

Parent / Student Handbook

2008-2009

The Purpose of the School:.....	1
General Philosophy and Objectives:.....	2
An Overview of our Programs:.....	3
Admissions Policies & Procedures.....	5
Grading Procedures:.....	8
College Planning and Guidance:.....	9
Florida Bright Futures Scholarship Program: :.....	10
Athletics:.....	11
Standardized Testing:.....	12
Accreditation and Affiliations:.....	13
Financial Policies and Instructions:.....	13
Tuition and Fees:.....	14
School Uniforms:.....	17
Dress Code Regulations:.....	15
School Uniforms:.....	17
Cold Weather Alternatives:.....	18
Helpful Hints for Parents / Health Department Requirements:.....	19
Communicable Diseases and Infections:.....	20
Administration of Medication to Students.....	21
Attendance Policy:.....	22
Tardiness Policy:	23
Lunches and Snacks:.....	23
Lost and Found:.....	24
Toys:.....	24
Pictures:.....	24
Birthdays:.....	24
Field Trips:.....	24
Holidays:.....	24
Severe Weather Policy.....	25
Fire Drills:.....	25
Discipline:.....	25
Student Conduct-Personal Behavior:.....	26
Violations of School Rules:.....	27
Drug Free Program.....	29
Detention Policy:.....	29
Indoor Suspension:.....	30
Outdoor Suspension:.....	30
Expulsion:.....	30
Public Display of Affection:.....	30
Care of School Property:.....	30
Eyewitness Accounts:.....	31
Search and Seizure:.....	31
Policy on Teen Pregnancy:.....	31
Christian Moral Standards for HCS:.....	31
Statement of Cooperation:.....	VISION

STATEMENT

The vision of Horeb Christian School is to impact the world for Christ for the next 100 years.

MISSION STATEMENT

Our mission at Horeb Christian School is to raise up effective leaders of Godly character who will blend academic achievement and biblical truth to influence their society for the glory of God through a comprehensive curriculum based on God's truth.

PURPOSE OF THE SCHOOL

As a ministry of Iglesia Bautista Horeb, Horeb Christian School was established in 1982 with the purpose of providing an education based on Christian ideals and principles with high scholastic standards. As a result, the school maintains a close, harmonious relationship with the church. The school maintains a pre-school, elementary, middle and high school and is open to the general public regardless of race, color, or gender. We believe the Word of God is profitable for salvation, doctrine, correct living and instruction in righteousness (II Timothy 3:16).

Horeb Christian School is accredited by the Florida Council of Private Schools. The school is also a member of the Association of Christian Schools International.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to explain to the parents and students of Horeb Christian School our basic philosophy of education, discipline, and policies that will direct our relationship together throughout the year. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

We trust that this handbook will provide you with the information you need for a successful school year.

GENERAL PHILOSOPHY AND OBJECTIVES

True wisdom is knowing God's purpose for us in life, and also His plan for the ages. We believe that students are truly educated only when they have attained true wisdom. Proverbs 4:7 states: "Wisdom is the principal thing; therefore get wisdom; and with all thy getting, get understanding". Therefore, to instill wisdom in the life of its student body, Horeb Christian School - founded upon the authority of the Word of God, gives the bible pre-eminence by making it the foundation of the school curriculum, and emphasizes the fundamentals of the Christian faith.

The educational philosophy of Horeb Christian School is bible-based and Christ-centered. Since Jesus Christ is the integrating and unifying reality of all academic and extra-curricular activities, our teachers must be "born-again" Christians who are living a life of discipleship under His Lordship. We require that all our teachers be active members of a local church whose doctrines are acceptable to Iglesia Bautista Horeb. For teachers who are not members of Iglesia Bautista Horeb, we require a letter of active membership from their church.

The ultimate purpose of education at Horeb Christian School is to glorify God. We do this through the following foundational objectives:

- Provide students with an educational environment that will foster opportunity to become well-balanced, Christ-like persons through proper cognitive, physical, and social development.
- Encourage students in the development of wholesome Christian attitudes and values by example and by design.
- Broaden the students' world view through a Christ-centered curriculum that recognizes all truth is from God.
- Instill in students a sense of responsibility for their own continued spiritual and intellectual growth.
- Lead students to a saving knowledge of Jesus Christ (Mt. 16:26).
- Train students to know and to do the will of God (Ps. 16:8; Mt. 26:39).
- Convince students to stand firm for biblical principles (Ps. 119:46; Prov. 1:10).
- Teach students self-discipline through submission to God and all other authority (Rom. 13:1; Heb. 13:7; Ps. 40:8).

An Overview Of Our Programs

The Before School Care Program

In order to provide a secure and loving environment, Horeb Christian School offers before school care for students in K3 through 5th grade. Before school care is available in the cafeteria from 7:00 to 8:00 AM. Adult supervision is provided each school morning. After 8:00 AM, all students in K3 through 5th grade should report directly to their classrooms. This service is provided free of charge.

The Preschool Program

It is our philosophy that early childhood should be a time of fun, warmth, security, exploration, and discovery. Preschool children are creative and receptive. Our program strives to nurture and encourage these qualities in our students.

Our purpose is to provide an atmosphere that encourages the spiritual, social, emotional, physical, and intellectual growth and development in your child as a whole.

Planned within the framework of philosophy and purpose, the curriculum includes sharing and conversation time, stories, songs, finger plays, creative art activities, learning about our community helpers, exposure to shapes, colors, numbers, and letters. The Bible curriculum is included in the academic program each day and is interwoven into each academic area.

