



# New Horizon School

Student/Family Handbook

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# INTRODUCTION FROM THE ADMINISTRATOR/CEO

Dear NHS Families,

I am happy to welcome you to this school year. Thank you for opting for New Horizon School (NHS) for your student. We will open school this year full-time, in-person, and on campus again. We will implement the COVID-19 related requirements as outlined in this handbook. In the event of any changes in requirements, we will notify you.

In the event that we experience a COVID-19 outbreak or a significant rise in cases at NHS, we will shift to the remote model and then shift back either to the in-person model when we can safely do so.

We continue to evaluate all information from the Centers for Disease Control (CDC), the Washington State Department of Health (DOH), Seattle/King County Public Health, and the Office of the Superintendent of Public Instruction (OSPI) as we respond to the upward trending numbers of new infections in King County as a result of the Omicron BA.5 sub-variant and 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 student's educational program during the course of the school year, I encourage you to address them with your student's teacher. The staff, faculty, and I will do our best to address your concerns as quickly as possible. We hope to support you in any way that we can.

I encourage you to participate in the NHS community. As we open the school year full-time, in-person, and on campus, school events will very likely continue to look and feel different as the pandemic continues. Some will continue to take place through videoconferencing, while some will take place in-person, on campus and with mitigation strategies in place. In the event that we are required to shift to teaching and learning remotely, we will offer school events 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 their education.

Sincerely,



Marla L. Veliz  
Administrator/CEO

# **I. VISION STATEMENT**

New Horizon School will be recognized as the leader in providing successful education outcomes for students who learn differently.

# **II. MISSION STATEMENT**

New Horizon School provides access to a specialized learning community for students who learn differently, including students with Attention Deficit Hyperactivity Disorder, Autism Spectrum Disorder, disorders of executive function, and/or learning challenges.

# **III. PHILOSOPHY & GUIDING PRINCIPLES**

*We believe that:*

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

## **IV. NON-DISCRIMINATION POLICY**

New Horizon School (NHS) provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

## **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 and Janet Taylor NHS Board President received an award from WFIS for outstanding board leadership. In 2010, NHS partnered with Antioch University to provide part-time mental health counseling. In addition, NHS expanded its Secondary Transition Program to include more in-depth career planning and added required family education secondary transition workshops. In 2015, the school completed an eighteen-month period of self-study, created a comprehensive school improvement plan, and received continued accreditation. 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 supported employment vendors, 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 and opened a fresh, hot lunch program at no cost to families. The school joined the Renton Chamber of Commerce, added a digital reader board, and added a security gate.

In 2020, NHS transitioned effectively and efficiently to a remote learning program due to COVID-19. Faculty and administration met daily to ensure continuity of operations and the success of students. The school increased the integration of technology into the virtual classroom, and students continued progress toward the next levels of curriculum. Using telehealth, NHS continued to provide its students with support in speech/language, occupational therapy, and mental health counseling. In 2021, the school transitioned effectively and efficiently to a hybrid learning program welcoming both on-line and in-person learners simultaneously. The school continued to provide mental health counseling to students struggling with depression, anxiety, or other social/emotional impacts of the pandemic.

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 and social programs in addition to 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.

## **VII. 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**

The best way to prevent infection from the virus that causes COVID-19 is to be up-to-date with vaccinations and boosters and avoid exposure to the 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 (optional at the time of this writing).
- Students maintain 3 feet of physical distance between themselves and other students. Staff and faculty maintain 6 feet of physical distance between themselves and others.

## **Health and Safety Policies Related to COVID-19**

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

**If a student becomes ill while at home** with any illness symptoms (i.e. fever, cough, shortness of breath), parents/guardians will notify the school and keep the student home until free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. If the parent/guardian believes their student may have been exposed to the virus causing COVID-19 and the student is fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, NHS may still ask that the student be kept home or may ask that the student learn remotely for a period of time.

**If a 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 5 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 a student may have been exposed to a classmate or family member with a confirmed case of COVID-19**, NHS will assess the student's risk level. Depending on the risk level, NHS may not allow your

student to return to campus for at least 5 days. During this 5-day period, the student may continue to learn remotely. Depending on the risk level, NHS may recommend that you observe your student's symptoms for 3-5 days after their last potential exposure. NHS will conduct a health screening and check the student's temperature upon their return to the learning environment to ensure that they are asymptomatic.

**Students who are well but have a family member at home sick with COVID-19:** Parents/guardians are required to notify the office and if any household member is diagnosed with COVID-19 so that the school may assess the student's risk level.

## **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 (optional at the time of this writing),
- health screenings,
- handwashing,
- hand sanitizing,
- cleaning and disinfecting high touch surfaces,
- limiting of volunteers and visitors,
- eliminating shared foods, and
- maintaining physical distance of 6 feet.

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

The use of facemasks on campus is optional at the time of this writing. NHS provides fresh, disposable facemasks to staff, students, and visitors if they wish to wear them.

### **Health Screenings:**

NHS requires all staff, students, and guests to complete a health screening at home prior to arriving on campus, upon arrival, and at lunch.

### **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 provide touchless hand sanitizer dispensers.

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

NHS limits 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.

### **Physical Distancing:**

NHS requires all students to maintain 3 feet of physical distance between themselves and other students. The school requires all staff and guests to maintain 6 feet of physical distance between themselves and others. We modify 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 individual 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 remotely, hours of instruction may vary, and NHS provides a schedule to students and families prior to the first day of remote learning.

Only staff and students are allowed in NHS buildings due to COVID-19.

## **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. 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. Please do not block other parked cars, and back out carefully. When loading/unloading, please pull into a parking place to 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 when you are able to do so safely.

## **Phone Call Procedures**

When learning on campus, 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 families to contact students or leave messages for them OR for students to call home are defined as:

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

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

If a parent is calling the office to inform us that they will arrive late to pick up the student due to traffic or other problems, students will be notified at the end of the day.

## **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. When learning remotely, inclement weather will not likely impact the school's schedule, although a wide-spread power outage could. 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 in-person or remotely, 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/CEO or Designee. 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 or Designee in advance.

