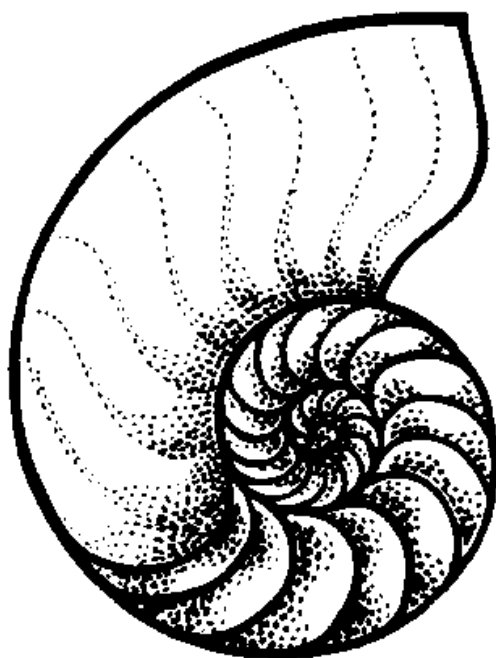


STUDENT / PARENT HANDBOOK



NEW HORIZON
SCHOOL

New Horizon School

Student / Parent Sign-Off Page

(Please return signed page to New Horizon School prior to student's first day of school.)

I have received and read the New Horizon School Handbook and agree to comply with its policies.

Date

(Student)

(Parent or legal guardian)

Your Signature _____ Date _____

Date Received _____

Received By _____

New Horizon School
Harassment Complaint Form

Complaints shall be filed with:

Karen Schoeman, New Horizon School
827 Third Street
Santa Rosa, CA 95404
(707) 579-3723

From: _____

1. Identify the offending person or persons.

2. Give specific examples of offensive conduct. (Please attach additional pages if needed)

3. What remedy to the conduct and the situation are you seeking?

4. Describe the informal efforts you made to correct the situation and the results of those efforts.

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 that course in that semester. Medically based incompletes may be granted a longer period for coursework completion. This is determined on an individual basis.

Final Grades

When grades are given in any course, that grade will be determined by the teacher or teachers of that course. If there is no clerical, mechanical, fraudulent, or proven incompetence, that grade shall be final.

Students who feel that a grade has been unfairly given for any reason may:

1. Go to the grading teacher and discuss the grade.

If the student is unhappy or feels unjustified, the student may then:

2. Go to the director
3. Go to the full New Horizon staff

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.)

COMMUNITY SERVICE HOURS

New Horizon students are required to participate in a community service program. The “biggs” are required to do 10 hours of community service either at school or in the community each year. The “middles” are required to complete 5 hours or more either at school or 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. Ask 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 actually participate in at least one fundraiser each school year

constitute a threat to the health, safety or welfare of the occupants of the school building. This search may involve persons, possessions, and cubbies.

4. Attempted or committed robbery, stealing or extortion is illegal.
A student will be suspended, and may be transferred to afternoon school and placed on probation or expelled for any of the offenses listed above which occur:
 - a. while on school grounds
 - b. while going to or coming from school
 - c. during lunch, on or off campus
 - d. during or while going to or from a school sponsored activity

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.

GANGS

School Policy: It is the policy of New Horizon School to prohibit gangs and gang related activity. Specifically prohibited are gang logos, gang paraphernalia, bandannas (rags), display of gang tattoos, throwing signs, intimidating behavior, tagging and gang graffiti.

Specifics:

1. Apparel, jewelry, emblem, badge, symbol, sign, accessory, book, or notebook which denotes any gang membership or affiliation is not allowed.
2. Hats that have been altered from their standard issue in order to show gang membership or affiliates are not allowed.
3. Graffiti, which involves gang membership/affiliation, nicknames, numbers or tag names, is not allowed on any person or property. None of these names/numbers can be written in any gang script.
4. Gang related hand signing is not allowed.
5. Posturing or intimidating behaviors are not allowed.