The Elementary Program

The Elementary Department has a well-rounded academic, social, physical, and spiritual program to offer students in K5 through 5th grade.

Kindergarten students have a daily afternoon rest period. The school will provide sleeping mats. However, the child is to bring a flat twin bed sheet or small blanket, identified with the child's name. Bedding is to be taken home each Friday, laundered, and returned on the following Monday.

We want to instill in our students a positive attitude toward learning. Through a Bible based curriculum which includes Bible, Phonics, Reading, Writing, Math, Science, Music/Band, Physical Education, Art, Spanish, Language/English, and Computer Skills, we strive to provide students with the necessary tools to achieve academic success.

At HCS, we provide an atmosphere that promotes self-esteem and encourages the acceptance of others. The word of God is taught daily to help mold each student's character, which is one of the most important aspects of our students' development.

The Secondary Program

The secondary level of Horeb Christian School is designed to give our students the necessary foundation to live out God's plan for their lives. Every student is different. Some students desire to enter the work force immediately after high school. Other students desire to pursue a technical education. Most students aspire to enter college. Whichever direction a student believes God wants him/her to take, our school is committed to giving him/her a good beginning.

Our main goal, beyond the academic, is to prepare our students spiritually. Through our curriculum, bible classes, chapel, and spiritual emphasis, our students learn that "all truth is God's truth" and that God's truth sets a person free to reach his/her highest potential.

The School Day

K3 – K4	8:30 A.M. - 2:30 P.M.
K5	8:00 A.M. - 2:30 P.M.
1 st – 5 th Grade	8:00 A.M. - 3:00 P.M.
6 th -12 th Grade	8:00 A.M. - 3:00 P.M.

No child should be left at school after 6:00 P.M. There is an additional fee charged for children left after 6:00 P.M.

ADMISSIONS POLICIES & PROCEDURES

1. Students seeking admission must meet specific criteria for their grade level.
2. All required forms and documents must be submitted, and fees paid, before admission and registration are considered.
3. Each new student is admitted on a probationary period. If the student is making acceptable progress and adjusting to the school by the end of the first quarter (nine-week period), the probation will be lifted. If the adjustment is not satisfactory, the probationary period may be extended, or the student may be withdrawn.
4. Parents, guardians, and students should read the Handbook/Registration Guide for information regarding the school's policies, rules, discipline procedures, and calendar. It is your responsibility to be familiar with the contents.
5. **The Statement of Cooperation must be signed by the student and his/her parent/guardian.**

ADMISSIONS REQUIREMENTS

Preschool (K3 – K4)

1. All students entering K3 must be 3 years old by September 1st. All students entering K4 must be 4 years old by September 1st. All students entering K5 must be 5 years old by September 1st. All students entering 1st grade must be 6 years old by September 1st. These guidelines are established by the State of Florida and it is a policy of Horeb Christian School.
2. All preschool students must be **COMPLETELY** toilet trained.
3. Each family must present the student's original birth certificate, and social security card at registration.
4. All entering students are **REQUIRED** to have a current physical and updated record of immunization. These health records should be filed in the school upon registration. **Students will not be allowed to enter Horeb Christian School until these records are received.**
5. There are no academic prerequisites.
6. **Pacifiers and bottles are not permitted.**

Elementary (Grades K5-5)

1. All students must meet the established age requirements of the State of Florida.
2. All new students will be tested by Horeb Christian School prior to admission. There is a \$20.00 testing fee.
3. Each family must present the student's latest achievement test results (S.A.T.) and the last report card issued to the student by the previous school.
4. Students whose entrance exam scores are below grade level may:
 - be recommended for summer school, or
 - be required to repeat a grade.
5. A satisfactory conduct report from the student's previous school must be presented.
6. Each family is required to present the student's original birth certificate and social security card.
7. All entering students are **REQUIRED** to have a current physical exam and up-dated record of immunization. These health records should be filed in the school office upon registration. **Students will not be allowed to enter Horeb Christian School until these records are received.**

Secondary School Admission Policy (Grades 6-12)

1. Admission decisions are based upon the following:
 - A) The student's academic progress and preparation to successfully perform at the grade level he/she is entering.
 - B) The student's record of conduct and behavior, as well as, our assessment of his/her ability and desire to be a constructive and positive influence within the school community.
 - C) All middle and high school students seeking admission for the first time at HCS must be interviewed with the assigned administrator to determine their desire for enrolling. Both students and parents/guardians must have a positive attitude about attending HCS. Both parents/guardian and student must be committed to cooperate in the spiritual, academic, and social life of the school.

Secondary School Admission Policy Continued

2. Academic Acceptance
 - A) Copies of the most recent report card and the latest achievement test scores (S.A.T.)
 - B) Satisfactory conduct report from previous school.
 - C) Three letters of recommendations one from the Principal and two from teachers.

3. Registration
 - A) Each family must present the student's original birth certificate and social security card.
 - B) All entering students are **REQUIRED** to have a current physical exam and updated record of immunization. **Students will not enter Horeb Christian School until these records are received.**

RETURNING STUDENTS

- A) Completion of ALL registration forms by parents.
- B) Satisfactory academic work, conduct and work habits (completion of summer school program, if required).
- C) Parent's wholehearted support of Horeb Christian School's philosophy and policies.
- D) Parent's agreement to maintain current financial obligations. No students will be enrolled if there are outstanding fees due to the school.
- E) Required health forms for students, if needed.

Current record of immunization: in accordance with Florida state law, students will not be permitted to attend school until these required health records are on file.

