



**Horizon
Christian**
SCHOOL

Student Handbook

Grades 6-12

2026-2027

“Rejoice always, pray without ceasing, in everything give thanks; for this is the will of God in Christ Jesus for you.”

I Thessalonians 5:16-18 NKJV

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Table Of Contents

1. Bell Schedule.....	3
2. About HCS.....	4
a. Mission Statement	
b. Who we are	
c. Core Values	
3. Philosophy of Christian Education.....	5
4. Spiritual Formation Plan.....	6
5. Philosophy of Rules and Discipline.....	7
a. Discipline rubric	
b. Secondary Demerit System	
c. Disciplinary Actions	
d. Policy on Bullying	
6. Dress Code Expectations.....	12
a. Philosophy	
b. Guidelines	
c. Violations	
7. Food & Drink Policy.....	15
8. Public Displays of Affection.....	15
9. Technology and Devices.....	15
10. WIFI and Email.....	16
11. HCS Attendance.....	17
a. General Information	
b. Tardies	
c. Absences	
d. Prearranged Absences	
e. Make up Policy	
12. Academic Policies (see <i>academic handbook</i>).....	23
13. Student Extracurricular Activities.....	24
14. Health Policy.....	24
a. Medications	
b. Lice Policy	
c. Hearing and Eye Exams	

d. Immunizations	
15. General Information.....	26
a. Lost and Found	
b. Inclement Weather	
c. Lockers and Personal Belongings	
d. Visitors	
e. Lunch	
f. Students Leaving Campus	
g. Student Drivers	
h. Volunteer/Chaperone Policy	
i. Student needing Copies	
j. Elevator	
16. Parent and Student morality agreement	29

High School Block Schedule

Monday-Green	Tuesday-Gold	Wednesday	Thursday-Green	Friday-Gold
Period 1 8:05-9:30	Period 5 8:05-9:30	Period 1 8:05-8:46	Period 1 8:05-9:30	Period 5 8:05-9:30
Period 2 9:35-10:55	Period 6 9:35-10:55	Period 2 8:51-9:28	Period 2 9:35-10:55	Period 6 9:35-10:55
SRT 11:00-11:45	SRT 11:00-11:45	*Period 5* 9:33-10:10	SRT 11:00-11:45	SRT 11:00-11:45
Lunch 11:50-12:15	Lunch 11:50-12:15	Chapel 10:15-11:00	Lunch 11:50-12:15	Lunch 11:50-12:15
Period 3 12:20-1:40	Period 7 12:20-1:40	*Period 6* 11:05-11:46	Period 3 12:20-1:40	Period 7 12:20-1:40
Period 4 1:40-3:05	Period 8 1:40-3:05	Lunch 11:50-12:15	Period 4 1:40-3:05	Period 8 1:40-3:05
		Period 3 12:20-12:58		
		Period 4 1:03-1:41		
		Period 7 1:46-2:23		
		Period 8 2:28-3:05		

Middle School Schedule

Everyday Schedule	
Period 1	8:05 to 8:55
Period 2	9:00 to 9:50
Period 3	9:55 to 10:45
Lunch	10:50 to 11:15
SRT (Wed Chapel)	11:20 to 12:00
Period 4 (Elective)	12:05 to 12:40
Period 5 (Elective)	12:45 to 1:20
Period 6	1:25 to 2:15
Period 7	2:20 to 3:10

Lunch Schedule M, Tu, W, Th, F

- MS 10:50 to 11:15
- 3-5 11:20 to 11:45
- HS 11:50 to 12:15
- K-2 12:20 to 12:50

2. About HCS

- **Mission Statement**

Horizon Christian School exists to engage both mind and heart by knowing students deeply, teaching truth faithfully, and equipping students for eternity.

- **Core Values**

Relationship - We know people deeply and invest intentionally.

We believe every student is created in the image of God and thrives when they are truly known. We cultivate meaningful relationships that encourage growth, accountability, and Christlike love.

Truth - We teach God's truth faithfully in every area of life.

God's Word is the foundation for everything we teach and do. We pursue academic excellence while helping students think biblically, discern wisely, and live with conviction.

Purpose - We equip students to discover and live out God's calling.

Every student has been uniquely gifted by God for His purposes. We prepare students to serve others, lead with integrity, and make an eternal impact wherever God calls them.

Joy - We cultivate a Christ-centered culture marked by gratitude, hope, and delight.

Because our hope is found in Christ, we celebrate learning, relationships, and the goodness of God. Joy shapes our community and reflects the abundant life Jesus offers. Joy is the glue that holds our core values together in Christ. If we do not have joy in all our core values, we are missing the mark, and can become a religious institution.

3. Philosophy of Christian Education

A Christian school which possesses a true Biblical worldview is a place where each decision, individually or collectively, is based upon the following principles:

1. The Bible is inerrant and God-inspired (1 Timothy 3:16,17), the basis of all truth and knowledge. As such, The Scriptures hold all ultimate authority and are at the heart of the curriculum in Christian education.
2. The overriding purpose of education should be to glorify God and to know Him, in addition to teaching all subjects with academic excellence. This means acquiring a love for the Lord that encompasses the heart, mind, and soul. It also means being able to share the gospel with others, and equipping each person to serve God effectively. We are to do our work, whatever it may be, as unto the Lord, and to view each relationship as an opportunity to share the character of God and the gospel of grace with others.
3. This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were uniquely and distinctly created to have a relationship with the Creator God. Some of the qualities that differentiate us from the animals are: morality, reason, creativity, and self-worth.
4. The God of the Bible is the center of history and He alone will determine its ultimate outcome.
5. The Christian must derive his/her value system from that which is eternal: the Word of God, rather than that which is temporal. Therefore, a personal relationship with the Lord Jesus Christ is valued above all things.

