

**NEW HORIZON  
SCHOOL**

**STUDENT/PARENT  
HANDBOOK**

**NEW HORIZON SCHOOL**  
**Student / Parent Handbook**

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## **POLICY REGARDING ATTENDANCE, GRADING & SCHEDULES**

**The single greatest cause for failing classes is poor attendance. If a student is to receive maximum value from his/her education, good attendance is a necessity.**

Students are expected to attend classes regularly. State law requires that the school keep an accurate record of each student's attendance. When a student is absent:

1. The parent/guardian **must** call 707-579-3723 or email: [office@newhorizonschool.info](mailto:office@newhorizonschool.info) and leave a message at school **each morning of** absence unless the exact number of days of absence is known ahead of time. This can serve as a note of absence if reason for absence is given. Notes may also be sent, but we request a call so we don't worry about the whereabouts of any students.
2. Tardies and early releases are discouraged unless necessary for medical reasons, family emergencies or religious reasons. Students who leave campus during the school day are required to check out with the attendance clerk (Laurie) as well as sign the check-in/out book.
3. **If a student misses 10 classes in any course per quarter, he/she will lose 1.0 credit. Three tardies = one class absence.** Credits are not lost for absences that occur for the following reasons: verified medical absences, religious observances not included in school calendar, required court appearances, or school activities such as field trips. Work is to be made up within agreed upon time.

Grades are based on the student's attendance, participation, and effort in relationship to ability, IEP goals, test scores, daily work, and completion of other course requirements. Grades are sent out quarterly and listed quarterly on transcripts.

### ***Cheating & Plagiarism***

Cheating & Plagiarism are unethical and unacceptable. Students will receive a zero on tests and/or assignments for having knowingly cheated or plagiarized.

**According to the Merriam-Webster Online Dictionary**, to plagiarize means to steal and pass off (the ideas or words of another) as one's own, to use (another's production) without crediting the source, to commit literary theft, to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

**But can words and ideas really be stolen?** According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

**All of the following are considered plagiarism:**

- 1) turning in someone else's work as your own
- 2) copying words or ideas from someone else without giving credit
- 3) failing to put a quotation in quotation marks
- 4) giving incorrect information about the source of a quotation
- 5) changing words but copying the sentence structure of a source without giving credit
- 6) copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see 'fair use' rules).

***Grade of "incomplete"***

Students receiving an incomplete for any course will have one week to make up and turn in to teacher any outstanding work. If the coursework is not complete by that time, the grade automatically becomes an "F" and no credits are given for the course in that semester. Medically based incompletes may be granted a longer period for coursework completion. This is determined on an individual basis.

***Independent Study***

Student may earn credit for independent study work agreed upon and developed by teacher. Proof of completion in a reasonable agreed upon time is needed to earn credits.

***Classes & Schedules***

Student's class schedules are based on grade level, state requirements, IEP goals, time of attendance, class size and other considerations. Schedules may sometimes contain errors, and students are encouraged to write M a memo and meet with her to change classes when appropriate.

**GENERAL INFORMATION**

***Lost And Found***

Please label your stuff (clothes, electronics, backpack, lunches). All lost & found items should be turned in to a teacher or to the front desk. Found items should be turned in to teachers or office (Laurie). NHS is *not* responsible for lost/stolen articles. **Use your lockers!**

### ***Lockers***

Each student will be issued a locker in which school books, backpacks and other school items may be kept. Cost for locker replacement is \$15. Please use your lockers and clear them out at least weekly. NHS reserves the right to inspect lockers. Lockers belong to the school and may be opened for valid cause at any time by the administration.

The person to whom the locker is assigned will be held responsible for any contraband items found in the locker. Lockers should always be locked when not in use. **Students should bring valuables home daily.** New Horizon School is not responsible for the loss of such items (i.e., books ipods, or any other item.) See Appendix B for Locker Use Rules.

