade of C or higher in Honors and AP Courses.

Continued Attendance at Horizon: Letters will be sent home alerting parents of those students “at risk” (due to low grades) for not returning for the following school year. Any student who

received less than a 2.0 GPA for two consecutive grading periods will be required to meet with an administrator to determine eligibility to remain at Horizon.

BEHAVIORAL CODES

<u>Code</u>	<u>Description</u>
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Behavioral or Academic Infractions in a class may drop the citizenship grade significantly.

Note: A student who continually earns unsatisfactory citizenship grades must meet with the principal to determine his/her eligibility to remain at Horizon. The parents may be required to sign a probation contract in order for the student to continue education at Horizon.

Dropping or Changing a Class

At the beginning of each semester, students have until the end of the second week of a semester to *request* to drop or add a course (not applicable to year-long courses). Students may apply for *one schedule change per semester*. The teacher, counselor, principal *and* parents must approve exceptions for unusual circumstances during the semester. As a result, a grade of “WP” (withdrawal while passing) or “WF” (withdrawal while failing) will be entered on the transcript for any course dropped after the deadline. No credit is given for the WF or WP grade.

Repeated Classes

Students who earn a “D+” or lower in a class may repeat the class. The student will receive credits for only one of those classes. The transcript will reflect both courses and the higher grade will be used for the cumulative GPA.

Incomplete Grades

Subject to Administrative approval, a student may receive an “INC” for a class. The student is then responsible for completing the missing course work within six (6) weeks. Failure to finalize the “INC” within that time frame will result in an “F” for that grading period. (For extracurricular eligibility, (see page 23, d.)

Valedictorian/Salutatorian

The designation of Class Valedictorian and Salutatorian is a recognition of the top two students in the Senior Class who have excelled academically through courses offered at Horizon Christian Academy.

The Valedictorian and Salutatorian are selected by the Administration at the end of the eighth semester. The following factors are considered in making this determination:

1. Class rank as indicated by the student’s high school weighted grade point average (GPA) in classes listed on Horizon’s UC approved “a-g” course list. In the case of transfer students

and/or transfer coursework, classes which are not a part of Horizon's school program are excluded.

2. Weighted grades issued for courses listed on the Horizon school profile as "Honors Classes" and/or "Advanced Placement Classes."
3. The rigorous course load and level of accomplishment in each academic area.
4. Enrollment at Horizon Christian Academy for a minimum of four consecutive semesters to include both semesters of the senior year.
5. The display of a Christian lifestyle and testimony.

Honor Roll

Honor roll is based on the Progress Report and Semester grades including weighted grades.

To qualify for honor roll recognition:

1. The Highest Honors requires a GPA of 4.0 or higher.
 2. The Principal's List requires a GPA of 3.75-3.99.
 3. No single class grade may be below a 2.0 ("C").
 4. No unsatisfactory conduct grades.
 5. A minimum of five* classes included in computing a GPA.
- *This does not apply to seniors, whose course load is approved by Administration.

National Honor Society

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students. Scholarships are advertised for all secondary level students, members and non-members.

Horizon chapter membership is determined by a cumulative minimum weighted GPA of 3.7, transcript evaluation, conduct report, evaluation and review of an information form submitted by the student.

Students who have completed one full semester at Horizon Junior/Senior High School are eligible for membership.

SUPPLEMENTARY ACADEMIC PROGRAMS

Advanced Placement (AP) Courses

These are classes offered that may result in students earning college credit, if they receive a passing grade on the AP exam. The course work is accelerated and challenging. Students are expected to commit time and effort needed to succeed in class and on the AP exam. AP teachers assume students have an introductory foundation of the course and will teach accordingly. The recommending teacher, counselor and parents must approve all placements into an AP course. In addition, teachers of AP courses may have required summer work. See each subject's Department Head. AP textbooks, supplies, and AP exam(s) will require additional fees.

Honors Courses

These are high school classes that are designed to be pre-AP courses. They are offered to students who excel academically. To qualify:

1. Achieve a required grade as indicated below

2. Receive a teacher recommendation
3. Counselor approval
4. Parental approval

Grade Requirements:

Regular class to honors class requires an A- or better
 Honors class to honors class requires a B or better
 Regular class to AP class highly recommends an A or better
 Honors class to AP class highly recommends an A- or better

Non-Horizon Courses

Promotion and graduation requirements are met through the successful completion of courses offered as a part of the Horizon Christian Academy curriculum. Any exception to this policy must be approved in advance by school Administration. (See Transfer Credits)

Concurrent Enrollment (at accredited schools)

Seniors who have met all Horizon graduation requirements may take college courses, and will be considered full-time Horizon students. Full-time, underclass students may also take college classes in the areas of math, science and foreign language if they have already successfully completed the highest level of those courses offered at Horizon.

