



Horizon Christian Academy on Wells Student and Parent Handbook

Horizon Christian Academy expects that all students conduct themselves in a manner that is pleasing to God and acceptable with the standards of Horizon. Students are expected to adhere to the following guidelines, understanding that it is impossible to create a “rule” or guideline for every incident that may arise.

Horizon students are expected to honor the words of our Lord Jesus Christ when He stated in Luke 6:31 “Do to others as you would have them do to you.” It is expected that Horizon Christian Academy students will treat one another with respect, courtesy, kindness and compassion. Words or behaviors that demean or demoralize another person will not be tolerated at Horizon.

Christ-like behavior is expected at all times from all students.

MISSION STATEMENT:

The mission of Horizon Christian Academy is to Train up a Child in the Way he should go as directed by Proverbs 22:6. This will be done by offering a Christ-centered environment with a superior education. The education will include academics, Christian leadership and service through valuing the unique gifts of each student.

Horizon Christian Academy will nurture the whole child to include the mind, body and soul by allowing the child’s God-given talents and abilities to thrive.

STATEMENT OF FAITH:

We believe that the Bible is the inspired word of God.

We believe that God is a sovereign God.

We believe that Jesus Christ is the son of God.

We believe in the trinity of: God, Jesus Christ and the Holy Spirit.

We believe that Jesus Christ was born to the Virgin Mary. We believe that He was crucified for our sins, that He rose again and He is a living Christ.

We believe that salvation is an eternal gift that comes only through the acceptance of Jesus Christ as one's personal savior.

PHILOSOPHY OF EDUCATION:

Horizon Christian Academy's philosophy of education is that we believe all students, regardless of circumstances, deserve to have the best education possible and that the education should be provided in a Spiritually-based and nurturing environment.

Successful administrators must inspire teachers to be quality educators, and teachers must inspire students to love learning for a lifetime. Teachers must be able to differentiate instruction to meet the needs of their students, and they must be able to understand the cultural differences in each of their students. Administrators and teachers should be Christian role models and mentor the students entrusted in their care. The one-size-fits-all mentality, where all students are on the same page at the same time, is a thing of the past and has no place in today's schools. Administrators and teachers should constantly strive to improve their skills and take advantage of as many professional development opportunities as possible. It is critical for professional educators to keep up with technology, and we believe that technology should be central to all learning. Educators must prepare students to be able to compete in a changing world by being both spiritually and academically grounded, and they must have high expectations for all students so that academic excellence and future success can be achieved.

We believe that the home, school, and community must work together very closely and that all constituents should feel valued as part of the entire school community. There is no greater calling than to be a professional Christian educator. Those who make education their life work need to be passionate about the opportunities God has given them to help create a better society, therefore increasing the quality of life for generations to come.

Absences:

A written excuse to the teacher, dated and signed by the parent is REQUIRED. A PARENT WILL NEED TO CALL (260) 420-8395 TO REPORT ALL ABSENCES. Absences will be excused in cases of illness of the student, death in the immediate family, or other serious events beyond the student's or family's control. If a note or phone call is NOT received, the student will have an unexcused absence for the day. A parent may only excuse a student nine times. After nine absences, a DOCTOR's note is required. If family business should require a student to miss school, a prearranged absence must be requested in writing to the principal. To help with repeated attendance issues, we will utilize the Status Offender Court Alternative Program (SOCAP) after the ninth absence.

Tardiness:

A student is considered tardy if he/she arrives after 8:05 a.m. but before 10:05 a.m. After 8:05 a.m., parents are required to go to the office to sign a tardy slip for their child before the child is admitted into class. After 10:05a.m., students will be considered half

day absent. Parents who take their child of school early without a doctor's excuse will also receive a half day absence if the early release is before 2:30 p.m. or a tardy if the release is after 2:30 p.m. Seven tardies will be considered a full day unexcused absence.

Sign-Out Procedures:

NO student will be allowed to leave the school with anyone other than the legal parent or guardian, unless that person is listed on the Security Card and presents the appropriate identification. Any student leaving school during the school day must be signed out at the Main Office or Clinic. A note stating the time and reason for leaving school early MUST be sent in with the student. We do not dismiss students on their own with only a note or telephone call from the parent. They must be signed out by a parent or guardian through the office. Parents are not permitted to pick up students outside the classroom doors or hallways. Students will be received at the Main Office if leaving early.