### ***Backpacks***

**Backpacks are to be kept in student lockers. Safety from tripping and loss of expensive personal items are the reasons for this rule.**

### ***Textbooks/School Owned Material***

Please turn in texts no longer in use to the teacher who gave them to you. If you lose, destroy or otherwise ruin a book, you have to pay replacement costs for a new one.

### ***Lost Books and Unpaid Fees***

Students, not their teachers, are responsible for returning textbooks to the school. Books should be turned in to teacher or to the office (Laurie). Student records cannot be processed; transcripts, diplomas and some school privileges will be withheld for those with outstanding books and fees. Students must pay for lost books.

### ***Cell phones/Communications Devices/School Phones***

***Cell phones, including texting, may be used at lunch and before & after school. All calls are to be received and sent outside the building. Otherwise, cell phones/communication devices must be in lockers or backpacks during the school day. They can be turned in to Laurie at the beginning of the day if not taken at the lunch break for use.***

**Loss of the cell phone for a week (7 days) is the consequence** for not following this rule, particularly if used for any purpose during class time. Students can use the telephones provided in the foyer after asking permission from a teacher or Laurie. Such calls should take place before school, during break, during lunch, and after school—not during class time.

### ***Personal or School Computer Use***

Personal computers will be used only in classes with teacher permission. Students will turn computers in to Laurie, Ms. G or keep them in their lockers during the rest of the

school day. If you have permission to use your personal computer during directed study, you must have a note from your core class teacher to do so. Use is limited to school related activities. Students will lose privilege for a 7-day week if computer is confiscated for any inappropriate use.

**Note:** It is not legal to take pictures of others without their permission using cell phones, all communications devices or cameras.

### ***Ipods & Other Stuff Musical***

Use is allowed in class with teacher permission but never while a lesson is being taught. They may also be used during lunch. Volume needs to be controlled and not be heard through your headphones by others. Safety is an issue as high volume may cause permanent hearing loss. Ipods, etc., are to be kept in lockers when not in legal use; otherwise, loss is for a 7-day week if confiscated.

### ***Electronics/Games***

Not to be used during the school day unless they are part of a lesson provided by a teacher. They must be kept in lockers upon arrival at school and not removed until leaving at the end of the day. Loss is for a 7-day week if confiscated.

### ***Emergency Cards***

Emergency cards for all students must be on record from the time of enrollment. The information on this card must be kept current, as a student cannot be dismissed from school due to illness unless a parent/guardian or designated person is notified.

### ***Emergency Preparedness***

Information is updated annually and is available on the school website. Please be prepared by reading it.

### ***Visitors***

We may have scheduled visitors observe classes. These visitors may include prospective students, parents, school officials or specialists asked to observe. Friends of students are asked to refrain from visiting or being on campus.

### ***Change Of Address Or Phone Number***

Changes of address, home phone, cell phone, email, etc., must be reported to Laurie. **If you're funded by a school district, they require notification within 5 days (from the parent!)**

### ***Field Trip Notices***

Field trip notices are sent if the field trip is outside the Santa Rosa area (50-mile radius). Parents/guardians must sign these (in advance). Students need to return them to school by the date noted; otherwise, the student will attend regular classes at New Horizon that day. This includes students over 18 years of age! Students may not drive their own cars on field trips. Students are expected to prepare for trip the day prior, bringing required items the day of field trip. Arrive on time or early for planned departures or you will be left behind and expected to participate in classwork.

### ***Distribution of Printed Material***

The director reserves the right to refuse to post any article, poster or notice within the school environment. See Appendix D for detailed information.

### ***Medical and Eye Exams***

Please have annual exams by appropriate medical personnel.

### ***Medications***

Students taking prescriptions at school must have a note written by the doctor (not a copy) on file at school from the doctor prescribing the meds. Prescriptions must be turned in to the office unless other arrangements are made. Nonprescription meds (aspirin, etc.) may be brought by the student with parent/guardian or doctor permission and kept in locker or given to Laurie to hold. They are not to be shared with other students.

### ***Immunization***

Immunizations, by state law, must be up to date. Hepatitis vaccines are required when entering grade 7. New Horizon must have a copy of immunization records or a letter of refusal to immunize signed by parents on file in order for students to attend school.