COMMUNITY SERVICE

As required by Horeb Christian School and the State of Florida, Department of Education, each student must complete 75 hours of Community service in order to graduate.

- 20 Hours by the end of the 9th grade
- 40 Hours by the end of the 10th grade
- 60 Hours by the end of the 11th grade
- 75 Hours by the end of the 12th grade

HOREB CHRISTIAN SCHOOL GRADING PROCEDURES

Letter Grades:	Low	High	Weight
A +	99	100	4.30
A	93	98	4.0
A -	90	92	3.7
B +	87	89	3.3
B	83	86	3.0
B -	80	82	2.7
C +	77	79	2.3
C	73	76	2.0
C -	70	72	1.7
D +	67	69	1.3
D	63	66	1.0
D -		Not Using	
F	0	62	0.0

Letter Grades: U = Unsatisfactory
S = Satisfactory

Effort: 1 - Excellent
2 - Satisfactory
3 - Unsatisfactory

Average. HCS calculates overall average based on number of courses taken. This includes any classes repeated in Summer School due to failure (“F”) or repeated for reinforcement (“D”).

Grade Point Average (GPA). Colleges and universities weigh GPA when determining scholarship potential. HCS calculates overall GPA by dividing the total number of courses taken (including Summer School) into the total number of points earned.

Please refer any questions regarding individual class grades to your child’s teachers. Any questions regarding overall average and GPA may be referred to the administration.

College Planning And Guidance

School Identification Number

SAT and ACT = 100670

Horeb's School Identification Number is 100670. This number has been assigned by the College Board and should be used on all applications, scholarships, and college entrance exams.

Department of Guidance and Counseling

The role of the Department of Guidance and Counseling is to assist the student's personal and academic needs. The counseling programs are designed to provide direction toward the achievement of the student's future goals and objectives.

Personal counseling and support

- Personal counseling
- Peer relationships
- Social skills
- Personal conflicts

Academic Counseling

- Student curriculum advisement
- Schedule advisement
- Tutoring referrals

Career Counseling

- Career awareness surveys
- Interpretation of surveys
- Junior college packets
- College visits
- College videos
- College application process
- College recommendations
- Scholarship information
- Financial aid information

Florida Bright Futures Scholarship Program

The Bright Futures Program rewards the states highest achieving and hardest working high school graduates. Through Bright Futures, 75-100% of tuition and fees are paid for a qualified high school graduate who enters a Florida University, Community college, or Certified vocational/technical program.

There are two (2) scholarship types with different criteria for which Horeb Christian students are eligible. The student's counselor has specific information on the eligibility criteria, including which course must be taken to qualify.

Florida Academic Scholars

- 100% tuition and fees + \$600.
- 15 college prep credits
- 3.5 weighted GPA
- 1270 SAT/28 ACT
- 75 hours of community service

Florida Medallion Scholars

- 75% tuition and fees
- 15 college prep credits
- 3.0 weighted GPA
- 970 SAT/20 ACT

Credits Required for Graduation

- Class of 2006/2007 - 28 credits
- 75 hours - Community Services

Horeb Christian School Graduation Requirements

- 4 Bible (1 credit for each year at HCS)
- 4 English (3 with substantial writing)
- 3 Mathematics (Algebra 1 and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 Foreign Language (in the same language)
- 1 Physical Education (not in the 9th grade)
- 8 Electives

- 28 Total Credits Required

ATHLETICS

Horeb Christian School participates in various sports under the jurisdiction of the Florida High School Activities Association (FHSAA). All students participating in any sports activity must meet the standard of academic achievement set forth by the FHSAA. The sports offered at Horeb Christian are:

- Boys Baseball (varsity)
 - Boys Basketball (varsity and junior varsity)
 - Girls Basketball (varsity)
 - Girls Softball (varsity)
 - Girls Volleyball (varsity and junior varsity)
 - Girls Cheerleading (varsity and junior varsity)
- Pee - Wee League (2nd - 5th)**
Basketball

Athletic Eligibility

Horeb Christian School also participates in the Private Schools Association League. FHSAA handbook for 2002-2003 school year states: “11.2.1- In order to be eligible to participate in interscholastic activities, a student entering the ninth grade after July 1, 1997 must maintain a cumulative grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in the courses required by s.232.246 (1) Florida Statutes”. Horeb Christian School’s policy, however, is that you maintain a 2.0 grade point average in each subject area.

So that participation in sports does not interfere with a student’s academic progress at school, Horeb Christian has set forth general guidelines of eligibility.

Eligibility

- Students whose discipline record is judged unsatisfactory by the Principal shall be excused from participation in any sport or organization until such time that their record shows satisfactory improvement.
- Students who are placed on disciplinary probation cannot attend any school function.
- Students who withdraw or are asked to leave the school may not attend any school function without permission from the Administration.

Standardized Testing

The following standardized tests are administered to H.C.S. Students:

K-5 – 11 th Grade	SAT
10 th Grade –	PLAN
11 th Grade –	PSAT, ACT
12 th Grade –	SAT

Mid quarter reports:

Mid quarter reports will be issued to students four times a year. Parents/guardians are encouraged to contact teachers concerning courses where students are doing below average.

Dates for progress reports are listed on the general school calendar. Students who alter or delete information recorded on their progress reports will be subject to disciplinary action.

Report Cards:

Report cards are issued four times a year, at the end of each quarter, only if all financial obligations have been met.

Transcripts:

Transcripts may be requested in the school office. The first transcript is free. There is a fee of \$5.00 for each additional transcript.

