



Family Handbook

12 Greenview Church Road
Centralia, IL

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Website: nhcscrusaders.org

2022-2023 Theme: Like **"HE LOVES"** Me

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in faith, and in purity. 1 Timothy 4:12

Handbook

This handbook has been designed to provide a quick reference guide to the various expectations and routines of New Horizon Christian School (NHCS). As parents/guardians, it is your responsibility to read the entire handbook and then discuss the details with your children. Please retain your copy of the handbook for future reference. *The school reserves the right to interpret the rules and policies as individual situations and needs arise.*

Parents and students will also have access to the Parent~Student Handbook by visiting the school website, www.nhcscrusaders.org. At the beginning of the school year, or upon registration, parents are required to sign a form stating they have read and agree with the policies and requirements of New Horizon Christian School.

**New Horizon Christian School Teacher and Staff
2022-2023**

Grace Malekovic	Administrator
Susan St.Peters	Administrative Assistant
Dave Lowery	Custodian
Ed Dodson	Custodian
Peggy Wall	Pre-School
Shannon Smith	Kindergarten
Shannon Smith	First Grade
Jennifer Phoenix	Second Grade
Leslie Stevens	Third Grade
Maegan Musgrave	Fourth Grade
Shelly Westman	Fifth Grade
Chad Courson	6th Grade Homeroom/6th-8th PE/History
Andrea Walton	6th-8th Science
Sarah Ashford	7th Grade Homeroom/6-8th Math
Rebecca Bennett	7th Grade Homeroom/6th-8th Bible/Math
Kenda Hyde	8th Grade Homeroom/6th-8th Grade ELA
Cindy Edwards	SACC Coordinator
Jackie Ingram	Pre-School/SACC/PE
Jasmyn Lyons	Classroom Aide
Pat Henrich	Classroom Aide
Annah Mullins	SACC
Frankie Brothers	SACC

New Horizon Christian School Board Members

2022-2023

Dan Knox

President

dknox@nhcscrusaders.org

Rodney Bates

Finance

Ryan Castleman

Megan Marcum

Rick Adams

Pat Ashby

Cindy Martin

Tanya Bundy

All regular board meetings will be on the 3rd Tuesday of the month in the conference room. Anyone is welcome and encouraged to attend. Meetings begin promptly at 5:30.

TABLE OF CONTENTS

Purpose and Organization.....	7
Philosophy of Education.....	7-8
Curriculum.....	8
Admittance	8
Transfer Students.....	8
Physicals/Eye/Dental Examinations.....	8-9
NHCS Schedule.....	10
SACC Hours.....	11
Grade Reports.....	11-12
Promotion, Retention and Graduation.....	13
Honor Roll.....	13
Class Rank/School Awards.....	13
Attendance.....	14
Tardiness/Excessive Absences/Truancy.....	14-15
Illness.....	15-16
Lice Policy.....	16
Pick-Up and Transportation.....	16
School Age Christian Care (S.A.C.C.).....	16-17

School Visitors.....17

Volunteers.....17

Home-School Relationship Policy/Grievance Procedure.....17

General School Rules.....18

Student Expectations.....18

Parent/Guardian Expectations.....19

Administrator Expectations.....19

Teacher Expectations.....19

Discipline Policy.....20

Classroom Management and Discipline.....20-21

Detention Policy.....22

Suspension Policy.....22

Expulsion Policy.....22

Bullying Policy.....23

Girlfriend/Boyfriend Policy.....23

Child Abuse Neglect.....24

Cell Phone & Electronic Device Policy.....24

Homework Policy (4th-8th Grade).....25

Dress Code.....25-26

School Closing or Early Dismissal Due to Inclement Weather.....26

Communication.....26

Parties and Party Invitations.....26

School Property.....27

Extra-Curricular Participation Policy.....27-28

Asbestos/Pesticide.....28

Special Note to Parents and Guardians.....28

Sportsmanship Requirements.....28-29

Lunch.....29

Field Trips.....29

Building Lockdown.....29-30

Emergency Information.....30

Payment of Tuition/Fees.....30

Insurance.....30

Parent/Teacher Fellowship (PTF).....30

Computer/Internet Usage Policy.....30-34

Social Media Parental Notification.....34

Parent Student Sign off Form.....35

Parental Web Page Consent.....36-37

NEW HORIZON CHRISTIAN SCHOOL

FAMILY HANDBOOK

Revised 2022

Purpose and Organization

The purpose and organization of New Horizon Christian School is to provide children a Spiritual Foundation through the study of God's Word and an excellent education through academic study. Each child will be challenged to expand his/her horizon and, like Jesus, grow in wisdom and stature, and in favor with God and men.

NHCS is organized as a not-for-profit Christian school and is a ministry of Greenview Christian Church. It is operated under the authority of the Lord Jesus Christ, who has been given all authority in heaven and on earth. Biblically, this authority is placed in the hands of the leadership of the local congregation. Therefore, NHCS operates under the rule of the Greenview Christian Church Elders. The Church Elders have delegated responsibility to make and enforce policies to the School Board. The School Board is made up of Christian men and women representing congregations of several area Christian churches.

NHCS is a ministry of Greenview Christian Church and other churches in the area who support the school through financial support and by sending students to enroll in the school.

Philosophy of Education

- We believe God to be the Creator of all things.
- We believe Jesus to be the Son of God who gave His life for the redemption of sinful man.
- We believe the Holy Spirit to be the divine Counselor sent by God to convict sinners and guide Christians on their journey with Jesus as He dwells within the Christian's heart.
- We believe the Church is the body of Christ on earth empowered by the Holy Spirit and exists to bring lost people to know Jesus as Savior and Lord.
- We believe the Bible to be the inerrant Word of God and the guide for our lives.
- We practice an educational process that puts the Bible at the center of all learning. Our goal is to guide the children in the growth and development of their God-given abilities through daily fellowship with Him, through His Word, and through prayer.
- We will strive to provide a complete academic program that encourages the development of basic skills and critical thinking.