When learning on-line, visitors/volunteers are required to request and receive permission from the Administrator/CEO or Designee prior to visiting in remote classes per our Visitors/Volunteers on Campus and During School Activities Policy. (See policy section of the NHS Student/Family Handbook).

# **IX. ACADEMIC PROCEDURES**

## **Classrooms**

When learning in-person or remotely, it is New Horizon School (NHS) expects that students will work hard and put forth their best 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 assessed based on their progress toward mastery of learner outcomes in each class.

When learning in-person or remotely, NHS expects all students to complete all school work/assignments posted by teachers. Parents/guardians are asked to view all school work/assignments and grades in the school's Learning Management System (LMS). (See additional information under the Academic Expectations section of the Student/Family Handbook).

## **Communication Regarding Academic Difficulties**

When learning on campus or on-line, NHS believes that students learn best when their parent/guardian participates positively with the school. Effective communication supports a partnership in which both parent/guardian and teacher work together in the best interests of the

student. Teachers will let parents/guardians know how the student is doing in the classroom in progress reports every three weeks, report cards once a quarter, and in conferences twice a year. We invite parents/guardians to participate in open and positive lines of communication with staff and faculty early and throughout the school year. We encourage parents/guardians to bring any concerns to the 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, and encourage parents/guardians to contact us via email, leave a voicemail message, or request a meeting.

## **Coursework/Assignments**

### **Purpose:**

When learning on campus or on-line, NHS believes that the purpose of school work/assignments is to provide opportunities for students to practice newly taught skills, review previously taught skills, learn from mistakes, and progress toward mastery of learner outcomes.

### **Guidelines:**

When learning on campus or on-line, NHS modifies school work/assignments based on the student's individual needs. All school work/assignments are relevant, a reasonable amount, and within the individual student's capability. School work is assigned regularly.

### **Responsibilities:**

*Teacher responsibilities:* When learning on campus or on-line, teachers will modify assignments as needed, go over work in detail, teach students how to complete the work, communicate expectations to students, accept all work submitted, provide feedback to students, grade all work submitted, post grades reflecting student progress toward mastery of learning outcomes on the LMS, and notify parent/guardians of any concerns.

*Student responsibilities:* When learning on campus or on-line, students will keep track of all assignments, ask for clarification from the teacher (if needed), ask for help from the teacher (if needed), gather necessary materials, work on the assignments, check to make sure all parts of the work are completed, and submit completed assignments to the teacher.

*Parent/guardian responsibilities:* When learning on campus or on-line, parents/guardians will review the student's assignments on the LMS, promote a positive attitude toward school work, reinforce the school's

academic expectations, provide time and space for the student to complete assignments when the student is at home, communicate any school work issues to the teacher, and NOT do the work for the student.

## **Grading, Reporting, Criteria, Scales, & Other Assessment**

### **Grading and Reporting:**

At NHS, we believe that the purpose of grading and reporting grades is to communicate information about student progress toward mastery of learner outcomes.

Grading and reporting:

- helps students, parents/guardians and teachers understand what a student has learned,
- reflect the student's current status with regard to mastery of learner outcomes,
- demonstrate progress in each domain of learning, and provide feedback to improve student learning, and
- promote growth mindset and encourage students to learn through practice, making mistakes, and teacher feedback.

### **Criteria & Scales:**

At NHS, teachers use one consistent set of grading criteria, basing grades on 4 items: participation, coursework, work completion, and class engagement.

Teachers report summative mastery of learner outcomes (standards) based on a rubric reflecting progress toward mastery of skills.

Teachers report summative grades, the average of grades earned based on the above-mentioned grading criteria as a letter/percentage grade as posted on the student's Report Card.

(See policy section of the Student/Family Handbook).

### **Other Assessment:**

When learning in-person or remotely, 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). Results of standardized testing are provided to parents/guardians and placed in the student's permanent file. Students are assessed throughout

the school year using authentic assessment (e.g. curriculum based assessment, adaptive behavior observations, anecdotal records, projects, performances, and portfolios).

## **Honor Code**

When learning on campus or on-line, NHS believes that all people in the school community are to be trusted, good judgment is the rule rather than the exception, the honor code is fundamental to the success of the school and all associated with it, and communication and cooperation will prevail throughout the school community. NHS values respect, responsibility, and optimism. This honor code seeks to build a community in which people respect each other, are responsible for their actions, and are optimistic about the possibility of improvement in oneself, the school, and the community. In choosing NHS each member of the community agrees to support an environment of honor. All responsibility for expected behavior and adherence to school policies and procedures will be placed upon all individuals involved in the school. Persons not able to follow these policies or procedures will receive appropriate redirection.

## **Schedule Change Requests**

When learning on campus or on-line, if a parent/guardian believes that a particular core academic class (mathematics, reading, or writing) may be too difficult or too easy for the student, they may contact the teacher via email, leave a voicemail to request a return phone call, or request a meeting to discuss the matter. The teacher may request a class change for the student if deemed appropriate. If a parent/guardian would like to request another class change (social studies, elective, PE, and science), they may contact the teacher via email, leave a voicemail to request a return phone call, or request a meeting to discuss the matter. The teacher may request a schedule change for your child if deemed appropriate.

# **X. STUDENT EXPECTATIONS**

## **Acceptable Use of Technology**

When learning in-person or remotely, 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 in-person, students may participate in assemblies.

**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 in-person or remotely, NHS expects families to comply with the NHS Attendance Policy. (See policy section of the NHS Student/Family Handbook).

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

When learning in-person, students may transition from one part of campus to another.

**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 use and stay in the crosswalks on campus when transitioning between buildings.

## **Discipline**

When learning in-person or remotely, NHS expects students to comply with the NHS Discipline Policy. (See policy section of the NHS Student/Family Handbook).

## **Dress & Grooming**

When learning in-person or remotely, NHS expects students to comply with the NHS Dress & Grooming Policy. (See policy section of the NHS Student/Family Handbook).

