



# New Horizon School

Student/Family Handbook, 2020-2021

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# INTRODUCTION FROM THE ADMINISTRATOR/CEO

Dear NHS Families,

I am pleased to welcome you to this school year. Thank you for choosing New Horizon School (NHS) for your student. At the time of this writing, there are still many uncertainties about what the re-opening of schools in September will look like, due to COVID-19. While we all miss working with students on campus, we will be opening with remote teaching and learning. We hope we will be able to shift to learning and teaching part-time on campus and part time online as the year progresses. We have written several plans for re-opening NHS, as required by Superintendent Reykdal: Plan A: On Campus; Plan B: Hybrid Model; and Plan C: Remote. We continue to evaluate all information from the Centers for Disease Control (CDC), the Washington State Department of Health (DOH), and Seattle/King County Public Health as we respond to the current pandemic. Rest assured that student and staff safety and health is always our top priority. It is my hope that the school will provide a safe learning environment that allows your child to reach his or her individual potential and become a contributing member of society and a life-long learner.

If any concerns should arise regarding your child's educational program during the course of the school year, I encourage you to address them with your student's Homeroom Teacher. The staff, faculty, and I will do our best to address your concerns as quickly as possible. We want to support you in any way that we can.

I encourage you to participate in the NHS community. If we are teaching and learning on campus or in a hybrid model, school events will very likely look and feel different. If we are teaching and learning remotely, school events will take place through videoconferencing. Please support your student's learning in any way that you can. Through your participation in the school, your student will know that you value his/her education.

Sincerely,



Marla L. Veliz  
Administrator/CEO

## **I. VISION STATEMENT**

By 2020, New Horizon School will be recognized as a growing leader in providing successful education outcomes for students who learn differently in the Pacific Northwest.

## **II. MISSION STATEMENT**

New Horizon School is a leader in providing a personalized learning environment essential for students with learning disabilities, Attention Deficit Hyperactivity Disorder, Autism Spectrum Disorder, disorders of executive function and other learning differences that prepares them to be contributing members of society and life-long learners.

## **III. PHILOSOPHY & GUIDING PRINCIPLES**

*We believe that:*

- Teaching is a calling
- All Staff and Faculty are responsible for all students
- NHS teachers engage in outstanding and effective instructional practices
- Members of the NHS community advocate for the best educational interests and rights of students
- Members of the NHS community maintain high expectations for students
- Families play a vital role in their student's educational process
- Community involvement is essential to the success of the school and its students
- A safe and nurturing learning environment is essential
- Firm, fair, consistent, and positive discipline is essential
- The opportunity to develop both academic and non-academic skills and abilities is essential
- Access to mental health or counseling services is essential

## **IV. NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

New Horizon School is committed to a policy of non-discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in administration of its educational policies, admissions policies, scholarships, athletics and other school-administered programs. No person shall unlawfully be excused from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by New Horizon School.

## **V. HISTORY**

New Horizon School (NHS) was founded in 1995 by a group of committed educators and parent/guardians to provide a successful learning environment for students with learning disabilities, attention deficits, and other learning differences. The school received private school approval, non-public agency approval, and 501(c)(3) status in 1995. In 1997 the school received accreditation and maintains this accreditation today. NHS celebrated its first graduating class of seniors in June 1999. NHS purchased its site in August 1999, and made significant modifications and expansion to the existing facility to accommodate its student population and educational programs. In 2006 Administrator/CEO Marla Veliz was named Outstanding Administrator of the Year by the Washington Federation of Independent Schools (WFIS). In 2007 the school increased the number of classes offered with a secondary transition emphasis, partnered with Northwest Language & Learning Services to offer language therapy on-site and Janet Taylor NHS Board President received an award from WFIS for outstanding board leadership. In 2010, NHS partnered with Antioch University to provide a part-time mental health counselor and High School students began a new community experience program, "Job Skills through Service", to give back to the community while learning work-ready skills. In addition, NHS expanded its Secondary Transition Program to include more in-depth career planning and added required Parent/Guardian/Student education transition workshops. In 2015, the school completed an eighteen-month period of self-study, created a comprehensive school improvement plan, and received continued accreditation for another five-year period. Also in 2015, NHS opened its Transition Extension Program supporting students with developmental disabilities ages 18 and beyond in gaining skills needed to acquire employment. In 2016 NHS strengthened its Transition Extension

Program by working with PROVAIL, a supported employment vendor, to provide job coaching and employment services to students age 20-21. In 2018, NHS purchased two 15 passenger vans to facilitate field trips and community activities. We also opened a fresh, hot lunch program at no cost to families. Additionally, NHS joined the Renton Chamber of Commerce and hosted a Spring Gala (Dinner and Auction) at Renton Technical College. We added a digital reader board and security gate in 2019 and obtained a third van donated by King County. In 2020, NHS transitioned effectively and efficiently to an online learning program due to COVID-19. Faculty and administration met daily to ensure continuity of operations and the success of students. NHS increased the integration of technology into the virtual classroom, and students continued progress toward the next levels of curriculum. Using telehealth, we continued to provide our students with support in speech/language, occupational therapy, and mental health counseling. The school serves students in Gr. 4-12 and ages 18+ from a wide geographical region ranging from Issaquah, to Everett, to Bainbridge Island, to Tacoma, and everywhere in between. It offers a wide range of academic programs and extracurricular activities with accommodations to meet the needs of its learners.

## **VI. ORGANIZATIONAL STRUCTURE**

New Horizon School (NHS) is a non-profit corporation under the laws of the state of Washington. It has 501(c)(3) status from the Internal Revenue Service. The members of the corporation are the families of the students. NHS is governed by a Board of Directors which consists of the school Administrator/CEO, one teacher, 3 parents/guardians of students, 8 community members, and 1 parent/guardian or guardian of a former student or a former student over 18 years of age, or in lieu of these, a parent/guardian of a currently enrolled student or a community representative.

### **Officers and Directors of the Board of Directors:**

Mark Sullivan, President  
Theresa Harrison, Vice-President  
Tim Robnett, Secretary  
Carmen Goers, Treasurer

Timm Hines, Director  
Jared Hooser, Director  
Scott Compton, Director  
Nicholas Corrigan, Director  
Marla Veliz, Director

## **Staff and Faculty:**

Administrator/CEO	Marla Veliz
Accountant	Judy Colson
Administrative Assistant	Vikki Colson
Independent Contractors	Antioch University, Counselor Northwest Language & Learning Services
High School Department Head	Kathleen De Bruyn
Elementary/Middle School Department Head	Timm Hines
Teachers	Jeff Carter Katie Beavers Lisa Nordlander Richard Nordlander Tim Robnett Shaina Hillman Christina Schaefer
Para Educator	Presley Neufeld

# **VII. NHS'S RESPONSE TO COVID-19**

## **Background**

Toward the end of December 2019, authorities in China announced a cluster of cases of pneumonia, with a then unidentified cause. Scientists identified a new coronavirus, called 2019-novel coronavirus (2019-nCoV), as the cause of the cluster of cases on January 8, 2020.

## **Resources**

While NHS is reviewing and following a variety of resources regarding the outbreak of COVID-19, it is most closely reviewing information provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health (WDOH), and Seattle & King County Public Health.

## **Transmission of COVID-19**

Scientists believe the virus causing COVID-19 spreads from one person to another in the same way as other respiratory infections, including colds and the flu, through infected respiratory droplets. A person may get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, and eyes. The virus that causes COVID-19 spreads easily and sustainably in the community.

## **Symptoms of COVID-19**

For confirmed COVID-19 infections, reported illnesses have ranged from infected people with little-to-no symptoms to people becoming severely ill and dying. It is important to recognize the symptoms of COVID-19. Symptoms may appear two to 14 days after exposure to the virus. This can allow the virus to spread without an individual showing symptoms. People with underlying health conditions appear to be at higher risk for severe disease.

COVID-19 symptoms include, but are not limited to the following:

- Fever,
- Cough, and
- Shortness of breath.
- Patients have reported other symptoms as well.

## **Preventing the Spread of COVID-19**

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid exposure to this virus. Everyday preventive actions to help prevent the spread of respiratory viruses include:

- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60-95 percent alcohol.
- Avoid touching your eyes, nose, mouth, and eyes with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a wastebasket.
- If you do not have a tissue, cough or sneeze into your upper sleeve, not your hand.
- Avoid close contact with sick people.
- Routinely clean and disinfect all frequently touched surfaces, such as keyboards, workstations, countertops, and doorknobs, following the directions on the label of the cleaning agent.
- Stay home when you are sick.
- Wear a facemask or face covering to help prevent the spread of the disease.
- Maintain 6 feet of physical distance between yourself and others not from your household.

## **NHS's Health and Safety Policies Related to COVID-19**

**If a student becomes ill while on campus** with acute respiratory illness symptoms (i.e. cough, shortness of breath), NHS will separate the student from other students and staff and send him/her home immediately.

**If a student becomes ill while at home** with acute respiratory illness, keep your student home until free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Notify the school and keep the student home when he/she is sick. If you believe your student may have been exposed to the virus causing COVID-19 and he/she is fever-free without the use of fever-reducing or other symptom-altering medicines

for more than 24 hours, NHS may still ask you to keep your student home or may ask him/her to learn remotely for a period of time.

**If your student has a confirmed case of COVID-19**, please contact the school by phone or email. NHS will not allow your student to attend school on campus for at least 14 days. We will inform staff and families of students of their possible exposure to COVID-19, but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”).

**If your student may have been exposed to a classmate or family member with a confirmed case of COVID-19**, NHS will require you to conduct a risk assessment to assess your student’s potential exposure pursuant to CDC guidelines. The Risk Assessment requires you to assess your student’s risk level and state whether he/she is symptomatic or asymptomatic. Depending on your individual Risk Assessment, NHS may not allow your student to return to campus for at least 14 days. During this 14-day period, you may allow your student to learn remotely. Depending on your student’s risk exposure, NHS may recommend that you observe your student’s symptoms until 14 days after your last potential exposure. NHS will conduct a health screening and check your student’s temperature upon his/her return to the workplace to ensure that you are still asymptomatic.

**Students who are well but have a sick family member at home with COVID-19**: The parent/guardian is required to notify the office and conduct a Risk Assessment of their potential exposure pursuant to CDC guidelines.

## **NHS’s Health & Safety Rules Related to COVID-19**

All members of the school community are required to follow the school’s Health and Safety rules related to the outbreak of COVID-19 when on campus including, but not limited to the following:

- the use of the following personal protective equipment (PPE) such as wearing face masks, face coverings, and using protective shields (if directed),
- health screenings,
- handwashing,
- hand sanitizing,
- cleaning and disinfecting high touch surfaces,
- limiting of volunteers and visitors,
- eliminating shared foods,
- maintaining physical distancing of 6 feet, and/or
- potentially staggering breaks, staggering start/end times, and/or alternating schedules.

### **Personal Protective Equipment (PPE):**

NHS requires all staff, students, and guests to wear facemasks or face coverings on campus. We will provide facemasks or face coverings to students. We will clean facemasks nightly.

### **Health Screenings:**

NHS requires all staff, students, and guests to undergo a health screening twice daily on campus (upon arrival and mid-day). The health screening will include a temperature check and a series of health related questions. We will maintain a log of the screenings.

### **Handwashing:**

NHS requires all staff, students, and guests to wash their hands for at least 20 seconds with soap and water at least 4 times while on campus (upon arrival, during breaks, and prior to departure). When handwashing is not available, all staff, students, and guests are required to use hand sanitizer. We will provide touchless hand sanitizer dispensers.

### **Limiting Volunteers and Visitors:**

NHS will limit the presence of volunteers and visitors on campus.

### **Cleaning and Disinfecting:**

All staff members and students are required to clean and disinfect their workspace at least 2 times daily while on campus, to include telephones, doorknobs, desk surface, keyboards, and other high touch surfaces. NHS provides a janitorial service to clean and disinfect once a day.

### **Eliminating Shared Food:**

NHS prohibits all staff, students, and guests from communal eating or sharing food while on campus.

### **Staggered Breaks/Staggered Start and End Times/Alternating Schedules:**

To the extent possible, NHS will provide staff and students with staggered breaks, staggered start/end times, and alternating schedules to promote physical distancing.

### **Physical Distancing:**

NHS requires all staff, students, and guests to maintain 6 feet of physical distance between themselves and others. We will modify work and learning spaces to support physical distancing, while staff, students, and guests interact with others in ways that are physical distancing-friendly. To the extent possible, NHS will schedule meetings via videoconference calls.

NHS will exclude from campus any member of the school community who does not follow these health and safety policies and rules.

