



# New Horizon Christian Academy

A Ministry of New Horizon  
Fellowship Church of God

## Parent / Student Handbook

### Mission Statement

To provide a solid Christ-based education in a safe, loving environment whereby students may better know, love, and serve God.

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# School Profile

## **Established**

2016

## **Grades**

Kindergarten – 10<sup>th</sup> Grade

## **School Type**

Christian School

## **School Mascot**

Royals

## **School Colors**

Purple and Gold

## **School Verse**

1 Peter 2:9 (KJV)

“But ye *are* a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should shew forth the praises of him who hath called you out of darkness into his marvelous light:”

## **School Hymn**

“All Hail the Power of Jesus’ Name”

## **Affiliation**

NHCA is a ministry of New Horizon Fellowship Church of God, a part of The Church of God (Cleveland, TN), a Pentecostal, Evangelical denomination that teaches the Bible as God’s authoritative word. We adhere to the Doctrinal Commitments, Practical Commitments, and Principles of Holiness of the Church of God. Our position on important social and cultural issues will be governed by the Minutes of the General Assembly of the Church of God.

## Statement of Faith

We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all, and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine healing is provided for all in The Atonement.
12. In The Lord's Supper and washing of the saints' feet.
13. In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

The Statement of Faith contains those doctrines to which New Horizon Christian Academy (NHCA) unreservedly adheres and teaches.

Although NHCA is a ministry of New Horizon Fellowship Church of God, students are not required to believe our denominational distinctives as set forth in the Minutes of the General Assembly of the Church of God. However, these matters may arise in classes and chapel services and may be a part of the curriculum.

# **NHCA**

## **Policies and Information**

### **Admissions**

Parents/Guardians must meet with a member of the NHCA Staff and fill out an application for each child they wish to enroll. At that time, a list of required documents will be given to the parent/guardian. These documents must be returned to the school office in a prompt manner in order to complete the admission process.

Families expect a higher level of achievement and behavior at NHCA and as such, the admission process requires that incoming student records be carefully reviewed. Full cooperation and disclosure is required for this process to be successful.

### **Special Needs Children**

NHCA desires to help all students. However, due to the fact that NHCA does not have a special needs program, the school is not able to accommodate students who may require additional services. Students who have been diagnosed with a special need, or those struggling due to circumstances yet undiagnosed, may not be able to achieve at NHCA. Special needs students who, by NHCA definition, are able to meet educational and behavioral goals in a mainstreamed classroom without resource services, will be considered for enrollment at NHCA.

### **Non-Discrimination Policy**

New Horizon Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of NHCA. NHCA does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, scholarship and discount programs, and/or any other school administered programs.

### **The Federal Family Educational Rights and Privacy Act (FERPA)**

NHCA works hard to protect the privacy of NHCA students and families. By enrolling at NHCA, families agree that records may be shared between affected teachers, staff, board members, and leadership when necessary.

### **Transfer Policy**

- Grade placement and credits are normally accepted at face value from prior educational institutions. But, NHCA reserves the right to administer entrance tests to help ensure that a student is actually on grade level. When grade placement questions arise, NHCA reserves the right to place students in the grade level or give credits according to the results of entrance tests.
- All withdrawals from NHCA must go through the school office. Students having attended one day or more of any month will owe the full month's tuition.

## **Emergency Procedures/School Cancellations**

In accordance with Indiana state laws, periodic fire, earthquake, and storm drills will be conducted in order to familiarize students with emergency procedures.

NHCA follows EVSC school cancellations and delays. If parents/guardians are uncertain whether school will be in session during inclement weather, they should tune to a local radio or TV station for EVSC school closure or early dismissal information. If EVSC schools are closed or have early dismissal, NHCA will do so as well.

## **After Care**

NHCA offers After Care till 5:30 p.m. at the rate of \$30.00 per week or \$8 per day, per student. After Care must be pre-arranged. If school is cancelled or dismissed early, there will be no After Care.

**If a student is not picked up by 5:30 p.m., a charge of \$8.00 will be billed for each occurrence.**

A student who shows repeated behavioral problems, or who is continually picked up late will no longer be permitted in the After Care program.