## **Field Trips**

When learning in-person, students and teachers may take field trips. NHS expects student 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 in the vehicle, students will follow the driver's instructions.
- Upon arrival, students will sit quietly awaiting teacher instructions.
- Students will participate in activities, following all teacher instructions.
- During the return trip and upon return to school, students will again meet all expectations.

## **Classrooms**

### **GOAL:**

It is NHS's goal to create a safe classroom environment that is conducive to learning and where students will improve academic, study, social, emotional, and behavior skills.

When learning in-person, NHS requires students to demonstrate expected behaviors in the classroom.

### **Expected Behaviors in In-Person Classrooms:**

- dressing and grooming in accordance with the NHS Dress and Grooming Policy and Procedures: students must be clean and clothed,
- being on time and ready to learn in remote or in-person classes,
- participating in class discussions and/or activities,
- asking questions when needed,
- treating others with respect,
- responding to teacher when addressed,
- being polite and cooperative,
- following teacher and staff instructions,
- treating school property with respect and being responsible for replacing or repairing any property they damage,

- taking personal responsibility for focusing on the instruction and learning,
- trying at all times to do their best,
- advocating for themselves to the best of their ability, and
- supporting and celebrating the accomplishments of others and themselves.

When learning remotely, NHS requires students to demonstrate expected behaviors in the remote classroom.

#### Expected Behaviors in Remote Classrooms:

- dressing and grooming in accordance with the NHS Dress and Grooming Policy and Procedures in Zoom classrooms: students must be clean and clothed,
- being on time and ready to learn in Zoom classrooms: find a quiet and distraction free space, close other apps, no backgrounds or videos, use your own name, and join the meeting on time: turn on camera,
- using expected behaviors in Zoom classrooms: mute microphone if asked by a teacher to do so, turn on camera, raise hand on camera or use hand-raising feature on Zoom to talk, wait turn to talk, and respond to a teacher when addressed,
- using expected socially-based behaviors in Zoom classrooms: participate and engage in discussions or activities, ask questions verbally or in the chat, respond to a teacher when addressed, allow others to participate, be polite (say "hello", "please", and "thank you"), be cooperative, use expected body language/facial expressions/tone of voice, use school appropriate language on audio and in the chat, stay in the Zoom class from start to finish of the class, address teacher as "Mr.", "Mrs.", or "Ms." and their last name, and be respectful to others, and
- demonstrating a positive attitude and effort in Zoom classrooms: be positive, ask for help when needed, be kind, help others, work hard, and have fun.

## **Lunch Spaces**

When learning in-person, NHS requires students to demonstrate expected behaviors 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. Students will:

- treat others with dignity and respect,
- use quiet voices,

- keep hands, feet, and objects to themselves,
- stay in their seats and raise their hands to ask for help,
- will eat quietly and use good manners,
- clean up after themselves using appropriate trash and recycling containers, and
- line up quickly and quietly when asked.

## **Play Spaces**

When learning in-person, NHS requires students to demonstrate expected behaviors in play spaces.

### **GOAL:**

It is NHS's goal to create a play space where all students have fun, as well as feel secure and respected. Students will:

- play safely at all games and on all equipment,
- be respectful to others and follow teacher instructions,
- play SAFELY so no one will get hurt,

**OK: TAG, RACING, BASKETBALL**

**NOT OK: TACKLING, HITTING, SHOVING, KICKING**

- settle differences peacefully by using negotiations and fairness,
- play only in a designated play area and leave only when given permission,
- stop playing and line up quickly and quietly when asked,
- pick up litter, and
- notify staff and faculty immediately if unfamiliar animals or people enter the play area.

## **Restrooms**

When learning in-person, NHS requires students to demonstrate expected behaviors in restrooms.

### **GOAL:**

It is NHS's goal to create clean, safe, and orderly restrooms for students to use. Students will:

- treat others with respect and dignity,
- use the restroom before school and between classes, only one person in the restroom at a time,
- use the restroom facilities appropriately,
- leave urinal deodorizers alone,
- use an appropriate amount of toilet paper, put toilet paper into the toilet, and put all other products into the garbage container.
- FLUSH the toilet when finished,
- WASH hands with soap and water for at least 20 seconds, and

take their possessions upon leaving (e.g. P.E. clothes in P.E. bag and removed from the restroom).

## **Special Events**

When learning in-person, NHS requires students to demonstrate expected behaviors during special events.

### **GOAL:**

It is NHS's goal to create a fun, safe, supervised, and educational environment, which may include special events. Students will:

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

# **XI. EARTHQUAKE AND FIRE PROCEDURES**

## **Earthquakes**

When learning in-person, NHS expects students to follow these procedures during an earthquake:

### **Stay calm!**

#### **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.

### **In a Vehicle:**

- 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 in-person, 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. DESCRIPTION OF ACTIVITIES**

NHS believes that social activities are an important part of a student’s personal growth and development, and we encourage students to

participate in social activities. We believe that promoting social, emotional, and mental well-being is important.

When learning in-person, we offer a number of different social activities both during and after the school day.

When learning remotely, we offer some virtual clubs and 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. Homeroom representatives meet regularly with the officers to conduct business. The ASB sponsors a number of social activities such as ice cream socials, formal and informal dances, movie nights, game events, and activities designed to increase school spirit and pride such as assemblies and spirit week.

## **Field Trips**

When learning in-person, NHS teachers and students often attend 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 in-person, NHS offers 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, Performances, Carnival, and Senior Graduation.

## **Teams and Clubs**

When learning in-person, NHS offers several fun student clubs. Members of the faculty facilitate these activities. Examples include: archery, black watch, games & strategy, fencing, Minecraft, and snow clubs.

When learning remotely, the ASB and/or the school may sponsor virtual clubs designed to promote socialization.

## **XIII. MILITARY RECRUITERS**

When learning in-person or remotely, 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 (FERPA), 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 or adult student 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.

## **XIV. DANGEROUS WEAPONS PROHIBITED**

When learning in-person, NHS prohibits the possession of a dangerous weapon, including but not limited to a firearm on school facilities. 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 items that may be used in an activity during or after school that has been approved by the Administrator/CEO or Designee.