## **VIII. DAILY OPERATIONS**

### **Hours of Operation**

When learning on campus, New Horizon School (NHS) begins at 8:00 AM and ends at 2:30 PM, Monday through Friday. Students may arrive at 7:45 AM and must be picked up promptly at 2:30 PM. Before and after school supervision is not available outside of these hours. Students may not leave campus once they have arrived.

When learning online, hours of instruction will vary, and NHS will provide a schedule to students and families prior to the first day of school.

### **Parking Lot Safety**

When learning on campus, NHS students arrive via many forms of transportation: private car, Access, Metro, taxi, school bus, and our contracted bus service. Morning drop-off and afternoon pick-up times can be confusing and congested. In order to maintain a safe parking lot and driveway we require that all drivers follow the arrow indicating a counterclockwise direction around our circular drive. Please drive slowly and safely at all times. The speed limit on campus is 5 mph. If parking, please do not block other parked cars, and back out carefully. When loading/unloading, please pull into a parking place to avoid blocking traffic and ensure student safety. **Students are not allowed to enter/leave vehicles that are not parked in a parking space.** Please load your student into the vehicle and leave campus as soon as you are able to do so safely.

## **Phone Call Procedures**

When learning on campus, over the course of a day NHS receives and students make numerous phone calls to/from home. In an emergency, students are welcome to use the phone; however, limiting these calls will decrease disruption to classrooms. Phone calls should be limited to emergencies only.

Emergencies for students to call home are defined as:

1. illness
2. injury
3. change of transportation that day
4. change of schedule due to activities

Emergencies for families to contact students or leave messages for them are defined as:

1. illness
2. injury
3. change of transportation for that day
4. early dismissal

Phone calls to students on campus, for any other reason than stated above, will result in a message sent to their homeroom teacher. We will make every effort possible to ensure that the student receives the message at the end of the day.

If you are calling the office to inform us that you will be arriving late on campus to pick up your student due to traffic or related problems, we instruct students to go to the office at 2:45 PM. They will be notified of your call at that time.

## **School Delay/Closure**

When learning on campus, from time to time the Administrator/CEO or Designee may opt to delay or close school due to inclement weather or other emergencies. This information will be broadcast on KOMO, KING, and KIRO whenever possible. Occasionally television and radio stations make errors, so it is important to watch/listen to several stations. This information will also be provided to parents/guardians responsible for the parent/guardian phone list.

## **Student Schedules**

When learning on campus or online, NHS will provide students with their individual schedules on the first day of school.

## **Visitors/Volunteers**

When learning on campus, visitors/volunteers are required to check in through the NHS Main Office located in building M, upper level, upon arrival and sign in/sign out of the Visitor's Book in the Main Office, and receive permission from the Administrator or designee per our Visitors/Volunteers on Campus and During School Activities Policy. Parents/Guardians are welcome to visit the school and observe in the classroom; however, we require that permission be obtained and an appointment be scheduled via the Administrator/CEO in advance.

When learning online, visitors/volunteers are required to request and receive permission from the Administrator prior to visiting in online classes per our Visitors/Volunteers on Campus and During School Activities Policy.

## **IX. ACADEMIC PROCEDURES**

### **Academic Expectations**

When learning on campus or online, it is New Horizon School's (NHS's) expectation that all students will work hard and put forth their best academic effort. Students are assessed at the time of application, placed in skill groups according to their needs, and instructed at appropriate levels. Progress reports are sent home two times each quarter, and report cards are sent home once every quarter. Students are graded based on their performance in each class. Assignment sheets or academic planners are provided to each student for the purpose of writing down assignments. Teachers inform students of assignments to write in their assignment sheet or academic planner.

When learning on campus, teachers check assignment sheets or academic planners for accuracy and initial them. Homeroom teachers check and initial them daily as well. Students are taught how to and required to keep an organized binder, and NHS expects students to complete assignments given by teachers. Parents/guardians of students in grades 4-8 are required to review the assignment sheet and initial it every evening.

When learning online, teachers check in verbally with students at the end of each class and at the end of afternoon Homeroom to ensure that they know what their assignments are. Students are taught how to and required to check the Learning Management System (Schoology) daily for

assignments. NHS expects students to complete assignments given by teachers. Parents/guardians of students in grades 4-8 are required to review Schoology daily.

## **Assessment**

When learning on campus or online, in addition to the assessment completed at the time of application for admission, NHS assesses students using standardized testing every three years (6th, 9th, and 12th grades). Since there are many students to be tested each year, appointments will be scheduled early, and we ask that parents/guardians cooperate by scheduling appointments by the end of October. There is a fee for this testing. Results of standardized testing are provided to parents/guardians and placed in the student's permanent file. Students are assessed throughout each school year using curriculum based assessment, adaptive behavior observations, anecdotal records, projects, and portfolios.

## **Communications Regarding Academic Difficulties**

When learning on campus or online, children learn best when their parent/guardian participates positively within the school. Effective communication supports a partnership in which both parent/guardian and teacher work together in the best interests of the child. Teachers will let you know how your child is doing in the classroom in progress reports every three weeks, report cards once a quarter, and in conferences twice a year. We invite you to participate in open and positive lines of communication with staff and faculty early in and throughout the school year and encourage you to bring any concerns to your child's teacher right away via email, leaving a voicemail message, or by requesting a meeting.

Please let us know in the office if you need assistance addressing any questions. Many answers may be found in the Student/Family Handbook, on our website, and in our weekly packets which are sent via email. We welcome any questions or feedback you may have and encourage you to contact us via email, leave a voicemail message, or request a meeting.

When learning online, please email the homeroom teacher directly to schedule a meeting. Notify the Department Head or the Administrator if you need assistance addressing any questions or concerns.

# **Homework**

## **Purpose**

When learning on campus or online, we believe that the purpose of homework at NHS is to provide review and practice of previously mastered skills and develop independent study skills.

## **Guidelines**

When learning on campus or online, homework at NHS is modified for students' special needs (how much, what, and parent/guardian involvement). It is a reasonable amount for students' special needs, relate to class assignments, and be within student's capability. For the most part, students are able to complete homework independently. Homework is assigned regularly and frequently for all academic classes, and reading is expected for every student every night.

## **Responsibilities**

*Teacher responsibilities:* Teachers will modify homework as needed, go over homework in detail, teach students how to do homework, check assignment sheets, sign assignment sheets (if applicable), communicate expectations to students, review and grade homework, provide feedback to students regarding homework, and notify parent/guardians of any homework issues.

*Student responsibilities:* Students will keep track of the assignment, ask for clarification from the teacher (if needed), obtain teacher signatures (if needed), gather necessary materials, schedule a time and place for homework, check to make sure all parts of homework are completed, and submit completed homework to the teacher.

*Parent/guardian responsibilities:* When learning on campus, parents/guardians will ask for and check assignment sheet (if applicable) and sign assignment sheet (if applicable). When learning online, parents/guardians will review assignments on the Learning Management System (Schoology). In both learning environments, on campus and online, parents/guardians will promote a positive attitude toward homework, reinforce the school's homework expectations, provide structure, time, and a place for the student to complete homework, communicate any homework issues to the teacher, and NOT do the homework for the student.

## **Honor Code**

When learning on campus or online, NHS believes that all people in the school community are to be trusted, that good judgment is the rule rather than the exception, that the honor code is fundamental to the success of the school, and all associated with it, and that communication and cooperation will prevail throughout our community. NHS values respect, responsibility, and optimism. The honor codes seeks to build a community in which people respect each other, are responsible for their actions, and are optimistic and aware of the possibility of improvement in oneself, the school, and the community. In choosing NHS to learn, enroll a student, volunteer, and work, each member of the community – student, staff and faculty, volunteers, parent/guardian, and board member – agrees to support an environment of honor. All expectations of respect, appropriate behavior and adherence to school rules (at appropriate levels) will be placed upon all individuals involved in the school. Persons not able to follow these rules of respect and honor will receive appropriate redirection and/or consequences. Consequences may include dismissal from NHS.

## **Schedule Change Procedures**

When learning on campus or online, if you feel that a particular core academic class (mathematics, reading, or writing) may be too difficult or too easy for your child at NHS, please contact the teacher via email or leave a voicemail to request a return phone call to discuss the matter. The teacher may request a group change for your student if deemed appropriate. If you would like to request another class change (social studies, elective, PE, and science) for your student, please contact the homeroom teacher via email or leave a voicemail to request a return phone call to discuss the matter. The homeroom teacher may request a schedule change for your child if he/she deems it appropriate.

# **X. STUDENT EXPECTATIONS**

## **Acceptable Use of Technology**

When learning on campus or online, NHS expects students to comply with the NHS Acceptable Use of Technology Policy. (See policy section of the NHS Student/Family Handbook).

## **Assemblies**

When learning on campus, students will participate in assemblies from time to time.

**GOAL:** To demonstrate respectful behavior during assemblies by listening, participating, and following directions.

- Students will follow their teacher's directions regarding where to sit.
- Students will wait quietly for the program to begin, with very quiet talking allowed.
- Students will watch and listen during the program.
- At the conclusion of the program, students will remain seated until signaled to stand and follow their teacher from the assembly area.

## **Attendance**

When learning on campus or online, NHS expects students and parents/guardians to comply with the NHS Attendance Policy. (See policy section of the NHS Student/Family Handbook).

## **Between Classes (whether indoors or outdoors)**

When learning on campus, students may transition from one part of campus to another from time to time.

**GOAL:** To create a safe and orderly place for students to quietly transition from class to class.

- Everyone will be treated with respect.
- Students will walk safely.
- Students will use a normal speaking voice.
- Students will stop and listen when a staff or faculty member addresses them.
- Students will follow staff and faculty directions.
- Students will NOT be outside their classroom during class time without a hall pass.
- Students will use and stay in the crosswalks on campus when transitioning between buildings.

## **Discipline**

When learning on campus or online, NHS expects students to comply with the NHS Discipline Policy. (See policy section of the NHS Student/Family Handbook).

## **Dress Code**

When learning on campus, NHS expects students to comply with the NHS Dress Code. (See policy section of the NHS Student/Family Handbook).

When learning online, NHS expects students to present themselves well in online classrooms: comb hair, brush teeth, and wear clothes (no pajamas or bathrobes).

## **Field Trips**

When learning on campus, students and teachers may take field trips from time to time.

Students are expected to comply with the NHS Field Trip Policy. (See policy section of the NHS Student/Family Handbook).

### **GOAL:**

It is NHS's goal to ensure a safe, supervised, and educational field trip for all students.

- Students will treat all people with dignity and respect.
- While following between classroom expectations, students will walk from the classroom to the vehicle.
- Upon entering the vehicle, students will sit quietly and wait for the driver's instructions. While on the vehicle, students will follow the driver's instructions.
- Upon arrival, students will sit quietly awaiting staff and faculty instructions.
- Students will participate in activities, following all teacher, staff and event staff instructions.
- During the return trip and upon return to school, students will again meet expectations 1 through 4 above.

## **Classrooms**

When learning on campus, students are expected to demonstrate behavior conducive to learning.

### **GOAL:**

It is NHS's goal for students to improve academic skills, study skills, social skills, and artistic and athletic skills AND maintain and model behavior conducive to learning.

- Students will treat others with dignity and respect.
- Students will follow staff and faculty instructions.

- Students will treat all school property with respect and be responsible for replacing or repairing any property they break or damage.
- Students will take personal responsibility for maintaining a classroom environment that allows others and themselves to focus on the instruction and learning occurring at any given time.
- Students will respect the learning styles of others and themselves.
- Students will help each other to best take advantage of opportunities for learning.
- Students will try at all times to do their best listening and their best work.
- Students will appropriately advocate for themselves to the best of their ability.
- Students will support and celebrate the accomplishments of others and themselves.

When learning online, NHS expects students to demonstrate behavior conducive to learning.

- Present yourself well in Zoom classrooms: comb hair, brush teeth, and wear clothes (no pajamas or bathrobes).
- Be on time and ready to learn in Zoom classrooms and office hours: find a quiet and distraction free space, close other apps, no distracting backgrounds or videos, use your own name, and join the meeting on time. Students will have their video turned on during Zoom classrooms and office hours. While students may choose the feature "Hide Self View" on Zoom, NHS does not allow profile pictures in Zoom classrooms and office hours.
- Behave appropriately in Zoom classrooms: let everyone know when you've joined the meeting (say your name and that you're there), mute your microphone if asked by a teacher to do so, raise your hand on video or use the hand-raising feature on Zoom if you wish to talk, wait your turn to talk, let everyone know when you're finished (say, "that's all" or "I'm finished").
- Interact appropriately in Zoom classrooms: participate in discussions or activities, ask questions verbally or in the chat, allow others to participate, be polite (say "hello", "please", and "thank you"), be cooperative, use expected behaviors, use school appropriate body language/facial expressions/tone of voice, use school appropriate language on audio and in the chat, stay in one place (no spinning, jumping, running, etc.), stay in the classroom from start to finish of the class, address your teacher as "Mr.",

- “Mrs.”, or “Ms.” and their last name, be respectful to others, and leave the meeting when it ends.
- Demonstrate a positive attitude and effort in Zoom classrooms: be positive, ask for help when you need it, be kind, help others, work hard, and have fun.