Car Riders (for all grade levels):

Dismissal begins at 3:05 p.m. on the side of the gym. If you are picking up your child using the car rider line, proceed cautiously to the waiting staff. Please have your car tag clearly displayed. Your child may not enter the vehicle until staff member directs the student to the vehicle. Staff members will be on duty to assist students who are being picked up and will supervise each child to his/her car. Please remain in your vehicle to help expedite this process. After your child has buckled up, proceed with caution to the exit.

Walk-ups (for all grade levels):

Parents wishing to exit their cars to pick up children may park in the west parking lot (NOT on the grass), walk in via door #2, and proceed to the gym area in order to retrieve their child(ren). Dismissal begins at 3:05 p.m. Parents/Guardians MUST have student ID #'s with them to pick up student. Duplicate numbers may be obtained at the front desk (ID is required).

Bus Riders (for all grade levels):

Your child will remain on the bus until an authorized adult is present to pick-up the child. No child will be left alone to wait for an adult to arrive. Should you not be able to pick your child up from the bus stop on time, he will be returned to the school and placed in the Imagine Zone Extended Care Program. Children walking home from bus stop MUST have a signed permission slip on file at school office or WILL NOT be permitted to walk home.

Drop-off Procedure:

Students shall NOT arrive to school earlier than 7:30 a.m. unless they are signed up for Imagine Zone or have prior arrangements with a teacher. There is no supervision provided prior to this time and students should not be left out in inclement weather. Dropping students off earlier than 7:30 am is considered neglect.

All car riders:

All students may be dropped off at the designated drop off zone located at the front of the building in the circle drive off of Putnam Street. Please loop around the circle and pull your vehicle to the end of the drop off circle. Please stay in the car line and do not pass other vehicles. Please remain in your vehicle and allow your child to enter the building under the supervision of the administrators and staff on duty.

Walk-ups:

Should you need to park to come into the building, please park in the east parking lot off of Putnam Street and walk around the circle drive to enter the building. Please remember that the handicap spaces are reserved for vehicles with handicap tags.

For safety purposes, parents MUST have a visitor's pass at all times when entering the building. Please sign in at the front desk to obtain your pass.

Students are tardy at 8:05 a.m. and a tardy slip must be obtained from the Front Desk. Parents need to leave campus by 8:05 a.m. unless they are volunteering. Parents wanting to speak with a teacher need to schedule a conference by contacting the teacher via voicemail or email. Daily communication can be handled through the student's planner, or e-mail.

Discipline:

A healthy and safe learning environment is only achieved when students conduct themselves in a respectful manner. Rules and expectations are set up to help maintain a safe environment for all persons.

Each teacher will notify parents of school wide/grade level expectations and class rules. Repeated behavioral issues may result in a loss of privileges, calls to parents, and follow-up by school personnel. Other consequences may include out-of-school suspension or, in extreme cases, a recommendation for expulsion from school.

Horizon Christian Academy will make every attempt to work with parents and students on understanding and following the rules and expectations of each class and the overall school rules. It is important that we work together to maintain a positive and safe environment for all students.

Consequences are determined on an individual basis. This policy is based on "Justice" for each and every child. This simply means that we will determine consequences based on what is "just" for each child not necessarily what is "equal."

In the event that discipline is required, students will speak with an administrator. The school administration will work to resolve the behavior through one of the following means:

- Student writes an essay regarding his/her behavior and how it conflicts with Christian behavior
- Conference with school administrator
- Conference with school administrator and parent
- Community service
- Phone call to parents
- Suspension
- Expulsion

Horseplay is not permitted. Horseplay includes yelling, pushing, shoving, interfering with the “space” of another student, running, etc.

No lying will be tolerated.

No vulgar language will be tolerated.

The following may not be brought on school property and/or brought to or used at school sponsored events:

- Tobacco
- Alcoholic beverages
- Knives
- Cigarettes (or any form of tobacco or smoking-related items)
- Lighters
- Matches
- Firearms
- Illegal drugs
- Weapons
- Stun Guns

Active participation in the destruction or defacing of school (and/or church) property is not tolerated.

In the event that students are found with any of the above, or participate in active destruction of school property, could result in immediate expulsion and law enforcement agencies will be contacted as necessary.