Homework Policy:

Homework not turned in when the teacher requests, will be subject to a percentage reduction.

Senior Trip:

Each senior class, along with their senior advisor may choose a destination within the continental United States, to be submitted to the administration for review and final approval no later than December. The trip will be no more that 5 school days. Each student planning on going on the trip is ultimately responsible for their individual fares and expenses. Trips on any commercial cruise line will not be considered. The purpose of the trip is spiritual, educational and social.

Accreditation and Affiliations:

Horeb Christian School is accredited by Florida Council of Private School (FCPS) and maintains membership with Association of Christian Schools International (ACSI) and Southern Baptist Association of Christian School (SBACS)

Financial Policies And Instructions

1. A non-refundable registration fee must accompany the application for admission.
2. Family Payment Plan Options - Families may select from one of the following payment plans: 12 monthly payments (June through May), 10 monthly payments (August through May), or one full payment.
3. All families must sign the Statement of Financial Responsibility.
4. Full tuition will be charged until the student is officially withdrawn from school. Any portion of the month is considered a month.
5. If full payment is made prior to August 1st a 5% discount will be issued to the account.
6. Monthly payments are due on the 1st of the month. Tuition payments received **after the 10th of the month are subject to a \$25.00 late fee.**
7. Please expect a **\$30.00 service charge** for any checks received that are returned by the bank for **insufficient funds**. All returned checks must be paid by money order or cash (NO checks will be re-deposited). Only ONE returned check a year is allowed. Accounts with more than one returned check will be placed on a cash or money order payment basis.
8. If there is an account balance at the end of the month, parents will be asked to keep the student(s) home until the account is brought current.
9. **NO** official records will be released, including report cards, transcripts, progress reports, achievement test scores when an account has an outstanding balance. **A school account is considered outstanding if the balance is not current by the last day of each month.**
10. Tuition for students completing K5, 5th, and 12th grade must be paid in full before the student is allowed to participate in the graduation ceremony.
11. If a previous year's balance remains unpaid on the first day of school, we reserve the right to refuse re-admission of the student. Should this be necessary, the student will be re-admitted following payment of all outstanding fees due to the school.

Tuition And Fees

Tuition: This is the basic annual cost of your child's education (180 school days).

Multiple Student Discount: Horeb Christian School provides a discount to families with more than one child attending K3 through 12th grade. (This benefit is NOT allowed when any other discount has already been applied to your account).

2 students	\$300.00 annual tuition reduction
3 students	\$400.00 annual tuition reduction
4 students	\$600.00 annual tuition reduction

Extended Care Fees:

Students enrolled in K3 – 12th grade who will require after school care on a regular basis should enroll in this program. This program is available from 3:30 - 6:00 p.m. and is to be paid the first of each month in the school office.

K3 to 12 th Grade	\$70.00 monthly per child
------------------------------	---------------------------

Students picked up after 6:00 p.m. will be charged \$45.00 per hour or for any portion of an hour. Parents are responsible to pick them up after 3:00 p.m. K3 - 12th graders NOT PICKED UP by 3:30 p.m. will automatically be placed in Extended Care where hourly charges will be assessed. This charge will be billed monthly at a rate of \$6.00 per hour or any part of an hour.

Dress Code/Uniforms Information

1. Students will need to comply with the following “Dress Code”. No deviation will be acceptable.

- A) NO excuse will be accepted for any violation of the dress code. It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness is an important lesson. Uniforms should be neat and clean **with no rips or tears**. **IF NOT IN REGULATION UNIFORM, STUDENTS WILL BE SENT HOME TO CHANGE.**
- B) No hats, headbands, bandanas, or combs are to be worn.
- C) Uniforms must be purchased from the official uniform company.

Sunshine School Uniforms
16371 NW 57th Ave
Miami Lakes, FL 33014
(305) 623-5002

- D) No pins, buttons, or clothing, considered by the administration to be of an offensive nature, will be permitted in school or at school related functions.
- E) Students enrolled in physical education courses must wear official P.E. uniforms to receive credit for the day.
- F) Students are not permitted to alter or change any part of their uniform.
- G) The uniform shirt or blouse must be worn even if a jacket or sweatshirt is worn over it. It must be tucked in.
- H) Only the top button of the shirt may be unbuttoned.

2. Jewelry:

Girls -

- Earrings with hoops over one inch in diameter or in excess of one inch in length are not permitted.
- One pair of earrings may be worn at the earlobe.
- Only one thin chain may be worn inside the shirt or blouse.
- Chokers are not permitted.
- Nose rings, tongue rings, tattoos, etc., are not permitted.

Boys -

- Earrings are not permitted.
- Only one thin chain may be worn inside the shirt.

“You shall not make any cuttings in your flesh...nor tattoo any marks on yourselves...”Leviticus 19:28

3. Make Up (secondary)

Girls –

- Eye makeup should be simple, not excessive or dark.
- Lipstick needs to be as natural as possible, not dark colors. Lips should not be outlined.
- Nail polish should be natural colors, not dark.
- Face make-up needs to be as natural as possible, not excessive or dark.
- Girls in grades lower than 6th grade are not permitted any make-up.
- Girls in grades lower than 6th grade are not permitted fake nails.

NOTE: Boys or girls in violation of make-up rules will be asked to remove it. If not, the student will be sent home. Other disciplinary action may be implemented.

4. Hair

Girls -

- Hair should not reflect bizarre trends in color or style.
- Hair ornaments (bows, clips, headbands, etc) need to be coordinated with the uniform and not reflect a fashion trend.
- Excessive braids or extreme hair styles are not permitted.
- Girls in elementary are not permitted to streak or color their hair.