## **Lunch Spaces**

When learning on campus, NHS expects students to demonstrate the following behavior in lunch spaces.

### **GOAL:**

It is NHS’s goal to create a clean and safe environment for people to interact with courtesy and respect while eating.

- Everyone will treat others with dignity and respect.
- Students will use quiet voices.
- Students will keep hands, feet, and objects to themselves.
- Student will stay in their seats and raise their hands to get help.
- Students will eat quietly and use good manners.
- Students will clean up after themselves using appropriate trash and recycling containers.
- Students will line up quickly and quietly when asked.

## **Play Spaces**

When learning on campus, NHS expects students to demonstrate the following behavior in play spaces.

### **GOAL:**

It is NHS’s goal to create an environment where all students have fun, as well as feel secure and respected.

- Students will play safely at all games and on all equipment.
- Students will show respect for others and follow instructions given by staff and faculty.
- Students will play SAFELY so no one will get hurt.  
OK: TAG, RACING, BASKETBALL  
NOT OK: TACKLING, HITTING, SHOVING, KICKING
- Students will settle differences peacefully among themselves by using negotiations and fairness. If this fails, students will ask a supervising adult for help.
- Students will play only in a designated play area and leave only when given permission.
- Upon the supervising adult’s signal, students will stop playing and line up quickly and quietly.

- Students will pick up their own litter. Students will point out other trash items to the supervising adult BEFORE touching them.
- Students will notify staff and faculty immediately if unfamiliar animals or people enter the play area.
- When in doubt, students will ask the supervising adult about any of the above expectations.

## **Restrooms**

When learning on campus, NHS expects students to demonstrate the following behavior in restrooms.

### **GOAL:**

It is NHS's goal to create safe and orderly restrooms for students to use.

- Everyone will be treated with respect and dignity.
- Students should use the restroom before school and between classes. During class time students are required to have a hall pass to use the restroom.
- Students will use the restroom facilities appropriately.
- Students will leave urinal deodorizers alone.
- Students will use the appropriate amount of toilet paper and put into the toilet, and all other products into the garbage container.
- Students will FLUSH the toilet when through.
- Students will WASH hands with soap and water for at least 20 seconds.
- Students will take their possessions upon leaving. (P.E. clothes in P.E. bag and taken from the restroom).

## **Special Events**

When learning on campus, NHS expects students to demonstrate the following behavior in special events.

### **GOAL:**

It is NHS's goal to create a fun, safe, supervised, and educational environment.

- Everyone will treat others with dignity and respect.
- Students will follow staff and faculty instructions.
- Students will treat all school property with respect and be responsible for replacing or repairing any property they have inadvertently broken or damaged.
- Students will clean up after themselves after each event.

# **XI. EARTHQUAKE AND FIRE PROCEDURES**

## **Earthquakes**

When learning on campus, NHS expects students to follow these procedures during an earthquake:

**Stay calm!** Think of the consequences that might result from your actions.

### **In A Classroom**

- Drop, cover, and hold by getting under a desk or a table in a crouched position close to the floor.
- Hold onto the desk or table. If it moves, move with it.
- Face away from the window, close eyes tightly and say your name repeatedly.
- Remain in place until the "Evacuate" or "All clear" signal is given.

### **In The PE Room, Restroom or Hallway**

- If possible, move to a wall.
- Drop, cover, and hold by getting in crouched position.
- Cover your head with your arms, close your eyes tightly and say your name repeatedly.
- Remain in place until the "Evacuate" or "All clear" signal is given.

### **Outside**

- Move to the most open area, away from trees, signs, buildings, or power lines.
- Drop, cover, and hold by getting in a crouched position.
- Cover your head with your arms or a book, if you have one, close your eyes tightly and say your name repeatedly.
- Remain in place until the "Evacuate" or "All clear" signal is given.

### **On The Bus:**

- Stay in your seat.
- Cover your head with your arms and close your eyes tightly.
- Remain on the bus and follow the driver's instruction.

## **Fire**

When learning on campus, NHS expects students to follow these procedures during a fire:

### **In A Classroom**

- At the sound of the fire alarm, all students will walk quickly, in single file, out of the room.
- The first student out will prop the door open, and the last student will close the door.
- Students will follow the exit route posted in each classroom.
- Students will go to the designated safe area.

### **In Other Areas of the School**

- At the sound of the fire alarm, all students will walk quickly, single file, out of the room to the nearest exit.
- The first student to go out will prop the door open, and the last student will close the door.
- Students will follow the exit route posted in each room.
- Students will go to the designated safe area.

## **XII. LIBRARY/MEDIA CENTER**

When learning on campus, NHS expects students and staff to follow these procedures in the Library/Media Center:

### **Regular Hours**

The Library/Media Center (LMC) is open Mondays-Friday 8:00am – 2:30pm for students to use when accompanied by teachers or staff.

### **Use by Students**

Students may come to the LMC during regular hours with their teacher. A NHS staff or faculty member is to be in the LMC with them.

### **Use by Staff and Faculty Members**

Members of the staff and faculty may use the LMC at any time. Teachers are welcome to bring their class to the LMC for assignments and projects and must stay to supervise students.

### **How to Find a Book**

NHS lists all materials in the LMC in our electronic catalog. The collection may be searched on a PC.

## **How to Check Out Materials**

All LMC materials have barcodes on them, and NHS maintains a list of bar-coded IDs for all NHS students, staff, and faculty. NHS will scan both materials and LMC user barcodes to check out materials in the user's name. If the Librarian isn't present, leave the card in the front of the book on the Librarian's desk.

## **Circulation**

Users must check materials out prior to removal from the LMC. You may check out up to 2 books at one time for two weeks. Staff and faculty members only may check out reference books or software CDs for one week (CD circulation time is negotiable with Librarian). Do not check out materials for a friend.

## **Use of PCs**

Students, staff and faculty may use LMC PCs and software for NHS-related projects. All software must be pre-approved by the Administration and installed by the NHS technology maintenance provider. No games other than those checked out from the Library may be installed on PCs in the LMC. Any use of PCs must be in accordance with the NHS Acceptable Use of Technology policy. Users may not make any changes to PCs, may not unplug PC's, may not connect any electronic devices to PC's, and may not connect a personal device to the NHS network. Be sure to log off the PC when you are finished using it.

## **Disks and File Storage**

Save all your work to your flash drive or other NHS approved storage devices, including NHS approved cloud-based storage. All work stored on computers will be deleted.

## **Printing**

A student may print up to three pages per LMC visit. You must obtain staff or faculty permission to print additional pages. Please send your print job ONLY ONCE and wait a few minutes for your job to print.

## **When You're finished with Materials**

Upon entering the LMC, put any materials you are returning in the cart marked "RESHELVING CART." NHS will scan their barcodes to check them in. Before leaving the LMC, put materials you do not want on top of the blue book cases to be shelved.

## **Overdue Materials**

Users may renew library materials up to three times. If materials are not returned by that date, students will receive a notice requesting immediate return. The fine for overdue materials is 5 cents per item per day. The

fine for lost materials is the cost to replace the lost items. Fine notices will be distributed one week before the end of each quarter. A student who has not paid his/her fine by the end of the quarter may not receive his/her report card, transcript, or diploma until the fine is paid.

### **Discipline in the LMC**

NHS expects students to follow the NHS Discipline Policy while in the LMC. Use a quiet voice to avoid disturbing those who are studying. ***NO FOOD OR DRINK PERMITTED IN THE LMC.***

## **XIII. DESCRIPTION OF SOCIAL ACTIVITIES**

We believe that social activities are an important part of a student's personal growth and development. When learning on campus, NHS schedules a number of different social activities both during and after the school day. When learning online, NHS schedules some virtual clubs and activities. We encourage students to participate in social activities.

### **Associated Student Body Government**

NHS has an Associated Student Body (ASB) Government, which consists of homeroom representatives elected by homeroom students and officers elected by the entire student body. When learning on campus, Homeroom representatives meet regularly with the officers to conduct business. The members of this group developed and approved their Constitution and Bylaws and run their meetings using Robert's Rules of Order. The ASB sponsors a number of social activities such as ice cream socials, formal and informal dances, movie nights, game nights, and activities designed to increase school spirit and pride such as awards assemblies and spirit week. A member of the NHS staff or faculty facilitates this group.

### **Field Trips**

When learning on campus, NHS teachers frequently take groups of students on both educational and fun field trips. Examples include places like the mountains for snow retreats, college campuses, and the outdoors for ropes courses, rock climbing, mountain biking, river rafting, camping, hiking, skiing, canoeing and visiting local attractions. These outdoor and community-based experiences help students develop independence, social skills, and team building skills.

## **Special Events**

When learning on campus, NHS schedules a number of special events. Some events are restricted to students in specific departments, some events are for parent/guardians only, and some events are for families. Examples include: Curriculum Night, Winter and Spring Performances, Exhibit Night, and Senior Graduation.

## **Teams and Clubs**

When learning on campus, NHS offers several student clubs. Parent/guardian transportation may be required for off campus competitions. Members of the staff and faculty facilitate these activities. Examples include: archery, black watch, games & strategy, fencing, fishing, and snow clubs. When learning online, the ASB and/or the faculty may sponsor virtual clubs, such as a Minecraft Club, designed to promote socialization.

## **XIV. MILITARY RECRUITERS**

When learning on campus or online, the law requires NHS to provide directory information (names, address, and telephone listings) of enrolled juniors and seniors upon request by military recruiters, providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student education records. Parent/guardians have a right to request that directory information not be disclosed without prior written consent. Any parent/guardian wishing that NHS not disclose directory information for a junior or senior student to military recruiters must notify the Administrator/CEO or Designee in writing in September of each school year.

## **XV. DANGEROUS WEAPONS PROHIBITED**

When learning on campus, NHS prohibits the possession of a dangerous weapon, including but not limited to a firearm on school facilities in accordance with RCW 9.41.250, RCW 9.41,280, RCW 28A.600.420, and 18 USC 921. This includes look-alike ("toy") weapons that may resemble a weapon, may not be designed to be used to cause serious bodily injury, but may cause disruption to the educational process. This also includes items purported to be weapons, items that may induce fear, and/or items

that would be reasonably perceived to be weapons. Consequences for violation of this policy may include notification of law enforcement and removal from school facilities. This does not include weapons or look-like weapons that may be used in an activity during or after school that has been approved by the Administrator/Designee.

## **XVI. SCHOOL POLICIES**

### **Acceptable Use of Technology Policy**

#### **I. Policy:**

It is the policy of New Horizon School (NHS) to present a technology program which will further the Mission and Vision of the school. To accomplish this, the NHS Board of Directors authorizes the Administrator/Designee to develop and implement procedures pertaining to the acceptable use of technology. This policy applies to NHS computers and use of any personal electronic devices on campus.

#### **II. Procedures:**

The procedures shall include, but not be limited to the following:

- Network Use  
The NHS network will be used in a manner that is consistent with the mission and vision of NHS. Use of networked resources will be considered publications and be governed by the NHS Public Information Policy, Publication of Materials Policy, Freedom of Expression Policy, and Workplace Security Policy.
- Inappropriate Materials or Language  
All communications and all access of materials through the network and the Internet must be towards attaining the mission and vision of NHS. In particular, communications and materials which violate the NHS Harassment, Intimidation, and Bullying Policy are inappropriate. Materials which are accessed through the network and the Internet must meet criteria under the Library Media Center Materials Selection Policy.
- Internet Access  
NHS staff, faculty, and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate. Additionally, some resources

contain material that is inappropriate for classroom use; access of such resources will not be permitted. NHS will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. This interface will be designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parent/guardians must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers must be instructed in the necessary procedures of evaluation in information and resources as part of their ongoing education for life in modern society.