4. Spiritual Formation Plan

Matthew 28:19, 20

‘Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; teaching them to observe all I have commanded you.’

Our goal at Horizon is for every student to have the opportunity to begin or strengthen a personal relationship with Jesus Christ, to be discipled and grow in his or her relationship with Christ, and to have the opportunity to share their faith in a way that draws others to Christ. (**Win, Disciple, and Send**).

- **Win**

Our goal is to give every student multiple opportunities throughout the year to receive Jesus as their Lord and Savior, or to rededicate their lives to Him. We will accomplish this by periodically giving an invitation for students to receive Christ during the times listed below.

1. Weekly Academic Bible classes
2. Weekly Chapel Services
3. Teacher-lead small groups.
4. One on one or group counseling with faculty or administration.

- **Disciple**

It is our desire that all students will have the opportunity to strengthen and grow in their relationship with Christ while at Horizon. We believe it is important to teach the whole counsel of God in a way that encourages students not only to grow deeper in their faith but to act upon it. All students will receive solid Biblical discipleship in the ways listed below.

1. Weekly Academic Bible classes
2. Weekly Chapel Services
3. Daily Morning Devotion Time

- **Send**

Our final goal in the spiritual development of our students is to give each of them the opportunity to act upon their faith by reaching out to others with service and mission opportunities. Although we do not require our student to complete service hours, we love to see our students living out their faith by serving in their church, community and school, and are happy to list these service projects on their transcript if requested.

5. Philosophy of Rules & Discipline

“My son, do not regard lightly the discipline of the Lord, nor be discouraged when you are rebuked by Him. For whom the Lord loves He disciplines, and chastises every son whom He receives.” (Hebrews 12:5)

1. **God has structured the Christian environment to live under and within His overarching Principle of Authority.** God has authorized HCS, as a true Christian School, to operate under a basic authority structure. As such, students, teachers, and administrators are all called to live under and be accountable to this authority structure.
2. **Some rules here at HCS are subjective, meaning that they are subject to the best judgment of the HCS Admin Team.** These types of rules typically do not have a Biblical mandate, but are based upon practical assessments and rules which work best toward fulfilling the mission of Horizon Christian School. These generally relate to procedural issues which benefit the greater majority of students and families.

God’s discipline is always administered in love, and it is designed to be restorative in its application. The HCS staff strives to model this as we administer discipline.. This will occasionally consist of “tough love”, allowing students to feel and experience the consequence of their disobedience. Our desire is to always move the student towards Christ and toward God’s righteousness.

This handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that Biblical principles give three good reasons for rules.

1. God’s Commands

Some rules are based on commands found in God’s Word. Proverbs 7:1,2b -“My son, keep my words and store up my commands within you. Keep my commands and you will live.”

2. Wise Cautions

Some rules are not given in the Bible, but are made to protect us from violating biblical rules. Proverbs 1:8 – “Listen, my son, to your father’s instruction and do not forsake your mother’s teaching.”

3. Greater Community Good

Some rules are not necessarily moral laws but are guidelines for the good of society.

- Romans 13:1-6 – gives authority to institutions to make such rules.
- Proverbs 8:15 - “By me (wisdom) kings reign and rulers make laws that are just.”

A. Discipline Rubric

	Level 1 Behavior/Supports	Level 2 Behavior/Supports	Level 3 Behavior/Supports	Level 4 Behavior/Supports
Definition:	- Disruptive to Environment - Refusal to comply - Able to be managed in the classroom	- Repeated or Intensified Level 1 Infractions - Openly Disrespectful or Inappropriate - Breaking School Rules - Managed by Teacher Interventions	- Repeated/Intensified Level 2 Infractions - Targeted Behaviors - Behaviors Interfering with Safety - Includes Office Support	- Repeated/Intensified Level 3 Infractions - Unsafe Behaviors - Illegal Behaviors
Examples:	- Name Calling, Taunting, or Teasing - Out of Area - Non-Verbal Disrespect - Not Following Directions - Sleeping In Class - "Mild" Inappropriate Language - Cell Phones Out - First Dress Code Violation	- Swearing/Sexual Language - Repeated Taunting/Teasing - Pushing/Shoving - Talking back to the teacher - PDA - Cell Phones Repeatedly Out - Second Dress Code Violation	- Excessive Swearing/Sexual Language - Bullying - Elopement - Skipping Class - Repeated Dress Code/Phone Violations	- Weapon Possession - Suspected Alcohol/Substance Possession - Theft - Vandalism - Fighting - Threats (self or others) - Sexual Harassment/Misconduct
Interventions will:	- Maintain student instruction - Remind student of rules or procedures - Redirect student back on task - Remind student to ask for help	- Maintain student instruction - Communicate with Admin - Inform Parents - Remind student of rules/consequences	- Remove from instructional environment - Remove distracting factors - Hand over to Admin - Involve parent support - Remind Student of Rules/Consequences	- Remove from instructional environment - Hand over to Admin - Immediate Parent Involvement
Interventions include:	- Non-Verbal Cues - Individual Coaching - Guided Conversations - Rule Reminders - Natural/Logical Consequences	- Time-Out (Lunch, Classroom) - Call/Note Home - Demerit - Self-Reflective Writings - Confiscating Phones	- Detention - In-School Suspension - Parent Conferences - Loss of Privileges	- Possible Out-of-School Suspensions - Possible Expulsion - Parent Conferences - Possible Legal Action

B. Secondary (Grades 6-12) Demerit System:

The demerit system is used for general behavior issues and to track the overall behavior of a student. The administration reserves the right to give any detentions or suspensions regardless of the demerit count for behavioral incidents.