Horizon Christian Academy does not assume responsibility for transfer credit. The student is required to secure approval for any transfer courses prior to enrollment. Outside classes must be completed with a C or higher prior to the start of the school year. We do not accept online courses in science or visual and performing arts. Transferable course credit must be from an accredited school and pre-approved by Administration.

All concurrent enrollment must be pre-approved by the Administration to be considered for high school credit. Upon approval, the course may be included on the transcript as “IP” (in progress) for the purpose of graduation requirement evaluation. No credit will be given without an official transcript or equivalent certification from the institution granting the course. Earned college credits will transfer onto the student’s Horizon High School transcript as follows:

<u>CC/4-year</u>	<u>HHS</u>
1-2 units	5 units
3 units	10 units
5 units	17 units

NOTE: *Online course credit completion may or may not comply with the above scale.*

A student receiving a grade of C- or higher in a college course will receive honors credit for that course on their high school transcript. If the course replaces a prior course taken, the higher grade will be reflected on the transcript (the grade being replaced will remain on the Horizon transcript with zero credit.).

EXTRA CURRICULAR ACTIVITIES

Eligibility

In order to participate in athletics, cheerleading, choir, worship team, drama, ASB, or any other extra curricular activity, students must maintain a 2.0 GPA, with no “F”s”, no more than two “D”s”, and be free of citizenship “U”s”. GPA is calculated using grades from all of the student’s classes.

- a. If the student fails to meet the above requirements, the student will be placed on probation for 6 weeks. At the discretion of the student’s activity advisor/coach, the department head, and an administrator, he/she may or may not continue to participate, but must meet the eligibility criteria listed above during the next grading period to remain eligible. The student must meet with an academic counselor within the first week of his/her probation.
- b. If the student’s grades do not improve to meet the eligibility criteria for the next grading period, the student is placed on Academic Contract and is ineligible for the next 6 weeks.
- c. The student will remain ineligible until he/she satisfies the grade requirements listed above on any 6-week grade report. For each grading period that the student fails to meet the eligibility criteria, a review will be conducted.
- d. Any student who receives a grade of “INC” will be automatically considered ineligible until the incomplete is cleared.

Citizenship grades

- a. If a student earns a “U” in citizenship, he/she will be placed on probation for six weeks.
- b. If a student earns a “U” in citizenship while on probation, he/she will become ineligible for the following six weeks. The student must meet with an Administrator to determine eligibility for his/her Horizon activity.

Dropping or Transferring

On occasion, an in-season athlete or an artist in rehearsal for a performance may have a reason to drop their activity. If this is the case, the following procedures must be followed:

- a. Talk with head coach or performance director.
- b. Report the situation to the Athletic Director or head of Performing Arts Department.
- c. Immediately check in all equipment/costumes/props issued.

Athletes who drop a sport must sit out one season before resuming competition in another sport. As an example, an athlete who quits the volleyball team, which is a Fall sport, may not play basketball, a Winter sport. This athlete may then be allowed to play softball, which is a Spring sport. To allow each athlete time to determine their commitment to a sport, a two week grace period will be given at the beginning of each season.

Performing artists who drop from a production must sit out the following production before again participating.

Final determination in all eligibility matters will be made by Administration.

Note: CIF Student Athletes: All High School athletes are required to read and sign the Horizon Athletic Handbook prior to participating in any Horizon sports program. All students who desire to participate in Athletics must maintain full-time status.

School Fight Song

Go Horizon, Go Horizon,
Fight for Victory!
The mighty Panthers take the field,
We will never yield.
Go! Fight! Win!

Go Horizon, Go Horizon,
To our school be true.
Strong and mighty fight the battle,
God will lead you through.
Who you gonna beat?
There is no defeat.
Fear not, fear not, HCA!

Alma Mater

Our God is an awesome God.
He reigns in heaven above
With wisdom, power and love.
Our God is an awesome God.

Our God is great He's robed in majesty.
He rules with power He reigns in victory.
There's no one else who can compare with Him.
He's King of kings and the beginning and the end.