### ***Access To Student Records***

Parents have a right to inspect and review all of their child's educational records, including transcripts, without unnecessary delay before any meeting about the student's IEP or before any due process hearing. The school must provide parent access to records/transcripts and copies if requested within five days after the request has been made orally or in writing. (Transcripts are updated twice a year at the semester.)

### ***Work/WorkAbility I Program***

Work permits are available from Laurie and M. Students are encouraged to seek part-time employment. Generally, students are asked to work no more than 10-15 hours per week.

## ***Community Service Hours***

New Horizon students are required to participate in a community service program. **Students are required to do 10 hours of community service at school and 10 hours in the community each year.** Community service hours completed in the community may involve work for non-profit groups, environmental causes/cleanups, work at shelters, hospitals, food banks etc. High school credit cannot be earned for hours served, nor are they paid for through the WorkAbility program or any other type of funding. Ask Marianne for details. If you are unsure whether the work you want to do would be considered community service, please ask M.

## ***Fundraising***

Students and parents are required to be involved in organizing and participating in at least one fundraiser each school year.

## **LUNCH**

Students are asked to bring healthy lunches and snacks to school daily. A microwave, toaster and small fridge are available for use.

***Off-Campus Lunch Privileges--This is a privilege, not a right!***

To be eligible for lunch privileges:

1. A student must be in 9<sup>th</sup>–12<sup>th</sup> grade & 14 years or older with written permission from parents & staff.
2. Students must be in good standing academically and behaviorally and follow school rules to maintain off-campus privileges.

We ask that students go off in pairs or groups for safety reasons. ***The mall is off limits!*** Students will sign in and out for lunch. Students may use their vehicle with parent permission only. They cannot transport other students in their vehicles during school/lunch time. Students will have eaten and be ready for class on time.

## **TRANSPORTATION**

1. If driving to school, students may want to buy monthly parking passes from the city.
2. Students may travel in another student's car when both students are leaving school for the day or are commuting to school in the morning together. Both students (driver and passenger) must turn in written permission slips from parents/guardians in order to have this privilege. Parents are responsible to check with the driver to assure they have auto insurance.

3. In order to assure safety of our students, parents must notify the school about those individuals who may or may not pick up their student from school. If a parent is denied the right to be in contact with their child due to court order, New Horizon School must have legal notice of the order.

### ***District Funded Transportation***

School bus service is provided to funded students as written in individual IEP's. School bus information may be obtained by calling the special education department of your school district office. Parents/students are expected to call their district transportation service to cancel the bus on days of absence.

### ***School Van, Rented Vans, Parent or Teacher's Cars***

The School van and rented vans may be used for field trip transportation. The following are rules for bus/vans and teacher/parent cars:

1. Every passenger must follow the instructions of the driver without comment or hesitation, unless that instruction would put students in danger.
2. Courtesy and consideration for others are required.
3. Enter and exit the vehicle in an orderly fashion, and *remain seated* until the exit point. Seat belts must be worn at all times while riding in any vehicle.
4. Eating, drinking and gum chewing are prohibited in rented vans and the school van. Owners of private vehicles make their own rules about eating and drinking.
5. Music will be listened to in a manner designated by the driver. The driver reserves the right to refuse listening to music found offensive.
6. Inappropriate name-calling, hand gestures to those in or outside of vehicle will not be tolerated.

***Bikes, Skateboards, Scooters Etc:*** Although bicycles, skateboards and scooters are an environmentally responsible measure for transportation, they must be locked up in parking area or, if small enough, in lockers. See Appendix C for Van/Car/Bus Rules for students.

## **SCHOOL RULES**

1. Being at school and in class on time (prepared with pencil, pens, papers, binders, books, folders, homework and assignment books is expected and required.
2. Class rules are important. Disturbing others in class or other classes is done only if necessary.