- We will teach our American heritage and create awareness of problems facing our community and world, along with the Christian's responsibility to respond to such problems.
- We want to prepare our students to be active servants of Christ wherever they are.

Curriculum

New Horizon Christian School uses A-Beka, Zaner Bloser, McMillan, Praise Him, BJU, Wonders, and Positive Action for curriculum. Enrichment and supplementary materials may come from other publishers. Bible class is taught five days a week.

What About Sex Education?

Due to the extremely sensitive and intimate nature of human sexual relations, discussion, and instruction on this topic, sex education will be limited to human reproduction in biology classes (7th and 8th grade) and biblical principles and references as they arise in appropriate class contexts. All other instruction on this topic will take place at home. Permission slips will be sent home before the topic is discussed.

Admittance

New Horizon Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administration programs.

Transfer Students

Students who transfer into NHCS must show proof of satisfactory completion of the previous grade. Those who request admittance to NHCS after the school year has started will be placed in the same grade level as they were in while attending the school they transfer from.

Physical Examinations

Physical examinations and immunizations are required by the IDPH for all students attending NHCA (Article 27-8.1 of the School Code of Illinois). Proof of physical examination and immunizations are to be completed before entering:

- Kindergarten,
- Sixth grade

All students attending NHCS must have on record with the school office either a current immunization record or an exemption statement according to IDPH before entering NHCS in the fall. For more information refer to the IDPH School Immunization Requirements. The physical examination or immunizations are not to be required for children whose parents or legal guardians object on religious grounds and present a signed statement detailing grounds for objection and those whose physical condition is such that immunization agents should not be administered. The examining physician must endorse this fact upon the health examination form. Parents should include a signed statement for the child's records. *If the student does not comply with the requirements of this policy by October 15 of the current school year, the student may be excluded from school until valid proof of having received the required physical examination and immunizations is presented to NHCS.*

Eye Examinations

Eye Exams are required upon admission for grades:

- Kindergarten

Eye Examination Illinois law requires that proof of an eye examination by an optometrist or physician (such as an ophthalmologist) who provides eye examinations be submitted to the school no later than October 15 of the year the child is enrolled in kindergarten or the child first enters the Illinois 30 school system. The eye examination must be within the year leading up to October 15 of the current school year.

Dental Examinations

Dental exams are required upon admission for grades:

- Kindergarten
- 2nd Grade
- 6th Grade

Dental Examination Children need good oral health to speak with confidence, express themselves, be healthy and ready to learn. Poor oral health has been related to lower school performance, poor social relationships, and less success later in life. For this reason, we thank you for making this contribution to the health and well-being of your child. Illinois law requires all students in kindergarten and the second, sixth and ninth grades of any school must have a dental examination. *The exam must have been completed within 18 months prior to May 15 of the required school year or present proof that their exam has been scheduled in the next 60 days.* Failure to present proof of the dental examination or scheduled exam may result in the school holding the child's report card. A licensed dentist must complete the examination, sign and date this Proof of School Dental Examination Form. If you are unable to get this required examination for your child, fill out a separate Dental Examination Waiver Form.

All students participating in sports are required to have a physical prior to the first practice during the sports season.

New Horizon Christian School Schedule

Kindergarten-8th Grade School Day

8:15 a.m. - 3:15 p.m.

Non SACC students may start arriving at 8:00 a.m. at door B (the main school entrance).

Arrival

Students sit in grade level lines from 8:00-8:15.

At 8:15 students will recite the pledge and a student or staff member will pray for the day.

Students dismiss at 8:20 to their classrooms.

Doors are locked at 8:15.

Students arriving after 8:15 see below:

(Anyone arriving after 8:15, must come to door B and sign the student in.)

(Anyone needing to leave early for an appointment can also be picked up at Door B. Just call the office beforehand at 533-6910, and we will have your student ready to go.)

Dismissal

End of the day dismissal is from 3:15 p.m.-3:30 p.m.

Please display your pick-up number and in your car window at dismissal time. Coming into the school to pick up students at dismissal time is NOT ALLOWED. Please stay in your vehicles to keep the line moving. Students will be dismissed at Door B.

We ask that you form a line starting at door B and wrap around the church parking lot in effort to keep vehicles off of the highway.

SACC Hours

SACC is a program designed for the parent who needs before and after school student care. Greenview PreSchool Students in the Monday, Wednesday, and Friday class are able to stay for PreSchool-SACC starting at 12. The fee for full year PreSchool-SACC is \$1200 or you can pay hourly as needed.

Morning SACC

7:30a.m.-8:00 a.m.

Afternoon SACC

12:00p.m.-3:30 p.m. & 3:30p.m.-5:00 p.m.

SACC Charges: \$6 an hour and charges are billed by the half hour. Any family wanting to utilize our SACC program will need to have an ACH account linked to their incidental account. There is a \$10 registration fee per family the first time SACC is used. This fee will automatically be billed to your account.

Lunch Schedule	
<i>Time</i>	<i>Cafeteria</i>
11:25-11:50	K-2
11:50-12:10	6-8
12:10-12:30	3-5

On 12:00 dismissal days, there will NOT be a lunch hour unless students are staying for SACC.

Grade Reports

Mid-term and quarterly reports are sent home during the school year. Questions or comments are welcome concerning your child's grades anytime. Classroom grades are updated weekly on RenWeb.