## **Parent/Guardian Conferences and Involvement**

The faculty and administration encourage parents/guardians to remain involved in their child's education. Parents/guardians are encouraged to contact teachers, but should remember that once the school day has begun, teachers may prefer to schedule times to talk when the daily schedule will not be interrupted. All appointments should be coordinated with the student's teacher.

There might be times throughout the school year when a parent/guardian may be asked to serve as a chaperone or a helper in some activity. The school asks parents/guardians to dress modestly and appropriately when they visit our campus or attend any school function.

## **Visiting the Classroom**

Parents/Guardians who come to school during normal school hours for any reason must go directly to the school office and sign in. Any visitor to a classroom must make an appointment with the administrative office and teacher in advance.

Please remember that signing in does not constitute permission for an unplanned meeting with a teacher.

## **Parties**

Classroom parties will be held at various times throughout the year. Parents/Guardians who are interested in assisting with parties may contact the student's teacher. Birthday celebrations are permitted only during lunch.

NO personal party invitations may be distributed on the school premises that exclude some students in the class.

## **Field Trips**

Field trips are an important part of the educational experience. A small fee is usually charged, depending on the field trip. Permission slips are required to be on file prior to the trip. Parents/Guardians must indicate on the slip if they do not wish their child to attend.

Information will be sent home prior to the trip and will include the details of the trip. The use of alcohol, tobacco, and illicit drugs are strictly prohibited on the church/school property and at any school-related event.

### **Student Drop-off and Pick-up**

The school day begins at 8:00 a.m. Drop-off is from 7:40 – 8:00 a.m. All students should be dropped off at the canopy entrance. Students dropped off after 8:00 a.m. are to be dropped off at the ramp entrance. If you have younger children and will be escorting them into the school, and/or you need to come into the office to take care of any business matters, please use the ramp entrance.

**NO** children are to be dropped off **unless** a teacher is on duty. Otherwise, students must be walked into the building by a parent/guardian.

Parents/Guardians that arrive early for pick-up must park in the parking lot in order to not block the canopy drive-through. Once children are dismissed, parents/guardians may begin the pick-up process.

If for any reason a parent or legal guardian is not picking up the student, a parent or legal guardian must fill out an “authorization for pick up” form to be kept on file. The person picking up the student will need to bring a driver’s license (or other legal form of identity with picture) so their identity may be confirmed. This procedure is for the protection of the student.

Students will be taken to After Care if not picked up by 3:10 p.m. **A charge of \$8.00 for each occurrence will be billed.**

### **Leaving Campus**

Any student leaving campus for any reason during the school day must be signed out by a parent/guardian or designated adult. The sign-out sheet is located in the school office. If a student returns during the same day, he/she must be signed in by a parent/guardian.

If a student is to leave with another student, a signed note must be sent in by the student’s parent/guardian.

### **Supplies and Books**

Supply Lists for each grade will be available on the NHCA website at [newhorizonchristianacademy.org](http://newhorizonchristianacademy.org).

Students are expected to bring all necessary class supplies to class.

### **Electronics and Personal Materials**

Media players, electronic games, and electronic equipment are not to be brought to school without permission from the school administration.

Cell phones are NOT to be brought to school. If a student is seen having or using a cell phone for any reason during school hours without specific permission from the administration, the cell phone will be confiscated and placed in the administration office for parent/guardian pick up. The student will also receive disciplinary actions for this offense.

In addition, all illegal items, such as weapons, knives, and immoral or questionable reading material are not to be brought on campus.

Supplemental reading material must be school-appropriate, and must be approved by the student's teachers.

### **Lunch Programs**

Students must bring their own lunches (no soft drinks or frozen meals please). No refrigeration will be provided. Microwaves are available for students' use.

## **Attendance Policy**

Good attendance has been proven to be a strong foundation for quality education.

Family vacations and trips should not be scheduled during school since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please notify NHCA as soon as possible.**

### **What to Do When Your Child is Absent**

- On each day of an absence, call the school by 8:00 a.m.
- When appropriate, request classwork to be picked up at the end of the day.