- Acceptable Uses of the Computer Network or the Internet  
The NHS computer network and access to the Internet over that network are provided only for educational or professional use.
- Unacceptable Uses of Technology  
Unacceptable use of technology does not further the mission and vision of NHS. These include but are not limited to:
  - use that violates NHS policy, in particular the NHS Harassment, Intimidation, and Bullying Policy,
  - use of inappropriate language or the accessing of inappropriate material,
  - use that is illegal,
  - use that does not serve an educational purpose,
  - social networking,
  - use that involves obtaining and or using anonymous e-mail sites,
  - use that causes harm to others or damage to property, such as intruding into, deleting, or modifying others' files and data,
  - downloading or installing software not approved in advance by the NHS Administrator/CEO or designee,
  - copying other people's work,
  - any reproduction of copyrighted material without explicit permission,
  - any unapproved political purpose,
  - any unapproved commercial purpose,
  - any use that disrupts the programs of NHS,
  - any use of a NHS account by anyone other than the authorized owner of the account,

- conveying personal information through the Internet, such as home addresses, home and cell phone numbers, social security numbers, state id numbers, or driver's license numbers, and
  - any changes to PCs.
- Penalties for Unacceptable Use of Technology  
The use of the NHS technology and access to the Internet is a privilege, not a right, and unacceptable use will result in cancellation of access to the network. Unacceptable use will be dealt with under NHS disciplinary policies. Illegal use will be reported to the police.
- Disclaimers  
NHS makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, or damages arising from the unauthorized use of or access to technology. Any statement made on the NHS computer network is understood to be the author's individual opinion and not the opinion or policy of NHS. Users are responsible for any losses sustained by NHS resulting from intentional misuse of their access privileges.
- Privacy  
The school will treat the NHS network, NHS PC storage areas, NHS designated cloud based storage systems, and NHS media like school lockers: students and staff have no right to privacy on the school network and school storage areas. Network administrators may review communications to maintain integrity system-wide and insure that users are using the system responsibly. NHS has the right to modify, relocate or delete files that represent unacceptable use of the NHS network or Internet, contain inappropriate content, or are outdated.
- Storage Capacity  
Students will store their files on their school-designated storage device(s), including school-designated cloud based storage systems.
- Authorized Software  
All software must be appropriately licensed for use on the NHS school network. The NHS Administrator/Designee shall review and approve all software prior to its installation on NHS computing resources.

## **Admissions Policy**

### **I. Policy:**

New Horizon School (NHS) endeavors to serve students in alignment with the Mission and Vision of the school. The school encourages applications from all students of all social and economic backgrounds. The school promotes diversity and acceptance of diverse backgrounds in its student population. The NHS Board of Directors authorizes the Administrator/Designee to develop procedures to implement this policy and support a smooth transition for each applicant and new student into the school environment.

### **II. Procedure:**

NHS's admission procedure is individualized, includes a flexible timeframe, and is based on the following:

- a personal interview with the applicant and one or both parents/guardians,
- a review of applicant's previous school records,
- results of personal application assessment completed by NHS staff, and
- the results of a 5-10 day school visit during which applicants have all the rights and responsibilities of enrolled students.

## **Adult Behavior on Campus and During School Activities Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) that all adults must behave appropriately while on campus or in attendance at school activities in order to ensure the safe operation of the school program and school activities in accordance with RCW 28A.605.020, RCW 28A.635.010, RCW 28A.635.020, RCW 28A.635.030, RCW 28A.635.090, and RCW 28A.635.100. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop and implement procedures to ensure appropriate adult behavior and the orderly safe operation of the school program and related activities. The Board authorizes the Administrator/CEO or Designee to decide and notify parents/guardians that NHS is not able to continue serving a child whose parent/guardian is in violation of this or other school policies.

## **II. Procedures:**

The Administrator/CEO or Designee, staff, or faculty member in charge will notify the police and/or direct any person to leave school grounds who is:

- under the influence of drugs or alcohol,
- disrupting or threatening to disrupt the educational program or related school activities, and/or
- threatening to commit any act which would disturb or interfere with the function or procedures of the school.

## **Adult Communication Policy**

### **I. Policy:**

It is the policy of New Horizon School that all adults must behave appropriately while on campus or in attendance at school activities.

### **II. Procedures:**

The procedures shall include, but not be limited to the following:

All adults are expected to communicate in a manner that is respectful.

1. Listen
2. Think
3. Be clear
4. Be respectful
5. Be patient

Communication includes verbal, nonverbal, and written communication. All adults are expected to listen to understand, be open and honest, pay attention to nonverbal signals, ask clarifying questions, seek feedback, and communicate with courtesy and consideration.

RCW 28A.635.010

RCW 28A.635.100

## **Animals on Campus and During School Activities Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) that any person wishing to bring an animal on campus and/or to a school related activity for a special or educational purpose is required to request and receive advance permission from the Administrator/CEO or Designee. The NHS Board of Directors authorizes the Administrator/CEO or Designee to establish procedures to implement this policy.

### **II. Background:**

The NHS Board of Directors recognizes that interactions between children and animals can be beneficial and educational. The preservation of the instructional process and the welfare of staff, faculty, and students is the school's main concern and responsibility. The policy has been adopted to assure the orderly and safe operation of the school program and school related activities.

### **III. Procedures:**

Any person wishing to bring an animal on campus and/or to a school related activity for a special or educational purpose must request and receive permission from the Administrator/CEO or Designee in advance. The visit of the animal will be limited to the area of campus and hour(s) specified.

## **Attendance Policy**

### **I. Policy:**

It is the belief of the New Horizon School (NHS) Board of Directors that there is nothing more important to a student's education than consistent class attendance. The NHS Board of Directors expects that the parents/guardians shall make every effort to assure school attendance so that students begin to sustain healthy self-esteem and increase academic performance.

- Students with 14 absences (excused or unexcused) in a semester receive no credit for that class or classes.
- Students are responsible for completing assignments for any classes missed.

*Note: Students who miss class(es) due to out of school suspension receive no credit for missed assignments.*

## **II. Definitions:**

Attendance is based on participation and is taken daily in every class. NHS maintains attendance records. For state reporting purposes, NHS classifies absences as excused, unexcused, or truant as defined below:

### ***Absences***

An absence occurs when a student is not present in class and is not participating in instruction.

### ***Excused Absences***

A student is absent when they are not present in class and not participating in instruction. An excused absence is marked when cleared by a parent/guardian phone call, email, or note within 48 hours of the beginning of the absence.

Absences shall be excused when they are due to: illness, medical appointment, or family emergency (including death or illness in the family); religious or cultural purpose (including observance of a religious or cultural holiday); court, judicial proceeding, court-ordered activity, or jury duty; post-secondary, technical school, or apprenticeship program visitation; state-recognized search and rescue activities; the student's homeless or foster care/dependency status; deployment activities of a parent/guardian who is an active duty member; suspension; safety concerns; the student's migrant status; and/or an approved activity mutually agreed upon by the NHS Administrator/Designee and the parent/guardian.

NHS considers field trips to be an excused absence in any missed class.

Special circumstances may require students be absent from class or school in excess of 13 days. Prior to the dates to be missed, the student and parent/guardian must submit a formal written request to the office justifying the educational and/or medical purpose of the absences in order for the 14-day limit (excused or unexcused) to possibly be waived. Administration has the right to refuse the parent/guardian's request and/or may still require the student to go through the attendance appeals process in order to receive credit for missed class(es). The NHS Administrator/Designee has the authority to determine if an absence meets the above criteria for an excused absence.

### ***Unexcused Absence/Truancy***

NHS classifies an absence as unexcused absence/truant when the student fails to attend the majority of hours in an average school day or minutes in an average class period; and/or the parent/guardian does not follow the attendance procedure and the absence does not meet the criteria of an excused absence. Unexcused absences and truancy are grounds for disciplinary action.

*Please note: According to Washington State law (RCW 28A.225), unexcused absences and truancy from school or classes are illegal. New Horizon School is required to refer unexcused absences and trancies to a community truancy board or file a truancy petition with the King County juvenile court.*

### ***Late Arrival***

A late arrival is marked when the student will be in attendance in school at some point as estimated by a parent/guardian phone call or email. In the case of a late arrival, the student misses more than just a few minutes of school. Generally, a student is late due to a dentist appointment or doctor's appointment in the morning and is with a parent/guardian.

### ***Tardy***

A tardy is marked when the student is late to class either at homeroom time or between periods throughout the school day.

## **III. Procedures While Learning On Campus**

### ***Absences***

Students who have been absent from school must check in upon their return to school. This check-in will take place in the front office. To obtain an admit slip and clear an absence, please follow the guidelines below, when learning on campus:

1. Parent/Guardian will call or email the office no later than 8:00 am, on the morning of the absence. The Administrator or designee will determine whether or not the reason merits an excuse.

AND

2. Student will present the admit slip to their teachers each period. Teachers will mark the student's prior absence excused. Student will return the admit slip to the office by the end of the day.

### ***Early Dismissals***

1. Parent/Guardian will call, email or send a note to the office no later than 8:00 am that morning.

2. Any student who has left class without a parent/guardian calling or sending an email will be marked with an unexcused absence.

### ***Late Arrival***

There will be occasions when a student may arrive late to school due to pre-planned reasons (e.g. medical/dental appointments, etc.). The following guidelines will be followed.

1. Parent/guardian will call or email the office by 8:00 am that morning to explain the reason for the late arrival and to indicate the estimated time of the student's arrival.
2. The office will notify the teachers of the late arrival. Student is absent until he/she checks in the office to gain an admit slip.

### ***Tardies***

There are occasions when a student will be tardy reporting to school due to a variety of reasons.

1. If a student arrives to school after 8:00 am, he/she must report to the office with a signed parent/guardian note justifying their tardiness.
2. An admit slip will be issued to excuse the student's tardiness.
3. The admit slip will be submitted to that class period teacher for admission to class and returned to the office at the end of the day.

There are occasions when a student will be tardy to their next class due to a variety of reasons.

1. Students who are late to class will present a hall pass signed by their previous teacher giving good cause.
2. Students who are late to class without a hall pass signed by their previous teacher will be given an unexcused tardy. Disciplinary action may be assigned for excessive unexcused tardies.

**Parents/guardians are encouraged to request an Attendance Appeals Hearing to appeal the loss of any credit as described at the end of this document.**

## **IV. Procedures While Learning Remotely:**

### ***Absences***

Students who have been absent from school must check in upon their return to school. This check-in will take place with the teacher. To clear an absence, please follow the guidelines below when learning remotely:

1. Parent/Guardian will email the teacher no later than 8:00 am, on the morning of the absence. The Administrator/Designee will determine whether the reason merits an excuse.

a. AND

2. The teacher will mark the student's prior absence excused. Teachers will track attendance throughout the day.

### ***Early Dismissals***

1. Parent/Guardian will email the teacher no later than 8:00 am that morning to state the time of dismissal and the reason.
2. Any student who has left class without a parent/guardian sending an email will be marked with an unexcused absence.

### ***Late Arrival***

There will be occasions when a student may arrive late to school due to pre-planned reasons (e.g. medical/dental appointments, etc.). Please follow the guidelines below:

1. Parent/guardian will email the teacher by 8:00 am that morning to state the expected time of arrival and the reason for being late.
2. Teachers will track attendance throughout the day.

### ***Tardies***

There are occasions when a student will be tardy reporting to school due to a variety of reasons.

1. If a student arrives to class tardy, parents/guardians must email the teacher justifying the student's tardiness when learning remotely.
2. Teachers will track attendance throughout the day.

There are occasions when a student will be tardy to their next class due to a variety of reasons.

1. Teachers will email the teacher of the next class indicating the reason.
2. Students who are late to class without an email sent by their previous teacher to the teacher of the next class will be given an unexcused tardy.

NHS may assign disciplinary action for excessive unexcused tardies.

**Parents/guardians are encouraged to request an Attendance Appeals Hearing to appeal the loss of any credit as described below.**

## **V. Attendance Board of Appeals:**

Parent/guardians may appeal to the NHS Attendance Board of Appeals any decision to fail their child due to attendance.

Except when a student's behavior legally warrants expulsion from school, parent/guardians may request and will be granted a hearing before the Attendance Board of Appeals. The Hearing will allow parent/guardians to state their understanding of the circumstances leading to their child's failed class(es) and request alternatives instead of loss of grades and credit.

The Attendance Board of Appeals will consist of:

1. A Chairperson (NHS Administrator/Designee)
2. A member of the NHS Board of Directors
3. A NHS Department Head
4. A NHS teacher appointed by the Administrator/Designee
5. A NHS teacher appointed by the student.