## **XV. SCHOOL POLICIES**

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

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

New Horizon School (NHS) recognizes the educational value of technology. The school encourages the responsible use of computers, computer networks, the Internet, and other electronic resources. The school also acknowledges that the Internet is an unregulated, worldwide vehicle for communication, with information available to staff and students. It is impossible for the school to control the Internet; however, the school controls access to its Internet. It is the policy of the New Horizon School Board of Directors to govern the voluntary use of its computers, computer networks, the Internet, and other electronic resources. It also the policy of

the Board of Directors to provide guidance to individuals accessing these resources on NHS-owned equipment. The Board of Directors authorizes the NHS Administrator/CEO or Designee to establish procedures related to the use of technology.

## **II. Procedures:**

### NHS Rights and Responsibilities:

NHS strives to maintain a learning environment that promotes ethical and responsible conduct in all online network activities by students and staff. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and procedures that govern the use of NHS's technology. The school recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, the school retains the following rights and responsibilities to:

- log network use and monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments,
- remove a user account on the network,
- monitor the use of online activities, which may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review,
- provide internal and external controls which include the right to determine who will have access to NHS-owned equipment and to exclude those who do not abide by the NHS's acceptable use policy,
- restrict online destinations through software or other means,
- provide guidelines and make reasonable efforts to train staff and students in acceptable use of technology, and/or
- apply fines for any damage to NHS equipment and/or network.

### Teacher/Staff Responsibilities:

Teachers/staff who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall:

- make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission of NHS, and
- make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### User Responsibilities:

Access to technology provided by NHS is a privilege that offers information and resources. This resource is offered to staff, students, and other authorized users. In order to maintain the privilege, users agree to comply with all of the provisions of these procedures.

### Expected Use:

All use of NHS technology, including access to the Internet, must be in support of the school's mission. As such, the following are considered to be expected uses of NHS technology:

- use acceptable and appropriate language in electronic communication,
- network accounts may only be used by the authorized owner of the account and for the authorized purpose, and
- exhibit exemplary behavior on the network as a representative of the school community.

The school will make determinations on whether specific uses of the network are acceptable.

### Unexpected Use:

All use of NHS technology, including access to the Internet, must be in support of the school's mission. As such, the following are considered to be unexpected uses of technology:

- giving out personal information, including home address or phone number,
- using the network for commercial or for-profit purposes,
- using the network for personal business,
- using the network for product advertisement or political lobbying,
- intentionally seeking information on, obtaining copies of, or modifying files, data, or passwords belonging to other network users,
- misrepresenting other users on the network,
- disrupting others' use of the network,
- destroying, modifying, or abusing hardware and/or software,
- harassing other users,
- infiltrating a computer or computing system and/or damaging the software components of a computer or computing system,
- using hate language, harassing, cyberbullying, making discriminatory remarks,

- installing software, including shareware and freeware, without authorization,
- accessing or processing pornographic material, as determined by the system or building administrators,
- accessing or processing files dangerous to the integrity of the network, as determined by the system or building administrators,
- downloading entertainment software or other files not related to the mission of the school, including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the mission of the school.
- downloading, copying, otherwise duplicating, and/or distributing copyrighted materials,
- using the network for any unlawful purpose,
- using hate speech targeting groups based on race, ethnicity, gender, gender identity, sexual orientation, religious affiliation, or any other protected groups,
- using profanity or any other symbols or language that others may find offensive,
- gaming,
- watching videos unless specifically authorized by a teacher for an educational purpose, and/or
- live communications, including voice and/or video, unless specifically authorized by the system and building administrators.

The school will make determinations on whether specific uses of the network are unexpected.

Disclaimer:

- NHS is not responsible for information that is retrieved via the Internet.
- There are no facilities provided by NHS's networks for sending or receiving private or confidential electronic communications. NHS system and building administrators have access to all electronic communications and will monitor them.
- Messages in support of illegal activities will be reported to the appropriate authorities.
- NHS is not responsible for any damages a user may suffer, including loss of data resulting from the user's negligence, errors, or omissions.
- NHS makes no warranties with respect to:
  - the content of any advice or information received by a user, or

- any costs or charges incurred as a result of seeing or accepting any information; or
- any costs, liability, or damages caused by the way the user chooses to use their access to the network.

If a student's use of NHS's equipment or network threatens the health or safety of the student or any other person, or create distractions and/or disruptions, then the NHS Discipline Policy will be applied.

## **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/CEO or 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
- 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. 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 also 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 demonstrate expected behaviors while on campus or 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.

# **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. This 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 an 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, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- Family emergency including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, court-ordered activity, or jury service;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities;
- Absence directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member;
- Absences due to suspensions, expulsions or emergency expulsions imposed if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- Absences due to an approved activity that is consistent with district policy and is mutually agreed upon by the Administrator/CEO or Designee and a parent, guardian, or emancipated youth; and
- Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

In the event of emergency school closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when NHS provides synchronous and asynchronous instruction, absences due to the following reasons shall be excused:

- Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
- Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

NHS may define additional categories or criteria for excused absences. The NHS Administrator/CEO or Designee has the authority to determine if an absence meets the criteria listed above.

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. The Administrator/CEO or Designee has the right to refuse the 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/CEO or 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, the parent/guardian does not follow the attendance procedure, and the absence does not meet the criteria of an excused absence as listed above.

*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.

**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 In-Person****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. Please follow the guidelines below, when learning in-person:

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. Office personnel will notify teachers that the student has checked in through the Main Office, and the student's prior absence will be marked 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.

**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. Office personnel will notify teachers of the student's arrival on campus.

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

1. Teachers will notify subsequent teacher if student will be arriving tardy for good cause.
2. Students who are late to class without their previous teacher having notified the subsequent teacher will be marked unexcused tardy.