3. Students will participate in daily chores. Cleaning up after oneself is to be considered a way of life at school, at home and on the job.
4. When leaving campus, students and staff will use side walks, crosswalks and not cut through neighbor's property.
5. Noise is a problem. Please take breaks under the bay tree on the East side of the school, rather than on the porch.
6. Our house is old and needs respect.
7. Students will lock only the bathroom doors when in use. No other doors are to be locked.
8. The dating of other New Horizon School students is strongly discouraged.
9. See *General Information* section for rules regarding use of cell phones, computers ipods, electronics and backpacks.
10. Forgery of notes or signatures from parent/guardian or any school document is illegal.
11. Treat our environment respectfully. Theft, vandalism and destruction of property are not permitted. This also includes littering, graffiti, spitting, writing on desks, etc. The cost of vandalism/theft will be paid for by parents, and the student will have to perform community service time at school.
12. Treat everyone with respect. Physical, emotional or verbal harm, including profanity or harassment to another person is not tolerated. This includes spreading rumors. We are striving for a safe environment for everyone. Demonstrating disrespect to teachers or staff members is not acceptable. Acts of ***racial prejudice, sexual harassment or bullying*** are not permitted and will not be tolerated.

***Sexual harassment*** may involve:

1. Unwelcome sexual flirtations or propositions, requests, or coaxing.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual

harassment complaint. See back section of handbook for complaint form and Ed. Code.

New Horizon encourages students to report any incidence of harassment and to fill out the harassment complaint form if appropriate. Form can be turned in to Karen Schoeman, the administrative secretary. Complaints will be investigated.

### ***Gangs***

Every effort will be made to initially address gang related issues from an educational, counseling perspective and to communicate to parents about any concerns.

### ***Dress Code***

**Any clothing or dress, ornaments, etc., not included in the items below, but which can be interpreted by school officials to be disruptive to the educational process, are prohibited.**

- 1) Every student is expected to dress in appropriate attire for school activities.
- 2) No bare midriffs or outfits that reveal any type of underclothing or inappropriate body parts.
- 3) No chains, spike collars or other ornaments that could be used as a weapon are allowed.
- 4) Items of clothing that suggest sex, drugs, or alcohol are not allowed.
- 5) No apparel, jewelry, emblem, badge, symbol, sign, accessory, book or notebook that supports or affirms racial prejudice, drug or alcohol use.
- 6) No hats that have been altered from their standard issue are allowed.
- 7) No graffiti or symbols that denote racial prejudice, drug or alcohol use are allowed.

**Dress Code Related to Gangs:** For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts which may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence. The wearing of clothing; marking on one's skin (tattooing); writing on books, papers, backpacks and school property; words or gestures not related to the curriculum which may be associated with these gangs are not allowed.

### ***School Meetings***

Periodic school meetings are held. All students are required to attend. Appropriate behavior is expected.

### *Appropriate attire*

Students are required to wear shoes and reasonable attire to school. Clothing that is offensive, provocative, or unsanitary is not school appropriate. Students will be asked to change or call home for other clothing.

## **STUDENT CONDUCT/DISCIPLINE**

### *State Law infractions which require immediate suspension*

1. Possession, sale, delivery or use of firecrackers, fireworks or other flammable materials on or near campus is illegal. Possession, sale or delivery of a firearm, knife, explosives, bullets, or other dangerous objects on or near campus is illegal.
2. Possession, use, sale, delivery, or sharing of controlled substances including alcohol, drugs, or other intoxicants is illegal. Attempting to sell or share substances believed to be and represented to be controlled substances is also illegal.

### *Search and Seizure*

A legal search shall be conducted where there is reasonable suspicion involving controlled substances, drug paraphernalia, weapons, or other objects which are prohibited or which constitute a threat to the health, safety or welfare of the occupants of the school building. This search may involve persons, possessions, and lockers.

New Horizon School reserves the right to discontinue enrollment of any student who may jeopardize the learning or safety of himself/herself or others attending or working at NHS.

### *Suspension*

Suspension of a student will occur only when other means of corrective action fail to change inappropriate behavior unless the student's presence causes a danger to others, property or threatens to disrupt the instructional process. Grounds for immediate suspension include those listed in EC48900.