How it works

The parent or guardian will be notified of every demerit via email. An email or phone call from an administrator will also be received following each demerit. The demerit system and discipline are as follows:

- 1st demerit = Talk with administration
- 2nd = After School detention
- 3rd = After school detention
- 4th = After school detention
- 5th = In school suspension
- 6th = In school suspension
- 7th = Out of school detention
- 8th = Out of school suspension
- 9th = Any or all of the above
- 10 = Potential expulsion

Demerits are given for but not limited to:

- Disrespectful attitude or actions
- Fighting
- Dress code violation
- Cheating
- Inappropriate language or behavior
- Drug use/possession
- Inappropriate touching
- Vandalism
- Theft
- Unpreparedness for class

Demerits NOT given for:

- Missing assignments
- Bad grades
- Tardies

Important Reminders & Encouragements:

- ***Demerit numbers will reset to zero (0) after each semester.***
- ***MERITS for good behavior may also be given by teachers and Admin. These Merits may be applied to offset Demerits at the discretion of Admin.***

C. Disciplinary Actions

- ***The Administration reserves the right to enforce any disciplinary action (ASD, SS, ISS, OSS or Expulsion) for extreme behavioral issues no matter the total demerits of the student at that time.***

Behavior Probation

Students who receive 6 or more demerits in a semester will be eligible to be on a behavior plan for the next semester. The details of this will be decided by the administration at the end of each semester.

After School Detention (ASD)

After school detentions will be served on Tuesdays and Thursdays from 3:15-4:15. The student's account will be charged \$10.00 for every ASD. They will not be allowed on devices and cannot sleep. They can work on school work or read and must remain quiet throughout the detention. If the student fails to show up or is a disruption in detention they will be assigned a ISS and still charged for the detention

In School Suspension (ISS)

In School suspension will be given on the 5th demerit and for other extreme behavioral issues. The administration deserves the right to determine the number of days of the suspension on a case by case basis. The student will come to school as normal and sit in a designated area all day. They will receive their work from their teachers for the day but will not be allowed to interact with their peers during school.

Out of School Suspension (OSS)

Suspensions will be given on the 8th demerit and for extreme behavioral issues. The administration reserves the right to determine the number of days of the suspension on a case by case basis. The student suspended will receive a 0-50 for the day in every class and will not be allowed to make up any work. This will be determined by the administration.

D. Policy on Bullying

Bullying will not be tolerated at Horizon Christian School. If your student is being bullied please let the administration know immediately. If we do not know it is happening we cannot help our students grow and protect them.

Things to consider when reporting or accusing a student of bullying

- Let a teacher or administrator know immediately.
- Give names and incidents where bullying has occurred.
- There are always two sides of every story.
- Allow administration to look into the incident.

We want to help stop any bullying to our students and to do that we all must be willing to stand up and speak up. We will do our best to protect our students if they come forward and report bullying. However, we know that students can be mean and singled out if they stand up to a bully, yet we must teach the students to do the right thing to help themselves and others.

According to the Office of Code Revision Indiana Legislative Services Agency, "bullying" is defined as "overt, repeated acts or gestures", including:

(1) Verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

(<http://www.in.gov/legislative/ic/code/title20/ar33/ch8.html>)

In accordance with Indiana Code IC 20-33-8-13.5, Horizon Christian School prohibits bullying in any form by or towards any of its students. Students will be accountable for their actions including:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group
2. Off school grounds at a school sponsored activity or event
3. Traveling to or from school or a school activity, function, or event
4. Using property or equipment provided by the school

Horizon Christian incorporates the use of several approaches, including classroom presentations, anti-bullying curriculums, and special speakers, to prevent and reduce bullying by or towards students. Parents will be notified by email or letter when their child or child's class has participated in anti-bullying efforts, and are asked to partner with the school by continuing conversations with their child(ren) about peer relationships, behaviors, and bullying. Parents who are concerned about potential bullying should contact the school Admin immediately.

5. Dress Code Expectations

Philosophy

We desire to allow for the expression of wholesome individuality, balanced by sensitivity to the convictions and preferences of others. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. The school administration reserves the right to make policy changes based upon current trends and to make value judgments concerning student appearance. In an effort to provide guidance in relation to modesty and appropriateness of dress, Horizon has provided the following guidelines for appearance. We share these guidelines in an effort to maintain an environment that is centered around Christ and academic excellence.

Clothing must meet the following guidelines:

At the discretion of a teacher or admin staff, students may be considered out of dress code.