Boys -

- Hair should be short on sides and never touch shirt collar or ears.
- Extreme cuts, wedges, line, coloring or shaved heads are not permitted.
- Hairstyles are subject to the approval of the administration.
- Hair should not meet or go below the eyebrow.
- Hair should be kept neat and clean.
- Hairstyles should not reflect bizarre trends (dreads, spikes, punk). It should be cut in a traditional way.
- Boys should not dye (streak) their hair.

NOTE: Boys must be clean-shaven. Sideburns may not be lower than the middle of the ear. Violation of these rules will result in the student being sent home. Other disciplinary action may be taken.

Parents should wear modest attire while on HCS campus. Smoking is not permitted on HCS PROPERTY. We must continually set examples for our students.

School Uniforms

K3 & K4 Girls:

- White Shirt with Puffy Sleeves
- Pull -Up Skort

K3 & K4 Boys:

- Khaki Pull-Up Pants
- White Shirt with 3 Stripe Collar and Sleeves (Burgundy / White / Gold)

K5-5th Grade Girls:

- Jumper (must wear shorts underneath), or
- Skort with Front and Back Flap, or
- Khaki Pleated Pants
- White Short Sleeves Polo Shirt

K5-5th Grade Boys:

- Khaki Pants
- White Shirt with 3 Stripe Collar and Sleeves (Burgundy / White / Gold)

6th – 12th Grade Girls:

- Culotte (8 pleats), or
- Skort with Front and Back Flap, or
- Khaki Low Rise Pants
- Burgundy Short Sleeve Polo

6th – 12th Grade Boys:

- Khaki Pants
- Burgundy Short Sleeve Polo

PE Uniforms:

- Horeb P.E. T-Shirt
- Horeb P.E. Shorts
- Sneakers (White, Black, or Gray)
- Socks – White

All Girls and Boys:

- Black or Brown Belt to be worn with pants
- Sneakers (White, Black, or Gray)
- Socks – White
- NO HEELY'S ARE PERMITTED
- NO BACKLESS TENNIS SHOES ARE PERMITTED

Winter Cover-Ups: (From Sunshine School Uniforms or HCS Athletic Dept.)

- Official School Jacket, Sweatshirt, Cardigan, or Rugby shirt, with HCS logo.

Cold Weather Alternative

All Girls and Boys:

- Solid color sweatshirt, long sleeve shirt, or turtleneck may be worn under polo shirts (white, black, or gray).

All Girls:

- White, Black, or Gray leggings, or tights may be worn under jumpers/culottes.

All student uniforms must be purchased from our contracted uniform company:

Sunshine School Uniform
16371 NW 57th Avenue
Miami Lakes, Florida 33014
Phone (305) 623-5002

School Office

The School Office hours are 7:30 a.m. - 4:00 p.m. Monday through Friday. **When visiting the school for any reason, please go directly to the Office.** The receptionist will direct you to the person you need to see.

Complaint and Problem Solving Procedure

Occasionally, during the course of the year, misunderstandings or problems may arise between the teacher and student, teacher and parent, or parent and administration. HCS has established a policy for amicably resolving these situations as follows:

1. All questions and concerns relating to a child's academic or disciplinary progress must first be brought to the teacher.
2. If the situation is not resolved at the teacher level, it should be taken to the school Principal.
3. If the situation is not resolved at the administration level, it should be taken to the Pastor. The Pastor's decision is final.

School Visitation Policy

1. Parents wishing to visit the school must make arrangements through the School office. Students wishing to visit the school may do so only if parental interest is shown by initiating admission procedures.
- 2.
3. By STATE LAW, students not enrolled at HCS may not be on the premises for any reason during the school day without authorization from the School office.

Helpful Hints for Parents

1. Clearly mark all clothing with your child's name, especially cover-ups.
2. The transition from leaving mother and father at the door and entering our classrooms may be a little uneasy for younger students. Please be assured that we understand your concern, but we ask that you do not linger or come into the classroom. We need to make that initial contact with your child a pleasant daily habit. Please be positive and firm with your child in your attitude and tone when leaving your child with us. If any uneasiness does occur, it will most likely dissipate within a few weeks. Some children take a little longer to adjust than others; please give our teachers an opportunity to help your child adjust quickly.

Health Department requirements

The following are required for each child to be enrolled in Horeb Christian School, these forms may be obtained from a private physician or the Dade County Health Department:

1. A Florida Certification of Immunization.
2. A health history and Medical Examination must be on file for each child. This must be done by an attending physician.

Health Department Requirement/Immunization Guidelines

Certificate of Immunization Supplements for 7th - 9th Grade requirement (Department of Health Form 680-Part A-2)

(Children entering, attending, or transferring to grades 7, 8 or 9 are required to complete vaccination against hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster. Each subsequent year thereafter, the next highest grade will be included in the requirements. If a child's immunization is in force at the time of entrance but expire while enrolled, immunization **MUST BE UPDATED**. This is for your child's protection as well as for the protection of the other children in the school.

Communicable Diseases and Infestations

Horeb Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. We will work cooperatively with local and state agencies to enforce and adhere to the state health codes for prevention, control, and containment of communicable, notifiable, and other known diseases in the school. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

Horeb Christian School will exclude a child from school who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions, including the necessary Immunization Assessment Program forms to provide for preventable communicable, notifiable, or other known diseases and/or infestation control.