Grading Scale for grades first-eighth:

Grade	Scale	GPA
A+	100	4.0
A	99-95	4.0
A-	92-94	4.0
B+	91-89	3.0
B	88-86	3.0
B-	85-83	3.0
C+	82-80	2.0
C	79-77	2.0
C-	76-74	2.0
D+	73-71	1.0
D	70-68	1.0
D-	67-65	1.0
F	64	0

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

Promotion, Retention, and Graduation

Each student will be individually evaluated according to the following guidelines:

1. Final GPA (Grade Point Average) of 1.5 in core curriculum areas (Math, Language Arts, Social Studies, Science and Health) in grades 1-4.
2. Final GPA of 1.5 or above in grades 5-8 in all areas of study.

If a student does not meet the above requirements, teachers may recommend that the student be retained after evaluation of their progress. Students will be promoted or retained based on a joint evaluation of their progress by their teacher, the School Administrator, and the NHCS School Board. More than 30 absences in one school year may place the student's promotion in jeopardy.

In order to graduate from the eighth grade, students must meet all of the above minimum requirements and pass a unit of study on the Federal and State Constitution.

Honor roll

Students enrolled in grades 3-8, with a quarterly or annual grade point average (GPA) of 3.75-3.99 will be placed on the Honor Roll. Students with a GPA of 4.00 or above will be placed on the High Honor Roll.

Class Rank

Valedictorian and Salutatorian are based on grades accumulated during 6th , 7th, and the first 3 quarters of 8th grade. Students' GPA will be the determining factor. There will be two 7th grade honor marshalls. Their GPA will be calculated using their 6th grade grades and the first 3 quarters of their 7th grade year.

Crusader of the Month

Every month a student from each class will be recognized at chapel for their Christian like behavior. This student is someone who can be modeled after, made improvements in their behaviors, or has gone above and beyond what was expected.

Howard T. Newlin Award

This award is given to a student who exemplifies Christian attitude in honor of Miss Anita's late husband, Howard. This award is the highest award that a student can receive from NHCS. Each class nominates a student from their class and then all the teachers determine the recipient of the annual award. All nominees are mentioned at the year end Chapel.

Arletta Bundy Award

Mrs. Arletta Bundy was a long time teacher at NHCS. This award goes to a 4th grade student who has a love for the art of handwriting.

Attendance

Regular attendance is required of all students. If for any reason the student is to be absent or tardy it is the responsibility of the parent/guardian to contact the office by 9:00 a.m. each day. The school will contact The school office opens at 7:45 a.m. and the phone number is 533-6910. Messages can be left 24 hours a day 7 days a week. More than 30 absences in one school year may place the student's promotion in jeopardy.

Lunch time is the guideline for calculating half-day absences. Students will be counted present a full day if signed out at 2:45 p.m. or later.

Excused absences may include student illness, a doctor, dentist, or optometrist appointment, family emergency, situations beyond the students control, death in the family, or other reasons approved by the principal. Days granted for completion of make-up work are equal to the number of days missed.

Unexcused Absences are defined as any absences not listed above including over sleeping, car trouble, or babysitting. Students are required to complete the work they missed and turn it in when they return or it will be considered late.

Planned Absences, such as vacations, are discouraged but in the event of such an absence please notify the office and affected teachers as soon as possible, so school work can be prepared. Students are required to turn in all missed assignments upon returning to school.

The school may require documentation explaining the reason for the student's absence.

Tardiness

Students are to be in the building and ready to start the day by 8:15 a.m. everyday. **Any student arriving after 8:15 must be signed in by the parent/guardian in the school office.** Coming in late not only disrupts instruction but the child misses important class time. Student absences and tardies are recorded on the student's report card. Excessive tardies, defined as more than 4 per quarter, will require a conference with parents and the administrator.

Excessive Absences

A student should not have more than four (4) excused absences during one semester for a total of eight (8) per school year. A child should not have more than four (4) unexcused absences without an acceptable form of documentation as to why the student is absent for the school day. After the 4th absence per semester, a student will only be excused if an appropriate form of documentation is turned in to the Office on the day the student returns to school. Acceptable forms of documentation include: doctor's note, court note, funeral note, etc. A fifth (5th) unexcused absence will result in a referral to the Regional Office of Education Truancy Program.

More than three consecutive excused absences will require additional documentation from the doctor to be excused.

Truancy

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. A student is considered truant anytime the student is absent without the permission of the student's parent/guardian and of the school. If a student leaves the school without approval, that student is considered truant. Any unexcused absence from school is considered truant. Students who miss nine (9) or more of the prior 180 regular school days (two school years) without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Reporting to the Regional Office of Education #13
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Illness

For the welfare of your child and others in the school, all children who are ill must be kept at home. **Children are to be fever free for 24 hours without the use of fever reducing medication before returning to school. If the student is absent due to vomiting and/or diarrhea, they are to be free of being sick for 24 hours before returning to school.**

If a child is to receive any prescription medication during the school day, the parent or guardian must complete an Authorization of Medication form. This form is available in the school office and requires a physician's signature and dosage instructions before any medication can be dispensed. Medications must be in the original pharmacy container with the child's name and dosage. If your child requires medication during school hours and a signed authorization is not on file in the school office, it will be necessary for the parent or guardian to personally administer the medication to the child. School staff will not be expected to carry out these duties without proper authorization and instructions.

Parents or authorized emergency contact will be called to pick up the student in the event he or she becomes ill during the school day. Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with

communicable diseases for which immunization is not available shall also be excluded from school during recognized periods of communicability. Parents are requested to report any contagious illness to the school immediately for the protection of the other children.

Lice Policy

Students who are found to have head or body lice shall be excluded from school as soon as reasonably practicable. Students who have been excluded due to head/body lice will not be readmitted until all evidence of nits, either dead or alive are gone.

