



Student Handbook
2023-2024

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WELCOME LETTER

Welcome to the 2023-24 school year. My name is Becky Hitchman and I am honored to be the Principal of New Horizons High School. I have been fortunate to serve the Pasco community for the past 23 years as a special education teacher, instructional coach, education specialist, and most recently NHHS assistant principal.

At New Horizons we strive to provide rigorous instruction, in an inclusive environment, that nurtures the social-emotional well-being of each of our students. Whether students are engaged in virtual or in-person learning, we are committed to ensure that every student feels valued and supported.

I am privileged to work with a phenomenal community of educators and staff at New Horizons who collectively strive to instill an enthusiasm for learning among our students. We employ innovative teaching practices while fostering a strong sense of belonging within the school community. We offer a wide array of resources to meet the needs of the whole student to support their success in school.

Collaboration is at the heart of our approach to education. Our teachers regularly come together in Professional Learning Communities (PLCs) to tailor their teaching methods to suit the individual needs of each student. By engaging students in rigorous learning, we empower them to master standards across all content areas. Our expertise lies in meeting the unique needs of each remarkable student and equipping them with the skills necessary to achieve their personal goals beyond high school.

Our ultimate mission is to continue developing and implementing innovative practices that cater to the diverse needs of our students, while fostering an environment that encourages them to become active participants in their own learning journey. We strive to inspire and guide them towards a bright and successful future.

I am thrilled to collaborate with our community and be a part of this amazing school. Together, we will create a unique and supportive environment that promotes the educational and personal success of your students.

Thank you for entrusting us with your student's education. I look forward to a fantastic year ahead!

Sincerely,

Becky Hitchman
Principal New Horizons High School

OFFICE HOURS

The front office is open on school days from 7:45 am – 4:00 pm. Visit the PSD school district calendar for exact dates; weather may affect those hours. The office can be contacted at (509) 543-6796.

STAFF

<u>Last Name</u>	<u>First Name</u>	<u>Email</u>	<u>Position</u>
Alcazar	Dyana	Dalcazar@psd1.org	Teacher
Arambul	Jessie	Jarambul@psd1.org	Social Worker/Behavior Interventionist
Arangure	Irma	Iarangure@psd1.org	Student Achievement Specialist
Barquist	Juli	Jbarquist@psd1.org	Teacher
Bazinet	Paula	Pbazinet@psd1.org	Teacher
Belanger	Anna	Abelanger@psd1.org	Teacher
Brewster	Jacqueline	Jbrewster@psd1.org	Teacher
Buckley	Jamie	Jbuckley@psd1.org	School Resource Officer
Buckley	Olivia	Obautista@psd1.org	Student Achievement Specialist
Buechler	Toni	Tbuechler@psd1.org	Instructional Coach/Teacher
Campbell	Krystal	Kcampbell@psd1.org	Paraeducator
Cardoza	Efrain	Ecardoza@psd1.org	Community Engagement Manager
Deines	Laura	Ldeines@psd1.org	Tutor
DuVall	Jeni	Jduvall@psd1.org	Teacher
Forbis	Trevor	Tforbis@psd1.org	Teacher
Garcia	Axel	Axgarcia@psd1.org	Counselor
Garza	Michael	Migarza@psd1.org	Teacher
Guzman	Juan	Jmoreno@psd1.org	Custodian
Harrison	Stefanie	Sbalakier@psd1.org	Teacher
Hayes	Eric	Ehayes@psd1.org	Teacher
Hitchman	Becky	Bhitchman@psd1.org	Principal
Hultgrenn	Erin	Ehultgrenn@psd1.org	Nurse
Ipal	Ipal	Ipal	Ipal/New Horizons Clerk
McNabb	Glen	Gmcnabb@psd1.org	Teacher
O'Leary	Jason	Joleary@psd1.org	Teacher
Olson	Devin	Dolson@psd1.org	Teacher
Owona	Tiffany	Towona@psd1.org	Teacher
Perez	Nikki	yperez@psd1.org	Teacher
Pescasio	Bambi	Bpescasio@psd1.org	Assistant Principal
Pollick	Ashton	Apollick@psd1.org	Paraeducator
Pruneda	Garalene	Gpruneda@psd1.org	Master Chef
Rodriguez	Lucelia	lurodriguez@psd1.org	Intervention Specialist
Rumsey	Donald	Drumsey@psd1.org	Teacher
Sandoval	Xochitl	Xsandoval@psd1.org	Secretary
Saucedo	Ruben	Rsaucedo@psd1.org	Registrar