DRESS CODE:

All students are expected to adhere to the following standard of dress guidelines while on campus or while attending any off campus school sponsored activity. All final decisions regarding appropriateness of the uniform, headwear, shoes, hairstyle, or appearance in general is left to the discretion of the principal. All articles of clothing must be solid colors with no logos except that of Horizon Christian Academy. **NOTE:** Shorts may only be worn during the first and fourth grading periods, unless temperature is above 70*degrees

K-5 Students-

- Solid Red and Black shirts only (short or long-sleeved t-shirts, polo, button up, solid color sweatshirts with NO hoods all allowed)
- Khaki bottoms (shorts, skirts, and pants allowed)
- Red or Black sweater vest
- Horizon apparel or logo shirts
- Leggings need to be a solid color in Black, White, or Red
- Closed toe shoes

6-8 Students-

- White shirts with Black blazers
- Red ties for the boys and Red scarves for the girls
- Khaki bottoms (shorts, skirts, and pants allowed)
- Red or Black sweater vest
- Horizon apparel or logo shirts
- Leggings need to be a solid color in Black, White, or Red
- Closed toe shoes

THE FOLLOWING WILL NOT BE ACCEPTED

- No hats or bandanas in school (The Principal will make exceptions on outdoors sports days)
- No combat boots, jelly shoes, shoes with heels over 1 inch, open heeled sandals, or shoes, flip flops, heelies, and crocs.
- No tattoos or facial piercings (stud/post earrings only)
- No baggy pants or pants with hems dragging on the ground
- No oversized shirts or shirts that are long hanging
- No unnatural hair color, boys hair must be cut above the ear and above the collar at all time

Students who arrive in school out of dress code will be asked to contact a parent immediately. Parents are expected to immediately bring an outfit that is in dress code. Students will not be permitted to be in class while out of dress code.

In the event that discipline is required, students will speak with an administrator. The school administration will work to resolve the behavior through one of the following means:

- Student writes an essay regarding his/her behavior and how it conflicts with Christian behavior
- Conference with school administrator
- Conference with school administrator and parent
- Community service
- Phone call to parents

- Suspension
- Expulsion

ELECTRONIC DEVICES:

Students may bring electronic devices, such as cellular phones, iPods, etc. to school but must turn them off and put them in lockers no later than 7:45am. While electronic devices are permitted at school, students are not encouraged to have them at school. Such devices may not be used during the school day but will be permitted following the end of the school day. The school administration reserves the right to require students turn off electronic devices at any time.

Electronic devices being used at inappropriate times will be handled as follows:

- **1st offense** – Item will be taken away and student must request it back at the end of the school day
- **2nd offense** – Item will be taken away and parent must come to office to retrieve item
- **3rd offense** – Item will be taken away and student will not be permitted to have any electronic devices at school for the remainder of the school year.

Horizon Christian Academy is not responsible for electronic devices brought to the Academy by students.

FIELD TRIPS:

Horizon Christian Academy will, on occasion, take students off the school campus on a field trip. Students are expected to be respectful, courteous, and remain with the assigned adult chaperone at all times. Electronic devices (including, but not limited, to, iPods, headphones, cell phones, etc. may not be taken on field trips unless permission is granted by a school administrator).

Students who do not adhere to behavior expectations while on Field Trips may not be permitted to participate in subsequent field trips. Parents will be expected to supervise their child while other students go on field trips if a student has lost privileges. All chaperones will need to fill out a background check prior to the trip.

MEDIA CONSENT:

Horizon Christian Academy has a Facebook page, website, and will issue press releases. Parents or legal guardians of a Horizon Christian Academy students, by signing the Horizon Christian Academy Parent/Student Handbook 2012-2013 Signature Page, I hereby grant consent for Horizon Christian Academy to photograph their student, take video of student, use student's quotes for promotional purposes including use in print, on the Internet, and any other media form.

The signed understands the photos, videos, quotes, etc. that will be used by Horizon Christian Academy will be used for promotional purposes, press releases, yearbook, and other forms of school promotion.

By signing the Signature Page, parents/guardians hereby release the Horizon Christian Academy and its agents, directors and employees from all claims, demands, and liabilities whatsoever in connection with the above.

MEDICATION GUIDELINES:

Students are not permitted to have any kind of medication on their person at any time (unless specifically directed by a physician). Medications include Ibuprofen, Antacids or any other over-the-counter medication, as well as any prescription medication.

Parents are required to bring any medication to school that the student needs and complete a medication form that will be kept on file in the school office. Medication may only be dispensed by personnel authorized by school and with written parental consent.

Prescription medication must be brought to school in original container from the pharmacy, with the student name, dosage, physician information, pharmacy information, etc. Medication will be dosed only as prescribed by physician.

Over-the-counter medication must be in original package (example: do not take two pills from the package and put in plastic bag and bring to school). Over-the-counter medication must be clearly labeled with student's name and dosage information.