Pick-up and Transportation

Students will be released only to those whom the parent/guardian has given such permission. A Pick-up Authorization form will be completed for each student designating those who are authorized to pick up the student. An identification number is issued to each NHCS K-8 family. Numbers must be visible to school staff when driving through the pickup line. Written notification is required if someone other than the parent, guardian, or regular pick-up person is picking up the student. Students who have not been picked up by 3:30 p.m. will be sent to SACC. Charges will apply accordingly for students who are sent to SACC.

Siblings of students who are participating in extracurricular activities are **NOT** permitted to stay for practice.

School Age Christian Care (SACC)

New Horizon Christian School offers a program designed for the parent who needs before and after school student care. This program is offered for a minimum cost per hour. Fees are as follows:

- One time registration
Covers any number of children in your immediate family
\$10.00
- PreSchool-SACC for 4 year old Greenview preschool students (M,W,F class)

12:00 p.m. – 3:30 p.m.

\$1200 for the full year and is non-refundable

- Preschool-SACC drop in students/all students 7:30-8:00 a.m. and 3:30-5:00p.m.

Drop in students are defined as students who use SACC as needed, not on a daily basis.

\$6.00 per hour.

Charges are by the half hour (30 minutes)

SACC fees will be billed through FACTS and need to have an ACH account attached to the incidental account.

All school rules apply to students using the SACC service. Parents will be notified of disruptive behavior with two separate written warnings. In the event of a third written warning the student will be dropped from the program.

The program is available from 7:30 a.m. to 8:00 a.m. and 3:30 p.m. to 5:00 p.m. on days when school is in session. This program is also available on scheduled half days. SACC workers will sign your child in and out.

School visitors

We welcome parents/guardians and visitors to our school but all people entering the school must register in the office. For security purposes, all visitors during a school day are to ring the bell and wait to be admitted to the building. After being buzzed in, everyone is required to sign in/out with the main office.

Please schedule appointments for conferences with teachers after school hours. Your cooperation is appreciated and is conducive to a safe educational environment for our children.

Calls to staff and students will not be transferred to the classroom nor will staff and students be called to the phone for any reason during regular school hours.

Volunteers

We are excited to have volunteers who want to be an active part of our school. Individuals who are prayerfully considering volunteering are required to complete a background check form prior to starting. Volunteers must enter through the school office and sign in before reporting to the designated classroom. Volunteers must then sign out in the office and exit the building via the main door following the completion of the allotted time.

Home-school relationship policy/Grievance procedure

If the home and school are both Christ-led this will ensure your children are receiving the best education possible. However, there may be times where differences of opinion occur. As Matthew 15:18 instructs us to go to our brother or sister and address them when there is a problem, let us follow this example. If an issue arises between you and a teacher, staff member or administrator, please first attempt to work toward a solution by speaking with that individual.

If a resolution is not formed, the following steps may be carried out:

If your grievance is with a teacher or staff member:

1. Complete a grievance form and submit it to the administrator. The administrator will address the issue and make every effort to remedy the situation, meanwhile passing the grievance form along to the Personnel Committee Chairperson of the school board.

2. If a resolution is not met after efforts are made by the administrator, the Personnel Committee Chairperson will address the issue and make every effort to remedy the situation.

3. If a resolution is still not met, the situation will be brought before the school board.

If your grievance is with the administrator:

1. Complete a grievance form and submit it to any school board member. The form will be forwarded to the Personnel Committee Chairperson of the school board.

2. The Personnel Committee Chairperson will address the issue and make every effort to remedy the situation.

3. If a resolution is not met, the situation will be brought before the school board.

Grievance forms can be found in the “Forms” folder located in the hallway outside the school office.

General school rules

- Show respect for others and their property
- Use language that is pleasing to God.
- Walk and talk softly at all times.
- Cell phones are to remain in the students backpack at all times.
- Leave all toys, magazines, trading cards, baseballs, softballs, etc. at home. This excludes things for various school projects as assigned by the classroom teacher.
- Students are not to bring candy to school.
- Throwing rocks, sticks, snowballs, etc., is strictly prohibited.
- All decisions concerning any school event will require the approval of the school principal (fund raising, eighth grade graduation, scheduling etc.)

Student Expectations

- Be accountable for your actions.
- Obey all school and classroom rules.
- Be an attentive listener and active participant in each school setting.
- Purposefully plan to treat others the way you expect to be treated in all circumstances.

Parent/Guardian Expectations

- Support school policy, personnel and procedures as an example to your children.
- In the event of a disagreement, practice the Biblical principle to deal directly and privately with the child, teacher, or administrator
- Communication between home and school is essential and the responsibility that both parties share.
- Realize the school is an authority and is obligated to supervise the conduct of the students while attending school and school-related events.

(in loco parentis, "in the place of a parent"-refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent)

- Understand the school cannot effectively teach standards of behavior which are not both consistently taught and modeled at home.
- Be responsible for your child's prompt and regular attendance.

School Administrator

- Creates a positive and safe school culture where Jesus Christ is the heart of the growth and improvement of students, staff, and the building.
- Establishes building expectations for students, teachers, staff, and parents.
- Supports and works with the school board and the church elders.
- Facilitates school board with policy development, maintains and presents data that represents the school, students, teachers, and staff, and exhibits a personal relationship with Jesus Christ
- Enforces all rules and regulations fairly and consistently
- Facilitates curriculum development and improvement to assure academic needs are being met
- Stimulates innovation and encourages development of new procedures and practices
- Provides clear direction for teachers, staff, and students
- Works with teachers to analyze data and improve the learning environ
- Uses Biblical principles and wisdom to work through disagreements and differences

Teachers

- Plans and implements curriculum and lessons to facilitate spiritual and academic development
- Maintains a positive attitude and rapport with colleagues, administration, students, and parents
- Sets expectations for classroom and school behavior
- Establishes clearly defined consequences and maintains consistency
- Creates an orderly environment conducive to learning
- Models and reflects a personal relationship with Jesus Christ
- Trains students to make wise decisions based on Biblical truths
- Creates a sense of belonging for students
- Establishes a safe classroom environment and routine for all students
- Stimulates creativity and facilitates individuality of students
- Uses Biblical principles and wisdom to work through disagreements and differences

Discipline Policy

"Listen to advice and accept instruction, and in the end you will be wise." Proverbs 19:20

Our definition of discipline is, "controlled behavior, to develop within an individual, responsibility for his/her actions, in accordance with socially accepted conduct." According to Proverbs, a child is to be *"trained in the way he should go."* Therefore, we are not only concerned with socially acceptable conduct, but especially in helping our students conform to the will of God. We desire our students to become disciplined individuals, prepared to live acceptably in the sight of both God and man.