Consequences for Violation of the Policy

Depending upon the circumstances of violation a student may be:

- warned
- assigned detentions
- suspended
- transferred to an alternative program/afternoon school
- recommended for expulsion
- cited and/or arrested by the police

GRADING POLICY

Grades

Grades are based on the student's attendance, participation, effort in relationship to ability, test scores, daily work, and completion of other course requirements.

22. Smoking, using snuff or chewing tobacco during school hours or during field trips is prohibited.

1st. Offense: A loss of 4 hours of off-campus lunch privilege or 4 hours of community service; parent notified.

2nd. Offense: A loss of 8 hours of off-campus lunch privileges or 8 hours of community service; parent notified.

3rd. Offense: Staff and student meeting to decide whether student would be suspended, expelled or other appropriate consequences.

Other Major Offenses

(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.
2. Possession, sale or delivery of a firearm, knife, explosives, bullets, or other dangerous objects on or near campus is illegal.
3. 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.

Drug and/or Alcohol Possession

1st. Offense: Use of drugs at school would require an immediate suspension and a call to parents/guardians for a meeting. The student would return to school only to attend the meeting. Meeting must be within 5 days, and following the meeting a drug test can be requested of student suspected of using who denies his/her use. Other consequences may include loss of off-campus privileges, transfer to afternoon school, including probationary status and rights to be considered for Yosemite or backpacking and other programs. Drug intervention program or therapy may be required.

2nd Offense: Immediate suspension and a meeting with parents and student within 5 days to determine if the student will be expelled or offered the option of successfully completing an acceptable rehab program. After completion, the student would have the right to reapply to day school. Reacceptance may include restrictions, continued requirements for therapy and transfer to afternoon school. Reacceptance is not guaranteed.

Drug Dealing/Sharing Consequences

1st Offense: Immediate suspension, call to parent/guardian for a meeting. Options for resolution only include probationary status, afternoon school, and drug diversion/rehab or expulsion. Resolution will be made by full staff vote.

Note: Drug test may be refused but continuation at NHS may also be refused.

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

12. General profanity or abusive language is not permitted. A 25 cents fine for each offense will be collected. ***Any student using such language toward a teacher will be automatically suspended.****
13. Vandalism* and destruction of property* are not permitted. This also includes littering, graffiti, spitting, writing on desks, etc. **The cost of vandalism will be paid for by parents**, and the student will have to perform community service time at school.
14. Physical, emotional or verbal harm or harassment to another person is not tolerated. This includes spreading rumors.
15. Disturbing classes in session or disrupting the teaching or learning environment in the class student is attending is not acceptable behavior.
16. Demonstrating disrespect to teachers or staff members is not acceptable.
17. Beepers, etc., are not allowed at school. They must be turned off and not in view while on school grounds or on school sponsored events. Ditto cell phones.
18. Theft of anyone else's materials or school supplies is not tolerated.
19. Forgery of notes or signatures from parent/guardian or any school document is not tolerated.
20. ***Graffiti:*** New Horizon School is a graffiti-free zone. There is only one exception - - when graffiti is involved in the art therapy class. In that case, the graffiti cannot leave the art therapy room. Graffiti cannot be done during, before, or after school.
 - a. Students cannot bring graffiti-related art materials to school, such as magazines, spray cans, and related paraphernalia.
 - b. Graffiti is defined by teacher definition and determination.
 - c. Doodling in class is allowed by teacher discretion only.
 - d. Tagging any property of New Horizon School is not allowed.
21. Acts of ***racial prejudice or sexual harassment*** 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 district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Complaint form on page 15.

New Horizon encourages students to report any incidence of harassment and encourages them to fill out the harassment complaint form and turn it in to Karen Schoeman, the administrative secretary.