One or both of the student's parents/guardians may attend the hearing. The Chairperson will present the facts of the case. The student may have two other individuals appear on his/her behalf. The Attendance Board of Appeals will agree upon a recommendation by a simple majority vote. The Attendance Board of Appeal will refer its recommendation to the Administrator/Designee for the final action. The Administrator/Designee will notify the parent/guardian and student of the final action in writing.

## **Compliance with School Rules and Regulations Policy**

### **I. Policy:**

It is the policy of New Horizon School to provide the safest possible environment for its students and employees. To accomplish this, in accordance with RCW 28A.600.040, the Board of Directors authorizes the Administrator/CEO or Designee to develop and implement a policy requiring all students who attend the school to comply with the rules and regulations of the school.

## **II. Procedures:**

The procedures shall include, but not be limited to the following:

- All students shall pursue the required course of studies.
- All students shall submit to the authority of school personnel. All students are subject to such disciplinary or other action as determined by the Administrator/Designee.

## **Concussion Management Policy**

In 2009, the Washington State Legislature passed the Zackery Lystedt Law, which requires public schools to develop guidelines and inform staff and parents regarding the risk of concussion and head injury. This law also requires public schools to remove any youth athlete suspected of getting a head injury from practice or game until the youth has been evaluated by a licensed health care provider and gets clearance to play. Although this law only applies to public school districts and sports activities affiliated with the Washington Interscholastic Activities Association (WIAA), we know that schools play a key role in recognition and proper response to concussions when they first occur. Therefore, if New Horizon School suspects a student may have received a concussion or head injury, they will be removed from play. The student will not be allowed to return to play until he/she has received written medical clearance from a licensed health-care provider trained in the evaluation and management of concussion.

## **Demonstration of Affection Between Students Policy**

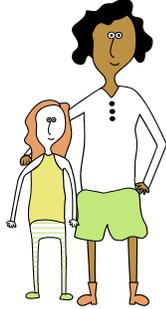
### **I. Policy:**

It is the policy of New Horizon School (NHS) that students will exercise self-control and respect for themselves and others. Demonstration of affection between students is inappropriate for the learning environment. It causes embarrassment among students, staff, faculty, parents/guardians, and guests, and creates a poor image of the school. This policy applies to students on campus, before, during, and after school. It also applies to all school related activities.

### **II. Definition:**

NHS defines “demonstration of affection” as:

- kissing,
- sitting on another’s lap,
- prolonged or clinging physical contact,
- caressing, fondling, sexual activity, or other suggestive bodily contact,
- hugging (other than side-to-side) at shoulder height and facing same direction, and/or



- any other form of touching deemed inappropriate by staff or faculty

Hand holding between students is permitted.

### **III. Procedures:**

Students who violate this school policy will be redirected by staff or faculty members and referred immediately to the Administrator/CEO or Designee for disciplinary action.

## **Discipline Policy**

### **I. Policy:**

New Horizon School (NHS) believes that interaction between Staff and Faculty and students should be positive and reinforce appropriate behavior. There are times, however, when consequences for inappropriate behavior must be enforced.

### **II. Procedures:**

NHS’s school-wide Behavior Management Program rewards students for appropriate behavior in and between classes and during break, lunch, and special events. The following lists provide examples of three levels of inappropriate behavior. Also listed are examples of possible discipline.

The lists are not necessarily all inclusive. Therefore, the school is not limited in application because an item is not specified on the list.

- **Level One**

- Tardiness
- Failure to suit up for PE class
- Inappropriate language and profanity
- Violation of Dress Code Policy
- Disrespect toward staff and Staff and Faculty or students
- Disruptive behavior in class or elsewhere on campus

- **Possible Consequences:**

- Verbal redirection by teacher
- Loss of opportunity to earn points on point card
- Short time-out
- Isolated break
- Isolated lunch
- Community service

- **Level Two**

- Any repeated level one behavior
- Inappropriate behavior on bus or while loading or unloading bus
- Plagiarism, cheating or lying
- Verbal disputes
- Hateful language or inducement of violence toward others
- Behavior that creates a safety hazard (with or without intent)
- Defacing of school or other personal property
- Deliberate disobedience, insubordination, or disrespect

- **Possible Consequences:**

- Written discipline report required
- Verbal redirection by Department Head and/or Administrator
- Isolated lunch
- Community service

- **Level Three**

- Any repeated level one or level two behavior
- Violation of Demonstration of Affection Policy
- Stealing or possession of stolen property
- Destruction of school property
- Reckless driving on school property
- Tampering with fire safety devices or making a false emergency alarm
- Verbal harassment or verbal abuse including threats or verbal intimidation
- Bullying behavior including physical (hitting, kicking, taking belongings), verbal (name-calling, insulting, racist remarks), and

- indirect (spreading nasty stories, excluding from groups). This includes electronic communications
- Physical altercations or physical intimidation
  - Striking another person
  - Sexual activity
  - Sexual assault
  - Coming to school under the influence of non-prescribed controlled substances
  - Purchase, sale, or possession of illegal substance and/or paraphernalia on school grounds (including drugs, alcohol, all marijuana products, all tobacco products, and all associated equipment or supplies)
  - Possession or use of dangerous object, weapon, or firearm on school grounds
  - Criminal activity
  - Commission and/or conviction of a felony
  - Possession, display, or distribution of pornography including electronic copies or transmission of such
  - Leaving campus without permission
  - **Possible consequences:**
    - Community service
    - In-school suspension
    - Out of school suspension
    - Expulsion: The Administrator/CEO or Designee reserves the right to expel a student if deemed necessary to ensure the safety of the school.
    - Referral to CPS and/or appropriate law enforcement agency

### **III. Discipline Board of Appeals:**

Parents/guardians may appeal to the NHS Discipline Board of Appeals any decision to expel their child.

Except when a student's behavior legally warrants expulsion from school, parents/guardians may request and will be granted a hearing before the Discipline Board of Appeals. The Hearing will allow parents/guardians to state their understanding of the circumstances leading to their child's expulsion and request alternative discipline instead of expulsion.

The Discipline Board of Appeals will consist of:

1. A Chairperson (NHS Administrator/CEO or Designee)
2. A member of the NHS Board of Directors
3. A NHS Department Head
4. A NHS teacher appointed by the Administrator/CEO
5. A NHS teacher appointed by the student.

One or both of the student's parents/guardians may attend the hearing. The Chairperson will present the facts of the case. The student may have two other individuals appear on his/her behalf. The Discipline Board of Appeals will agree upon a recommendation by a simple majority vote. This recommendation will be referred to the Administrator/CEO or Designee for the final action. In the case of expulsion, Administration has the final right to expel the student if it is still deemed necessary to protect the safety and integrity of the school. The Administrator/CEO or Designee will notify the parent/guardian and student of the final decision in writing.

## **Dress Code Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to require High School and Junior High School students to comply with a dress code and to require Elementary and Middle School students to comply with a uniform dress code. A dress code helps students focus on school related issues rather than on individual or collective habits and fashions of attire. A dress code also ensures school-appropriate dress and eliminates issues of dress representative of unsafe, illegal, dangerous, or inappropriate activities or associations.

### **II. Procedures:**

#### ***High School Dress Code (Grades 10-12)***

##### ***Boys and girls***

- All clothing must be clean, in good repair, non-distracting and the proper size for that student, with no references to gangs, alcohol, or illegal substances. This applies to jewelry, accessories, and backpacks as well. Pants need to be worn above the hips. No pajamas, sweats, athletic shorts, midriffs, halter tops, sleeveless, tank tops, spaghetti straps, or see through garments allowed. Skirts and shorts must be no more than 4 inches above the middle of the knee cap.
- Shoes or sneakers must be in good condition, and not make black marks on the floor. No flip flops or sandals without heel strap. No heels taller than 2 inches. No spike or stiletto heels.
- Hairstyles should be modest, groomed, appropriate, natural looking, and, if dyed, must be a naturally occurring hair color.
- Students will be instructed in and expected to wear professional dress for community service activities, presentations, and special events as deemed appropriate by the school.
- Students may not wear hoods indoors.

- Some staff and faculty may require hats not be worn. Students are expected to comply.

***Junior High Dress Code (Grade 9)***

- Boys: Clean slacks or clean jeans (no holes), a shirt with a collar (polo or button down), and a belt with shirts tucked in.
- Girls: Clean slacks or jeans (no holes), clean skirt, skort, dress, or shorts, a shirt or blouse with a collar (polo or button down), and a belt with shirts tucked in. Skirts, skorts, and shorts must be no more than 4 inches above the middle of the knee cap.

***Elementary and Middle School Dress Code (Grades 4-8)***

To ensure consistency and enforcement of the uniform dress code for Elementary and Middle School students, NHS requires specific uniform items be purchased through one of the following: Dennis Uniform Store, Land's End Uniforms, and/or Target Uniforms. Only items listed below are allowed. Updated uniform purchase/order information will be distributed to parents/guardians of students at NHS for each school year. On free dress days Elementary and Middle School students are expected to follow the High School dress code.

***Boys and girls***

- All clothing must be clean, in good repair, non-distracting and the proper size for that student, with no references to gangs, alcohol, or illegal substances. This applies to jewelry, accessories, and backpacks as well. Pants need to be worn above the hips. No pajamas, midriffs, halter tops, sleeveless, tank tops, spaghetti straps, or see through garments allowed. Skirts and shorts must be no more than 4 inches above the middle of the knee cap.
- Shoes or sneakers must be in good condition, and not make black marks on the floor. No flip flops or sandals without heel strap. No heels taller than 2 inches. No spike or stiletto heels.
- Hairstyles should be modest, groomed, appropriate, natural looking, and, if dyed, must be a naturally occurring hair color.
- All uniform shirts, blouses, skirts, skorts, jumpers, pants, shorts, sweaters, fleece jackets, and sweatshirts must be purchased at Dennis Uniform Store, Land's End Uniforms, Target Uniforms, or Penney's Uniforms.
- Plaid uniform items must be purchased from Dennis Uniform Store.
- Students may wear ASB Archery jackets.
- Students may not wear hoods indoors.

**Boys**

- Pants: Navy blue/khaki twill, or navy cord with belt (navy blue, black, brown, khaki). Navy blue or khaki twill walking shorts may be worn on appropriate days during the months of September, October, May, and June.
- Shirts: White/navy/dark green turtleneck, white/light blue/navy/dark green polo (short-sleeved or long-sleeved), or white dress shirt, which must be tucked into pants. A long sleeved shirt may not be worn under a short sleeved shirt.
- Sweatshirts or sweaters: Mayfair blue/navy/green V-neck cardigan; mayfair blue/navy/green V-neck pullover; mayfair blue/navy/green V-neck sleeveless sweater vest; royal/navy/green neck crew sweatshirt; forest green/navy Polartec vest; or forest green/navy Polartec jacket.
- Shoes or sneakers: In good condition, with socks and shoe laces. (Must not make black marks on the floor). No flip flops or sandals without heel strap.
- Coats and hats: Must be removed upon entering a building.

#### **Girls**

- Pants: Navy blue/khaki twill or navy cord with belt (navy blue, black, brown, khaki). Navy blue/green/khaki twill walking shorts may be worn on appropriate days during the months of September, October, May, and June.
- Skirts or jumpers: Navy blue/khaki twill pleat or gabardine; douglas plaid pleat, plaid/navy blue/khaki twill skirt with length no more than 4 inches above the middle of the knee cap.
- Shirts or blouses: White/navy/dark green turtle neck, white/navy/dark green polo (short-sleeved or long-sleeved), white/light blue blouse with Peter Pan collar (short sleeved or long sleeved), white/light blue blouse with sport collar (short sleeved or long sleeved), or white camp shirt which must be tucked in. A long sleeved shirt may not be worn under a short sleeved shirt.
- Sweatshirts or sweaters: Mayfair blue/navy/green V-neck cardigan; mayfair blue/navy/green V-neck pullover; mayfair blue/navy, green V-neck sleeveless sweater vest; Royal/green/navy crew neck sweatshirt; forest green/navy Polartec vest; or forest green/navy Polartec jacket.
- Shoes or sneakers: In good condition, with socks and shoe laces. (Must not make black marks on the floor). No flip flops or sandals without heel strap. No heels taller than 2 inches. No spike of stiletto heels.
- Coats and hats: Must be removed upon entering a building.