Horeb Christian School cooperates with local, county, and state agencies to enforce and adhere to the state health codes for the prevention, control, and containment of communicable, notifiable, and other known diseases. All reportable communicable diseases will be referred to the local health unit by the school.

The school must be notified immediately if the student or another member of his/her family has contracted a communicable disease or infestation that may pose a risk of transmission to other students or Horeb Christian School employees.

Each communicable disease or infestation case will be evaluated pursuant to Horeb Christian School’s policy administered by the administration.

Students with infectious illnesses or conditions, such as infections of the skin or eyes, head lice, etc., must receive proper treatment from a physician and a note approving their return to the classroom.

No child will be allowed in class with:

1. Significant elevation of temperature.
2. Skin rash: undiagnosed or not under treatment.
3. Inflamed and/or infectious eyes (pink eye, conjunctivitis, etc).
4. Sore Throat.
5. Vomiting or Diarrhea.

If a child becomes ill at school, he/she will be isolated and the parents called. Parents should make arrangements for the child to be picked up within an hour after the contact is made.

In case of surgery, fractures, or prolonged illnesses, a note from the physician should be presented to the school office regarding any limitations on activities or requests for special consideration.

Parents should inform the teacher or administration of any irregularities in the child's routine. Such things include the hospitalization of another member of the family, the death of a member of the family or a pet, the extended absence of someone dear to the child, or involvement in an accident. This will help us to better understand and meet the needs of your child. Circumstances which might cause a change in the child's behavior or mood should be explained, to the teacher and/or administration. This will allow us the opportunity to pray with the child, and to make allowances necessary for the child's emotional, academic, and/or spiritual welfare.

Parents are required to provide Horeb Christian School with an emergency number for their child. This phone number must be for someone who is authorized to act in the parent's behalf should an emergency arise. (Grandparents, aunts, uncles, etc.) **THIS POLICY IS EXTREMELY IMPORTANT.** The only persons who will be permitted to remove a student from school are those designated on the admission form or subsequently authorized in writing. When the student is picked up, the preauthorized person must sign a checkout sheet, indicating the time of removal.

Administration of Medication to Students

If a child requires medication, we will administer it to the child **ONLY** if the following requirement is met:

A medication release form signed by a parent; stating the name of the child, name of medication, dosage, and times to be given.

Attendance Policy

When a child is absent, a note is required from the parent stating the reason for the absence and the dates of absence. If illness is the reason, a release from the attending physician may be required. If no note is provided, the parent may be contacted, and the student may receive an “un-excused” absence.

1. Please call the school office by 7:45 a.m. to notify us if your child will be absent on a particular day. If there are several days of absences in a row, please call us for each day of your child’s absence.
2. Upon your child’s return to school, **a written note signed by a parent or a guardian explaining the absence is still required.** This note should be turned in to the child’s teacher in the elementary school.
3. Without a note signed by the parent, the absence will be considered un-excused. Work may not be made up if the absence is un-excused, and may result in a grade point average reduction.
4. An excused absence allows a student to make up all assignments and tests.
5. **ABSENCES:** There is no refund for absences. Students absent for a period of one month will be automatically withdrawn, unless other arrangements have been previously made through the school administration.
6. A student with 9 unexcused absences for a quarter will fail.
7. Absences for vacations, fishing trips, shopping, etc. will be considered un-excused.
8. Unexcused early dismissals will accumulate and add up to unexcused absences.
9. Junior High and High School students arriving 20 minutes late to any class will be considered absent for that subject or period.
10. Early dismissals should be avoided. In the event of an urgent need, your child must present a signed note from the parent or legal guardian at the school office. If an emergency, early dismissal is phoned in, a parent or legal guardian must sign the student out at the school office. Early dismissals for vacations, fishing trips, shopping, etc. will be considered as un-excused.
11. Students with five or more tardies are not eligible to receive a perfect attendance award.
12. If an excused early dismissal is taken, the student (grades 6th-12th) is responsible for any makeup work (test, quizzes, class work, etc.) The teacher will not be responsible for re-teaching any missed material as a result of an early dismissal.

Tardiness Policy

Tardiness, even in Kindergarten, is detrimental to the child and disrupts the educational process in the classroom.

1. Every five tardies to school (arrival to school) will result in a \$25 charge.
2. Junior High and High School students arriving 20 minutes late to school or any class thereafter, will be considered absent from that class, not tardy.
3. No student is allowed to come to school after 11:30 - unless he/she comes from a doctor's office with a Doctor's note.

Lunches and Snacks

Lunch may be brought from home, pre purchased through the school office, or purchased in the cafeteria during lunch hours.

The child's lunch should be in a lunch box clearly identified with the child's name on the outside as well as on any containers inside. Food and drinks should be in containers that will keep them cold or hot as needed.

Bringing lunches from outside restaurants (ex. Mc Donald's, Pizza, Burger King, etc.) are not permitted.

LUNCH TIME HOUR:

- A) Students must sit in the area assigned to them.
- B) Students are expected to speak in a quiet voice during lunch.
- C) Students may leave the table only with the teacher's permission.
- D) Students are expected to pick up after themselves in the cafeteria.
- E) NOTE: VISITORS ARE NOT PERMITTED INSIDE THE CAFETERIA DURING LUNCH TIME.

Bookstore

For your convenience, our bookstore stocks all your school supply needs as well as, gifts, and novelty items. The bookstore is open daily from 7:30 a.m. to 9: 00 a.m. and 2:30 p.m to 4:00 p.m

Lost and Found

Lost and found is located in the school office.

