

NEW HORIZONS ELEMENTARY SCHOOL PARENT / STUDENT HANDBOOK



ADDRESS: 3705 South College Road Wilmington, NC 28412

FRONT OFFICE: 910-392-5209

WEB: newhorizonselementary.org

FOLLOW US:



Dear Parents and Students,

We have assembled The New Horizons Elementary School (NHES) Parent/Student Handbook to help you understand the guidelines and policies of NHES. The Parent/Student Handbook is always available on the Parent Resource page on the NHES website. We ask that parents take time to discuss the Parent/Student Handbook with your child. Each parent will be asked to acknowledge receipt and review of the handbook with the signing of your contract. As always, please don't hesitate to reach out with any questions. We look forward to a wonderful year together!

Best,

Amanda Jacobs
Director

Disclaimer: This Handbook is not intended to be a comprehensive list of all policies and procedures, but is intended to provide general information for parents and students about the school. The school reserves the right to amend the school year, modify curriculum, change programming or policies, or otherwise make changes in the best interests of the school and at the school's sole discretion.

Non-Discrimination Policy: NHES admits students regardless of disability, race, color, creed, ethnicity, or national origin who possess the motivation, ability, and character that would enable them to succeed in our school community to 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 color, race, religion, disability, ancestry, national origin, socioeconomic status, academic status, gender, appearance or other personal qualities in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE

This handbook was developed to answer many commonly asked questions students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for your use, either electronically or by printing out a copy. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents. If you have any questions about the handbook or any of its policies, please contact Amanda Jacobs, Director.

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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 their unique attributes and those of others as well. Promoting kindness, respect, tolerance, and citizenship is 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 where all our students succeed and grow.

SCHOOL ORGANIZATIONAL PROFILE

Board of Directors

The Board has a maximum of 11 members and is comprised of parents of the school and no fewer than one (1) faculty member, in addition to the Executive Director. Each Board member is elected at the annual meeting, with one (1) vote allocated to each member.

Although the School Bylaws require that the Board of Directors meet at least twice during each fiscal year, the Board meets approximately monthly except for June and July.

The purpose of the Board is to direct and manage the business and affairs of the school to the extent consistent with state law, the School Bylaws, and Articles of Incorporation, and with exception to those powers 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 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 as in hard-copy form at the school office. Current year Board minutes are also available for review by reaching out to the school board teacher liaison.

New Horizons is committed to creating an environment where every family is valued. In doing so, the Board of Directors maintains 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 foster 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 work closely with the students in the classroom and operate as the primary school contact 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 which 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 able to function successfully in the learning environment at New Horizons. A prospective student's ability to blend with peers both socially and academically 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
- 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.
- Students entering Kindergarten will participate in a short Kindergarten Readiness Visit (approximately 60 minutes).
- Students entering grades 1-5 who come from a school environment will be asked to shadow for a 1/2 day.
- Students entering grades 1-5 and coming from a homeschool environment will be asked to shadow for 2 full days.

Completed enrollment packages are reviewed on a rolling basis by the Enrollment Committee beginning October 1st of the school year prior to matriculation. While under review, the school may request a visitation with the child to 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 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, 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 based on color, race, religion, disability, ancestry, national origin, socioeconomic status, academic status, gender, appearance or other personal qualities in the administration of its educational policies, admission policies, or other school-administered programs.

Special Learning Needs

While we can accommodate some milder learning differences, we are not equipped to provide services to 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 reasonable expectations for 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 whether New Horizons is an appropriate learning environment for that child. After the probationary period, should it be deemed that after a 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 of \$1000 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 July 1st of the current year. Participation in the Tuition Refund Insurance Program (or TRP, see below) is optional. If you choose to purchase tuition insurance, the cost is determined each year 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 the balance payable by August 1st of the current year and December 1st. of the following year. Participation in the TRP is required. If you choose to purchase tuition insurance, the cost is determined each year and is payable by August 1st of the current year.