CLINIC POLICIES, MEDICATIONS, LICE PREVENTION/CONTROL:

It is the goal of your school nurse to provide the best care possible in the school setting. The following are some guidelines and policies that will help achieve that goal.

Every child must have an emergency card completed and on file in the clinic. Please keep the school informed of any changes in phone numbers or addresses of parents so we may contact you in any emergency. To ensure that we can reach you, please provide more than one working emergency contact.

IMMUNIZATIONS: It is State Law that your child's immunization records be kept current and on file in the clinic. Please do not delay in obtaining these shots and reporting them to the school nurse.

ILLNESS AND FEVER POLICY:

If your child becomes ill at school with any of the following, you will be contacted to pick your child up; fever over 100, vomiting or diarrhea, undetermined rash, communicable disease, or appears obviously ill (with or without fever). Please make an effort to pick up your child as soon as possible, usually within the hour. If your child has

had a fever within the past 24 hours, your child must stay home. Your child must be fever free for 24 hours WITHOUT the use of Tylenol or fever reducing meds before returning to school. If child has vomited or had diarrhea in the last 12 hours, please keep him/her home.

MEDICATIONS:

Students are not allowed to keep medicine in classrooms or to self-administer medication. This includes inhalers, Tylenol, cough drops, and other non-prescription items. A Medication Administration Authorization, available in the clinic or main office, MUST be signed by parent/guardian for a child to take any medication.

All medication to be administered to an elementary student shall be delivered to and retrieved from designated school personnel by the student's parent or legal guardian. Medication must be in the original container with the current prescription label. In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian. For prescription medications, a physician must fill out the form, and the medication must be in a pharmacy bottle, with a label containing the child's name, name of drug, dosage, and doctor.

PEDICULOSIS (Head Lice):

Pediculosis is one of the most common health problems of childhood. Parents should routinely inspect their child's hair for lice and nits. If live lice are detected on your child at school, you will be contacted to pick up your child. Your child may return to school after the hair has been treated and the parent has removed as many of the nits as possible. Before your child can be admitted to class, you must accompany your child to the clinic where the nurse will inspect your child's hair. It is your responsibility to continue inspecting the hair and removing the nits daily for 7 – 10 days. If this is not done, the remaining nits can hatch, resulting in another infestation. Also, the child's home environment(s) must be cleaned. The school nurse tracks cases of lice to determine any trends. Please refer to the school's Head Lice Policy in this handbook.

SCREENINGS:

The school nurse will complete the vision and hearing screenings that are required by Indiana. You can expect a vision screening for students in first and third grades, and a hearing screening for students in first and fourth grades. These are only screenings and do not take the place of a comprehensive exam by a physician. If a problem is noted during the screening, a letter will be sent home detailing the finding and recommending follow-up care with the appropriate physician. Please return the Physician's report to the clinic promptly, as the State of Indiana requires a report from the school nurse regarding the doctor's findings.

Horizon Christian Academy HEAD LICE POLICY:

*Horizon Christian Academy will generally not inform parents/guardians of a classroom or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA).

1. Upon finding a suspected case, the child's parent/guardian will be contacted by the school.
2. Parent/guardian is required to pick-up the child from school; the nurse or clinic staff should show the suspected lice or nits to the parent/guardian.
3. The child's classroom will be treated with a lice disinfectant that night.
4. Upon request by the parent/guardian the nurse or clinic staff may check other family members for head lice.
5. Infested children must be treated at home, using a lice shampoo according to package directions or as prescribed by a physician.
6. The parent/guardian must accompany the child to school the next school day. The parent/guardian must remain at school until the nurse or clinic staff has rechecked the child. The child must be free of live lice before he/she will be allowed to remain at school.
7. The parent/guardian has the ultimate responsibility to ensure their child is free of live lice and viable (live) nits. The parent is responsible for the care of their child's scalp and hair.
8. The parent should carefully check their child's scalp and hair once each week. Many people think that itching is a good indicator of the presence of head lice. However, the first infestation may produce NO symptoms for 4 to 6 weeks.

INFORMATION ABOUT HEAD LICE:

WHAT ARE HEAD LICE? Lice are pests in nature, like fleas and mosquitoes. However, lice live on the human scalp and lay eggs on the hair shaft. A louse is a grayish-tan, flat insect about 1/16 to 1/8 inch long (about the size of a sesame seed), with six legs. They cannot fly or jump. They can crawl at a speed of one inch per five seconds.