***Parents/guardians and adult students 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 Office Personnel and the teacher. To clear an absence, please follow the guidelines below when learning remotely:

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

AND

2. The prior absence will be marked excused, and teachers will track monitor and record attendance throughout the day.

***Early Dismissals***

1. Parent/guardian will email Office Personnel and 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 class due to pre-planned reasons (e.g. medical/dental appointments, etc.). Please follow the guidelines below:

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

**Tardies**

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

1. If a student arrives to class tardy, parents/guardians must email Office Personnel and the teacher justifying the student's tardiness when learning remotely.
2. Teachers will track and monitor 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 subsequent teacher of the next class indicating the reason.
2. Students who are late to class without an email sent by their previous teacher will be given an unexcused tardy.

**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 or adult students may appeal to the NHS Attendance Board of Appeals any decision to fail a student 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/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 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/CEO or Designee for the final action who will then notify the parent/guardian and student of the final action in writing.

## **Cell Phone & Other Electronic Devices Policy**

### **I. Policy:**

New Horizon School (NHS) acknowledges that our current society revolves around technology and that the need to teach and learn digital citizenship increases every year. The school strives to be student centered, keep students safe, value student empowerment, protect individual freedoms, and optimize the learning environment. The school also recognizes that cell phones and other electronic devices contribute to overall screen time, create opportunities for unexpected use, can be distracting to the user, and can be distracting and/or disruptive to teaching and learning. Therefore, the school supports student use of cell phones and other electronic devices in a manner that provides educational benefit while reducing distractions and negative impacts. The New Horizon School Board of Directors authorizes the NHS Administrator/CEO or Designee to establish and implement procedures related to student use of cell phones and other electronic devices in the learning environment.

### **II. Procedures:**

Students may only use their personal cell phones and other electronic devices in accordance with NHS policy and procedures.

Expected student use of personal cell phones or other electronic devices:

- During class time, transitions, or 15 minutes before/after school, a student may use their personal cell phone or other electronic devices

for a NHS related educational purpose or another use authorized specifically by a teacher or staff.

Unexpected student use of personal cell phones or other electronic devices:

- During class time, transitions, or 15 minutes before/after school, students may not browse the Internet, game, watch videos, view or post on social media, complete personal (non-NHS related tasks), or conduct any illegal activity. Student use of their personal cell phone or other electronic devices must not distract or disrupt teaching or learning.

Expectations for cell phones and other electronic devices:

- Set cell phone or other electronic device on silent (no ring, no vibrate).
- Keep cell phone or other electronic device visible (on desk, not under desk).

If a student's use their personal cell phone and/or other electronic device in an unexpected manner, then the NHS Discipline Policy will be applied.

## **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, the NHS 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,
- follow the NHS Discipline Policy & Procedures, and
- listen to teacher or staff instructions.

## **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**

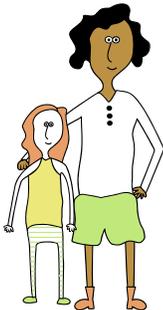
### **I. Policy:**

It is the policy of New Horizon School (NHS) that students will exercise respect for themselves and others. Demonstration of affection between students is unexpected behavior within the learning environment. It causes embarrassment among students, staff, faculty, parents/guardians, and guests. This policy applies to students on campus, before, during, and after school. It also applies to students at all school-related activities. The NHS Board of Directors authorizes the NHS Administrator/CEO or Designee to develop procedures to enforce this policy.

### **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 unexpected by teacher or staff.

Hand holding between students is permitted.

### **III. Procedures:**

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

## **Discipline Policy**

### **I. Policy:**

New Horizon School (NHS) believes that interactions between staff and students should be positive and reinforce appropriate behaviors. Additionally, the school believes that staff and parents/guardians share the responsibility for encouraging appropriate behavior. The New Horizon School Board of Directors authorizes the NHS Administrator/CEO or Designee to establish and implement discipline procedures to support this policy.

### **II. Procedures:**

NHS teachers and staff use a continuum of positive behavioral interventions, strategies, and supports to explicitly teach, encourage, and reinforce appropriate behaviors conducive to the learning environment. Staff will intervene early and start the discipline process at the lowest possible level to change the student's behavior and minimize loss of instructional time. Additionally, staff shall consider all available alternatives, focusing first on family and school-based resources, when teaching school behavior expectations and responding to unexpected behavior. Staff investigating student misconduct will not discriminate against students on the basis of race, color, national origin, gender, gender identity, religion, disability, sexual orientation, or other protected classes as defined in NHS's Non-Discrimination Policy.

Certain behaviors are prohibited by NHS and at school-sponsored activities. School behavior expectations apply to students whenever they are in the learning environment.

#### **Examples of Expected Behaviors:**

- dressing and grooming in accordance with NHS Dress & Grooming Policy and Procedures,
- attending remote or in-person classes,
- being on time and ready to learn in remote or in-person classes,
- participating and engaging in class discussions and/or activities,

- asking questions when needed,
- treating others with respect,
- responding to teacher when addressed,
- being polite and cooperative,
- following teacher and staff instructions,
- treating school property with respect and taking responsibility for replacing or repairing any property they may damage,
- taking personal responsibility for focusing on the instruction and learning,
- trying at all times to do their best,
- advocating for themselves to the best of their ability, and
- supporting and celebrating the accomplishments of others and themselves.

### Examples of Unexpected Behaviors

Including, but not limited to:

Level 1:

- not dressing and grooming in accordance with NHS Dress & Grooming Policy and Procedures,
- not attending remote or in-person classes in accordance with NHS Attendance Policy and Procedures,
- not using their personal cell phone or other electronic device in accordance with NHS Cell Phone and Other Electronic Device Policy and Procedures, and/or.
- not using NHS's technology in accordance with the NHS Acceptable Use of Technology Policy and Procedures.

Level 2:

- refusing to follow directions,
- plagiarizing, cheating, or lying,
- engaging in verbal dispute or arguing,
- behavior that creates a safety hazard,
- being disrespectful toward others, and/or
- disrupting teaching or learning.