Monthly Payment Option

The monthly payment option requires a deposit of \$1,000 with the balance of the tuition paid in (11) monthly installments. Payment is made on the first business day of each month from May of the current year through March of the following year. Participation in the TRP is required. If you choose to purchase tuition insurance, the cost is determined each year is payable by August 1st of the current year.

Tuition Refund Insurance Program (TRP)

Your financial obligation to the school is for the full annual tuition as stated on the Enrollment Contract. Information regarding Tuition Refund Insurance Program (TRP) will be provided. All refund requests for any tuition paid are administered by the school. TRP protects your financial commitment to pay the entire tuition if your child withdraws or is dismissed. TRP 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 TRP 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 TRP is required, students may not attend school until the TRP 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.

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 January. New Horizons Elementary School reserves the right to deny continued enrollment to students who fail to demonstrate sufficient progress, have outstanding tuition balances, or the NHES Board of Directors determines that termination will be in the best interests of the student, other students attending NHES or NHES itself.

ARRIVAL, DISMISSAL & ABSENCES

School Hours

K/1: 8:00am - 2:20pm

2/3: 8:00am - 2:30pm

4/5: 8:00am - 2:40pm

Hours

Morning drop-off is between 7:45 - 8:15 am. Regular attendance is expected as it is critical for your child's academic success at New Horizons.

Late Arrivals

Classes begin promptly at 8:15 a.m. and any arrivals after this time 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 an average of 6.5 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, earache, or vomiting.

On the day(s) of absence, if a parent wishes to request homework, the request must be made before 11:00 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 possible. However, 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 in the main office.

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, not to arrive for pick-up until your child's designated dismissal time 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 to do so.

Dismissal Times:

K/1: 2:20 pm

2/3: 2:30 pm

4/5: 2:40 pm

Younger siblings should adhere to older siblings' dismissal time.

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 New Hanover County Schools. Parents will receive closing/delay decisions by our texting alert system.

CURRICULUM

General Curriculum

New Horizons Elementary School provides a multi-sensory, inquiry-based educational program to kindergarten through fifth-grade students. We use 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. All faculty have been trained in and utilize the *Orton Gillingham* approach. *Bridges Math* is an innovative program that employs a spiral curriculum to continually expose students to new levels of abstract math concepts and critical thinking through real-life applications. All subjects include small group instruction so that differentiation may occur for each student.

Enrichment

Creating an active environment that promotes health and physical wellness is a priority at New Horizons and the center of our Physical Education program. As a result, students are given ample opportunities every day 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 and promotes 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 are 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 Mac iPads available for each student. Every 2nd - 5th grade student has use of his or her own school-issued Chromebook.

STEAM

Students in grades K-2 receive two 30-minute STEAM (Science, Technology, Engineering, Art, Math) lessons each week, while students in grades 3-5 receive two 60-minute STEM lessons each week.

Student Evaluations

Our faculty employs a variety of age-appropriate formal and informal methods of assessment every day in their classrooms. Report cards are sent home at the end of each

nine weeks. Graded assignments and tests will be regularly returned to parents for review. Planned conferences are held twice 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.

New Horizons participates in the nationally recognized IOWA Test for Basic Skills, which is administered to students in third through fifth grades. 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 can participate in a variety of after-school activities including Art Club, Ukulele, and Chorus. Our After-School program is also available daily, 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 supervisors.

Community Service

Community service plays an integral role in the curriculum and the overall learning experience at New Horizons. Our faculty members work closely with students to devise and implement meaningful ways of contributing to our community. Through such engagement, students feel a sense of pride as they reflect upon their impact on their community and society at large. Various service projects have included Artisan Market sales going towards holiday gifts for local families, as well as cereal drives and lemonade sales going towards Nourish NC.

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. We begin each week with a whole school Community Circle meeting. We end our weeks with either Switch or Reading Buddies. Friday Switch brings students of all ages together to engage in small-group exercises in creative dramatics, seasonal art, and art appreciation. Our Reading Buddy system pairs students of different grades on a regular basis for reading, writing, and physical education activities. Tiger Mail will be implemented this Spring, which will provide the opportunity for children to connect with fellow schoolmates.