A. General Guidelines

- a. All clothing should be clean and neat - without holes, tears, and in good repair. (No exposed skin through clothing)
- b. All clothing must be modest and fit properly and be gender appropriate
- c. Any clothing, accessories, shoes, etc. that causes distraction from the learning environment is subject to action from administration
- d. No pajama tops or bottoms

B. Shirts and Overwear

- a. Shirts/tops/hoodies/outerwear must follow these guidelines
 - i. Modesty
 1. No revealing neckline (low cut)
 2. No visible midriff (with raised arms)
 3. All shirts must have sleeves
 4. No visible undergarments
 - ii. Images/Graphics
 1. No offensive images or graphics (eg. violence, drugs/alcohol, sexually inappropriate, rude statements)
 2. No political or social cause rhetoric that doesn't align with Biblical values
 3. No inappropriate bands, shows, or characters that do not align with Biblical Values
 4. No scary, creepy, or demonic images
 - iii. No coats are allowed to be worn in class.
 - iv. No blankets, pillows, or stuffed animals are allowed to be worn/brought into the building.
 - v. No hoods or hats to be worn in the building

C. Pants

- a. Students will wear jeans or khaki style pants in any color.
 - i. Any pants with designed rips and tears must not show skin.
 - ii. Tights or leggings may only be worn under pants to keep skin from being shown.
 - iii. No dresses or skirts.
- b. Denim or business-casual style shorts may be worn - hemlines should be mid thigh
- c. No cutoff shorts, no streetwear, no graphic/design on shorts
- d. ***Students are not allowed to wear sweatpants (in long or short version) or athletic shorts (jersey or athletic mesh) outside of weights or gym class. (If it's going to look like sweatpants to admin- just leave them at home)***

D. Shoes

- a. Students are to wear shoes at all times.
- b. Students may wear flip flops, slides, sandals or crocs. They must remain on at all times.
- c. Shoes or slippers that resemble or are intended to be worn as indoor or bedroom footwear are not allowed.

E. Hair, Jewelry, and other decoration- *Cannot be distracting to the classroom learning environment and are all subject to administration approval.*

- a. Hairstyles with inappropriate words or symbols cut into hair are not allowed.
- b. Piercings
 - i. All students may have ears pierced.
 - 1. Students may wear earrings as long as they can be worn safely.
 - 2. Female students are allowed nose piercings.
 - 3. No other facial piercings will be allowed.
 - ii. Body Glitter and body art of any kind (sharpie writing, etc) is not allowed.
 - iii. Tattoos should not be visible during the school day.
- c. Nail polish/makeup is allowed for females only.

School Day Dress code violation consequences:

If a student chooses not to adhere to the dress code guidelines provided at Horizon Christian School, unfortunately, their dress code privileges will be temporarily suspended. Upon receiving their third dress code infraction during the course of one school year, they will be issued a Personal Uniform Plan from administration for a designated amount of time.

If a student is placed on a Personal Uniform Plan, they will be required to wear:

- A polo or button down shirt
- Black, navy, or khaki pants- no leggings
- Shirts will be tucked in with a belt

Any absences accrued during this allotted time period will tack on to the end of the Personal Uniform Plan until students have fulfilled their required number of days.

Special Event Dress Code

These guidelines have been established to give students freedom with responsibility that is consistent with the values of our school. As in every area of our lives, clothing and the way we wear it should represent our desire to please God and honor Him!

Sports/Extracurricular Events:

We ask that all Horizon students dress to align with our school's Biblical beliefs and values. School administration and staff reserve the right to ask a student to change or leave an event if they are outside of these guidelines.

Dances/Graduations:

Gentlemen- Our goal at Horizon is to dress to honor Christ! Please remember that the dress code for dances and special events is not a dress code for all of life, so we ask that you honor the occasion and "dress up" neatly, respectfully, and appropriately. No undergarments should show at any time, all shirts must have sleeves, no shorts are allowed, and all clothing should be an appropriate fit. (Not too small, too tight, sagging, etc.)

Ladies- All thoughts and intentions on honoring Christ apply here as well! Going forward, all dresses for school dances must clothe you from "the armpit to the top of the knee." With this guideline, strapless and spaghetti-strap dresses are allowed! However, this rule would prohibit cleavage, thighs, undergarments, midriff, and lower backs from being visible. Please be mindful of dresses not being too tight and hemlines and slits falling within 6 inches of the knee- as we want you to enjoy the experience and not have to worry about your attire!

Horizon Administration reserves the right to interpret and enforce this dress code to ensure modesty and appropriateness at special events. However, as parents, we recognize your role as the primary educator of your child, and ask that you partner with us in the implementation of this dress code. *In the unfortunate occurrence that a student arrives at an event and is not within these dress code guidelines, safety pins, alternative clothing, and/or shawls may be provided for them, or they will be asked to leave and change clothes before returning.* **ALSO**, students, if you are bringing a date from another school, it is **YOUR RESPONSIBILITY** as the Horizon student to convey these dress code guidelines to your date as well. They will be held to the same standards and ramifications.

7. Food And Drink Policy

Food and drinks are to be consumed in the cafeteria during your assigned lunch time. Students arriving before 8:00AM may eat in the cafeteria. **No food, candy, or drinks should be consumed in classrooms or allowed in the hallways.** Water is allowed outside of the cafeteria and may be carried in the halls and classrooms.

- Vending machine snacks and drinks are allowed before school, at lunch, and after school.
- Students are responsible for their trash! Please keep our school clean.
- No gum allowed at anytime!

8. Public Displays of Affection (PDA)

There will be no public displays of affection while on school grounds.

This includes:

- Kissing (cheeks and hand included)
- Holding hands
- Long embraces
- Sitting on laps
- Inappropriate touching

God desires healthy relationships so you can enjoy them to the fullest as brothers and sisters in Christ, and in marriage. Our aim is not to be legalistic, but help point to God in healthy friendships and relationships.

9. Technology and Devices

- **Cell phones**
 - **Cell phones are permitted on campus; however, they must be powered off and secured in a Yondr pouch at the start of each day.** Yondr pouches will be issued to each student at the beginning of the school year. Students are expected to pouch their phone daily and are responsible for its care and use. Phones must remain locked in the pouch from 8:05 AM to 3:05 PM and may not be accessed during this time. At dismissal, students will unlock their pouches at a designated station and retrieve their phones.