## **Grading Policies**

Students in K4 and K5 will be graded using the Outstanding (O), Satisfactory (S), or Needs Improvement (N) scale.

NHCA uses the following grade scale for grades 1<sup>st</sup> through 12<sup>th</sup>...

<b>A+</b>	98% - 100%	<b>C+</b>	77% - 79%
<b>A</b>	93% - 97%	<b>C</b>	73% - 76%
<b>A-</b>	90% - 92%	<b>C-</b>	70% - 72%
<b>B+</b>	87% - 89%	<b>D+</b>	67% - 69%
<b>B</b>	83% - 86%	<b>D</b>	60% - 66%
<b>B-</b>	80% - 82%	<b>F</b>	0% - 59%

## **NHCA Dress Code**

The type of clothing worn can influence attitude and behavior. The following dress code represents the acceptable mode of dress for the school and its activities. **SCHOOL CLOTHES SHOULD BE NEAT, CLEAN, AND MODEST.**

## Clothing and Shoes

- Athletic/sneakers/tennis shoes must be worn by all students.
- Collared Polo-style shirts (solid colors only, no designs or prints), long or short-sleeve.
- Khaki, black, or navy colored shorts, pants, skirts, or jumpers (may not be more than three inches above the knee).
- Jeans are only permitted on field trips.

## Hair and Accessories

- No heavy make-up or excessive jewelry.
- Other than girls having pierced ears, no visible body piercing, including nose studs, or tattoos are acceptable. Girls are permitted to wear a maximum of two earrings per ear. Boys are not permitted to wear earrings.
- Hairstyles are to be conservative and should avoid hairstyles that are designed to attract attention (e.g.: unusual coloring, mohawks, etched designs in hair). Boys' hair must be collar-length or shorter and must not fall into the eyes or face, and must be above the bottom of the ears. Boys are not allowed to wear ponytails or buns.

## Student Conduct and Discipline Policies

Effective classroom discipline is a necessary key ingredient for a proper learning environment. Discipline at NHCA is not only to achieve this goal but also to allow our students to learn self-discipline and good character traits.

The teacher is responsible for maintaining appropriate classroom behavior. To maintain a good learning environment, we expect students to conduct themselves appropriately. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: **bullying**, fighting, lying, stealing, disrespect, cursing, forging another's name, cheating, deliberately damaging school or another's property, talking excessively, failure to complete assigned work.

NHCA has adopted a "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat.

Students' desks, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

Students who do not report wrongdoing may also be subject to disciplinary actions. NHCA expects full cooperation from both students and parents/guardians in the education and safety of all students.

When significant misbehavior occurs, corrective measures will be used in order to guide the student toward proper conduct and attitude. Examples of typical corrective measures are *time-out*, a student-teacher conference, an assigned *after-school*, a student-administrator conference, or a parent-teacher conference.

A student assigned *after-school* will be given a note to inform the parent of the incident and date the *after-school* is to be served. The note must be signed and returned the next school day. Failure to return the signed note will result in an additional day of *after-school*. Should a student not stay after school, this will result in a conference with the administrator and additional disciplinary action. Students can be suspended after accumulating 5 *after-schools* as well as any major behavioral problem

When NHCA feels that student/parent cooperation is lacking, the student may be expelled. A student's uncooperative spirit may also be grounds for expulsion.

NHCA desires to foster the reputation of having a student body with an excellent spirit, that treats every student equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through social media, secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of NHCA and may be withdrawn or refused re-enrollment at the discretion of the administration.

Each student is fully responsible for the reputation he builds for himself/herself, including online and through social media.

Attendance at NHCA is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at NHCA.