Communication

New Horizons Elementary School will maintain open and consistent communication with school families both generally and within each classroom. Each Friday parents will receive a Director's Update which highlights important dates, events, and other general happenings throughout the school. Weekly classroom communication occurs during the school year. Teachers will email classroom news and updates specific to their respective classes.

For a student to get the most out of his or her educational experience at NHES, consistent communication between the teacher and the home is essential. 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 the school 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 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, 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

BEHAVIORAL EXPECTATIONS, DISCIPLINE POLICY & RESPECT POLICY

Behavioral Expectations for Students & Family Members (the "NHES Community")

- The NHES Community is expected to be considerate and respectful of adults, visitors, and one another at all times
- The NHES Community is required to show good sportsmanship and courtesy at all times on and off campus
- The NHES Community is expected to cooperate with school staff at all times
- The NHES Community is expected to listen and respond appropriately
- The NHES Community is expected to respect school property and the property of others
- The NHES Community is expected to respect other children and to listen to their wishes regarding personal space, personal belongings, etc.
- The NHES Community is expected to settle their own problems whenever appropriate
- The NHES Community is expected to follow classroom rules
- The NHES Community is expected to be honest
- The NHES Community is expected to treat others with kindness and respect
- The NHES Community is expected to use appropriate language and actions

- The NHES Community is expected to refrain from fighting and horseplay
- The NHES Community is expected to refrain from bullying, harassing, or intimidating peers at all times

Discipline Policy

The teachers at NHES use, in good faith, age-appropriate methods to manage classroom behavior. As such, 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, the teacher(s) will carefully assess the circumstances by implementing the following steps:

1. Document all disciplinary incidents on the day of the occurrence.
2. Gather information by individually interviewing all students involved to gather pertinent information and details surrounding the incident.
3. Determine, in their discretion, the motivation, intent and severity of the infraction.
4. Determine, in 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, frequency and evaluation of intent, 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 or immediate suspension if violation falls under examples of intolerable behavior listed under Behavior Expectations.

If a student receives an at-home suspension the following steps will occur before the student will be admitted back to school:

1. Individual Parent/Director meeting(s)
2. Plan of action for reconciliation
3. Follow up meeting with suspended student and parent; at this time a decision will be made for re-entry to school

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, disability, 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, families, or staff. NHES encourages all incidents of harassment or bullying to be reported, irrespective of whom the offender may be.

Those persons who feel that they, or someone they know, are victims of harassment and/or bullying should make someone in authority aware of the circumstances. 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.

GENERAL POLICIES

Dress Code

All children need your help in making good choices regarding school attire. Teachers and parents 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.

Electronics

Students may not bring cell phones, iPods, iPads, smart watches or similar devices to school. 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 or the classroom teacher may contact the parent.

Emergency Drills

NHES students participate in monthly emergency drills. These drills ensure students know the multiple options for safely and quietly exiting a building. While NHES is prepared for a variety of incidences including weather, fire, or active shooters, students know these drills as 'emergency drills'. We **do not** use the term active shooter with them. In the case of needing to exit our school, Aldi has been designated as our Reunification Site. In the case of this type of emergency, parents will receive a text alert, so you know where to pick up your children. These procedures will be reviewed with parents at Parent Orientation Night each August.

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 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.

NHES is a nut-free school. Information on school allergies and snack restrictions will be provided at classroom orientation. Additionally, sodas, candy, sweetened drinks, chewing gum are strictly prohibited at New Horizons Elementary School.

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.

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.

Whole-School Campus Clean-Ups

Each family at NHES is encouraged to participate in two family-friendly, whole-school campus cleanups during the year. These clean-up days not only offer camaraderie among our community but help to maintain and improve our building and campus facilities, while offsetting some costs normally associated with outside contractors.