Level 3:

- violation of NHS Demonstration of Affection Policy,
- stealing or possession of stolen property,
- tampering with fire safety devices or making a false emergency alarm,
- using or depicting hate speech targeting groups based on race, ethnicity, gender, gender identity, sexual orientation, religious affiliation, or any other protected groups,

- using profanity or any other symbols or language that others may find offensive,
- stealing from others,
- damaging property,
- threatening others,
- harassing, intimidating, or bullying other people,
- fighting of any kind, physical altercation, or physical intimidation,
- leaving campus without permission,
- sexual activity or sexual assault,
- possession, display, or distribution of pornography,
- coming to school under the influence of non-prescribed controlled substances,
- purchase, sale, or possession of illegal substance at school or during a school related activity,
- using or having tobacco, alcohol, drugs, or tobacco/drug paraphernalia at school or during a school related activity,
- bringing a dangerous weapon to school, including:
  - look-alike (“toy”) weapons that may resemble a dangerous weapon, may not be designed to be used to cause serious bodily injury, but may cause distraction or disruption,
  - items purported to be weapons, and/or
  - items that may induce fear, and/or items that would be reasonably perceived to be weapons.
- belonging to a gang or being involved in gang activity,
- conducting any illegal activity, and/or
- commission or conviction of a felony.

### Discipline Levels & Interventions:

NHS implements a range of interventions to support student behavior, including but not limited to:

- Level 1: Redirection by teacher, conference(s),
- Level 2: Redirection by Department Head or Administrator, time-outs, isolated break or lunch, exclusion from extra-curricular clubs or activities, and
- Level 3: In-house suspension, out-of-school suspension, or expulsion, referral to CPS, APS, and/or appropriate law enforcement agency if required.

The NHS Administrator/CEO or Designee reserves the right to expel a student if deemed necessary to ensure the safety of the school.

Prior to suspension or expulsion, school staff will consider:

- the nature of the prohibited behavior,
- a student's age, health, and disability,
- cultural or linguistic factors that may have played a role in the unexpected behavior,
- appropriateness of a student's academic placement,
- a student's prior behavior and/or record of discipline,
- support systems available to the student,
- a student's willingness to repair the harm,
- impact of the incident on overall school community,
- availability of prevention and intervention programs designed to address student unexpected behavior, and/or
- whether or not the student voluntarily disclosed their unexpected behavior.

When an out-of-school suspension is imposed, school staff will take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting so that the loss of instructional time is minimized.

When an expulsion is imposed, school staff will first take steps to verify that the student's conduct posed a threat to the health and safety of others, that other strategies to change the student's conduct were ineffective, and that expulsion conforms to school policies, procedures, and Washington State law.

### **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 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 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, who will then notify the parent/guardian and student of the final decision in writing. 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.

## **Dress & Grooming Policy**

### **I. Policy:**

New Horizon School (NHS) believes that the responsibility for the dress and grooming of a student rests primarily with the student and their parents/guardians. The school acknowledges that expected dress and grooming helps students focus on learning. The school also has a responsibility to protect all students from implicit or explicit bias, be gender neutral, and be free from stereotypes. Therefore, the New Horizon School Board of Directors authorizes the Administrator/CEO or Designee to establish and implement procedures related to student dress and grooming.

### **II. Procedures:**

Students must dress and groom in accordance with the NHS Dress & Grooming Policy and Procedures.

#### **Expected Dress & Grooming:**

- Students must be clean.
- Students must wear clean clothing.
- Students must wear well-fitting shoes.
- Clothing must have fabric in covering the front, sides, and back.
- Clothing must cover undergarments.
- Fabric covering all private parts must be opaque.
- Clothing must be applicable for all scheduled classroom activities including physical education, science labs, art, and other activities where unique hazards exist.
- Specialized courses or clubs may require specialized attire, such as PE class, club gear, or safety gear.

#### **Unexpected Dress & Grooming:**

- Students may not attend school if not dressed or groomed in accordance with this policy.
- Students may not wear stiletto heels, wear spaghetti straps, or have midriffs showing. Clothing covering front, back, and sides must not be see-through fabric.

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, sexual acts, or any illegal activity.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, gender identity, sexual orientation, religious affiliation, or any other protected groups.
- Clothing may not use profanity or any other symbols or language that others may find offensive.
- Clothing must not threaten the health or safety of the student or any other person or create distractions/disruptions in the learning environment.

If a student's attire or grooming threatens the health or safety of the student or any other person, or creates distractions/disruptions, then the NHS Discipline Policy will be applied.

## **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/CEO or 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. 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.

## **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/CEO or Designee to establish procedures to implement 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/CEO or Designee is responsible for oversight of all NHS sponsored field trips.

The Administrator/CEO or Designee shall approve field trips which enhance the educational program and which he/she deems present an acceptable level of risk. The Administrator/CEO or 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/CEO or 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/CEO or 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/CEO or 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, consistent with the mission and curricular goals of the school.
- The field trip is not approved until the Administrator/CEO or 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/CEO or 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/CEO or 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 NHS 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/CEO or 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.

### **II. Procedures:**

Financial aid grants are to be paid out of monies set aside for that purpose by the NHS Board of Directors 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. 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,  
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, Reporting & Graduation Requirements Policy**

### **I. Policy:**

New Horizon School (NHS) believes that the purpose of grading and reporting is to communicate information about student progress toward mastery of learner outcomes. Grading at NHS is part of a comprehensive and balanced assessment system. Reporting grades helps students, parents/guardians, and teachers understand what a student has learned. In addition, grades reflect the student's current status with regard to mastery of learner outcomes in the curriculum. Grades report achievement in each specific domain of learning with fidelity and separately from other factors such as social/emotional/behavior skills. Grades support valid conclusions about student learning outcomes and are used to rate and interpret a student's current achievement equitably and without bias. Finally, grades provide feedback to improve student learning. The New Horizon School Board of Directors authorizes the NHS Administrator/CEO or Designee to develop grading and reporting procedures that support this policy.