### **III. Consequences for Infractions of Dress Code Policy**

#### ***High School (Grades 10-12) and Junior High School (Grade 9)***

Any High School or Junior High School student whose dress or appearance is determined by a member of the staff or faculty to be inappropriate or distracting will result in:

- 1st offense - Redirection by staff or faculty
- 2nd offense - Parent/guardian notification
- 3rd offense - In-house suspension or return home for proper dress or grooming

*In the event of additional offenses, NHS will provide clothing items available at school for the student to wear and bill the parent/guardian the cost of the item(s).*

#### ***Elementary and Middle School (Grades 4-8)***

Any Elementary or Middle School student whose dress or appearance is determined by a member of the staff or faculty to be inappropriate or distracting will result in:

- 1st offense - Redirection by staff or faculty
- 2nd offense - Parent/guardian notification
- 3rd offense - In-house suspension or return home for proper dress or grooming

*In the event of additional offenses, NHS will purchase uniform items for the student and bill the parent/guardian the cost of the item(s).*

## **Drugs/Alcohol and Other Prohibited Substances Policy**

### **I. Policy:**

It is the policy of New Horizon School to provide the safest possible environment for its students and employees. To accomplish this, the Board of Directors authorizes the Administrator/CEO or Designee to develop and implement a policy prohibiting the possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds or at school related activities.

### **II. Procedures:**

The procedures shall include, but not be limited to the following:

- This policy applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds, whether or not such compounds have been designated a controlled substance by state or federal law;
- This policy applied to marijuana or substances containing marijuana;
- This policy applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school related activities, or on school-provided transportation;
- This policy applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.
- Any student violating this policy shall receive sanctions.
- In all cases in which a student possesses or is distributing on school grounds, at school-related activities, or on school-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by the Administrator/Designee to law enforcement.

## **Educational Programs Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) that all class/course learner expectations, requirements for student promotion and high school graduation, instructional materials to enable students to meet learner expectations, and extracurricular programs are in accordance with the mission of NHS and RCW 28A.405.060, RCW 28A.600.200, WAC 180-44-010, WAC 392-138-013, and WAC 392-138-030(2a) as applicable. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop procedures to implement this policy.

### **II. Procedures:**

The Administrator/CEO or Designee will develop and implement school-wide programs consistent with board policies. The Administrator/CEO or Designee will review and approve:

- instructional materials and methods to be used in the classroom,
- assessment materials and methods to be used to measure student achievement,
- class/course learner expectations, and

- extracurricular programs and activities including athletics, publications, music, drama, school service, Associated Student Body (ASB) activities, and other activities.

## **Electronic Device Policy**

### **I. Policy:**

Students at New Horizon School (NHS) shall NOT use electronic devices, including but not limited to iPods, MP3 players, CD players, tablet computers, e-readers, electronic games, smart watches, and cell phones.

### **II. Procedures:**

Electronic devices must be turned off and be stored in a student's backpack or be turned in to the Homeroom Teacher upon arrival at school and returned to the student when the student leaves school. Students may not use electronic devices, including cell phones, while on campus from 15 minutes before school, during school hours, and for the 15 minutes after school.

### **III. Consequences:**

Any student with an electronic device out of proper storage, whether in use or not, will have the item confiscated by the staff or faculty member who witnesses the offense. The Homeroom teacher or the Administrator/CEO or Designee will monitor the consequence according to the following schedule:

- First offense -1 week confiscation
- Second offense - 1-month confiscation
- Third offense - 1-year confiscation

## **Field Trip Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors to encourage and support field trips that enhance the educational program of the school. Field trips are a required component of the educational program. The NHS Board of Directors authorizes the Administrator/Designee to establish procedures for implementing this policy.

## **II. Definition and Background:**

NHS defines “field trips” as travel away from school premises, under the supervision of staff, to afford students experiences not generally available on the school site. Such trips can supplement and enrich student learning by providing activities and experiences in an environment beyond the classroom. The NHS Board of Directors recognizes that field trips, when used as a device for instruction integral to the curriculum, are an educationally sound and important component of the educational program of the school.

## **III. Procedures:**

The Administrator/Designee is responsible for oversight of all NHS sponsored field trips.

The Administrator/Designee shall approve field trips which enhance the educational program and which he/she deems present an acceptable level of risk. Field trip procedures, which ensure curricular goals and the safety of students are developed in accordance with RCW 28A.330.100 (5). The Administrator/Designee shall cancel any field trip activity and/or exclude a student from participation in the field trip if the cancellation or exclusion if she/he deems it to be in the best interest of students. The Administrator/Designee shall cancel any/all field trips if he/she deems it necessary to ensure safety and health of students.

All field trips require advance written approval from the Administrator/Designee and parent/guardian written notification and written permission.

### ***Approval Procedures***

- Any staff member or outside contractor requesting a field trip must fill out and submit to the Administrator/Designee a field trip request form at least two weeks in advance of the trip.
- The field trip must be of educational value, deemed to be of acceptable risk to student safety and health, and consistent with the mission and curricular goals of the school.
- The field trip is not approved until the Administrator/Designee signs the form and returns a copy to the staff member or outside contractor.

### ***Planning, Supervision, and Safety Procedures***

- A student may not participate in the activity until the parent/guardian has signed and returned a field trip permission form.

- The form will state the purpose, destination, mode of transportation, cost, and all other arrangements.
- NHS does not permit verbal parent/guardian permission. NHS accepts faxed or e-mailed parent/guardian permission.
- If a parent/guardian does not give permission for a student to participate on the field trip, the student shall be required to remain at school all day under staff supervision or remain at home at the discretion of the Administrator/Designee.
- Staff members will carry a copy of emergency contact forms for each student indicating permission for emergency medical treatment signed by each student's parent/guardian.
- Staff members will carry a copy of medication form signed by each student's doctor and parent/guardian as applicable. Staff members will transport and dispense medications in accordance with NHS policy.
- An emergency kit will be available on all field trips.
- At least one staff member must be present on the field trip at all times.
- The scheduling of swimming, boating, or other water-related activities such as white water rafting, must be under the direct supervision of an adequate number of certificated lifeguards. The following lifesaving equipment shall be present at the site: first aid kit, extension pole, and ring buoy with line, blankets, and whistle. A minimum adult/student ratio of 1:7 is required; of which one chaperone must be a certificated lifeguard. In lieu of a chaperone being a certified lifeguard, the chaperone may use a person at the site that is certified as a lifeguard. The certification must be documented.
- All field trip chaperones are under the supervision of staff members and the Administrator/Designee must approve them in advance.
- Staff members will review duties and expectations with all field trip chaperones.
- Children not enrolled at NHS may not attend field trips.
- The student:adult ratio should not exceed 10:1
- Staff members will prepare students in advance for the field trip and review expectations.

### ***Administrative Procedures***

- Staff members shall make transportation arrangements in accordance with NHS Policy.
- The NHS Discipline Policy and Procedures pertain during all field trips.

- If a field trip requires a participation fee and a family has demonstrated financial need, financial aid may be available upon request to the Administrator/Designee.
- Staff members will plan and conduct any fund-raising activities for field trips in accordance with the NHS Fundraising Policy.
- Staff members will handle all monies collected for school related activities or field trips in a manner consistent with school accounting policies and procedures.
- NHS will retain all signed permission forms and charter bus agreements on file for at least one year.

## **Financial Aid Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to give financial aid grants to student households who otherwise could not afford to send a student to NHS. The purpose of this policy is to promote the economic diversity of the student body and to meet enrollment goals.

### **II. Procedures:**

Financial aid grants are to be paid out of monies set aside for that purpose by the Board as part of the operating budget, by solicitation of restricted gifts, or by revenues generated by an endowment fund set up specifically for that purpose.

Distribution of financial aid will be determined by the Administrator/CEO or Designee.

## **Freedom of Expression Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) that freedom of expression is an inherent part of the educational program and a basic right of all students. In accordance with WAC 180-40-215, students may freely express their views on school premises and during school activities provided their views do not:

- pressure others to join their views,

- intrude on the rights of others,
- interfere with the educational process,
- interfere with the tasks, functions, and procedures of the school, and/or
- use vulgar or offensive terms or symbols.

The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop and implement guidelines assuring that students are able to enjoy freedom of expression while maintaining the orderly conduct of school programs.

**II. Procedures:**

The Administrator/CEO or Designee may restrict the distribution of materials or presentation of oral speech where the expression is likely to cause disruption of the educational process or school activities. The Administrator/CEO or Designee may restrict the distribution of materials or presentation of oral speech where the expression is likely to impinge on the rights of others.

**Grading Scale and Graduation Requirements Policy**

**I. Policy:**

The New Horizon School Board of Directors acknowledges the importance of giving feedback to parents and students regarding student achievement and progress toward high school graduation. The NHS Board of Directors authorizes the Administrator/Designee to establish procedures, a grading scale, and graduation requirements that meet or exceed state graduation requirements to implement this policy.

**II. Procedures:**

Grading Scale:

Grades following numeric/alphabetical equivalency rating:

Grades per 4.0 Scale:

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A = 94-100	C = 74-76	A = 4.0	C = 2.0
A- = 90-93	C- = 70-73	A- = 3.7	C- = 1.7
B+ = 87-89	D+ = 67-69	B+ = 3.3	D+ = 1.3
B = 83-86	D = 64-66	B = 3.0	D = 1.0
B- = 80-82	D- = 60-63	B- = 2.7	D- = 0.7
C+ = 77-79	F = 0-59	C+ = 2.3	F = 0.0

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\*Note: Students may receive a grade of I/C (Incomplete) in lieu of a failing grade (F) when deemed appropriate by the Administrator/Designee.

Skills Grading:

E – Emerging	Introduction to new skill with much teacher guidance.
D – Developing	Applying new skills with teacher assistance.
K - Knowledge	Working independently with 80% accuracy.
A – Application	Consistently applying new skills.
S – Synthesis	Transference of knowledge to other contents
NA – Not Applicable	

Graduation Requirements:

Course Area	WA State Credit Requirements	NHS Credit Requirements
<b>English</b>	4	4
<b>Math</b>	3 <ul style="list-style-type: none"> <li>Algebra 1 or integrated mathematics I</li> <li>Geometry or integrated mathematics II</li> <li>A 3<sup>rd</sup> credit of high school mathematics, aligning with the student’s interests and high school and beyond plan</li> </ul>	3 <ul style="list-style-type: none"> <li>Algebra 1 or integrated mathematics I</li> <li>Geometry or integrated mathematics II</li> <li>A 3<sup>rd</sup> credit of high school mathematics, aligning with the student’s interests and high school and beyond plan</li> </ul>
<b>Science</b>	3 <ul style="list-style-type: none"> <li>At least 2 lab sciences and a 3<sup>rd</sup> credit of science based on the student’s interests and high school and beyond plan</li> </ul>	2 <ul style="list-style-type: none"> <li>At least 2 lab sciences and a 3<sup>rd</sup> credit of science based on the student’s interests and high school and beyond plan</li> </ul>
<b>Social Studies</b>	3 <ul style="list-style-type: none"> <li>.5 credits in Civics, economics, geography, history, and social studies</li> <li>1 credit in US History and government</li> <li>.5 credit in Washington State history and government may be fulfilled by a student in grades seven or eight</li> <li>1 credit in contemporary world history, geography, and problems (courses in economics, sociology, civics, political science, international relations, or related courses with emphasis on current problems may be accepted as equivalencies)</li> </ul>	3 <ul style="list-style-type: none"> <li>.5 credits in Civics, economics, geography, history, and social studies</li> <li>1 credit in US History and government</li> <li>.5 credit in Washington State history and government may be fulfilled by a student in grades seven or eight</li> <li>1 credit in contemporary world history, geography, and problems (courses in economics, sociology, civics, political science, international relations, or related courses with emphasis on current problems may be accepted as equivalencies)</li> </ul>
<b>World Language</b>	2	2
<b>Health and Fitness</b>	2 <ul style="list-style-type: none"> <li>.5 credit in Health</li> <li>1.5 credits in Fitness</li> </ul>	2 <ul style="list-style-type: none"> <li>.5 credit in Health</li> <li>1.5 credits in Fitness</li> </ul>
<b>Arts</b>	2 <ul style="list-style-type: none"> <li>The essential content in this subject area may be satisfied in the visual or performing arts</li> </ul>	2 <ul style="list-style-type: none"> <li>The essential content in this subject area may be satisfied in the visual or performing arts</li> </ul>

<b>Career and Technical Education</b>	1 <ul style="list-style-type: none"> <li>• May be an Occupational Education course that meets the definition of an exploratory course in Career and Technical Education</li> </ul>	1 <ul style="list-style-type: none"> <li>• May be an Occupational Education course that meets the definition of an exploratory course in Career and Technical Education</li> </ul>
<b>Electives</b>	4	4
<b>TOTAL</b>	24	24 <ul style="list-style-type: none"> <li>• unless otherwise approved by the NHS Administrator/Designee</li> </ul>

\*For minimum Washington State requirements for graduation, see WAC 180-51-068

### **Additional Sophomore/Junior/Senior Culminating Projects Requirement:**

New Horizon School (NHS) requires all sophomores, juniors, and seniors to complete an individualized culminating project, which is a career project. The project is a senior graduation requirement, the sophomore project is a required step toward the junior project, and the junior project is a required step toward the senior project. All must receive a passing grade. The topic of the required project is the student’s individual transition plan, and through the process of developing the project, the student will participate in a wide variety of career based exploration experiences such as interest surveys, aptitude assessments, vocational assessments, career exploration, site visits, community service, job shadowing, and internships. The student’s culminating project demonstrates growth in learning, how the career pathway provides a service to the community, potential future career growth and development, potential future personal growth and development, and connections between the project, prior learning experiences, and goals for the future. The projects are flexible and adaptable to the individual student’s capabilities and reflect a feasible transition plan. NHS juniors and seniors are required to present projects and respond to questions from community members, a peer panel, and faculty. Freshmen and sophomores are required to complete smaller portions of the same project with a presentation to class peers in preparation for the upcoming larger expectations in their last two years.