WHO GETS HEAD LICE? Anyone can become infested with head lice. Infestation is not a sign of poor hygiene or living conditions.

HOW DO YOU GET HEAD LICE? Because head lice feed by burrowing in the scalp for blood, they are usually transmitted from one infested person to another by direct contact. After feeding, the live lice may cling to personal items such as COMBS, BRUSHES, TOWELS, BEDDING, OR HATS, RIBBONS, SCARVES AND COATS. If these items are shared by family or friends, everyone in contact may become infested. Lice may be spread by sharing a bed at a sleepover or by resting your head against the back of a seat on a bus or airplane, in a movie theater, or other waiting rooms. Trying on clothes or hats at the mall may spread head lice.

HOW DO YOU KNOW IF YOU HAVE LICE? Lice lay eggs (nits), which are the size of a grain of sugar. The nit is firmly “glued” to the hair shaft, usually at the nape of the neck or behind the ears. What you SEE are the nits. What you FEEL is the persistent itching where the lice have been feeding. This often causes a red itchy rash and scabs from scratching. Live lice may be seen if looked for carefully by parting the hair every ½ inch and watching for tiny movements.

NIT COMBING STEPS

1. Remove tangles with a regular comb.
2. Start at the top of the head. Part out a section of hair no larger than one inch.
3. Place the special nit comb at the base of the hair shaft or at the scalp.
4. Comb slowly out from the scalp to the ends of the hair.
5. Wipe comb frequently with a tissue.
6. Comb through each section of hair repeatedly until nit free, then pin it up securely to avoid reinfestation from uncombed hair.
7. When entire head has been combed, wash and rinse hair thoroughly according to product directions or advised by your physician.
8. Recheck entire head for stray nits.
9. Soak comb in lice product and hot water.
10. Retreat hair according to product directions or as advised by your physician.
11. Inspect hair and remove nits daily for at least two weeks, remembering that nits can hatch and start the lice problem all over again.

CLEANING THE ENVIRONMENT The best way to kill lice that are OFF the human head is with heat. Hot water (130 to 150 degrees) and/or a hot dryer for 30 minutes will kill nits and lice in clothing, bedding, towels, etc.. Stuffed animals, hats and other items that should not be washed can often be put in a dryer for treatment. Dry cleaning also kills lice.

Items that cannot be washed or put in the dryer should be double bagged and stored for two weeks.

Sofas, chairs, mattresses, and carpet should be vacuumed and the vacuum bag discarded.

Hard surfaces do not harbor lice and can be cleaned or swept as usual.

REMEMBER- THE MOST FREQUENT CAUSES OF REINFESTATION ARE FAILURE TO CLEAN THE ENVIRONMENT WELL ENOUGH, NOT FOLLOWING

THE LICE SHAMPOO AND/OR PHYSICIANS INSTRUCTIONS CAREFULLY,
AND NOT REMOVING ALL THE NITS. Be sure all homes your child spends
significant time at are cleaned – babysitter, close friend, or another parent – or they will
bring lice back home again.

CALL YOUR SCHOOL NURSE IF YOU HAVE QUESTIONS OR NEED FURTHER
INFORMATION.

Dear Parents, Guardians and Students,

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness.

Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in blood stream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13 –18 years of age if not previously vaccinated. Children ages 2 - 10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease. Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health
<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health
<http://www.doe.in.gov/sservices/sn.htm>

Transportation:

Buses are provided as a privilege to our students.

School Bus Safety Rules

The safety, security & efficient transportation of all students is our NUMBER ONE priority. Please read these rules with your child(ren) and encourage them to obey and observe proper conduct. Student misconduct will be addressed in accordance with the school Discipline Policy and the Discipline Ladder will be applied. The Discipline Ladder is included in this booklet.

I. Parents are asked to start things off correctly and:

- A. make sure all drawstrings, straps, ties, scarves, key chains, etc. on all clothing and backpacks are removed or shortened so they will not get caught in doors, railings or aisles.
- B. understand that no unauthorized person or parent is allowed to board the bus unless permission is granted by the bus driver.
- C. make alternate transportation arrangements in advance. Students shall ride their assigned bus route and get on and off at their assigned bus stop unless they have an approved note by the Principal.
- D. at ALL times, refrain from disciplining children that are not under their care.