Schlegel	Becky	Bschlegel@psd1.org	Teacher
Simpkin	Tina	Tsimpkin@psd1.org	Teacher
Soto	Sofia	Ssoto@psd1.org	Grads Case Management
Swenson	Mark	Mswenson@psd1.org	Teacher
Travis	Carol	Ctravis@psd1.org	Teacher
Trejo	Juan	Jtrejo@psd1.org	Security
Vowels	Michael	Mvowels@psd1.org	Teacher
Whittaker	Eric	Ewhittaker@psd1.org	Teacher

MISSION STATEMENT

New Horizons provides a haven for diverse students while engaging them in individual and innovative opportunities.

NON-DISCRIMINATION/EQUAL OPPORTUNITY **DISCRIMINATION**

Pasco School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights/Title IX Officer:

Sarah Thornton
1215 W. Lewis St.
Pasco 509-543-6700

Sec. 504 Coordinator:

Kristi Docken
1215 W. Lewis St.
Pasco 509-543-6700

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.psd1.org/Page/10095>.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.psd1.org/Page/10095>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that

demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

APPEAL TO THE SCHOOL DISTRICT

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

COMPLAINT TO OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: Equity@k12.wa.us | Fax: 360-664-2967

Mail or hand deliver:
PO Box 47200
600 Washington St. S.E.
Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

GENERAL INFORMATION

DISTRICT CALENDAR

PASCO SCHOOL DISTRICT 2023-2024 CALENDAR

AUGUST 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

08/22 Tier II Building Retreat
08/23-25 Tier II District Training
08/28 Tier II All Staff Opening Event (Optional)
08/29 First Day of School

SEPTEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30

09/04 No School/Labor Day
09/20 Secondary Early Release

OCTOBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/11 Secondary Early Release
10/31 End of 1st Quarter

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/10 No School/Veterans Day
11/22 End of 1st Trimester
11/22 Thanksgiving Break - Early Release
11/23-24 No School/Thanksgiving Break
11/27 No School/Trimester Break

DECEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	<5	6	7	8>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/05-08 Early Release K-8: Conferences
12/20 Early Release K-12
12/21-29 No School/Winter Break

JANUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30	31			

01/02-05 No School/Winter Break
01/15 No School/MLK Jr Day
01/24 Secondary Early Release
01/25 End of 2nd Quarter
01/26 No School/Semester Break

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21*	22	23	24
25	26	27	28	29		

02/19 No School/Presidents' Day
02/21 Secondary Early Release

MARCH 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	<19	20	21	22>	23
24	25	26	27	28	29	30
31						

03/08 End of 2nd Trimester
03/11 No School K-12/Trimester Break
03/19-22 Early Release: K-8 Conferences
03/29 Early Release: K-12

APRIL 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30				

04/01-05 No School/Spring Break
04/09 End of 3rd Quarter
04/17 Secondary Early Release

MAY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

05/06 Snow Day if Necessary*
05/15 Secondary Early Release
05/27 No School/Memorial Day

JUNE 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

06/13 Last Student Day/Early Release
06/13 End of 4th Quarter
06/13 End of 3rd Trimester
06/14 Snow Day if Necessary*

Every Wednesday is Early Release for K-5 students	
[/]	First/Last Day of School
	No School
*	Secondary Early Release 6-12
E	Early Release Grades K-12
Q	Quarter Ends NHHS/Middle School
T	Trimester Ends
	Parent/Teacher Conferences
< >	(Early Release for K-8)
*Additional Snow Days to be made up subject to change dependent on need	

2023-2024 SY

BELL SCHEDULE

Monday Schedule		
1st Hour	9:00-10:04	64 Minutes
2nd Hour	10:05 - 11:09	64 Minutes
Lunch	11:15 - 11:45	30 Minutes
3rd Hour	11:51 - 12:54	63 Minutes
Advisory	12:55 - 1:55	60 Minutes
4th Hour	1:56 - 3:00	64 Minutes
Tuesday - Friday Schedule		
1st Hour	8:00 - 9:34	94 Minutes
2nd Hour	9:35 - 11:09	94 Minutes
Lunch	11:15 - 11:45	30 Minutes
3rd Hour	11:51 - 1:25	94 Minutes
4th Hour	1:26 - 3:00	94 Minutes
Early Release Schedule		
1st Hour	8:00 - 8:48	48 Minutes
2nd Hour	8:49 - 9:37	48 Minutes
3rd Hour	9:38 - 10:26	48 Minutes
4th Hour	10:27 - 11:15	48 Minutes
2-Hour Delayed Start Schedule		
1st Hour	10:00 - 11:04	64 Minutes
Lunch	11:10 - 11:40	30 Minutes
2nd Hour	11:46 - 12:50	64 Minutes
3rd Hour	12:51 - 1:55	64 Minutes
4th Hour	1:56 - 3:00	64 Minutes