NHS teachers decide whether a project meets requirements, and NHS teachers assign final grades. NHS will not promote freshmen and sophomores who do not pass this requirement to the next class. NHS will not promote juniors who do not pass this requirement to the senior class. Seniors who do not pass this requirement will not meet NHS graduation requirements.

# **Harassment, Intimidation, and Bullying Policy**

## **I. Policy:**

It is the policy of New Horizon School (NHS) to maintain a respectful learning environment that is free from harassment, intimidation, and bullying because of an individual's race, creed, color, religion, national or ethnic origin, sex, sexual orientation, marital status or the presence of any sensory, mental, or physical disability, or any other reason.

NHS prohibits all forms of harassment, intimidation, and bullying because of an individual's race, creed, color, religion, national or ethnic origin, sex, sexual orientation, marital status or the presence of any sensory, mental, or physical disability, or any other reason.

It shall be a violation of this school policy for any student, teacher, administrator, or other school personnel of NHS to harass, intimidate, or bully an individual through conduct of a sexual nature, or regarding an individual's race, creed, color, religion, national or ethnic origin, sex, sexual orientation, marital status or the presence of any sensory, mental, or physical disability, or any other reason as defined by this policy.

It shall also be a violation of this school policy for any teacher, administrator, or other school personnel of NHS to tolerate sexual harassment or harassment, intimidation, or bullying because of a student's race, creed, color, religion, national or ethnic origin, sex, sexual orientation, marital status or the presence of any sensory, mental, or physical disability, or any other reason as defined by this policy, by a student, teacher, Administrator/CEO, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including extra-curricular activities, under the auspices of NHS. NHS will act to promptly investigate all formal or informal complaints of harassment, intimidation, and bullying and to promptly take appropriate actions to protect individuals from further harassment. If NHS determines that unlawful harassment, intimidation, or bullying has occurred, it will promptly support the targeted student, intervene, and work to restore a positive school environment. NHS will appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment, intimidation, or bullying including but not limited to contacting CPS and/or appropriate law enforcement agencies.

## **II. Definitions:**

### ***School Personnel:***

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, visitors, parent/guardians, or persons subject to the supervision and control of NHS.

### ***Harassment, intimidation, and bullying of a student***

Consists of electronic, written, verbal, or physical conduct that:

- is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
- interferes with the right of a student to be secure at school;
- otherwise adversely affects an individual's learning opportunities; or
- disrupts school.

### ***Racial/ethnic harassment, intimidation, and bullying of a student***

Consists of electronic, written, verbal, or physical conduct relating to an individual's race, color or ethnicity that:

- is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
- interferes with the right of a student to be secure at school;
- otherwise adversely affects an individual's learning opportunities; or
- disrupts school.

### ***Sexual harassment of a student***

Consists of inappropriate or unwelcome sexual advances, requests for sexual favors, sexually motivated electronic, written, verbal, or physical conduct of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's

- education or creating an intimidating, hostile or offensive educational environment;
- it interferes with the right of a student to be secure at school; or
- it disrupts school.

Sexual harassment may include but is not limited to:

- inappropriate or unwelcome verbal harassment, or abuse, of a sexual nature;
- inappropriate or unwelcome pressure for sexual activity;
- inappropriate or unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact;
- inappropriate or unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- inappropriate or unwelcome behavior, electronic, verbal, or written words or symbols directed at an individual because of gender or sexual orientation; and/or
- the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

This prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

### **III. Procedures:**

It may be possible to resolve a complaint through a voluntary conversation between the complainant and the alleged harasser facilitated by NHS's designated harassment complaint official (the Administrator/CEO or Designee). Both the complainant and the alleged harasser may be accompanied by a person of their choice for support and guidance. If the complainant and the alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Administrator/CEO or Designee. If the complainant, the alleged harasser, or the Administrator/CEO or Designee chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he/she may proceed to the formal procedure. Any complaint against a school employee shall be handled through the formal procedure.

The NHS Administrator/CEO or Designee is the person responsible for receiving oral or written reports of any form of harassment, intimidation, or bullying. Any school personnel who receive a report of harassment or

violence shall inform the NHS Administrator/CEO or Designee immediately. The NHS Administrator/CEO or Designee shall act promptly, and in no case longer than 14 days, to contact families, investigate, inform families of the findings, and implement corrective measures, as follows:

- contact families of both parties within 2 days,
- complete investigation within 5 days,
- contact families and inform them of findings within 2 days, and
- implement corrective action as appropriate within 5 days.

In determining whether alleged conduct constitutes a violation of this policy, NHS considers the surrounding circumstances, the nature of the behavior, the history of any behavior problems involving either or both parties, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Submission of a good faith complaint or report of harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

NHS will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, as much as possible, consistent with NHS' legal obligations to investigate, to take appropriate action, to report to CPS and/or appropriate law enforcement agencies, and to conform with any discovery or disclosure obligations.

## **Health and Safety Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to provide the safest possible environment for its students, visitors, and employees. To accomplish this, the school shall comply with current health, safety, and environmental laws and shall develop procedures and practices. The NHS Board of Directors authorizes the Administrator/Designee to establish safety and health procedures to fulfill these goals.

### **II. Procedures:**

The Administrator/Designee shall establish and implement safety and health procedures, including but not limited to:

1. Identifying safety and health risks.
2. Prioritizing control and elimination of such risks.
3. Controlling and reducing exposure to all known or suspected safety and health risks.
4. Closing campus or limiting the number of people on campus if deemed necessary to control or eliminate safety and health risks.
5. Implementing any safety and health guidelines required by law and/or public health agencies.
6. Establishing and maintaining programs to communicate safety and health information with students, visitors, and employees.
7. Voicing school positions on safety and health concerns as they affect the school and its students and employees.
8. Planning, designing, and constructing any new school facilities to provide the safest and most healthful work environment possible.
9. Recognizing that despite every effort the school makes, the basic responsibility for safety and health rests with the individual. It is a condition of employment for all individuals to conduct their work and learning in a safe and healthful manner.

## **Library Media Center Materials Selection Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to approve the use of the Library Media Center (LMC) to support and extend educational programs in accordance with WAC 180-46 and WAC 392-190-055. The LMC will contain a collection of print and non-print materials, instructional equipment, and other resource materials. The collection will be catalogued to make it accessible to students and teachers. The LMC will be staffed to assist students and teachers. The NHS Board of Directors authorizes the Administrator/CEO or Designee to establish procedures to guide the selection of materials for the LMC.

### **II. Procedures:**

The Administrator/CEO or Designee will develop and implement criteria for the selection of LMC materials that will ensure that materials will:

- meet the needs of the school, curriculum, and students,
- meet school standards for artistic and literary quality,
- ensure reliability and breadth of information, and
- meet standards of professional reviews.

Concerns or complaints pertaining to LMC materials will be directed to the Administrator/CEO or Designee.

# **Life-Threatening Health Conditions Policy**

## **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors that each student with a life-threatening health condition shall present medication and/or treatment orders specifying any services that may need to be administered or performed at the school. Once these medications and/or treatment orders have been presented, the student shall be allowed to attend school. The NHS Administrator/CEO or Designee shall prohibit the presence of any student for whom a medication and/or treatment order has not been provided if that student has a life-threatening health condition.

## **II. Procedures:**

The Administrator/CEO or Designee shall provide written notice to the parents/guardians of any student not in compliance with the life-threatening health conditions policy. This notice shall include the requirements of this policy, notification that the student out of compliance with this policy will be prohibited from further attendance, and information regarding due process rights.

### ***Due Process Rights:***

Parents/Guardians or adult students may appeal any decision to prohibit attendance at school due to failure to comply with this policy by requesting in writing a hearing before the Medical Conditions Board of Appeals. The hearing will allow parents/guardians to state their understanding of the circumstances leading to the student being prohibited from attending school.

The Medical Conditions Board of Appeals shall consist of:

1. A Chairperson (NHS Administrator/CEO or Designee)
2. A member of the NHS Board of Directors
3. A NHS Department Head
4. A NHS teacher appointed by the Administrator/CEO or Designee
5. A NHS teacher appointed by the student

One or both of the student's parents/guardians may attend the hearing. The Chairperson will present the facts of the case. The parent/guardians/guardians or adult student may invite two other individuals to appear on behalf of the student. The Board of Appeals will agree upon a recommendation by a simple majority vote, the recommendation will be referred to the Administrator/CEO or Designee

for the final action, and the Administrator/CEO or Designee has the final right to prohibit the student from attending school if it is still deemed necessary to protect the safety of the student and/or the school. The Administrator/CEO or Designee will notify the parents/guardians or adult student of the final decision in writing.

## **Medication Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) that a staff or faculty member will administer **ALL** oral medication to students.

### **II. Procedures:**

This policy refers to not only to prescription medication, but also to acetaminophen, ibuprofen, cough medication, and any other over the counter oral medication.

Each prescription medication that is taken at NHS must be in the original container with an authorized form signed by both the parent/guardian and the doctor.

In the event of a medical emergency, NHS needs accurate information for emergency personnel. If your child is on ANY medication, please list it on the NHS Emergency Contact Form. Some doctors may have their own forms to help expedite matters. NHS accepts professional medication forms.

## **Prohibition on Use of Tobacco Products Policy**

### **I. Policy:**

It is the policy of New Horizon School to provide the safest possible environment for its students and employees. To accomplish this, the Board of Directors authorizes the Administrator/CEO or Designee to develop and implement a policy prohibiting the use of all tobacco and nicotine products on campus and during all school related activities in accordance with RCW 28A.210.310.

### **II. Procedures:**

The procedures shall include, but not be limited to the following:

- All students and school personnel shall be notified that the use of all tobacco products or any nicotine delivery systems (e.g. “e-cig”, “vaping device”, etc.) is prohibited on campus and during all school related activities.
- Signs shall be posted on campus prohibiting the use of all tobacco and nicotine products.
- Any student or school employee violating this policy shall receive sanctions.
- All school personnel are required to enforce this policy.

## **Publication of Materials Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to allow students to distribute or post materials and publications on school premises in accordance with WAC 180-40-215. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop and implement procedures to guide the distribution of such materials and publications.

### **II. Procedures:**

Any student(s) who wish to distribute, circulate, or post materials and/or publications on school premises will obtain prior approval from the Administrator/CEO/Designee. All materials must be posted using magnets. Any student(s) who distribute, circulate, or post materials and/or publications without prior approval from the Administrator/CEO or Designee may be subject to disciplinary action. The Administrator/CEO or Designee may limit the time, place, and manner of the distribution or posting of the materials and/or publications. If the material and/or publication leads to disruption of the educational program or a school activity or interferes with school operations, the Administrator/CEO or Designee will ask the student(s) to stop, and the student(s) will be subject to disciplinary action.

## **Review and Dissemination of School Policy**

### **I. Policy:**

In accordance with the New Horizon School (NHS) Bylaws, the NHS Board of Directors approves policy. It is the school’s position to review policy

regularly. It is also the school's practice to disseminate policy to its constituents regularly, as applicable.

## **II. Procedures:**

The NHS Board of Directors will review and update current policy as deemed appropriate by the Board at its regularly scheduled meetings. Proposed policy may be provided to the Board President and reviewed by the Board at regularly scheduled meetings. Policy decisions will be recorded in minutes of regularly scheduled meetings of the Board. Approved school policy will be disseminated to staff and faculty, parents/guardians, and students at least annually in published handbooks, as applicable.