**A STUDENT WHO VIOLATES ONE OR MORE OF THE FOLLOWING EDUCATION CODES** may receive a 1-5 day suspension, recommendation for expulsion, arrest and/or citation by police (BP 5114.3, paragraph 7. **Education Code 48900** (p): A student may be suspended for any of the offenses listed, which occur at any time, including, but not limited to:

- 1) while on school grounds
- 2) while going to, or coming from school
- 3) during the lunch period, whether on or off campus
- 4) during a school sponsored activity (or while coming to, or going from that activity).

### ***Procedure for Suspension***

1. Student is removed from class or other locations where violation occurs.
2. Student is referred to director or designee for meeting.
3. Student is told of suspected offense.
4. The student has the right to refute allegations, explain situation.
5. If offense is determined to have occurred, student will be suspended for not more than 5 days.
6. If student is funded, district will be notified within 48 hours. An emergency IEP will be called within 5 days.
7. Parents will be requested to attend a conference regarding the student, the offense and consequences.

The student is responsible for completing missed assignments/classwork which will be provided to student in a timely manner.

### ***Behavior Consequences***

Consequences will be determined based on severity of infraction, number of infractions and state law. Possible consequences include: loss of privileges and conference with student; parents may be asked to attend conference; class suspension, in-house suspension Saturday school/detention; a behavior plan/contract may be developed; suspension from school and lastly, recommendation for expulsion. Funded students are referred to district; non funded will be dismissed if determined appropriate by staff.

**Behavior:** Violation of Education Code 48900 (k) including any of the following acts of disruption:

- 1) disobeying a school employee, refusing to follow directions
- 2) disrespectful to a teacher or staff member
- 3) spreading rumors
- 4) cuts (unexcused period absences)
- 5) disrupting classes in session
- 6) acts/words or any type of racial prejudice
- 7) loitering during class time
- 8) littering
- 9) spitting
- 10) forgery of parent notes, passes or any school document
- 11) off campus without permission
- 12) any behavior that disrupts teaching or learning.

**Consequences (discipline):** Teacher will follow through with steps 1-4 and provide a referral to the principal requesting one of the following consequences:

- 1) student conference
- 2) parent contact or conference
- 3) detention assigned
- 4) counselor referral
- 5) class suspension
- 6) administrative conference assigned
- 7) suspension, one to five days assigned
- 8) arrest and/or citation by police
- 9) community service assigned.

**Behavior: Serious infractions (including any violation of the Education Code 48900) such as those listed in this section will result in initiation of suspension, administrative hearing, and/or expulsion procedures:**

- 1) **(a)(1)** caused, attempted to cause, or threatened to cause physical injury to another person; **(a)(2)** willfully used force or violence upon the person of another, except in self-defense.
- 2) **(b)** possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object, unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. This includes possession or use of firecrackers, fireworks, flammable material or laser pointers.
- 3) **(c)** unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- 4) **(d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and the either sold, or delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- 5) **(e)** Committed or attempted to commit robbery or extortion.
- 6) **(f)** Vandalism of student, staff, or school property (parent must pay for damages).
- 7) **(g)** Stolen or attempted to steal school property or private property.
- 8) **(i)** Profanity or abusive language, including the use of, or display of, vulgar or offensive language or gestures at school activities, including athletic events.

- 9) **(j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 10) **(l)** Knowingly received stolen school property or private property.
- 11) **(m)** Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 12) **(n)** Committed or attempted to commit a sexual assault as defined in section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- 13) **(o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

## **INFORMATION REGARDING STUDENT RIGHTS**

Student rights regarding IEP’s privacy and confidentiality, special education law and transition will be provided in group meetings annually. This information will include, but is not limited to, the following:

- 1) the right to educational self-determination at 18 year of age
- 2) the right to confidentiality and accessibility of information regarding the student, his/her records, access to IEP team members, input in/for IEP and ITP’s
- 3) the right to request and participate in IEP/ITP meetings and inviting pertinent support persons to those meetings. See Appendix D for more information on student’s rights.