## **General School Regulations**

1. Fighting and roughhousing on campus is prohibited.
2. Students arriving 7:40-8:00 a.m. must report to the chapel. Students arriving after 8:00 a.m. must use the ramp entrance and must be signed in by a parent/guardian.
3. Students should not litter (drop papers, wrappers, or bottles) on school grounds.
4. Students will be required to keep their classrooms and halls neat and orderly at all times.
5. A student should not enter a classroom other than his/her own without the express permission of the teacher in that room.
6. For safety reasons, students must hold the handrail when using the stairs. Skipping, running, or jumping from stairs is strictly prohibited.
7. Criticism of the teachers, administration, or rules of the school is not permitted. Continued violation of this policy will NOT be tolerated. The administration reserves the right to dismiss any student who is found out of agreement with the school and its rules.
8. Objects left in the classrooms and on the school grounds should be turned in to the school office. Students may redeem items from the Lost and Found.
9. No gum chewing will be permitted on the school premises – before, during, or after school. Food, including candy, is not to be eaten in the halls or the classrooms without permission of the supervising teacher.
10. Students must follow the directions of all teachers promptly without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience, and insolence will NOT be tolerated!

11. Kissing, handholding, and other public displays of affection between students are not permitted on the school grounds, in the buildings, or at any school function.
13. No student will remain at NHCA who experiments with tobacco, alcohol, or unlawful drugs of any form. Students are reminded that state regulations permit a student's desk or other storage areas to be subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
14. Students who are found abusing school equipment or property may be dismissed. Damage must be paid for by the student.
15. No media players, CD players, iPods, DVD players, or non-Christian music will be permitted on school campus without the permission of the supervising teacher or administrator.

## **Sickness, Injury, Medication and Immunization Policies**

### **Sickness and Injury**

Students are not to come to school if they are running a fever (100 degrees or higher) or are too ill to maintain their daily schedule. Students must be **without a fever for 24 hours before returning to school**. Students who become ill while at school will be sent to the school office. The parents/guardians will be called to pick up the student.

If a student suffers a serious injury at school, NHCA will call for immediate medical assistance and then attempt to notify the parents/guardians. For minor injuries, an attempt will be made to reach the parents/guardians first for their instructions.

### **Medications**

Students are not permitted to possess medication of any kind on school property. During school hours, all medication is to be kept and administered by NHCA staff only. The medication must be clearly labeled with the student's name, dosage, and times to be given. A "Permission to Administer Medication" form must be completed and signed for all medications administered. If these procedures are not followed, the medication will not be administered.

Prescribed medication that parents/guardians would like to be administered to their child must meet the following guidelines:

- Be provided by parents/guardians to the school.
- Be in original prescription bottles with correct labeling.
- Any necessary medical equipment must be provided and maintained by parents/guardians.
- Be accompanied with a completed "Permission to Administer Medication" form.
- The very first time a medication is administered must occur at home and not just prior to coming to school as a precaution against an allergic reaction occurring at school.

A careful attempt will be made to record the administration of prescription medications. Also, a student's privacy will be respected and kept in this process.

Public law limits the type of non-prescription medication that a school may administer. Aspirin is not administered at NHCA to students because of concerns regarding side effect in children. The school office will attempt to keep the following medications to administer to students for intermittent use:

- Tylenol (or acetaminophen)
- Advil (or ibuprofen)
- Benadryl (or Diphenhydramine)

Students who regularly request pain medication should bring their own in a new bottle marked with the student's name and a signed "Permission to Administer Medication" form must be on file.

A child who is on a prescribed medication, medical treatment, or routine medication must have all related medication, equipment, etc. in order to attend school. It is not the responsibility of the school to purchase medication, medical equipment, or other items that are prescribed or required by a medical professional.

Care must be taken to consider the need for medication to be taken on field trips. Please note related details on appropriate permission slips.

### **Special Needs/Health Issues**

Any special medical or health information that the school should know about your child should be stated on the form provided in your enrollment packet and will be kept on file in the school office. It is the responsibility of the parent/guardian to inform the school in advance so that these issues may be properly dealt with. These might include, but are not limited to, maintenance medication, food or other allergies, special diet issues, etc.

### **First Aid**

Though NHCA does not have a school nurse on staff at all times, first aid will be administered by the school staff. Should the school staff consider an injury to be serious, parents/guardians will be contacted. Parents/Guardians who have special instructions regarding health issues should notify both the child's teacher and the school office in writing. Every attempt will be made to ensure the safety and well-being of students.