Classroom Management and Discipline

Classroom discipline is the responsibility of the teacher. At the beginning of the school year, the teacher will present classroom expectations and possible consequences to the parents and students. Parents are required to review and discuss the expectations and consequences with the child, then sign the acceptance agreement. In all cases the Matthew 18 principle should be Administrator and parents will be notified. Additional action may be taken. Some examples of misconduct and disciplinary actions are defined as follows:

Level I

Misconduct

Creating minor disturbances

Failure to do homework

Disrespect

Tardiness

Excessive absenteeism

Violation of the dress code

Refusal to participate in academic pursuits

Failure to return requested signatures of parents

Gum chewing

Failure to have necessary class materials

Disciplinary Options

Prayer with teacher and student

Loss of privileges

Parent contacted

Detention

Level II

Misconduct

Repeated violations of level I

Cheating

Failure to obey instructions

Lying

Disciplinary Options

Prayer with teacher and student

Loss of privileges

Conference with parent & administrator

Detention

In-House suspension

Level III

Misconduct

Unmodified level II misconduct

Repeated disciplinary problems

Disrespect/Insubordination

Bullying

Stealing

Fighting

Vandalism

Profanity

Over act of disrespect toward teachers/staff

Possession of weapons and/or firearms

Expressing violent/aggressive behavior either actually or verbally

Disciplinary Options

Prayer with student and teacher

Out-of-school suspension

Expulsion

Restitution of vandalized/stolen item(s)

Administration takes appropriate action

In-House Suspension

Detention Policy

Detention referrals may be administered from the administrator as part of the teacher's classroom, lunchroom, or recess policies for students in grades 4-8. Detention will be served after school for a thirty (30) minute period on the day it is assigned and parents have been notified.

Suspension Policy

In-School Suspension

In-school suspension is the exclusion of a student from classes and all activities for a day with the student serving the suspended time at school under the supervision of the administrator. The student will complete all class work and receive full credit.

Out-of-School Suspension Procedure

1. Before suspension, the student shall be provided notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present their version.
2. Prior notice is not required and the student can be immediately suspended when the student's presence poses a continuing disruption to the educational process. In such cases, the necessary notice shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent/guardian. A follow-up written notice of the suspension shall be forwarded to the parent/guardian informing them of the reasons for the suspension and their right to review the suspension. The student will complete all class work and receive full credit for work completed.

Expulsion Policy/Procedures

Expulsion will be used when other disciplinary intervention is deemed unsuccessful. Expulsion procedure is as follows:

1. Before expulsion, the student and parent/guardian shall be provided written notice of the time, place, and purpose of a meeting with the school administrator requesting the appearance of the student and his/her parent to review the reasons for the expulsion in the presence of the School Board.
2. Upon presentation of the evidence and recommendation for expulsion by the administration. The School Board shall decide whether or not to expel the student.
3. Documentation of the expulsion shall be placed in the student's permanent record.

Bullying Policy

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. It is our policy that bullying, intimidation, and harassment shall not be permitted and will be considered grounds for level III disciplinary action and applies to each of the following situations:

- While in school, on school property, or at any school-sponsored event/activity
- Through transmission of information from a school computer, school computer network, or similar electronic school equal
- Through transmission of information from a computer/electronic device that is accessed at a non-school related location, if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This only applies when a teacher or administrator receives a report that bullying through this means has occurred. Staff members will not monitor non-school related activity or functions.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) that has been or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student(s) in reasonable fear of harm to the student's person/property
- Causing a detrimental effect on the student's physical or mental health
- Interfering with the student's academic performance or ability to participate in or benefit from school activities or privileges.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including but not limited to: signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by wire, radio, electromagnetic system, photo system, email, instant message, webpage, blog, any social media outlet. Cyber-bullying also includes the distribution by electronic means to more than one person or a posting that may be accessed by one or more persons.

Students who are victims of bullying, intimidation, or harassment as stated above, at any time, by anyone, are encouraged to notify any school employee who in turn will report the alleged incident to the school administrator. All reports will be investigated by the school administrator. When there is evidence of a violation, the administrator will take appropriate action as described under level III disciplinary options.

Girlfriend/boyfriend policy

Public Display of Affection (PDA) (physical contact, kissing, handholding, etc.) will not be tolerated during school or school functions.

Child Abuse and Neglect

School personnel are required by law to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services. "Abuse" can range in definition from a parent's (guardian's) creating a substantial risk of physical injury to inflicting disfigurement or death.

"Neglect" can range from withholding or denying food, medication, clothing, or shelter to abandonment by the parent or other person responsible for the child's welfare. Parents need to realize that school personnel who willfully fail to report suspected cases are themselves in violation of the law and penalties could be severe.

Cell Phones and Electronic Devices

Students are prohibited from using or possessing (on their person, backpacks, or purses) cell phones/electronic technology including smart watches during school hours. Students are asked to secure cell phones and watches in their lockers during the school day in the off position. Cell phones and watches will be the sole responsibility of the student and the school district will not be responsible for lost, stolen, or damaged cell phones. Any use deemed to be inappropriate will be handled by administration.