Lost or damaged pouches will result in a \$40 replacement fee.

This policy is designed to promote a focused, distraction-free learning environment and support healthy social interactions during the school day.

- **Seniors are allowed to keep their phones on their person, however, they must abide by the no-see, no-hear policy for the entirety of the school day (including transitions and lunch). Any seniors not abiding by this policy will have their phone pouched.**
- **Chromebooks and/or personal computers**
 - Personal Computers and Chromebooks may only be used in class as directed by the teacher. If a student is caught using their computer or chromebook in a way that was not directed by the teacher, they will receive a demerit and follow normal discipline policy.
 - All computers used at school will have to install SECURLY for monitoring.
 - SECURLY will be on only during school hours. We cannot see what the student is doing outside of school hours.
- **Headphones(including wireless headphones)**
 - Headphones and earbuds are not to be worn during school hours
 - They may only be used in a classroom where the teacher has assigned a specific activity.
 - Music is not to be listened to in class
 - **They are not to be worn in hallways, cafeteria, teachers's assistant duties, or during SRT.**
- **Recording Devices and Apps**
 - Horizon Christian School does NOT allow the use of recording devices, apps, AI, etc. both within and outside of the classroom. This includes, but is not limited to: AI devices, notetaking apps, video/audio recordings, etc. Educational accommodations will be pre-approved by administration as needed.
- **Smart Watches**
 - Smart Watches are allowed but **must not** be used to text or communicate during class or passing periods. Anyone using a smart watch in a way a teacher or admin deems distracting or inappropriate will have their watch confiscated for the day, receive a demerit, and will follow normal discipline policy.
- **Smart Glasses, etc.**
 - Smart Glasses (AI wearables) **are NOT** allowed at Horizon Christian School. Any student found with smart glasses will have them confiscated immediately and be subject to disciplinary actions from administration.
- **Office Phones**
 - Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone.
 - **Students may not contact their parents for pick up from their cell phone. If a students uses their personal phone to contact their parent for pick-up during the school day, they will receive a demerit for inappropriate phone use.**

10. School WiFi and E-mail Addresses

Each student will be given a school email address and unique wifi login. Both of these are given to the student with the understanding that Horizon Christian School owns and can manage both at any time. Both email and web activity will be monitored by school administration regularly. Email use is limited to school-necessary activities and not for personal use.

- **Sharing of passwords is not allowed.** If any misuse of email or on the web by a student's account occurs, that student will be held responsible.
- **No personal WiFi hotspots allowed on campus.**

11. Attendance Policy

It is imperative that students attend school each day to receive the full benefit of classroom instruction. Every absence—excused or unexcused—is a day of lost learning that cannot be fully recovered. Active participation in classroom instruction and school activities plays a critical role in academic success and cannot be replaced by independent study alone.

In addition to academics, we aim to help students develop a strong work ethic. Traits such as punctuality and consistent attendance are highly valued by employers. Developing these habits now will serve students well in their future careers.

Regular school attendance is the joint responsibility of the student and their parent/guardian. The school is obligated by Indiana law to enforce compulsory attendance.

Horizon Christian School attendance is calculated on a 180 day calendar. Absence counts do not start over at quarters or semesters.

Indiana Attendance Law and SEA 282 Compliance

The State of Indiana has implemented **Senate Enrolled Act (SEA) 282** to deter absenteeism and promote student attendance. Key components include:

- **Definition of Attendance** (IC 20-33-2-3.2): A student is considered “in attendance” if physically present in school or participating in a school-authorized learning opportunity (e.g., off-campus internships or dual credit courses).
- **Truancy Prevention Measures:** Actions designed to intervene **before** a student becomes habitually truant.

Legislative Requirements (SEA 282)

Schools must:

- Implement and document truancy prevention measures (IC 20-33-2.5)
- Notify parents of attendance issues and require participation in an attendance conference
- Report **habitual truancy** to the prosecuting attorney and DCS as required under IC 20-33-2-25

Definitions

- **Habitual Truancy** (IC 20-2-6.5): 10 or more unexcused absences in one school year
- **Chronic Absenteeism** (IDOE): Absent 10% or more of the school year (18+ days), regardless of reason

School Hours

High School

- **School day: 8:05 to 3:05**
- Unless students are attending morning care, they will not be able to enter the building until 7:45. Between 7:45 and 7:55 High school students will wait in the gymnasium until released to go to class. Students are not allowed to roam the building or wait in other areas. By 8:05 for HS students should be in their seats with his/her materials ready to begin.

Middle School

- **School Day: 8:05 to 3:10**
- Unless students are attending morning care, they will not be able to enter the building until 7:45. Between 7:45 and 8:00, Middle school students will wait in the gymnasium until they are released to go to class. Students are not allowed to roam the building or wait in other areas. By 8:10 MS students should be in their seats with his/her materials ready to begin.

After school hours:

- Middle School and High School students may stay after school to meet with teachers, participate in sports activities, or report to aftercare.
- Students staying after school for sporting activities must report to the area(s) determined by the Athletic Director.
- Students may wait for their rides in the foyer or outside in the front circle on the sidewalk.
- By 3:30, all students should be out of the building unless under direct supervision of an adult.
There is to be no unnecessary hanging around in the building or around campus.
 - At 3:30, all remaining middle school students (not under direct supervision) will be sent to after care. **For K-8, there is a \$15 charge for the aftercare service.**

- At 3:30, all remaining High school students (not under direct supervision) must either leave the property or check in with aftercare before waiting in the lobby.
 - The school will not be responsible for students after 3:45
 - Any HS Students that does not stay in the appropriate area or follow above rules, will be sent to aftercare and charged for the day.