School policies should be respected and adhered to by all New Horizon School students. Failure to follow school policies will be considered an offense. Consequences may include any or all of the following, decided on a case-by-case basis by director and teachers involved. Consequences can be, but are not limited, to the following:

1. Conferences with the student.
2. Parent contact or conferences.
3. Detentions and letter of apology.
4. Community service hours.
5. Loss of field trips as applicable.
6. Saturday school (usually earned by 4 detentions).
7. Transfer to afternoon school.
8. Suspension of 1 - 5 days, plus probation status.
9. Expulsion.
10. Referral to DAAC for drug- alcohol-related issues.
11. Requirement to attend weekly therapy sessions.
- * Requires immediate suspension

SCHOOL POLICIES

1. Being at school and in class on time, prepared with pencil, pens, papers, binders, folders, homework assignment books is expected and required.
2. Class rules must be followed.
3. Students will participate in daily chores.
4. Cleaning up after oneself is to be considered a way of life and is required.
5. Students will avoid hanging out on porch or west side of building by driveway. Noise is a problem.
6. Students will avoid running through the house, running up/down stairs, slamming doors, etc.
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. Students are to use discretion, which means no physical contact at school.
9. *Students will not extort money or favors from other students or staff members. "Borrowing" must be paid back promptly or privileges to borrow will be suspended.
10. Students cannot use personal Walkman or electronic games at school at any time. Exceptions may be made by teachers for extended field trips/outings or within specific classes. Such items, if being used at school, will be taken for the day and returned at the end of the day.
11. Students will not play games such as Dungeons and Dragons at school.

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. Name calling or harassment of any kind will not be tolerated. Students must talk quietly until the vehicle stops at school or exit points.
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. Parts of the body are not to be extended out of the windows. No calling out of windows is allowed.
5. No unlawful substances may be used on the bus or any vehicle (alcohol, drugs, tobacco, etc.). 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.
6. Music will be listened to in a manner designated by the driver. Typically we follow the "one side rule" if music is appropriate. The driver reserves the right to refuse listening to music found offensive.

Consequences:

Any student who is not able to comply with these rules will be suspended from transportation privileges for a determined period of time and parents will be notified.

OTHER OFF-CAMPUS POLICIES/FIELD TRIPS

1. When off campus, all students and staff must always use *crosswalks. Always!*
2. Appropriate behavior, as expected by any classroom situation, applies. Students are required to follow staff instructions and directions. Verbal or other abuses to strangers is not acceptable behavior. Consequences will include loss of field trip & off-campus privileges.
3. Any student needing to leave school early must have permission. When leaving school early for whatever reason, a student must sign out at the front desk. He/she must alert the office of his/her departure and with whom.
4. Permission to leave campus will be granted for appointments with doctors, or other support professionals, or by special request of parent/guardian. Such requests must be made in advance to the office. The school must be notified if someone other than parent/guardian is picking up the student.
5. The neighbors have requested that we not trespass or use their driveways and lawns as short cuts. *Please respect their wishes (and their rights!)*

Appropriate attire

Students are required to wear shoes and reasonable attire to school. Cleanliness in person and dress is expected. The wearing of hats, T-shirts, buttons, etc., which promote or advertise controlled substances, (i.e. drugs, alcohol), are not permitted. The wearing of apparel or buttons containing vulgar language, obscenities, violence or sexual obscenities is not allowed. Promiscuous clothing is not acceptable. This includes bare midriffs, backs, see-through clothing, and very-low cut clothing. Clothing with holes, rips, and tears in locations commonly thought of as private is not considered appropriate. Students will be asked to go home to change or to have parent/guardian bring acceptable clothing immediately to school. Sunglasses cannot be worn in classrooms unless a medical condition warrants. If chains are worn, they must be small with no more than 3 inches showing. We discourage the wearing of chains. Gang attire is not welcome.

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.

Consequences:

1st offense: passenger and driver will lose off-campus privileges for one week or, having no off-campus privileges, will serve 4 detentions, or Saturday school.

2nd offense: loss of use of car during school time for one week. Keys must be turned in to the office. Additional offenses may lead to loss of use of car to commute to school.