If a student is caught using a cell phone, texting device, or other electronic device during school hours, the following procedure will be strictly adhered to:

1st Offense – Cell phone confiscated, returned to student at the end of the day.

2nd Offense – Cell phone confiscated, must be picked up by parent – lunch detention.

3rd Offense – Cell phone confiscated, must be picked up by parent – lunch detention – Cell phone privileges revoked.

New Horizon Christian School, or its employees, shall not be responsible for the illegal or improper use of cell phones, lost, stolen, or confiscated cell phones.

Homework Policy for 4th-8th Grade

The expectation is that students will have their assigned homework completed before the beginning of the class period the assignment was assigned in. If homework is not completed, students will serve a lunch detention. After three lunch detentions for the quarter, students will serve an after school detention any time a detention is earned. After school detention will last from 3:30-4:00pm. This will reset at the beginning of each quarter. Detention will be served on Wednesdays after school. If a student has earned an after school detention and there is an extracurricular activity, they will miss the event or practice until the detention is over.

Dress code

Dress is very much a matter of personal interpretation for all of us. It is also a matter which is best enforced by the home rather than the school. In order to fulfill the purpose of the school, and serve as an extension of the Christian home, we must insist that our students “*dress modestly, with decency and propriety*” (1 Timothy 2:9 NIV). In choosing a wardrobe for your child, we ask that you consider the following:

- Modesty and decency must prevail at all times in the dress of every student. Christian judgment must be our guide. Use discretion and avoid extremes.
- Any clothing deemed rude, offensive, with innuendos/double meaning (could be construed in an inappropriate way), **texting acronyms (not allowed)**, or otherwise deemed inappropriate for the Christian school environment will not be acceptable.
- All shirts, tops, blouses, and dresses must have sleeves. Cold shoulder, halter, tube, tank tops are not permitted. Spaghetti straps, bare midriffs, sheer/see through, or low cut neckline are also prohibited. All tops should be long enough to cover the midriff in front and back when sitting or bending over.
- Shorts may be no more than 5 inches above the knee. Skirts and dresses are to be knee length or below.
- Holes in jeans will be allowed as long as the holes are no higher than 5 inches above the knee
- All hats, caps, and sunglasses must be removed before entering the building.
- Students should practice good personal hygiene.
- Jewelry (i.e. earrings, necklaces, rings, etc.) should be worn in moderation and in good taste. Any piercing or jewelry that becomes unsafe and interferes with the educational environment, will be addressed by the teacher and/or administrator. The student may then be asked to remove it.
- Shoes must be worn at all times for the health and safety of each child. Flip flops and sandals are discouraged. Tennis shoes are required for P.E.
- We do not prohibit any hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.

Students may be asked to wear clothing inside out or wear another shirt to cover the words/pictures the remainder of the school day.

When in doubt, ask questions concerning appropriate attire before wearing it. Parents of children in violation of the NHCS dress policy may be asked to bring proper clothing to school or pick-up their child. The NHCS Board and Staff ask that at

all school functions both on and off school property, please set an example by honoring the Lord with your personal choice of attire.

*Exceptions to the dress code will only be considered for sporting activities with the prior approval of the School Administrator and the School Board.

School closing or early dismissal due to inclement weather

Should it become necessary to close school or dismiss early due to inclement weather, parents will be notified as soon as possible through radio, email, social media, and/or school reach:

It is virtually impossible to personally contact each family other than through the above mentioned means of communication. Please check the phone any time messages are left from NHCS.

Communication

NHCS has moved to communicating primarily through email, school website, and Facebook, newsletters, calendars, or other information is primarily dispersed electronically.

Parties and party invitations

Each class is allowed in-school parties (holidays). These are planned in cooperation with the classroom teacher with approval from the School Administrator.

It is the policy of this school to avoid any decoration, snacks, customs, costumes, or events related to Halloween, Santa Claus, or the Easter Bunny.

Birthday parties are not held at school but birthday treats are encouraged to celebrate the student's special day. Party invitations for out-of-school parties may be given to the teacher to distribute in school to any of the following options:

1. All students in class
2. A boy may ask all boys in the class
3. A girl may ask all girls in the class

*Parents are asked to consider the impact of picking up "some" children for a party after school and not others.

Party and birthday treats must be prepackaged purchased-not homemade. Please contact the classroom teacher before sending any treats to avoid food allergy reactions.

School property

Students must return non-consumable school property (reusable classroom books, library books, sports equipment AND uniforms etc.) in good condition. Parents will be responsible for making restitution for lost, stolen, or damaged supplies, equipment, and school furniture.

Extra-curricular participation policy

To be eligible to participate in the sports program a student must maintain a grade point average of 76% or above calculated on each subject that appears on the report card. A letter grade of D or F in any subject will immediately disqualify the student. Should a student be in violation of the grade requirement, the teacher will notify the student and coach of the current grade average. Beginning on the day the student receives notice of the violation, the student will not be allowed to participate in any extracurricular sports activity, including practices, for seven (7) calendar days or longer, until he/she has regained the required grade averages.

Eligibility reviews will be conducted every week in the afternoon of the last school day of the week with the following exceptions:

1. During weeks of standardized assessments.
2. During weeks with less than four attendance days.
3. During weeks that end in an emergency dismissal (snow day, weather dismissal, etc.)
4. During the first week after report cards are distributed.
5. Final discretion to determine weeks of eligibility review will fall to the athletic director and District Administrator.

Upon receipt of a 2nd detention for either conduct or missing assignments, they will not be allowed to participate in any extracurricular activities, including practices, beginning on the day the disciplinary action was received and continuing for a total of seven (7) calendar days. If the child receives three disciplinary actions for conduct and/or is ineligible because of grades, the student will not be allowed to participate in any extracurricular sports activity for the remainder of the season.