TARDIES

If a student is late to school and or class and has a valid reason (based on the list below) he/she must sign into the office upon arrival to obtain a pass. Tardies will be marked in the student's record as either excused or unexcused (based on the list below).

Each Student's late record will be reset at the start of each new semester.

Tardy Policy

- 1st Tardy = Mercy
- 2nd Tardy = Mercy
- 3rd Tardy = Mercy
- 4th Tardy = After School Detention
- 5th Tardy = After School Detention
- 6th Tardy = After School Detention
- 7th Tardy = After School Detention
- 8th Tardy = In School Suspension
- 9th Tardy = In School Suspension
- 10th Tardy = Out of School Suspension
- 11th Tardy = Out of School Suspension

Absences

Absence Email Notifications

Periodically, email notifications for all types of absences will be automatically sent out via FACTS to help families keep track of total absences.

Exempt Absences (as defined by Indiana Attendance Laws)

Under Indiana law, certain absences are **legally exempt** and must be authorized by schools. These are not counted against the student's attendance record:

- Service as a page or honoree in the Indiana General Assembly (IC 20-33-2-14)
- Participation as a helper to a political candidate or party during elections (IC 20-33-2-15)

- Court appearances by subpoena (IC 20-33-2-16)
- Service in the Indiana National Guard (up to 15 days) (IC 20-33-2-17)
- Service with the Civil Air Patrol (up to 5 days) (IC 20-33-2-17.2)
- Participation in approved educationally related, non-classroom activities (IC 20-33-2-17.5)
- Participation in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

These absences are **not recorded as absent** and will not result in penalties.

Excused Absences

For the school year, students are permitted **10 excused absences** verified by a parent/guardian. Absences beyond this limit will be considered **unexcused**, unless they meet criteria for exemption or have administrative approval.

Excused absences are those considered legitimate by the school and aligned with both school policy and Indiana Code (IC 20-33-2-14b):

- Illness verified by a parent/guardian note
- Illness verified by a healthcare provider
- Family funeral
- Death in the family
- Medical, dental, or legal appointments (with documentation)
- Absences related to the deployment or return of military-connected family members
- Travel difficulties
- Surgery or recovery
- Other reasons approved by HCS Administration

Unexcused Absences

Unexcused absences are any absences not meeting the definition of **excused** or **exempt**, including:

- Parent/guardian does not notify the school

- Student exceeds the 10-day excused limit without additional documentation
- Absences for personal reasons not approved by administration
- Oversleeping, missing the bus, or car trouble without valid reason

Unexcused Absence Interventions

Offense	Unexcused Absences	Intervention
1st Offense	Day 5	Warning letter to parents (k-12); meeting with student (grades 9-12)
2nd Offense	Day 7	Letter mailed home; phone call with parents with member of administration
3rd Offense	Day 10	In person meeting with parents (k-12) and students (6-12); attendance probation put in place; referral to DCS

Long-Term Medical Conditions

A medical condition is considered long-term when a student is expected to be absent for **20 or more instructional days** due to a documented health issue. In such cases, a physician's note is required to confirm the condition and anticipated duration of absence.

While **Horizon Christian School** is not required by law to provide educational services during long-term absences, we are committed to supporting our students and families. Horizon will work with families to provide the best solution possible within our means and abilities. Each situation will be handled on a case-by-case basis in partnership with the family and school administration.

Reporting an Absence

- Parents/guardians must notify the school by **9:00 AM** if their student will be absent.
- A physician's note is required for absences due to illness lasting more than **three or days**.
- Students must be **fever-free for 24 hours** (without medication) before returning.
- Students must be free of vomiting and diarrhea for 24 hours before returning.

Appointments

- Appointments should be scheduled **outside school hours** when possible.
- A note from the provider must be submitted for the absence to be excused.
- Parents must sign students in/out at the office. Student drivers require prior parental notice.

Pre-Arranged Absences

Vacations, College visits, and other reasons outside of the normal excused absences are considered Pre-arranged. We encourage families to plan vacations during school breaks. If a student will miss school for another reason:

- A **Pre-Arranged Absence Form** must be submitted and approved in advance.
- A **one-week notice** is required.
- Approval is at the discretion of the Head of School.
- These absences count toward the **10-day excused limit**.
- Students are expected to meet with teachers to arrange for missed work prior to the absence.
- Failure to turn in a pre-arranged absence form will result in unexcused absences.

Make up work

PLEASE SEE ACADEMIC HANDBOOK FOR ALL MAKE UP WORK POLICIES

12. Academic Policies

[PLEASE SEE ACADEMIC HANDBOOK FOR ALL ACADEMIC POLICIES](#)

13. STUDENT EXTRACURRICULAR ACTIVITIES

General

Horizon Christian School provides multiple opportunities for students to participate in extracurricular activities. These activities include several sports teams, cheerleading, academic teams, music programs, and other activities. It is the experience of this school that when students are well-engaged in a variety of activities, their overall attitude and performance is enhanced. Given this observation, all

students are encouraged to participate in as many extra-curricular activities as time will allow. All these programs hold exceptional value for the student, but are of secondary importance when weighed against a student's academic and behavior performance.