Toys

Toys are not permitted on school grounds at any time. Exceptions may be approved by teachers requiring the use of a toy for “show and tell” or some other special project. All exceptions, however, must be teacher-approved prior to bringing in a toy.

Pictures

Early in the school year, a professional photographer will take pictures of the children for the school yearbook. Parents may purchase separate pictures of their child.

Birthdays

Due to scheduling and space limitations, birthdays are not to be celebrated in the classrooms. You may bring Cup-Cakes to be served during lunch time only. Do not bring in a cake, as cutting is not permitted.

Field Trips

Educational Field Trips may take place during the school year. For students desiring to participate, a parental release form must be signed and turned in prior to the field trip. These will be provided by the teacher. Because field trips are a part of the educational process of our school, teachers will limit the number of parents who will serve as chaperons. Please respect this rule. If a parent or guardian shows up uninvited, both the parent/guardian and the child will be excluded from the field trip.

Field trips are a privilege. Students deciding to attend a field trip are to accept full responsibility for his/her actions while on the trip.

Holidays

Please refer to the school calendar data provided in the beginning of this handbook.

Severe Weather Policy

Because of the uncertainty of the weather in South Florida, please be advised that HCS will follow the Dade County Schools with regard to closing the school due to the weather, including hurricane conditions. If it is announced in the media that all Dade County Schools are closed, we will also be closed. If you should have any questions please call our office.

Be advised that we may, however, re-open at a different time than the Dade County Public Schools. Therefore, you must call the school to obtain updated information from the school's messaging system.

Fire Drills

1. The fire drill signal is a constant ringing of the fire bell.
2. Students will listen for the teacher's instructions.
3. Students are not to talk in or out of the building.
4. Students are to stay calm and in line.
5. Students are to walk quickly; no running or pushing.
6. Students are to stay with the teacher and class at all times.
7. Specific instructions are posted in each classroom.
8. Violations of #B-F may result in disciplinary action.

Discipline

Students are subject to discipline up to and including expulsion for inappropriate behavior or failure to abide by school rules.

Student Conduct-Personal Behavior

Students are representatives of Horeb Christian School whether on or off Campus and at any school-related event. Therefore, students are expected to act like Christian ladies and gentlemen and reflect pride in being part of Horeb Christian School.

CLASSROOMS:

Students should be seated and ready for work by the time the bell rings. A quiet and disciplined classroom is essential for effective teaching and learning. Students are expected to be courteous and orderly at all times. Respect and consideration for teachers and fellow students are mandatory. Under no circumstance will insolence (quarrelsome behavior, argumentative, or sassy), insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct, be tolerated. No food or drink is allowed in the classroom.

HALLWAY/WALKWAYS:

For student safety, order in the walkways must be maintained, especially when changing classes. Students should exit classrooms and move in a safe and considerate manner. Staying to the right of the hallway/walkway in which they travel allows traffic to move quickly and safely. Running, littering, unnecessary noise, and loitering are improper behaviors and will not be tolerated.

CHAPEL:

1. Upon entering the temple, go directly to your seat.
2. Sit up in your seat, do not slouch or sleep.
3. When the speaker steps up to the microphone, it is a signal to become quiet and attentive.
4. Show respect to those performing or speaking.
5. Middle / High School students must take their bibles to chapel.

Violations of School Rules

As a general guideline for students and parents, this list of offenses is judged to be serious in terms of violation of school policy.

- A. **SERIOUS OFFENSES** are those that would seriously damage the reputation of the individual, Horeb Christian School, or violate a major school policy. These include:
1. Action outside the school that harms the name of the school or breaks the law.
 2. Being in a classroom after school without proper reason, permission, or supervision.
 3. Cell phones must be turned off at all times. If a student is seen using a cell phone during school hours, the phone will be confiscated and returned only after parental contact has been made. In the event of an emergency, the student must use the phone in the school office. If a parent has an emergency, he or she must contact the school office and not attempt to contact the student directly.
 4. Cheating (including plagiarism)
 5. Cursing or other offensive language.
 6. "Cutting" class.
 7. Derogatory statements toward others.
 8. Disrespect for another persons property.
 9. Excessive absenteeism or tardies
 10. Failure to report for detention.
 11. Fighting.
 12. Forgery of signatures.
 13. Gambling.
 14. Habitual dress code violations.
 15. Immorality.
 16. Improper driving.
 17. Inappropriate displays of public affection.
 18. Insubordination/disrespect of authority/flagrant disobedience.
 19. Leaving school grounds without permission.
 20. Name calling.
 21. Bullying.
 22. Obscene literature.
 23. Persistent unwanted joking or teasing.
 24. Possession of weapons (which include BB guns, knives, bombs, etc).
 25. Radios, recorders, beepers, hand video games.
 26. Sexual Harassment.
 27. Theft or vandalism.
 28. Threats or inflammatory statements.
 29. Truancy from school or required school function.
 30. Use or suspicion of use, or possession of any drug, narcotics, and/or drugs not prescribed by a physician.
 31. Use or indication of use of alcoholic beverages on school grounds or at school functions.
 32. Use of all forms of tobacco on school grounds.
 33. Unacceptable or disruptive conduct.
 34. Unwanted comments.