In the case of serious injuries or illnesses, as determined by the school staff, professional medical help will be called immediately.

### **Communicable Disease Policy**

NHCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. (The term "communicable disease" means an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.)

Students with a fever (100 degrees or higher) may not return to school until they have been without a fever for 24 hours. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator.

Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and

employees with communicable diseases for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, NHCA may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. NHCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

## **Immunization Requirements**

When a student enrolls in a school corporation for the first time, or any subsequent time and at any level, the parents/guardians must show either that the student has been immunized or that a current religious or medical objection, as shown below, is on file. Parents/Guardians must provide the school with complete immunization records prior to the beginning of the school year. See the "Enrollment Packet" for complete immunization requirements.

## **Policy of Religious Exemption to Immunization for School Children**

Indiana Code 20-8.1-7-2 as amended by the 1993 General Assembly states:

"Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious exemption does not exempt a child from any testing, examination, immunization, or treatment require under this chapter unless the objection is:

1. made in writing
2. signed by the child's parent; and
3. delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or treatment absent the objection."

The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. There is no requirement that the statement must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year.

For your convenience an "Immunization Waiver" form is provided for you and located in the enrollment packet. You may also request this form from the school office.

## **Acceptable Use of Technology**

The internet is a valuable educational tool available to NHCA students. If a classroom teacher decides that he or she wants to make use of this tool for research, a student and his or her parents/guardians will be required to sign an "Acceptable Use of Technology/Acceptable Use of the Internet" form.

All internet research will be closely monitored by the classroom teacher. Parents/Guardians should feel under no obligation to allow their student to use the Internet at school. Should the classroom teacher assign an internet research project and a parent/guardian decides against student use of the internet at school, an alternative means of conducting research will be acceptable.

Students should understand that internet access is a privilege, not a right. Users should not expect that files stored on school-based computers would be private. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Any student who violates the “Acceptable Use of the Internet” agreement will not be permitted to use the school internet facilities for the remainder of the school year.

## **Use of NHCA Computers**

### Altering of computer setups provided by NHCA

Students are not permitted to alter the NHCA computer configurations in any way. This action will result in immediate suspension of all computer privileges and may lead to suspension or dismissal from school.

### Use of student-owned computers

Use of student-owned computers on school premises is not permitted unless the student has prior authorization. Use of the Internet while on school property through any other means, other than through the school server without permission, is not permitted. Doing so will mean the loss of personal computer use at school.

### Unauthorized use of computer games

Students are not to store, play, or use computer games unless authorized by the supervising teacher or administrator.

### Personal use of NHCA computers

NHCA computers and networks are for educational purposes or business use only.

### Student access to NHCA network

Students and parents/guardians must read and sign the “Acceptable Use of the Internet” form. Students are granted individual use of the NHCA network only after this form is on file in the school office.

### Unauthorized access of school data

Unauthorized access and use of NHCA information systems, folders, files, etc. is strictly prohibited. Connecting to NHCA systems, folders, files, etc. to alter, damage or disrupt use is prohibited. Students are prohibited from obtaining passwords or other devices which would permit unauthorized access to these systems. Failure to comply with this rule will result in immediate suspension of all network privileges and may result in dismissal from school.

## **Administrative Policy**

### Ownership of files

NHCA has legal ownership of the contents of all files stored on NHCA computers and network, as well as all messages transmitted via these systems. NHCA reserves the right to access this information without prior notice whenever there is genuine need.

### Virus checking software

Virus checking software may not be turned off or uninstalled by students or staff.

### Software downloads from third party sources or other sources

Students are prohibited from all downloads from electronic bulletin boards, the internet, or any other systems.

Students are prohibited from use of any outside software unless it is first approved by the supervising teacher or administrator.

### Computer viruses/worms

All suspected computer viruses/worms are to be reported immediately to the supervising teacher or administrator. The student should not attempt to eliminate the virus or worm.