### **II. Procedures:**

The NHS Administrator and teachers:

- establish learner outcomes (standards) in each larger learning domain,
- post learner outcomes (standards) in a course syllabus for each course on the school's Learning Management System (LMS),
- post weekly learning targets specific to learner outcomes (standards) for each class on the school's LMS,
- develop appropriate instruction to align with and support student mastery of learner outcomes (standards) for each course,
- provide students with opportunities to learn and feedback on learning,
- develop appropriate assessments to align with and measure student mastery of learner outcomes (standards) for each course,

- implement one consistent grading system from teacher to teacher, from course to course, from level to level, and from learning domain to learning domain,
- post the school’s consistent grading system for each class in each course syllabus and on the school’s LMS,
- report achievement that reflects only the individual student’s current status on achieving learner outcomes (standards) within each larger learning domain,
- promote growth mindset and encourage students to learn through practice, making mistakes, and teacher feedback,
- support the connection between means of learning and outcomes,
- value knowledge and skills, support hope, encourage “grit”, and promote intrinsic motivation, and
- promote critical thinking, deeper learning, problem solving, and student self-assessment.

**Grading Criteria:**

At NHS, grades are based on 4 criteria, as posted on the LMS for each class:

- Discussion/Participation (30%) – grade based on discussion questions
- Coursework (30%) – grade based on assignments
- Work Completion (20%) – grade based on record of completion of assignments
- Class Engagement (20%) – grade based on attending class

**Grading Scales:**

**Reporting Mastery of Learner Outcomes (Standards):**

NHS reports summative mastery of progress toward learner outcomes (standards) the following rubric as posted on the student’s Report Card and as demonstrated in the table below.

<b>Learner Outcomes (Standards) Rubric</b>		
		The student is able to...
S	Synthesis	Synthesize and transfer knowledge/skill from one context to another independently
AP	Application	Apply knowledge and/or skill consistently and independently
K	Knowledge	Apply knowledge/skill independently with a minimum of 80% mastery
D	Developing	Apply knowledge/skill with teacher assistance
E	Emerging	Apply knowledge/skill at an emerging level; knowledge/skill is being introduced and emerging with teacher guidance

## Reporting Summative Grades:

NHS reports summative grades, the average of grades earned based on the above-mentioned grading criteria as a letter/percentage grade as posted on the student's Report Card and demonstrated in the table below.

Summative Grades											
Grades based on letter/percentage rating:						Grades based on 4.0 rating:					
A	=	94-100	C	=	74-76	A	=	4.0	C	=	2.0
A-	=	90-93	C-	=	74-76	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-	=	1.3
C+	=	77-79	F	=	0-59	C+	=	2.3	F	=	0.0

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

## 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>	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>
<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 <ul style="list-style-type: none"> <li>2 credits in World Language may be a Personalized Pathway Requirement *</li> </ul>	2 <ul style="list-style-type: none"> <li>2 credits in World Language may be a Personalized Pathway Requirement *</li> </ul>
<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> <li>1 credit in the Arts may be a Personalized Pathway Requirement **</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> <li>1 credit in the Arts may be a Personalized Pathway Requirement **</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

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

\*2 credits in World Language may be a Personalized Pathway Requirement

\*\*1 credit in the Arts may be a Personalized Pathway Requirement

## **High School Diploma:**

The Washington State High School Diploma is comprised of three components:

1. The High School and Beyond Plan (HSBP),
2. Credit and subject area requirements, and
3. Graduation pathway options.

All NHS students in Grades 7 and up complete a High School and Beyond Plan (HSBP) each year. All high school students work toward completing graduation credit and subject area requirements each year. All NHS high school students select a Personalized Graduation Pathway that is connected to individual post-high school goals.

### ***Personalized Pathway Requirement:***

The Personalized Pathway Requirement is a sequence of related NHS courses that lead to a specific post high school career or educational outcome chosen by the student based on individual interests, their High School and Beyond Plan (HSBP), and their Culminating Project. The Personalized Pathway Requirement may include Career and Technical Education (CTE), and is intended to provide a focus for the student's learning. A student may meet the CTE graduation pathway option by completing a sequence of approved CTE courses at NHS, which:

- may lead to a state or nationally recognized certificate or credential,
- is comprised of a sequenced progression of multiple courses that are technically intensive and rigorous, and
- may lead to workforce entry, a state or nationally approved apprenticeship, or postsecondary education in a related field.

### ***Culminating Projects Requirement:***

New Horizon School (NHS) requires all students to complete an individualized culminating project, beginning in Gr. 4. The project is a NHS senior graduation requirement and aligns with the required High School and Beyond Plan (HSBP) and the required Personalized Pathway.

The freshman project is a required step toward the sophomore project, 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 participates 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 determine whether a project meets requirements, and NHS teachers assign a final grade. NHS will not promote freshmen and sophomores who do not pass this requirement. NHS will not promote juniors who do not pass this requirement. 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 discrimination based on sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

NHS prohibits all forms of harassment, intimidation, and/or bullying based on sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability or any other reason.

It shall be a violation of this school policy for any student, teacher, administrator, or other school personnel at NHS to harass, intimidate, and/or bully any other individual or any other reason based on sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or for any other reason.

It shall also be a violation of this school policy for any teacher, administrator, or other school personnel of NHS to tolerate harassment, intimidation, or bullying based on sex, race, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or for any other reason, by a student, teacher, the 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 promptly to investigate all formal or informal complaints of harassment, intimidation, and bullying and 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.

The New Horizon School Board of Directors authorizes the NHS Administrator/CEO or Designee to develop procedures that support enforcement of this policy.

## **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, who 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 to 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 New Horizon School Board of Directors authorizes the Administrator/CEO or Designee to establish safety and health procedures to fulfill these goals.

### **II. Procedures:**

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

- Identifying safety and health risks.
- Prioritizing control and elimination of such risks.
- Controlling and reducing exposure to all known or suspected safety and health risks.
- Closing campus or limiting the number of people on campus if deemed necessary to control or eliminate safety and health risks.
- Implementing any safety and health guidelines required by law and/or public health agencies.
- Establishing and maintaining programs to communicate safety and health information with students, visitors, and employees.
- Voicing school positions on safety and health concerns as they affect the school and its students and employees.
- Planning, designing, and constructing any new school facilities to provide the safest and most healthful work environment possible.
- 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.