4. *Skateboards, roller blades and bikes* are to be used for commuting purposes to and from school only, not during school hours. Skates and boards are to be turned in to M until leaving school, not left in the foyer or on the porch. They are a hazard and could easily be stolen.

Consequences: Skates used during school time, left outside or left carelessly around the house will be confiscated for 24 hours.

District Funded Transportation

School bus service is provided to funded students as written in individual IEP's. For Santa Rosa City students, school bus information may be obtained by calling Laidlaw Bus Company at 545-8064; for other Sonoma County Districts call SELPA at 524-2766.

Students who are not going to use their Laidlaw or SELPA bus on a certain day are expected to call and cancel the bus themselves or have their parent/guardian call for them.

prescription meds without specific written directions from an MD or parent/guardian. Students are responsible for bringing their own nonprescription meds with their note.

Immunization

The State of California requires each student to have been immunized when entering school. Hepatitis vaccines are required before students enter grade 7. Parents who have chosen not to immunize their student must submit a letter alerting the school in writing. Without proof of immunization or a letter of refusal, students are not allowed to attend school. Students should be updated for all vaccines as appropriate.

LUNCH

Healthy lunches are required. ***Lunches should be brought to school daily.***

Off-Campus Lunch Privileges

Off-Campus lunch is an earned privilege, not a guaranteed right.

Off-campus lunch privileges are earned by students, grade 9 through 12, who are 14 years or older and have written permission from parent/guardian and school staff. We ask that students go off in pairs or groups for safety reasons. *The mall is out of bounds.*

1. Permission slips should be brought to school and turned in to the office. A staff vote will be taken at the following staff meeting.
2. Only students in good standing behaviorally and academically will earn this privilege.
3. Permission will be revoked from a student whenever he/she is unwilling to follow school rules, failure to do his/her chore, or at parents request.
4. If cars are taken at lunchtime, only the owner of the car may travel in that car. Traveling with other students will revoke car use and off-campus lunch privileges. Consequences for breaking driving rules will be an initial loss of one week of off-campus privileges. The second violation will result in the loss of car driving privileges to school and off-campus lunch.
5. Students are expected to sign in and out for lunch with the staff person on lunch duty. Failure to sign in or out will result in loss of off-campus lunch privileges for one day.
6. Students are asked not to borrow money from other students or staff.

Where to Have Lunch (on campus)

1. Outside, on the east side of the building during good weather. Eating is also permitted on the porch and the back picnic table.
2. Inside rooms designated for certain age groups will be assigned each year.

EXPECTED STUDENT BEHAVIOR

School Meetings

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

25 cents fee is charged. Phones should be used during breaks only. Students will not be allowed to receive phone calls from friends during school time. Parents/guardians are welcome to call as needed. *Cell phones are not to be turned on or used during school time unless there is a school emergency.*

Computer Use

Computer use will be monitored. Internet access is not available without supervision. Students must pass a competency test in order to use school computers.

Visitors

Friends of students may not visit students at school or drop by. Officials from other schools, parents or prospective students may visit classes after arrangements are made. If visiting a class is desired, arrangements must be made in advance with the secretary and the classroom teacher(s).

Emergency Cards

In case of an illness or injury, an up-to-date emergency card must be kept on file. Emergency cards are due prior to the first day of school. Update as needed. Please.

Change Of Address Or Phone Number

Changes of address, telephone numbers, etc., must be reported to the office and the district; if student is funded, changes must be reported within 15 days of such change.

Field Trip Permission Slips

Field trip permission slips must be signed by parent/guardian and returned to school prior to a field trip/outing. If a student has forgotten to bring the slip, he/she will not be permitted to attend the field trip. This includes students over 18 years of age.

Printed Material (Non School)

Magazines, books or pamphlets involving information on weapons, drugs, abuse, or sexual exploitation are not allowed at school. Students or parents may request to post information about in-services, meetings, etc. These will be posted at the discretion of the director.