## **Search & Seizure Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to create a safe environment both in the classroom and on school grounds. If the Administrator/CEO or Designee receives information that causes him or her to be concerned about the safety of the school, he or she will take measures to ensure safety.

### **II. Procedures:**

A student or students suspected of creating a safety hazard will be isolated immediately. The parents/guardians will be notified of the concern immediately, if applicable. The Administrator/CEO or Designee will request that the student and parent/guardian, if applicable, give permission to search the student's personal belongings and/or motor vehicle as deemed necessary. If permission is denied or a safety hazard is determined, the Administrator/CEO or Designee will contact appropriate law enforcement agencies.

## **Security Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to recognize the importance of ensuring a safe and secure school environment in accordance with RCW 28A.305.130(11), RCW 28A.605.020, WAC 51-45-003, and WAC 180-41-010-040. The NHS Board of Directors authorizes the

Administrator/CEO or Designee to develop and implement security procedures.

## **II. Procedures:**

The Administrator/CEO or Designee will develop and implement security procedures regarding student, staff, faculty, and visitors on campus that include the following:

- Students are required to remain on school grounds from the time of arrival until officially excused.
- Students who drive to school are required to leave their cars from the time of arrival until officially excused.
- While visitors are welcomed to campus, they are required to check in through the office and wear a Visitor's Badge.
- While visitors are welcomed to visit in classrooms, they are required to receive permission from and schedule classroom visits in advance with the Administrator/CEO or Designee.
- Any visitor deemed to be disruptive to the educational process will be asked by the Administrator/CEO or Designee to leave school grounds and/or the police will be notified.
- Classes will be supervised at all times.
- Students must have permission to leave class for any reason, including using the rest room. They must possess a hall pass with the date, time, reason, and staff or faculty initials or signature.
- If a student does not arrive to class on time, staff or faculty must notify the office of the student's absence.

## **Sexual Health Education Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors that the school shall provide sexual health education that:

- is medically and scientifically accurate,
- is age-appropriate,
- is appropriate to all students regardless of gender, race, disability status or sexual orientation,
- includes information about abstinence and other methods of preventing unintended pregnancy and sexually transmitted diseases, and
- is offered at least annually.

Abstinence shall not be taught to the exclusion of other information and instruction on contraceptives and disease prevention. The Board of Directors authorizes the Administrator/CEO or Designee to review the school's sexual health curricula and to establish procedures pertaining to sexual health education.

## **II. Background:**

The NHS Board of Directors believes that students should have the knowledge and skills necessary to make healthy, informed, responsible decisions and to protect themselves from unintended pregnancy and sexually transmitted diseases, including HIV infection. The Board believes that parents/guardians are primarily responsible for providing sexual health education; however, the Board believes that this responsibility also extends to NHS.

## **III. Definition:**

"Medically and scientifically accurate" is defined in this policy as information that is verified or supported by research, published in journals, and recognized as accurate and objective by professional organizations and agencies with expertise in the field of sexual health including but not limited to the Washington State Department of Health and the Center for Disease Control and Prevention.

## **IV. Procedures:**

The Administrator/CEO or Designee shall determine the frequency, schedule, and length of time that sexual health education shall be provided during each school year. The Administrator/CEO or Designee shall review the school's sexual health curricula on a regular basis, determine its accuracy and appropriateness, and identify, choose, or develop new curricula as deemed necessary. The Administrator/CEO or Designee shall notify parents/guardians in advance of any planned sexual health education instruction and their right to opt their child out. Any parent/guardian who wishes to have his or her child excused from any planned instruction in sexual health education may do so following a review of the curriculum with the Administrator/CEO or Designee and upon filing a written request with Administrator/CEO or Designee.

## **Student Fitness Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors that the school will support healthy food choices, physical activity, and fitness for students.

### **II. Procedures:**

NHS will offer fresh, healthy food and beverages during school and school related activities. Food items and beverages shall include fresh, healthy options, low fat items, items with no more than 10% saturated fat, no caffeine items, and low sugar items. Elementary and Middle School students shall have at least 100 minutes of developmentally appropriate physical education or activity per week. High School students shall have at least four semesters of developmentally appropriate physical education or activity. NHS will offer health and fitness instruction annually. The Administrator/CEO or Designee shall determine the frequency, schedule and length of time that health and fitness instruction shall be provided during each school year.

## **Student Motor Vehicles Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors to provide a safe environment in the classroom and on school grounds. Student parking on school grounds is a privilege. Students who hold a valid driver's license may opt to drive to school and park on school grounds.

### **II. Procedures:**

Vehicles must be registered with the NHS Administrator/CEO or Designee by completion and approval of a NHS Student Driver Contract. Vehicles that are parked illegally, or not within designated student parking spaces, are subject to a fine or may be impounded at the owner's expense. Student vehicles are off-limits while on school property to the driving student or any other student. Regulations for the operation of a student motor vehicle on campus will be issued upon the registration of the student vehicle. Any abuses of the driving privileges will result in the student losing the privilege to park on campus.

## **Student Records Access Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors to ensure that parents/guardians and/or adult students/alumni have the right to review all education records of the student. The school will not release the education records of a student without the written consent of the parent/guardian, adult student/alumnus except as authorized by RCW 28A.600.475 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Sec. 1232g [1997 c 119, 1].

### **II. Procedures:**

- Parents/ Guardians and/or adult students/alumni may request access to inspect and review education records by contacting the Administrator/CEO or Designee.
- NHS will not permit the release of student information without the written consent of the student's parent/guardian, and/or adult student/alumnus. The student's parent/guardian and/or the adult student/alumnus will be informed with regard to what information is being requested, who is requesting the information and why, and what will be done with the information.

## **Students with Asthma at School Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors to grant to any student in the school authorization for the self-administration of medication to treat that student's asthma or anaphylaxis. The NHS Board of Directors authorizes the Administrator/CEO or Designee to establish procedures to regulate self-administration of medication to treat asthma or anaphylaxis.

### **II. Background:**

It is the belief of the NHS Board of Directors that asthma is to be taken seriously as it is growing in prevalence. It can be a life-threatening health condition that can result in suffering, missed school days, debilitating or life-threatening asthma emergencies, hospitalization, and/or death. Students who are being treated for asthma in accordance with treatment guidelines are more likely to control the disease and be

able to live normal, active lives than students who are not being treated in accordance with treatment guidelines.

### **III. Procedures:**

1. A student may self-administer medication to treat that student's asthma or anaphylaxis at school, at a school-sponsored activity, and/or in transit to or from school-sponsored activities if:
  - a. a health care practitioner prescribed the medication for use by the student during school hours and instructed the student in the correct, legal, and responsible use of the medication;
  - b. the student has demonstrated to the health care practitioner, or the practitioner's designee, the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
  - c. the health care practitioner formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours; and
  - d. the parent/guardian has completed and submitted to the school any written documentation required by the school, including but not limited to the treatment plan.
2. The written treatment plan will include the student's name, routine medications and delivery methods, medications needed at school, licensed health care provider's name and telephone number, usual triggers and asthma symptoms, an emergency plan for an acute asthma attack, and doctor/parent/guardian signatures.
3. Parents/guardians are required to provide backup medication to be kept at school in a location easily accessible in the event of an asthma or anaphylaxis emergency.
4. NHS will keep the written treatment plan and other documents on file in a location easily accessible in the event of an asthma or anaphylaxis emergency.

## **Transportation for Activities Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors that students shall be transported both ways for off-campus events in a safe

and healthy manner. The NHS Board of Directors authorizes the Administrator/Designee to develop procedures to implement this policy.

## **II. Procedures:**

The Administrator/Designee may cancel any off-campus event for which he/she deems transportation arrangements to be unsafe or unhealthy. It is the preference of NHS to transport students by bus or school vans. If a situation warrants, the Administrator/Designee may approve the use of private vehicles under the following conditions:

- Each driver must give NHS permission to secure and keep on file his or her motor vehicle record.
- Each driver must have a driving record deemed acceptable by the NHS Administrator/Designee.
- Each driver must provide proof of insurance for the vehicle to be driven.
- Each driver must provide proof of liability insurance limits of at least \$100,000 per person and \$300,000 for bodily injury per accident.
- NHS will not allow students to drive to school activities without prior written approval by the Administrator/Designee.
- NHS will not allow students to drive other students to school activities.

## **Volunteers/Visitors on Campus and During School Activities Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) Board of Directors to encourage visitors/volunteers on campus and/or at school related activities as an invaluable resource to our students and staff. The Board recognizes the importance of the school's partnerships with parents/guardians in fostering students' development. It also recognizes the importance of the school's partnerships with community organizations, businesses, other schools, and the wider community. The NHS Board of Directors authorizes the Administrator/Designee to establish procedures to ensure positive experiences for volunteers and visitors and to effectively screen, manage, and supervise volunteers and visitors at the school.

## **II. Background:**

The NHS Board of Directors recognizes that visits on campus can facilitate communication among parents/guardians, board, staff, and other members of the school community. The NHS Board of Directors also recognizes that the preservation of the instructional process and the welfare of students and staff are the school's main concern and responsibility. The NHS Board of Directors established this policy in order to assure the orderly and safe operation of the school program and school related activities.

## **III. Procedures:**

Any parent/guardian wishing to visit the campus, observe in his/her child's classroom, and/or observe any school related activity must request and receive permission from the Administrator/Designee and schedule an appointment in advance of the visit or observation.

Any other visitor wishing to visit the campus, observe in a classroom, and/or observe any school related activity must request and receive permission from the Administrator/Designee and schedule an appointment in advance of the visit or observation.

Any volunteer wishing to serve the school in a volunteer capacity must request and receive permission from the Administrator/Designee in advance of volunteering. Volunteer duties, location, and hours will be limited. Volunteers may only be on campus or volunteer at school related activities during specified hours and in specified locations performing specified duties.

All volunteers shall:

- serve in the capacity of helpers;
- refrain from discussing the performance or actions of a student, except with the Administrator/Designee; and
- talk to a member of the staff for a final solution to any problem that arises.

The Administrator/Designee may terminate volunteer services for various reasons, including but not limited to:

- program/duties completed,
- resignation of the volunteer,
- replacement by a paid employee, and/or
- circumstances that, in the judgment of the Administrator/Designee, necessitate the termination of the volunteer's services, (e.g. engaging in verbal disputes; using hateful language; behaving in a

manner that creates a safety hazard; and harassing, abusing, threatening, intimidating, or bullying others verbally, physically, or in writing).

**While learning on campus**, all visitors and volunteers who have obtained permission from and scheduled an appointment with the Administrator/Designee shall:

- check in through the Main Office upon arrival,
- sign in to the Visitor's Book located in the Main Office,
- notify the Administrator/Designee of their arrival,
- request and wear a Visitor's Badge,
- check out through the Main Office upon departure,
- sign out of the Visitor's Book located in the Main Office,
- record volunteer hours in the Volunteer Book located in the Main Office (if applicable),
- notify the Administrator/Designee of their departure, and
- return the Visitor's Badge to the office.

**While learning online**, all visitors and volunteers who have obtained permission from and scheduled an appointment with the Administrator/Designee shall check in and check out with the teacher. The teacher will maintain a record of the presence of the visitor or volunteer in online classes.

## **New Horizon School (NHS) Student Family/Handbook Acknowledgement Form**

We understand that a copy of the NHS Student/Family Handbook 2020-2021 is available on the New Horizon School website for my review.

We understand that we are responsible for reading and abiding by the information presented in the NHS Student/Family Handbook.

We acknowledge that the continued enrollment of the student is subject to parents/guardians and students observing all NHS policies and procedures as stated in the NHS Student/Family Handbook, including, but not limited, to Health & Safety related to COVID-19, Discipline, Technology, Electronic Device, Dress Code, Honor Code, Attendance, Adult Behavior, and Visitors & Volunteers.

We recognize that NHS governs the conduct of the student when on school property, while participating in school activities off campus, or at any school related activity.

We understand that continued enrollment, in any given school year and re-enrollment in any subsequent school year is subject to the parent/guardian's continued support of the mission of NHS and the content of the NHS Student/Family Handbook.

We further acknowledge that the NHS has reminded us of its Health & Safety policies and procedures related to COVID-19, and we understand that it is our responsibility to be familiar with and abide by them. We further understand that the basic responsibility for our safety and health and our student's safety and health rests with us. NHS has explained to us that its current response to the outbreak of COVID-19 is not promissory and does not set or change terms or conditions of student enrollment.

(Please sign and return the NHS Student/Family Handbook Acknowledgement Form  
in your back to school packet)

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Parent/Guardian Signature

Date

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Student Signature

Date