B. MINOR OFFENSES are those that also violate the rules and procedures of Horeb Christian School. These include:

1. Violations of attendance procedures
 - a. No phone call on the day of the absence
 - b. No note for the day of the absence
 - c. Failure to report to the office when tardy to school.
 - d. Excessive or prolonged lateness to school or class.
2. Dress code violations
3. Unacceptable grooming
4. Late to class without a pass
5. Out of class without a pass
6. Loitering in restrooms, hallways, etc
7. Excessive noise or running
8. Visiting cars during school hours
9. Food or drink in hallways or classes
10. Unauthorized use of phone
11. Hats, ball caps, or bandanas
12. Failure to bring books or materials to class
13. Chewing gum on campus

These offenses shall be dealt with in ONE OR MORE of the following ways:

- A) DETENTION
- B) PROBATION
- C) SUSPENSION
- D) EXPULSION
- E) MONETARY COMPENSATION
- F) WITHDRAWAL FROM SCHOOL OR GRADUATION
- G) CEREMONIES.

Drug Free Program

As a Christian school ministering to children and families, providing a safe environment is a top priority. **HCS has been a faithful participant in the “Drug-Free & Safe School Program”** since the year 2000. Living in such difficult times, HCS is more committed than ever to this program.

In order to effectively continue keeping our school drug-free and safe we need your cooperation. Any violation as pertaining to our Drug Free & Safe School Program will be dealt according to the rules in this Parent Student Handbook.

Detention Policy

Detentions will be served from 3:00 to 4:00 p.m, usually one week after the detention has been issued. We will contact the parent by telephone to advise of the reason for the detention and the date the detention will be served. It is the responsibility of the parent to pick the student up upon dismissal from detention. If not, daycare fees will be charged.

Guidelines for detentions are as follows:

- 3 detentions: letter from principal
- 4 to 5 detentions: call from principal
- 6 detentions: parent conference
- 7 detentions: 1 day in-school suspension and considered as an unexcused absence from class
- 8 detentions: 1 day out of school suspension
- 9 detentions: 3 days out of school suspension
- 10 or more detentions: student becomes subject to expulsion

Failure to show up to your detention, may result in having it rescheduled by administration for another day during the hours of 7-8am.

During detentions, the student will receive a bible study/assignment correlating to the infraction.

Indoor Suspension

The indoor suspension of a student for disciplinary reasons will be determined by the Principal. Failure to attend will result in an outdoor suspension.

1. The class work missed during an indoor suspension will result in a zero.
2. Time missed for an indoor suspension will be marked as an “un-excused absence”.
3. Students serving an indoor suspension will be assigned class work.

Outdoor Suspension

The outdoor suspension of a student for disciplinary reasons will be determined by the Principal.

1. Time missed for an outdoor suspension is marked as an “un-excused” absence. All missed work, including quizzes and tests, will receive a zero.

Expulsion

Sometimes it is necessary to dismiss a student from school for incorrigible behavior. Only administration has the authority to expel a student.

1. Conduct which threatens the physical or normal welfare of students and school personnel.
2. Disrespect toward authority.
3. **Horeb Christian School is a Drug Free School. Therefore, HCS may request any child (in grades 6-12) to submit to future drug tests and random canine drug searches at the school’s discretion. Refusal to submit your child to urinalysis testing and / or canine drug searches may result in expulsion of your child from H.C.S., should there exist reasonable suspicion.**

Public Displays of Affection

Public display of affection is not permitted on school grounds, or any at school-related events.

Care of School Property

Caring for school property helps keep maintenance and tuition costs down. School equipment is for student use and should be cared for with consideration. Any student who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This type of behavior may result in suspension or expulsion.

Eyewitness Accounts

Students who witness serious violations of school policy may be considered accomplices and may be held accountable should they fail to report violations to the proper school authorities. Confidentiality will be maintained. It is not the intent of HCS to charge innocent witnesses.

Search and Seizure

School officials reserve the right to search student's lockers and property (such as handbags, backpacks, cars, etc) when deemed necessary to uphold school discipline and safety. Contraband will be confiscated and turned over to the proper legal authorities. Criminal charges may be filed.

Teen Pregnancy

Students who become pregnant or cause a pregnancy while enrolled at Horeb Christian School, will be withdrawn or expelled.

Christian Moral Standards For HCS

The biblical and philosophical goal of Horeb Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Although parents may personally believe differently, while enrolled at Horeb Christian School, all students are expected to exhibit the qualities of a Christ-like life expressed and taught by the school and to refrain from certain activities or behavior. Thus, Horeb Christian School retains the right to refuse enrollment or to expel any student who engages in sexual immorality, as well as any student who condones, supports, or otherwise promotes such practices. Any student who is married or chooses to get married while enrolled at Horeb Christian School will have to withdraw from school.

HOREB CHRISTIAN SCHOOL

STATEMENT OF COOPERATION:

The rules and guidelines, as set forth in the Parent/Student Handbook, are taken seriously by the administration and staff. It is not necessary that a student or parent agree with every rule and policy the school endorses. It is expected, however, that the parents and the students cooperate with the policies as long as the student is enrolled at Horeb Christian School.

In making an application for my child I give permission for my child to participate in all school activities, including sports and school-sponsored trips away from the premises understanding that every reasonable care will be extended to my child during school hours, activities, and events. I agree to hold the school harmless for any liability in the event my child is accidentally injured during school hours and events. If I do seek legal recourse against Horeb Christian School and the school is found to be NOT at fault, I agree to pay any attorneys fees, or other costs that HCS or its agent should incur to defend itself against such action.

I, the undersigned acknowledge that I have read and agree to cooperate with the policies stated in the Parent/Student Handbook.

Each Student in the family in grades 6 through 12 must sign:

Student's Name

Student's Signature Date

Student's Name

Student's Signature Date

Signature of Parent or Legal Guardian Date