Distribution of Printed Material

No student or student group may distribute for reading, any materials which include obscenities or describe or advocate disruptive activities, issue false or abusive statements about persons, organizations, or policies, or advocate violation of the law or official school regulations. The directors reserve the right to refuse to post any article, poster or notice within the school environment.

Medical and Eye Exams

Parents are asked to have their child examined yearly by the family physician and eye doctor.

Medications

If a student must take prescribed medications during school time, he/she must have a note from the doctor verifying the name of the medication, the dosage, schedule and length of time the prescription is valid. Prescription meds must be turned in to the office unless other arrangements have been made. New Horizon School cannot dispense aspirin or other non-

2. When a student is tardy, he/she must sign in at the front lobby table and provide an excuse/note to office staff.

Consequences for Tardies

1. If a student is tardy for any unexcused reason, he/she may receive a detention; parents will be notified.
2. Three tardies equal an absence, for the purpose of grading and counting credits.
3. A student may be dropped from a class if persistent tardies occur.
4. A student may be enrolled in afternoon school if persistent tardies occur.

LOST AND FOUND

Please label all articles of clothing, backpacks, calculators, computers, etc. with the student name. Lost and found articles will be handled by the office staff. All found articles should be turned in to the office. All lost articles should be reported. Please don't bring expensive electronic or other equipment to school. New Horizon School is not responsible for lost/stolen articles.

Lockers

Each student attending New Horizon School will be issued a locker.

1. Lockers are considered personal property and may not be violated by others.
2. By law, the administration has access to student lockers and may inspect them at any time. **Do not put illegal items in your locker!**
3. The school and staff are not responsible for loss of personal belongings left in lockers.
4. Students are responsible for keeping lockers clean--dirty socks and left over lunches and snacks come to mind. Lockers must be cleaned at the end of each quarter and emptied at the end of the school year. **Students will be billed for lost locks!**

Textbook Policy

A student, not the teacher, is responsible for returning textbooks to the school. If a class is dropped or changed, or if the student is absent from class when books are collected, he/she must turn in books to teachers immediately.

Lost Books and Unpaid Fees

1. 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.
2. The replacement cost of each book will be given to the student upon issuance so that the cost is known from the onset.
3. Students will be billed for books turned back to teachers in poor or unusable condition.

GENERAL INFORMATION

Phone Use

School phones are to be used for emergencies or special circumstances only. The phone in the foyer is the only phone available to students. Permission must be given by office personnel. A

Fundraising
Sexual Harassment Reporting Form
Student / Parent Sign-Off Form

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ATTENDANCE

Absences:

The single greatest cause for failing classes is poor attendance. New Horizon School encourages perfect attendance. 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 the school the morning of the absence, daily if absent more than one day in a row.
2. The parent/guardian must send a note to school on the student's first day back to school citing which student was absent, which days the student was absent and the reason for the absence. The note must be signed and dated by the parent/guardian.
3. Parent/guardian is responsible to alert staff, preferably in writing, to any appointments requiring students to arrive at school late or leave during the school day. Any student needing to leave school early must have permission. When leaving school early for *whatever* reason, a student must sign out at the front desk. He/she must alert the office of his/her departure and with whom.

Unexcused Absence: Unexcused absences will result in a call home by a staff person.

Consequences for Absences: If a student misses 25% of class time, the student will lose one half of the credits offered for that class. Students are expected to make up any classwork missed by an absence.

Tardies: Being on time to school and to each class is expected student behavior. Tardy is considered 5 minutes late to class. The student must be fully prepared with materials, etc., and ready to learn when the class begins.

1. The schedule of classes is as follows:

<u>Mon - Thurs</u>	<u>Fridays & Minimum Days</u>
8:30 - 9:20	8:30 - 9:20
9:30 - 10:20	9:30 - 10:20
10:30 - 11:20	10:30 - 11:20
11:30 - 11:55 Lunch	11:20 - 11:55 Lunch
12:00 - 1:00	12:00 - 12:50
1:10 - 2:10	12:50 - 1:00 Chores
2:10 - 2:15 Chores	

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