II. Prior to entering and/or after exiting the bus, students must:

- A. make sure they stay ten (10) feet away from the side of the bus.
- B. be at their bus stop early and be ready to board as the bus pulls up.
- C. cross the street only after they see the stop arm on the bus is out and after the driver gives them the appropriate hand signal.
- D. not carry large band instruments or other large objects which interfere with the safe seating of students on the bus. Students are only allowed to transport band instruments if they can hold them in front of them in their seat.

III. Upon entering the bus, students are:

- A. under the authority of the bus driver while on the bus.
- B. to use the handrails and walk slowly as they enter and exit the bus.
- C. to go directly to their seats, sit down and face forward with their hands to themselves. Quiet talking to their neighbor is permitted unless other directives have been given by the bus driver.
- D. to understand that seats may be assigned at the driver's discretion. Students are required to sit in his/her assigned seat. In the case of misbehavior, the driver may require a student to sit in the front seats or may separate students who are misbehaving.
- E. to allow K-1 students to be seated in the front of the bus.

While on the bus, students are:

- A. to remain seated, facing forward with their feet out of the aisle, until they unload from the bus. Older students must stay in their seats until the K-1 students are tendered to their parents.
- B. not permitted to use cell phones, eat, drink, or chew gum.
- C. not to mark upon, deface, or cut bus seats or otherwise cause damage to the school bus. (Parents will be held responsible to pay for damages.)
- D. to keep their entire body and all objects inside the bus at all times.
- E. to give their proper name to the bus driver or any school official when asked.
- F. not to make any loud noise that will distract the driver.
- G. not permitted to have any of the following:
 - a.) animals (dead or alive).
 - b.) glass containers, sharp objects, weapons (or fake weapons).
 - c.) alcohol, tobacco, smoking, possession of drugs, lighters or matches on the bus.
- H. to be absolutely quiet at railroad crossings until the bus is completely across the tracks.
- I. Remove all of their trash from the buses.
- J. to keep the aisle and emergency exit areas clear and accessible.
- K. not to tamper or play with emergency windows, doors or exits.
- L. not to use any sharp objects such as pencils, pens, compasses, etc.
- M. not allowed to buy, sell or trade anything.
- N. never to play catch or throw anything in any direction, particularly towards the driver or out of the bus windows.

IV. In order to use the bus windows, students are:

- A. required to ask permission prior to opening a window.
- B. only allowed to open the window to the marked line or the second click down.
- C. required to shut the windows at their seat before they exit the bus.
- D. not to yell or shout out of the windows.
- E. never allowed to throw anything out the windows.
- F. never allowed to stick any body part or any object out of the windows.

V. At any point of the bus trip, students are:

- A. not to yell, back-talk, curse, make racial remarks or use obscene language or gestures.
- B. not allowed to intimidate, threaten, or bully other students, chaperones, school faculty, the driver or anyone else on the bus. Intimidation, threats, and bullying can come in the form of verbal confrontation, invading someone's personal space, or touching another individual in any way.
- C. not allowed to do anything that would endanger another student, other passengers on the bus, the driver or the general public.

VI. Should disciplinary action need to be taken, the following will occur:

- A. Students will receive a Bus Conduct Report.

- B. Bus Conduct Report Form must be signed by a parent.
- C. Signed Bus Conduct Report Form must be returned to the students' bus driver on the first day in which the student is returning to the bus.
- D. If Bus Conduct Report Form should not returned to bus driver, a school and/or transportation administrator will contact a parent/guardian.
- E. State Hospital students may be exempt to this rule.
- F. Horizon Christian Academy Progressive Discipline Plan will be followed.

Visitor Procedures:

ALL visitors are required to sign in at the Main Office. They will receive a visitor badge that will need to be worn at all times while on school grounds.

Visitors must enter through door 1.

Volunteer Program:

All parents desiring to volunteer must be registered with the school according to Allen County regulations. Volunteers who may lead a group of students on their own will need a Criminal Background Check. Imagine Schools will administer the Background Check for free.

Volunteers are required to sign in and out at the Main Office. Visitor badges must be worn and visible at all times.

There are many opportunities available for parents to get involved. Teachers will need parent volunteers for a variety of tasks throughout the year. Talk to your child's teacher for more information of specific volunteer opportunities.

Weather Announcements:

All school closings and delays will be posted as "Horizon Christian Academy" on local television channels (15, 21, & 33) and read on local radio stations. We will also post closings and delays on the school Web site, phone blast, and front sign.

Withdrawals/Moving:

Please contact the office at least three days before a move is planned so that textbooks, library books, and other materials can be returned. We will send all necessary records to your child's new school.

ALWAYS notify the school office if your address or phone numbers change.