14. HEALTH POLICY

- **Any student with a temperature of 100F or higher must be picked up from school and cannot return until they are 24hrs fever-free without medication, or unless they have a doctor's note to return.**
- **Any student who vomits or has diarrhea must be picked up from school and cannot return until they go 24hrs without an episode, or have a doctor's note to return.**

Medications

- We can administer medication to students only if guidelines are followed as directed by Indiana law and HCS policy. All medication needed while at school must be brought to the School Office to be dispensed. Please try to schedule medication outside of school hours, if possible.
 - A non-prescription medication must be sent in the original container with written permission from the student's parent or guardian (including name of medication, dosage and frequency to be given, reason for giving, and student's name and date). If you would like your child to receive Tylenol, Advil or Tums, please bring them to the office.
 - A prescription drug must be accompanied by a written order of the physician (a current pharmacy label on the medication is sufficient) AND a note from the parent giving permission. Please send only the amount needed in school; pharmacists will provide an extra labeled bottle for this purpose. Medication is kept in a locked cabinet. Students are allowed to carry inhalers if a) a parental permission note is on file, b) the inhaler is labeled, and c) a copy of the prescription is on file in the office. Students receiving ADD medication must be responsible to come to the office daily to receive their medication. A medication form must be on file in the office.

Lice Policy

Any student who contracts head lice must be 24 hrs lice and nit free before returning to school. They may also be subject to having their scalp checked before rejoining the classroom environment.

Hearing and Eye Exams

The Marion County Health Department comes to our school once a year for hearing screenings on the following grades, 1st, 4th, and 7th grade. Vision screenings are done for the following grades, 1st, 3rd, and 8th, for special education students. Parents and teachers may request either hearing or vision for those students not in the grades above.

Immunizations

Indiana law requires verification of a second MMR, as well as at least three DTPs and four OPVs from a physician or health clinic for entry into high school. **This information must be in the school office**

no later than 20 days from the start of school or the student will not be able to attend school unless you have a religious or medical exemption on file annually. Immunizations: Preschool and kindergarten students must now have 2 appropriately documented varicella vaccines separated by at least 3 months, a physician documentation of disease history, or laboratory evidence of immunity.

Grades 6-12 must have appropriate documentation of the following vaccinations. Tetanus, diphtheria, pertussis vaccine (TDAP); meningococcal conjugate vaccine (MCV4); 2 varicella vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

15. GENERAL INFORMATION

Lost and Found

Most “misplaced” items will end up in the lost and found rack that is located in the cafeteria. These items are kept until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items in lost and found are only to be taken out of lost and found by their original owners. Items of greater value such as jewelry, eye glasses, electronics, etc., will be kept in the office until the end of the school year.

Inclement Weather

The decision to cancel school or delay because of bad weather, or other emergency situation, will be made by the head of school. That decision will be based upon safety of student travel and the ability of staff to reach the school. If appropriate, the school may choose to delay opening for 2 hours to allow time for travel conditions to improve.

In the event of a closing or delay, the school will notify the local television stations. Students and parents should watch WRTV-6, WISH-8, WTHR-13, or Fox 59 for notification of school cancellation or delay. A parent alert text and email will also be sent out.

Please remember that parents can choose not to send their students if they believe driving conditions are unsafe. Please remember to notify the office when choosing to do this.

Lockers and Personal Belongings

Students will be assigned a locker at the beginning of each school year. Locks are not provided but you may choose to use your own. Please remember that lockers are school property and can be searched at any time. Locks will be cut if necessary.

- Coats are to be hung inside the locker or on a hook.
- Please do not leave any items on the floors of the hallway.
- Backpacks must be in the locker or on a hook.
- Students are not allowed to carry backpacks/bags during the school day.
- Students are allowed a small purse if needed.

Visitors

- **All visitors must use the secondary church entrance during school hours. NO ONE IS TO USE THE FRONT ENTRANCE.**

- **Students and/or school personnel is NOT to allow anyone entrance into the front school entrance at any time, but should redirect them to the front church entrance.**
- ***For the safety of our students, we ask that all visitors sign in to the front office to receive a visitor badge and to sign out before leaving. You will be required to scan your driver license.***
- Students who wish to have lunch visitors must request permission from administration at least one day in advance.

Lunch

Students are responsible to make arrangements for their own lunches.

- Students may bring a lunch
 - Microwaves are available for student use
- Hot lunches are available 5 days a week. **Hot lunches must be ordered in advance through the parent portal.**
 - Lunch order reminders will be sent out weekly
- **Students are not allowed to order lunch to be delivered to campus.**
- Parents may bring lunch to students during their lunch hour, but must sign in at the school office and follow all normal visitor procedures.
 - Parents and students **may not** order DoorDash or other food delivering services during or after school hours.

Senior Privilege Lunch

Seniors are allowed to leave for lunch with the following requirements:

- Must have a parent approval on file.
- The student must sign themselves out each time at the school office.
- Must return by the beginning of the next period after lunch.
- Violation of these guidelines may result in the loss of this senior privilege.
- Must be in good academic standing (all grades must be above 70)

Leaving Campus

Students must remain on campus, during school hours, unless parents have notified the office that the student may leave.

Authorizations to leave the campus MAY be granted for:

- Pre-scheduled appointments
- Illness (after first visiting the office)
- Family emergency
- Family events
- Pre-authorized internships, which do not interfere with academic class schedules
- Lunch with parent or guardian, who picks up the student (**students cannot leave with siblings or friends who are under 18 years of age**)
- Seniors with pre-approval with the Administration.
 - Seniors taking college courses offline or participating in the work program may leave at their assigned time.