No student will be allowed to begin practice or participate in any extracurricular sports program until proof of insurance and a sports physical is on file in the school office.

Students are not permitted to participate in any extracurricular activities, including sports practices, on days they are absent from school. Students must attend ½ day to be eligible to participate in practice or any event for that day.

Students who are home schooled are not eligible to participate in SIJHSAA events. Students participating in an SIJHSAA event must be a full time student enrolled in that member school. Home schooled students 5th grade and below may participate in sports not connected to SIJHSAA.

All practices are closed to spectators, visitors, and family unless previous approval has been acquired through the administrator.

Asbestos Management Plan

This formal plan is available for inspection by any interested individual by appointment made through the Asbestos Program Manager's Office at least one working day in advance. Because of the importance attached to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our offices. If you wish a copy of the Management Plan, a copy can be made available within 30 days of receipt of a written request at a reasonable cost per page, to be paid in advance. Since the plan comprises several pages but is also divided into several sections, please be sure to request only those pages of the Management Plan which you need. The Asbestos Program Manager's Office will be happy to assist you in this matter.

Pesticide Management

Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticulture practices. When pesticide application is necessary, the least toxic material, adequate for the job, will be chosen whenever possible. Parents have a right to advance notification of pesticide application and may signify their desire to be notified by registering for such notification at the school office.

Special note to Parents and Guardians pertaining to events hosted at NHCS:

There is a serious concern about young children being unsupervised during sporting and school events. Parents and guardians are responsible for their children during sporting events, extra school activities, and programs and are required to keep them with them at all times. Children will be permitted to leave the gym only between quarters, at half time, or between games.

Students are not to go upstairs or run throughout the building during any sporting or school activities.

Sportsmanship requirements

Players and fans should attend sporting events with great enthusiasm. However, at no time should there be any name-calling, booing, or degrading opposing team players and referees. Sportsmanship is defined as the following:

1. A demonstration of generosity and genuine concern for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.
2. It is a blending of cheers for “your team” and applause for the “opponents”, observing the letter and spirit of the rules, and showing consideration for others.
3. Sportsmanship is respect, both for others and one’s self.
4. For a coach, it might be accepting a “questionable” call without protest.
5. For the athlete, sportsmanship may be extending a helping hand to an opponent who is down.
6. For the spectator, sportsmanship might be cheering for his team when it loses, and applauding the opponent when it wins.

Lunches

Students must bring their lunch from home. There are microwaves available for quickly warming lunches. Milk may be purchased as a beverage for school lunches. Milk cost 50 cents to purchase. **Sodas and iced tea are not permitted as a beverage for school lunches.**

Lunch and recess period is 40 minutes. This limits the time for students to use the microwaves. Food should not take more than three (3) minutes to heat. Please refrain from sending lunches that require more time or those things that require special heating procedures. Do not send foods that require multiple cooking steps for lunch. Do not send food in glass containers.

At least a twenty-four (24) hour prior approval by the school administrator is required in the event a parent or guardian would like to provide lunch for a student’s classroom to celebrate a special occasion. Be mindful of those who have severe food allergies.

NHCS does not provide lunches for students on a regular basis.

Field Trips

Field trips are a school event. The teachers are responsible for planning field trips that support academic learning, culture, and offer enjoyment for the students. All students are expected to follow school rules and dress code. Parents/guardians may be asked to chaperone if and when needed. A chaperone is expected to assist the teacher. We ask that you respect the nature of a class field trip and refrain from bringing siblings unless absolutely necessary. A signed permission slip will be required for all field trips. We will not contact parents for consent on the day of the trip, please return the permission slip prior to the scheduled field trip day.

Building lockdown

In the event our building goes into a lock down mode for any reason, no one will be admitted into the building until there is an all clear given by the school administrator or law enforcement. Law enforcement will be contacted if and when warranted. Until they arrive at the building, the administrator is responsible for making decisions based on the

circumstances and needs. Please refrain from calling the school. In the event parents need to be contacted, a school reach message will be sent.

Hard lockdown is triggered when an imminent threat or a potential danger is actually on the school grounds.

Soft lockdown could be something that might be occurring in the nearby communities or area.

Emergency information

It is imperative NHCS parents keep all emergency information completely current in the event of illness, injury, or emergency. Health issues of the student needs to be disclosed to the school administration and classroom teacher. It is virtually impossible to address the health needs of a student if the school is not aware of any issues.

Payment of Tuition and Fees

Tuition and fees are to be paid through FACTS. Contact the NHCS office for questions or more information. Nonpayment of tuition could result in the student being excluded from NHCS. Anyone 30 days past due, may be asked to not attend until the balance can be paid.

Insurance

Parents are required to present proof of insurance when enrolling student(s).

All students are covered by school accidental insurance while at school or on school sponsored activities. The cost is included in tuition fees.

Parent Teacher Fellowship (PTF)

The Parent Teacher Fellowship is a group of volunteer parents and teachers of New Horizon Christian School who are responsible for selecting fundraisers and determining the use of the proceeds for each school year. All activities of the PTF will be conducted within the NHCS policy.

New Horizon Christian School Computer and Internet Usage Policy and Guidelines

Background and Purpose

The internet is an invaluable educational tool if managed properly. It provides students and teachers with an almost limitless amount of up-to-date information. It is possible to access news reports hours, or even minutes after an event occurs. Internet skills are imperative to post-secondary academic success, and will be increasingly demanded by businesses.

Use of New Horizon Christian School Computers and Internet

Access is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in disciplinary action such as cancellation of the privilege, up to and including suspension or expulsion from school. NHCS,

through its administration, has the authority to determine appropriate use and may deny, revoke, monitor, suspend or close any user account at any time based upon its determination of inappropriate use by the account holder or user. Anyone who uses NHCS computers, network, equipment and services must agree to abide by the policy guidelines set forth in this document.