## **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(s) 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 NHS 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, who will notify the parents/guardians or adult student of the final decision in writing. 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.

## **Medication Policy**

### **I. Policy:**

It is the policy of the New Horizon School (NHS) Board of Directors that a staff or faculty member will administer all oral medication to students. The NHS Board of Directors authorizes the NHS Administrator/CEO to develop procedures to support this policy.

### **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 or dispensed 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. All medications must be listed 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 (NHS) to provide the safest possible environment for its students and employees. To accomplish this, the NHS Board of Directors authorizes the NHS Administrator/CEO or Designee to develop and implement procedures that enforce prohibiting the use of all tobacco and nicotine products on campus and during all school related activities.

### **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. 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 or 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 remove the publication.

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

### **I. Policy:**

In accordance with the New Horizon School (NHS) Bylaws, the NHS Board of Directors approves and reviews policy, which is disseminated to the school's constituents regularly, as applicable. The NHS Board of Directors authorizes the NHS Administrator/CEO to develop procedures to support this policy.

## **II. Procedures:**

- Proposed policy may be provided to the Board President and reviewed by the NHS Board at regularly scheduled meetings.
- Policy decisions will be recorded in minutes of regularly scheduled meetings of the NHS Board.

Approved school policy will be disseminated to staff and faculty, parents/guardians, and students at least annually in published handbooks, as applicable.

Other school policies are available for review upon request.

## **Search & Seizure Policy**

### **I. Policy:**

It is the policy of New Horizon School (NHS) to create a safe environment both in the classroom, on school grounds, and at school-related activities. If the Administrator/CEO or Designee receives information that causes them to be concerned about the safety of the school, they will take measures to ensure safety. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop procedures to enforce this policy.

### **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. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop and implement security procedures to ensure security.

## **II. Procedures:**

The Administrator/CEO or Designee will implement the following 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 request and receive prior permission, 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.

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 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. The NHS Board of Directors authorizes the Administrator/CEO or Designee to establish procedures to support this policy.

## **II. Procedures:**

- The school 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.
- The school 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 or adult student as provided by the Family Educational Rights and Privacy Act (FERPA) of 1974.

## **II. Procedures:**

Parents/guardians, adult students, or alumni may request access to inspect and review education records by contacting the Administrator/CEO or Designee. The school will not permit the release of student information without the written consent. The school will inform parents/guardians, adult students, or alumni regarding the information request.

# **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:**

New Horizon School (NHS) believes that asthma is to be taken seriously and 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. The NHS Board of Directors authorizes the Administrator/CEO or Designee to establish procedures to support this policy.

## **III. Procedures:**

- 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 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;
  - 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;

- 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
  - 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.
- 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.
  - Parents/guardians will provide backup medication to be kept at school in a location easily accessible in the event of an asthma or anaphylaxis emergency.
  - 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:**

New Horizon School (NHS) believes that students must be transported both ways for off-campus events in a safe and healthy manner. The NHS Board of Directors authorizes the Administrator/CEO or Designee to develop procedures to implement this policy.

### **II. Procedures:**

It is the preference of NHS to transport students by bus or school vans. If a situation warrants, the Administrator/CEO or 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/CEO or 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/CEO or Designee.

- NHS will not allow students to drive other students to school activities.

The Administrator/CEO or Designee may cancel any off-campus event for which they deem transportation arrangements to be unsafe or unhealthy.

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

### **I. Policy:**

New Horizon School (NHS) encourages visitors/volunteers on campus and/or at school related activities as an invaluable resource to our school community. The school recognizes the importance of the school's partnerships with parents/guardians in fostering students' educational progress. 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/CEO or Designee to establish procedures to ensure positive experiences for volunteers and visitors and in order to effectively screen, manage, and supervise volunteers and visitors at the school.

### **II. Background:**

Visits on campus can facilitate communication among parents/guardians, board, staff, and other members of the school community. The preservation of the instructional process and the welfare of students and staff are the school's main concern and responsibility. This policy was established 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, or observe any school-related activity must request and receive permission from the Administrator/CEO or Designee and schedule an appointment in advance of the visit or observation.
- Any other visitor wishing to visit the campus, observe in a classroom, or observe any school related activity must request and receive permission from the Administrator/CEO or 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/CEO or 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, in specified locations, and 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/CEO or Designee; and
  - talk to a member of the staff for a final solution to any problem that arises.
  
- The Administrator/CEO or Designee may terminate volunteer services for various reasons, including but not limited to:
  - completion of program/duties,
  - resignation of volunteer,
  - replacement of volunteer by a paid employee, and/or
  - circumstances that, in the judgment of the Administrator/CEO or Designee, necessitate the termination of the volunteer's services.

**While learning in-person,** all visitors and volunteers who have obtained permission from the Administrator/CEO or 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/CEO or Designee of their arrival,
- 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), and
- return the Visitor's Badge to the office.

**While learning remotely,**

- all visitors and volunteers who have obtained permission from the Administrator/CEO or Designee shall check in and check out with the teacher, and
- the teacher will maintain a record of the presence of the visitor or volunteer in remote classes.

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

(Parent(s)/guardian(s), please read with your student, and sign below to acknowledge receipt and agreement).

We understand that a copy of the NHS Student/Family Handbook is available on the New Horizon School website for my review. <https://www.new-horizon-school.org/back-school-information/>

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, Acceptable Use of Technology, Cell Phone & Other Electronic Devices, Dress & Grooming, Honor Code, Attendance, Adult Behavior, and Visitors & Volunteers.

We recognize that NHS governs the conduct of the student when learning in-person, learning remotely, and participating in any school-related activity (whether on or off campus).

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

We further acknowledge that NHS has reminded us of its Health & Safety Policy and Procedures related to COVID-19, and we understand that it is our responsibility to be familiar with and abide by them. We also understand that COVID-19 procedures may change should there be an outbreak or an increase in the number of cases, and that we will be notified of any such change. 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