Driving to School

Students may drive to school but must follow these rules:

- Possess a valid driver's license.
 - A car tag can be obtained from the office for \$10
- Must be on the Student Driver list with a Horizon Car Tag.
- Drive with extreme caution to prevent an accident
- No parking or loitering outside of the car in the parking lot during school hours.
- All student drivers must park on the perimeter spaces located on the side and back of the parking lot.
- Demerits will be issued if the student driver does not comply with the school's driving policies.
- Must park in the back of the parking lot

If students wish to ride or drive a vehicle, such as a bicycle or scooter, which requires no license for either the vehicle or driver, please stop in the office for details on procedures.

Violation of these rules may result in a fine or suspension of driving privileges for a period of time to be determined by the administration.

School Weapons Policy

To maintain a safe and secure environment for all students, staff, and visitors, our school strictly prohibits the possession or use of weapons on school property, during school-sponsored events, or on school transportation.

Weapons include, but are not limited to:

- Firearms (real or imitation)
- Knives of any kind
- Explosives or fireworks
- Lighters, matches, or incendiary devices
- Any item that would be prohibited in carry-on luggage by TSA (e.g., pepper spray, razor blades, brass knuckles, etc.)
- Any object used or intended to be used to threaten or cause harm

Possession of any of these items will result in disciplinary action, which may include suspension, expulsion, and/or notification of law enforcement.

Volunteer/Chaperone Policy

We welcome parents to volunteer in our school.

- Volunteer opportunities include:
 - Participation on the PTF

- Chaperone a Field Trip
 - Help in an elementary classroom
 - And other various opportunities that arise
- All volunteers must submit to background checks with our school office. No exceptions.

Elevator Use

The elevator is not to be used by students with few exceptions. A student may use the elevator in the case of an injury or physical condition that prohibits him/her from using the stairs.

- A. He/she must obtain permission from the principal before riding the elevator.
- B. A student who is helping a teacher or other staff member move materials may also use the elevator, as long as he or she has a pass.
- C. Any students with permission to use the elevator must not ride alone with the opposite sex

Horizon Christian School Parent and Student Morality Agreement

Horizon Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. As such, HCS expects its students and families to conduct their lifestyle in a way which reflects a clear Biblical perspective regarding personal integrity, family, relationships and moral behavior. To this goal, we as students voluntarily commit ourselves, to the best of our ability, to comply with the policies within the school handbook, as well the Biblical Lifestyle Activities listed below. Failure to uphold the HCS Student handbook and Lifestyle agreement may result in discipline, suspension, or dismissal from HCS.

1. **Relationships-** Jesus taught us to love our neighbors as ourselves. This is one of Jesus' greatest commandments, right alongside loving God (**Matthew 22:36-39**). We express our love in building up one another, making allowance for each, caring for another, forgiving one another, and praying for another. We do not intimidate, bully, embarrass, or physically hurt one another. When we have disagreements, we obey the Biblical teaching to approach in love for the purpose of understanding and reconciliation. (**Matthew 18:15; Galatians 6:1**)
2. **Speech-** Our school is strengthened when our words minister life to one another. We are called to speak in a way that doesn't harm others. Verbal put downs, mocking, gossip, lying, profanity, vulgarity, and destructive words hurt people, grieve the Lord. (**Ephesians 4:29**)
3. **Morality-** God designed the covenant of marriage to be between a man and a woman for life. It is the complete and only context for the fulfillment of sexual relations. The Bible defines premarital sex, adultery, homosexuality, involvement with pornography, and other forms of sexuality that is contrary to the scripture as morally wrong and destructive to a person's life. (**Romans 1:21-27; 1st Corinthians 6:9-20**)
4. **Substance Abuse-** HCS students should refrain from the use of alcoholic beverages during any and all school functions on or off campus. The possession, use, or distribution of illegal substances and the abuse of legal substances is prohibited. (**Romans 12:1, 1st Corinthians 3:16-17**)
5. **Entertainment and Technology-** The school appeals to its families to use Biblical discretion in their choices of entertainment and technology, including, but not limited to mass media, internet use, online social media, video games, music, and cell phones. (**Philippians 4:8**)

Students found to be out of harmony with the standards of Scripture and the school may be asked to withdraw from HCS for the general welfare of the student body and the school. Students who express that they do want to attend HCS may also be asked to withdraw from school. These decisions are at the discretion of the HCS administration.

In addition, our goal is to work in harmony, peace, and unity with parents. Therefore, parents are expected to support HCS and its guidelines, and not criticize the school, its guidelines or personnel before their children or on social media. If a parent is found not following these expectations and peace can not be reached it may result in the dismissal of the student from school.

Parental expectations for handling and resolving issues or conflict:

- **Our desire is always for peaceful and private resolution and harmony between parents and school personnel.** (See Matthew 18:15 and Galatians 6:1)
- Parents should always contact the classroom teacher first, and have a direct conversation with them about any issue involving their child. Most issues can be settled on this level, without involving any other school personnel.
- If further resolution is needed, the parents are expected to contact the appropriate Grade level Supervisor and request a meeting with them and the classroom teacher. Teachers should always be included in this meeting if the issues involve the teacher.
- If further resolution is needed, a request can be made to meet with the administration.
- In situations where resolution and walking in harmony and unity cannot be achieved, the administration may determine that it is in the best interest of the school and the student for the student to be withdrawn.

By signing below I am agreeing to follow the rules and procedures outlined in this handbook from Horizon Christian School. I am also aware and agreeing to having SECURELY monitoring software on my students' school computer from 8:00 am to 3:10 pm.

Student Signature:

Date:

Parent Signature: