



NEW HORIZONS
ELEMENTARY SCHOOL

Thrive here.

PARENT/STUDENT HANDBOOK

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SCHOOL PROFILE

History

Based in Wilmington, North Carolina, New Horizons Elementary School was founded in 1983 by a group of visionary parents and professional educators with a unified vision to provide a highly effective, personalized academic program within a nurturing, child-centered environment.

Mission

To provide an academically challenging, developmentally appropriate learning environment that prepares our students to be critical thinkers, proactive problem solvers, and self-confident learners within the classroom and beyond. To instill in our students an appreciation of community as well as to emphasize the value of showing respect and consideration for the rights, feelings, and property of others.

Philosophy

New Horizons Elementary School was founded on the principles of teaching through a whole child approach and as such, strongly believes in the pursuit of academic excellence, while also recognizing the important role of character development in elementary education. We celebrate our students' individuality and encourage them to embrace not only their own unique attributes but those of others as well. Promoting kindness, respect, tolerance, and citizenship are of utmost importance as we provide an encouraging environment that challenges students to reach and exceed their academic goals. New Horizons is a tight-knit community where students, parents, faculty, and staff all work together to create the best learning environment for all of our students to achieve and grow.

SCHOOL ORGANIZATIONAL STRUCTURE

Board of Directors

The Board has a maximum of 11 members and is comprised of parents of the school and no fewer than two (2) faculty members. Each Board member is elected at the annual meeting of members, with one (1) vote for each member. Although the School Bylaws require that the Board of Directors meet at least twice during each fiscal year, the Board meets monthly with the exception of July.

The purpose of the Board is to direct and manage the business and affairs of the School to the extent that is consistent with state law, the School Bylaws and Articles of Incorporation, and with exception to those powers that are reserved to school membership in accordance with school documents and resolutions. In so doing, the Board of Directors shall perform such duties as, but not limited to, the following:

- operate and manage the school's real and personal property,
- hire and dismiss all personnel necessary to operate and manage the school,
- establish and collect tuition,
- establish school rules and regulations,
- oversee all financial obligations and affairs of the school,
- obtain and maintain appropriate insurance, and
- enter into contracts to carry out the business and activities of the school.

The powers and duties of the NHES Board of Directors are fully detailed in the School Bylaws. The Bylaws are available for review on the school website as well in hard-copy form at the school office. Current year Board minutes are also available for review at the school office.

New Horizons has developed an environment that allows every family to be valued for their commitment to the school. In doing so, the Board of Directors would like to maintain open dialogue with school membership. Please feel free to contact any Board member at any time.

Director

The Director is responsible for providing leadership and support to the school at large. The Director is also responsible for the following: assessment of school needs and services, evaluation of instructional programs and strategies, implementation of an effective curriculum, budget preparation and monitoring, development of professional growth plans for staff members, supervision and evaluation of staff, and timely communication to parent concerns.

Faculty

All New Horizons' full-time, professional faculty members hold at minimum a baccalaureate degree from an accredited or recognized college and are certified by the North Carolina Department of Public Instruction. Many hold additional advanced degrees and certifications while all continue to enrich their professional credentials through training and coursework.

In the classroom, our teachers pride themselves on their ability to discover the unique attributes and learning styles of their students. Through their passion, dedication, and creativity, New Horizons faculty share a special dynamic with their students that is at the heart of what makes learning at New Horizons such a unique experience.

New Horizons teachers not only work closely with the students in the classroom, but also operate as the primary school contacts for parents. Our teachers wish to maintain a strong collaboration with families to meet the needs of each student. Any issues regarding classroom concerns should therefore be addressed with the teacher first. The school encourages parents to email or call the teacher when questions arise.

Teacher-parent conferences are held twice a year and as needed in all grades for meaningful exchange that is critical to student success.

SCHOOL ADMISSIONS

Admissions Policy

New Horizons Elementary School offers an educational program that is highly beneficial for many students. To ensure a child's best chance at success, it is important that parents recognize and support the philosophy, programs, and policies of the school when applying. The Enrollment Committee seeks students who will be able to function successfully in the learning environment at New Horizons. A prospective student's ability to blend both socially and academically with peers in a group is taken into careful consideration during the review process.

Application Process Overview

Interested prospective families must fully complete an admissions application and submit it, along with the non-refundable application fee, to the school office. To complete the enrollment package, the school also requests the following information:

- copies of previous report cards;
- copies of any standardized test scores if applicable; and

- contact information for at least two of the child's most recent classroom teacher(s) and/or other persons who are knowledgeable of the child as a learner. This information is used for the sole purpose of securing recommendations for the child.

Beginning October 1st of the school year prior to matriculation, completed enrollment packages are reviewed on a rolling basis by the Enrollment Committee. While under review, the school may request a visitation with the child to more personally assess his or her social and academic readiness. After said review is complete, the school will send a letter indicating the status of the child's application. Should the child be accepted, the school asks for notice of intent to accept or decline within 14 days of acceptance. Remittance of the non-refundable enrollment deposit secures the child's space.

Priority Enrollment, Gender Distribution, and Age Requirement

- Priority for enrollment is given to siblings of currently enrolled New Horizons students.
- Every effort is made to balance gender ratios in each class, however, this will be ultimately determined by the size and qualifications of the applicant pool.
- To be eligible for entrance into kindergarten, all applicants must be five years old by August 31st of their matriculating year.

Waiting Pool

Applicants who meet the admission requirements but who are applying to grades that are full will be placed in a waiting pool. Should a vacancy occur, the Enrollment Committee will review and select students from the pool based on a host of selection criteria such as teacher recommendations, prior academic performance (if applicable), gender, school visitations, and an informal interview and assessment.

Non-Discrimination Policy

New Horizons admits qualified students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, or other school-administered programs.

Special Learning Needs

While we are able to accommodate some milder learning differences, we are not equipped to realistically provide services to those children experiencing profound barriers to successful group learning. Thus, a student with special learning needs will only be accepted if it is felt that New Horizons can offer a reasonable expectation of successfully meeting that student's needs.

Probationary Period

Newly enrolled students are subject to a nine-week probationary period. This probationary period serves as an opportunity for our faculty and the applicant's family to assess if New Horizons is an appropriate learning environment for that child. At the conclusion of the probationary period, should it be deemed that after thorough review the student is not thriving, a recommendation to withdraw the student may be made.

TUITION AND FEES

Contractual Obligations

A signed Enrollment Contract is a commitment to pay New Horizons Elementary School the full amount stated on the contract. A contract can be canceled without further obligation if the school receives written notice of the cancellation on or before May 1st of the current year. The enrollment deposit is non-refundable.

Annual Payment Option

The annual payment option requires a deposit of \$1,000 upon submission of the Enrollment Contract, with balance payable by August 1st of the current year. Participation in the Tuition Refund Insurance Program (or TRIP, see below) is optional. If you choose to purchase tuition insurance, the cost is 2.1% of the remaining tuition rate and is payable by August 1st of the current year.

Semi-Annual Payment Option

The semi-annual payment option requires a deposit of \$1,000 upon submission of the Enrollment Contract, with balance payable by August 1st of the current year and January 16th of the following year. Participation in the TRIP is required. Tuition insurance is due by August 1st of the current year and the cost is 2.1% of the remaining tuition rate.

Monthly Payment Option

The monthly payment option requires a deposit of \$1,000 with the balance of the tuition paid in monthly installments via bank draft. Payment is made the first business day of each month from August of the current year through June of the following year. Participation in the TRIP is required. Tuition insurance is due by August 1st of the current year and the cost is 2.1% of the remaining tuition rate.

Tuition Refund Insurance Program (TRIP)

Your financial obligation to the school is for the full annual tuition as stated on the Enrollment Contract. Information regarding Tuition Refund Insurance Program (TRIP) will be provided. All refund requests for any tuition paid are administered by the school. TRIP protects your financial commitment to pay the entire tuition if your child withdraws or is dismissed.

TRIP does not provide benefits for students who decide not to enroll at the school or who do not attend the school for 14 consecutive school days.

Participation in the TRIP is required unless the full year's tuition and fees are paid in one installment by or prior to August 1st of the current year (exclusive of deposit), in which case the plan is elective. In all other cases where TRIP is required, students may not attend school until the TRIP has been paid.

No Refund Policy

As a small private school, New Horizons operates with many continuous and set expenses throughout the year, and thus relies on the annual tuition and fees income in order to maintain an appropriate budget. Therefore, tuition and fees are nonrefundable and school transcripts will not be released until all financial responsibilities to New Horizons have been met.

Late Fees

A \$30 bank recovery fee will be assessed for returned checks or drafts. New Horizons shall have the right to legal action for collection of school tuition/fees and other charges, and parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney’s fees.

ENROLLMENT

Enrollment Policy

Enrollment at New Horizons Elementary School is for one school year at a time. Enrollment is not a right, but rather is considered a privilege and as such infers certain responsibilities with respect to behavior and manner. All new students are admitted to the school for a probationary period of nine weeks; however, the school reserves the right of suspension or dismissal at any time during the school year.

Re-Enrollment

Contracts for the upcoming year are sent in early February. New Horizons Elementary School reserves the right to deny continued enrollment to students on probation who fail to demonstrate sufficient progress or those who have outstanding tuition balances.

GENERAL POLICIES

School Hours

Kindergarten – Grade 2:	8:00 a.m. – 2:30 p.m.
Grades 3 – 5:	8:00 a.m. – 2:40 p.m.

Attendance Policy

Hours

The typical school day at New Horizons Elementary School begins at 8:00 a.m. Students are to arrive no earlier than 7:30 a.m. Upon such early arrival, students are to go directly to the annex and report to the faculty member on duty that morning until they are released at 7:45 a.m. to go to their respective classroom teachers. Regular attendance is expected as it is critical for your child’s academic success at New Horizons.

Late Arrivals

Classes begin promptly at 8:00 a.m., and students arriving after 8:00 a.m. are considered tardy. In order to ensure adequate student supervision and maximum instruction time, please make every effort to have your child to school on time.

Absences

New Horizons Elementary School adheres to the N.C. Department of Public Instruction standard of a 180-day school year and an average of 5.5 instructional hours each day. Students will be designated as present for the day if they are in class a minimum of 3.5 hours.

If a student misses more than 20 days in a school year, the school will consider and make an assessment regarding whether that student may need to repeat the grade. Your children should be encouraged to come to school if they feel well and can participate fully in the program. Please keep your child at home when he or she exhibits symptoms such as the following: fever in the last 24 hours, sore throat, red or watery eyes, ear ache, or vomiting.

On the day(s) of absence, if a parent wishes to request homework, the request must be made before 11:30 a.m. to provide the teacher time to prepare it. Students are expected to complete all required class work, homework, and tests missed during the absence. It is the student's responsibility to check with his or her teacher regarding missed assignments upon return from the absence.

Vacations should be scheduled during the regularly scheduled school vacations if at all possible. Teachers may have the opportunity to prepare assignments in advance for students on vacation during the school year. Assignments may be completed and credit given at the teacher's discretion upon the student's return to school.

Early Departures

Early dismissals are granted if the student is ill or if a parent has requested an early dismissal time from the teacher in advance. In cases of early dismissal parents need to check in at the front office and sign out the child there. Office personnel or staff will retrieve the student from his or her class only after he or she has been signed out.

Pick-Up

Parents must communicate to the school and/or to the child's teacher for their child to be picked up by someone other than a person on the authorized list. Phone calls to inform a child of a change in his or her transportation must be received prior to 1:00 p.m. each day. The school is not responsible for failing to inform a child of a transportation change that is communicated after 1:00 on a given day.

Late Pick-Up

All students must be picked up by their dismissal times each day, unless he or she is participating in a school-sponsored extracurricular activity. At 2:45 p.m., students who have not been picked up will return to the annex and become part of the after-school program. Parents will need to come into the annex to pick up a student after 2:45. There will be a charge of a prorated amount based on the after-school program rates in effect at that time.

Parking for Dismissal

Because our parking area is limited and some parents choose to arrive early and wait for dismissal, it is extremely important to pull all cars up in the designated pick-up lanes to park. We ask parents, if possible, to not arrive for pick-up until your child's designated dismissal time in order to facilitate traffic flow through our limited parking area. Further, for families with multiple children at our school, please arrive to pick up your children at the later/latest dismissal time that applies to your children. Finally, in order to maintain an efficient dismissal carpool line, please do not leave your vehicles to talk to teachers or staff. If you need to speak with teachers or the Director at dismissal, please avoid the carpool line and park your car in order to do so.

Delays and Closings

The school Director will make decisions regarding delays and closings of school due to inclement weather. Because our school is unique, we may not always follow the delay and closing decisions

made by the New Hanover County School system. The Director will email parents such decisions in addition to posting the information on the school's Facebook page.

Curriculum

General Curriculum

New Horizons Elementary School provides a multi-sensory, inquiry-based educational program to kindergarten through fifth-grade students. We proudly participate in the nationally recognized Scott Foresman *Reading Street* series, which uses classic children's literature to teach grammar, spelling, vocabulary, and reading comprehension through themed units. These units also provide the framework for our Science and Social Studies lessons, which feature a combination of hands-on guided activities blended with factual learning. Active exploration of the researching and writing process is reinforced at all grade levels through our application of *Handwriting Without Tears*. *Everyday Mathematics* is an innovative program that employs a spiral curriculum to continually expose students to new levels of abstract math concepts through real-life applications. All New Horizons students are allowed to succeed at their current skill level while also encouraged to progress at their own pace.

Enrichment

Creating an active environment that promotes health and physical wellness is a priority at New Horizons and is at the center of our Physical Education program. As a result, students are given ample opportunities everyday for structured physical education sessions as well as unstructured recess time. Students are also provided comprehensive instruction in Spanish, Music, and Art through a rotation of these enrichment subjects.

Technology

Our technology integration program focuses on creating 21st century learners. Technology is infused into the curriculum promoting active engagement, collaboration, frequent feedback for learners, and a connection to real-world examples. The school focuses on research through discovery and exploration, while building responsible digital citizenship. Online safety and responsible equipment care is also an instructional focus. Classrooms are equipped with MacBook Pro laptops, document readers, and LCD projectors with connected Apple TV's. Additionally, lower grades have MacBook Airs in each classroom, along with iPad mini tablets available for shared use. Every fourth- and fifth-grade student has use of his or her own school-issued Chromebook.

Student Evaluations

Faculty employ a variety of age-appropriate formal and informal methods of assessment everyday in their classrooms. Report cards are sent home at the end of each nine weeks for first through fifth grades. Graded assignments and tests will be regularly returned to parents for review. Planned conferences are held during the year and may also be scheduled at the request of teachers or parents. Every effort is made to promote effective communication between parents and faculty.

Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

- E = Student consistently meets and regularly exceeds the expectations for his/her ability.
- S = Student regularly meets the expectations for his/her ability.
- N = Student does not meet the expectations for his/her ability.

New Horizons participates in the nationally recognized IOWA Test for Basic Skills, which is administered to students in second through fifth grades. Second- and fourth-graders are also given the Otis-Lennon School Ability Test. New Horizons students consistently score in the highest percentiles nationwide on both tests. Standardized testing is considered to just be one of many tools that our faculty can use to infer individual educational needs and customize their teaching methods.

After-School Activities and Clubs

New Horizons students have the opportunity to participate in a variety of after-school activities including Art Club and Chorus, Jump Rope Club, Kids Run the Nation Running Club, and our Film Club for fifth graders. Our After-School program is also available, during which the students are given additional outdoor playtime and homework assistance along with time for games, crafts, and snacks. Our participating students are always in the reliable care of our ManageFirst, First Aid/CPR, AED, and ServeSafe certified after-school program supervisor.

Community Service

Community service plays an integral role in the curriculum and the overall learning experience at New Horizons as it allows all of our students to reflect on the differences they are making in society. Our faculty works closely with students to devise and implement meaningful ways of contributing to our community giving the students a sense of involvement and pride. Various service projects have included selling used shoes, gathering supplies for local animal shelters, collecting coats and gently used books and toys for local charities, and raising funds for the American Heart Association.

Special Programs

At New Horizons, we pride ourselves on our efforts to provide unique activities for our students that promote community and cross-grade interaction. Fabulous Friday Switch brings students of all ages together to engage in small-group exercises in creative dramatics, seasonal art, and art appreciation. Our buddy system pairs students of different grades on a regular basis for reading, writing, and physical education activities. Gifted local, as well as nationally recognized, artists graciously share their talents with us during our Artist of the Month events. New Horizons Mail is a student favorite that provides the opportunity for children to connect with fellow schoolmates, as does our school-wide science fair at which every child proudly participates.

Communication

New Horizons Elementary School will maintain open and consistent communication with school families both generally and within each classroom. Each Tuesday throughout the school year, the school office will email to the membership "News You Can Use" which will highlight important dates, events and other general happenings going on throughout the school. Weekly classroom communication will occur during the school year. Teachers will email classroom news and updates specific to their respective classes.

In order for a student to get the most of his or her educational experience at NHES, it is essential that there is consistent communication between the teacher and the home. Teachers will provide information to parents regarding their student's progress in the classroom or related concerns, but it

is equally important that parents likewise communicate with the teachers. If there are any changes at home of which a teacher should be aware, please let her know. Such information will help the teacher work more effectively with your child.

If during the school year you have questions or concerns regarding your child, we would encourage you to first contact the teacher (or, if applicable, encourage your child to speak to the teacher). After the initial teacher contact, if you desire additional communication or the issue remains unresolved, the order of problem-solving steps is as follows:

- Student (if appropriate)/teacher/parent conference
- Director/parent conference
 - At this time, a plan of resolution will be developed
- Director/teacher/parent conference, if necessary
- Director/Board of Directors Chair/teacher/parent conference, if necessary

Discipline Policy

At New Horizons, we believe in treating others in ways we would likewise wish to be treated. In that tone, each staff member at NHES accepts responsibility for setting and maintaining high standards of discipline and for the promotion of an environment that is conducive to optimal learning in the school community. A student's behavior should align with acceptable standards of conduct as established by the teacher the entire day, from arrival at school until departure.

You are encouraged to support the staff in their efforts to maintain appropriate behavior at NHES. Behavior from each student should reflect respect and consideration for the rights, feelings and property of fellow students and staff members; possess the ability to follow school and classroom rules; demonstrate the use of appropriate language; and adhere to appropriate use of school materials and equipment.

The following examples of behavior, while not all-inclusive, are therefore intolerable at NHES:

- Actions on the part of a student that could endanger the safety of another individual (for example, fighting, taunting, intentional rough play)
- Actions on the part of a student that could damage school or personal property (for example, scratching or defacing desks, walls, bathrooms)
- Actions and behavior, including language, that is socially unacceptable (for example, vulgar or obscene language)
- Actions on the part of a student that threaten or disrupt the learning environment (for example, excessive talking or disruptive behavior, refusal to cooperate with a teacher or fellow student)

The teachers at NHES use, in good faith, age-appropriate methods to manage classroom behavior and each teacher will provide details of her management methods. Such behavioral modification techniques will be used in the classroom when necessary throughout the course of a day, but in a situation where a possibly more serious discipline issue arises (such as, but not exclusive to, those listed above), the teacher(s) will carefully assess the circumstances by implementing the following steps:

1. Document all disciplinary incidents on the day of occurrence.
2. Gather information by individually interviewing all students involved to gather pertinent information and details surrounding the incident.
3. Determine, in her/their discretion, the motivation, intent and severity of the infraction.
4. Determine, in her/their discretion, whether the behavior in question was verbal or physical harassment, an accident, or pre-meditated.
5. Notify parents of all students involved, if necessary.

6. Facilitate peer mediation to discuss the problem and possible solutions, if necessary.

After careful assessment of individual incidents, disciplinary consequences may include, but are not limited to, the following steps:

1. Verbal warning.
2. Recess restriction/conference with the Director.
3. At-home suspension (after three recess restrictions) or immediate suspension if violation falls under examples of intolerable behavior listed within the discipline policy.

Respect Policy

New Horizons Elementary School is committed to making our school a safe and caring environment in which everyone can learn, work, and develop to his or her fullest potential free from any form of discriminatory harassment or feelings of fear, intimidation or ridicule. We will treat each other with respect and refuse to tolerate discrimination, harassment or bullying of any kind. We will not allow any sort of harassment or bullying on the basis of color, race, religion, ancestry, national origin, socioeconomic status, academic status, gender, appearance or other personal qualities. Indeed, all forms of bullying, which include but are not limited to, repeated and deliberate behaviors that harm another person physically or emotionally, are absolutely unacceptable.

These principles apply regardless of how harassment or bullying takes place, whether in person, as any pattern of gestures, or written, electronic, or verbal communications. Further, such behavior will not be tolerated on school premises, in vehicles used for school purposes or at school-sponsored activities and events, whether engaged in by students, faculty, or staff. NHES encourages all incidents of harassment or bullying to be reported, irrespective of whom the offender may be.