NHCS makes available computing and network resources which may be used by its students and employees. These resources are to be used for research and educational purposes. The privilege of using these computer and network resources is extended by NHCS to the NHCS staff and currently enrolled NHCS students. Any other special use of equipment is permitted when authorized by the NHCS administration.

Appropriate use should always be legal, ethical, honest and respectful. If a student has a question about the appropriateness of action, he/she should ask his/her teacher before proceeding. If a teacher has a question, he/she should contact the school administration.

Definitions Authorized Use

Authorized uses of NHCS-owned or operated computing resources are for research and educational purposes that would benefit NHCS or its students and staff. Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are obscene, X-rated, pornographic, or for any unlawful purpose. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or physical attributes shall be transmitted. No abusive, profane, or offensive language is to be transmitted through NHCS's E-mail or the internet system. Solicitation of non-NHCS business or any use of the school's E-mail or internet access for personal gain is prohibited.

When using NHCS equipment, all staff members and students must use the school's provided internet access facilities. Users may not gain internet access using any modem service or alternate internet providers such as Yahoo, Hotmail, America Online, etc.

Authorized Users

Authorized users are employees and currently enrolled NHCS students who have read and agree with this internet policy and obtained the required administrative or teacher permission to gain internet access. Any others wishing to use the school's computers for any reason: must first obtain permission from the school administration.

Individual Responsibilities

All NHCS staff and students are to show common courtesy and respect for the rights of others at all times. These responsibilities are:

- To respect and value the rights and privacy of everyone.
- To behave ethically and lawfully.
- To comply with all legal restrictions regarding the use of information that is the property of others.

Downloading Software and Files

Students may not download software or files from any site for non-educational purposes at any time. Only teachers may download with prior approval from the school's administration.

Internet Usenet Newsgroups

No one may subscribe to usenet newsgroups.

Internet Mailing List

Only teachers may subscribe to internet mailing lists that have been requested and approved by the school's administration. No one may subscribe to any mailing list for non-educational purposes.

Internet Chat Groups

No one may subscribe to internet chat groups. NHCS has prohibited the access to chat groups and rooms on the internet.

Use of Personal Systems

Non-NHCS-owned systems may not be connected to the internet via NHCS resources and services. Non-NHCS-owned systems may not be connected to the NHCS computer network locally. Remote access may only be allowed through permission from the school administration.

Termination of Access

When a person ceases to be an employee or volunteer at NHCS or when a child is no longer enrolled as a student.

Circumventing Security

Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

Harmful Activities

The following activities are prohibited:

- Creating or propagating viruses
- Disrupting services
- Denying service by degrading network performance or depriving users of authorized access
- Damaging files
- Intentional destruction of or damage to equipment, software or data belonging to NHCS or others

Unauthorized Access

No one may:

- Damage computer equipment
- Obtain unauthorized extra resources
- Deprive another user of authorized resources
- Gain unauthorized access to systems

By using Knowledge of

- A special password
- Loopholes in computer security systems
- Another user's password
- A teacher's password

Violations and Sanctions

It is our sincere hope that NHCS students will not intentionally violate this acceptable use policy. However, if a violation occurs, parents will be notified of the circumstances and actions taken following each offense. The following disciplinary sanctions may be taken for each occurrence:

- First Offense – Students will be given a verbal reprimand. Specific guidelines from this policy will be reviewed with the student as part of this process, reaffirming their understanding of the policies for Acceptable Use of Technology and the internet.
- Second Offense - Privileges will be suspended for a period to be determined by the teacher and/or Administrator of the School. During such suspension, the student will be instructed using alternative lesson plans during technology-based lessons.
- Third Offense – Depending on the severity of the offense, further discipline will be set by the Administrator, in coordination with the student’s parent(s) or guardian(s). Such discipline may include permanent suspension from the use of technology and/or suspension from school.
- Severe Clause – NHCS may administer harsher disciplinary actions on the first offense depending on the severity of the action.

Social Media Parental Notification

When may school officials require a student to share the content from his or her account or profile on a social networking website?

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. Examples of social networking websites include, but are not limited to, Facebook, Instagram, and TikTok.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Parent/Student Sign Off Page

2022-2023

I have read and discussed the New Horizon Parent/Student Handbook with my student(s).

Parent's Signature _____

Student's Signature _____

Student's Signature _____

Student's Signature _____

Date _____

NEW HORIZON CHRISTIAN SCHOOL

WEB PAGE AND PRINT

CONSENT FORM

2022-2023

NHCS will have many opportunities to post pictures of our students, classrooms, and events that take place at NHCS.

In order to publish a photo of your child, we must have your permission to do so. *Your child's name will never be published on our webpage.*

NHCS desires to publish articles and pictures in local newspapers and school brochures. Student names could and/or will be a part of the feature. Please consider permitting your child (ren) being a part of any press coverage that is intended to spotlight NHCS.

*If the form is not returned by Friday, August 26th, 2022 then you are giving NHCS implied consent to both of the above mentioned situations.

Thank you for supporting New Horizon Christian School.

Mrs. Malekovic

Please Return this Signed Form to NHCS

Yes _____ you **may** use my child's image on the NHCS web page and social media.

No _____ I **do not** give permission to use my child's image on the NHCS web page and social media.

Yes _____ you **may** use my child's picture and name in print to spotlight NHCS.

No _____ I **do not** give permission to use my child's picture and name in print to spotlight NHCS.

Yes _____ my child **may** participate in chapel on Friday where video recording takes place and is live streamed through social media

No _____ my child **can not** participate in chapel on Friday where video recording takes place and is live streamed through social media(They will have to sit in the welcome center during chapel.)

Student's Name _____

Parent/Guardian Signature _____

Date _____