Examples of harassing and/or bullying behaviors may include, but are not limited to, the following:

- Obscene, suggestive, or demeaning jokes, verbal abuse, insults
- Display of offensive, explicit, or demeaning things (for example, clothing, photos, posters, etc.)
- Physical or verbal threats
- Demeaning comments regarding race, gender, religion or ethnic origin
- Hurting another physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another's things or property
- Teasing someone in a hurtful way, name-calling, or gossip
- Ganging up on another person
- Defaming or spreading false rumors about another person to cause the victim to be disliked, humiliated or disrespected by their peers
- Persuading, encouraging or leading others to exclude or socially isolate the victim in order to cause emotional harm (shunning)

Those persons who feel that they, or someone they know, are victims of harassment and/or bullying should let the offending person know that they want the behavior to stop. Please contact the teacher or Director in the event of such mistreatment, and keep record of when, how and where the mistreatment took place, including any witnesses or direct evidence. The following principles apply with respect to reporting harassing or bullying behavior:

- A school employee, student or volunteer who witnesses or has reliable information about a student or school employee who has been subject to any act of harassing or bullying behavior shall report the incident to a teacher or Director
- Reports of harassing or bullying behavior may be made anonymously or with the condition of anonymity to the extent allowed by law, however this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report
- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of harassing or bullying behavior

- All accusations of harassing or bullying behavior will be taken seriously and an investigation will be conducted promptly, thoroughly, impartially, and confidentially by the teacher and/or Director
- If the teacher and/or Director determine(s) that harassment or bullying is occurring or has occurred, she/they will take immediate action to stop such behavior and prevent it from recurring, and she/they will inform the complainant(s) and offender(s) of the findings and any corrective action

Dress Code

All children need your help in making good choices regarding school attire. Teachers will use their discretion to encourage children to wear clothing that promotes an atmosphere of respect and learning. Students regularly participate in physical education class that is held outside, so appropriate dress is necessary for success. In addition, students should not wear caps or hats inside the buildings, short shorts, crop tops, shirts with negative/profane messages, unnecessarily revealing clothing, or shoes that are not appropriate for outdoor play.

Student Health

In accordance with state law, NHES requires all students to have appropriate proof of immunizations or exemptions on file prior to the first day of attendance. Parents must inform the school of any specific allergies or health conditions their children may have. The Student Medical Authorization Form must be on file for each student before the first day of school. Parents must also list names and contact information of persons to be called in the event their children need to leave school due to illness. Teachers will use their best judgment to protect the school community in the case of student illness, and will decide when a student needs to return home due to sickness.

A student with a contagious health condition (such as strep throat, flu, head lice, etc.) must not return to school until the possibility of further infection of other students has been eliminated. Students must also be fever-free for at least 24 hours before returning to school.

Should a student require a non-prescription medication while attending school, parents must send it in its original bottle or packaging to the teacher along with clear instructions and written parental authorization for the teacher to dispense the medication.

Lunch and Snacks

New Horizons offers hot lunches catered from local restaurants Monday through Friday. Information about the hot lunch program including menu items and payment options/methods will be provided at the start of the school year.

Students must bring lunch from home on any days that they do not choose to purchase the hot lunch option. Students may bring lunches to microwave, but parents are responsible for teaching their children on proper use of the microwave. For items needing to be kept cold, please use ice packs, and students must also bring their own utensils, napkins, etc. Students may not share their food.

Information on school allergies and snack restrictions will be provided at classroom orientation. Additionally, sodas and chewing gum are strictly prohibited at New Horizons Elementary School.

Electronics

Students may not bring cell phones, iPods, iPads, or similar devices to school with exception given to electronic days designated by individual teachers. In the event of an emergency and a student needs to make a phone call, he or she may ask permission to use the classroom or office phone for that purpose.

Visitors

All visitors and/or parents must sign in at the front office. At the conclusion of the visit, they must return to the office and sign out before leaving the campus.

Volunteers

Research has consistently shown that student achievement rises when parents and family are directly involved in the child's school. Support from our families is therefore essential to successfully achieving our mission to provide an exceptional elementary education.

New Horizons welcomes volunteers in many areas including classroom assistance, chaperoning field trips, driving for library visits, cooking with small groups, working in outdoor learning labs, aiding in fundraising efforts, overseeing special projects, and numerous other endeavors. Many opportunities are discussed at classroom orientation, but the school will publicize other volunteering needs as they arise throughout the year.

As a volunteer, however, each student with whom you may work has the right to expect confidentiality at all times. You must not discuss anything about that child with anyone except authorized school personnel, even if all others inquire about the child in good faith.

Parent Workdays

Each family at NHES is required to participate in three workdays each year: one summer, one fall, and one spring, or in lieu of participation, to pay a workday buyout fee that helps to maintain and improve our building and campus facilities.