SCHOOL SAFETY-SINGLE ENTRANCE

The Pasco School District is committed to ensuring a safe environment at all schools. As part of this mission, the Pasco School Board approved necessary safety steps to ensure students' safety by making all campuses in the Pasco School District single points of entry during the school day.

During the hours of 7:45-3:30 p.m. the New Horizons main entrance on Tech Way will be the only accessible point of entry for New Horizons High School. All students and visitors will need to go through the security vestibule and office staff will approve entry for anyone wishing to access New Horizons High School for necessary business.

CHECK-IN/CHECK-OUT PROCEDURE

Check-In - All students arriving late to campus must check in at the attendance desk in the main office. If a student has a valid reason for arriving late to school, he/she must submit a written note from a parent/guardian, unless the parent has called prior to the absence.

Check-Out - If a student has a valid reason for leaving while school is in session, the student must sign out at the attendance desk in the main office. The excusal notes, provided by the attendance clerk, must be shown to the teacher before the start of class to obtain permission to leave class. Excusals cannot be granted by teachers. All excusals must go through the office.

To excuse an absence, a parent/guardian must:

- Submit a signed note to the attendance office;
- Call the attendance office; or
- Check out their student in person and provide photo identification

If students do not check-in or check-out at the attendance desk in the main office, he/she will be considered truant and the absence will not be excused (excluding their assigned lunch period). If a student leaves campus during lunch and does not return to school due to illness, a parent must call to excuse the absence.

PARKING

Students with a valid driver's license are allowed to drive to school. The Pasco School District considers this a privilege, not a right. Therefore, students must adhere to the following guidelines:

- Vehicles without a parking pass may be towed at the student's expense.
- Student vehicles parked in the staff parking lot will be fined and towed at the student's expense.
- All vehicles must be registered through security.
- Student parking permits are on a first come, first serve basis.
- The parking permit must be clearly displayed during school hours, and students may only park in designated student areas. If a parking permit is not visible, the car will be towed at the student's expense.
- All drivers must comply with driving laws, which include proof of insurance, valid registration, Driver's License, and adherence to posted speed limits.
- Reckless driving on school grounds will result in a loss of parking privileges on campus.

DELIVERIES TO STUDENTS

Deliveries to students such as flowers, balloons, birthday gifts, food, drinks, etc., will not be allowed, as instructional time is greatly valued. Students will not be called out of class and class will not be interrupted. Any deliveries will be held in the main office until the end of the school day.

NUTRITION

New Horizons High School recognizes that good nutrition is essential to promote children's overall health and academic achievement. New Horizons High School provides school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. All foods sold on campus during the school day must meet USDA Smart Snacks in Schools standards.

2023-24 Pricing

-Breakfast and Lunch: Free for the 2023-24 school year.

** REMINDER: Free/Reduced forms required each year for NHHS students.*

Breakfast at New Horizons High School is provided between 8:45-9:00 AM Mon & 7:45-8:00 AM Tues-Fri. ***-Late start breakfast access will be provided to students up to an hour after the school day begins.***

All students are provided with a lunch period. Students are expected to take care of their nutritional needs during this time.

ACADEMIC

GUIDEBOOK & GRADUATION REQUIREMENTS

In order to be eligible for a New Horizons High School Diploma a student must complete Washington State and Pasco School District requirements. Due to many changes in Washington State graduation law, requirements vary from class to class. Please refer to the Course Guidebook for a full explanation of minimum requirements as well as those needed to enter 4-Year Colleges/Universities, Career/Technical and Community Colleges, or Apprenticeships and Military Services. The Pasco School District Course Guidebook can be found at <https://www.psd1.org/Page/10587>

SWAG/GOALS FOR STUDENTS AT NHHS

School Wide Audacious Goal (SWAG), this is our campus wide goal for all students. The goal at the end of every quarter is for students to have earned a minimum of two credits (passing four classes) earning students a total of 8 credits per school year.

ADVISORY AND PPP

HIGH SCHOOL AND BEYOND PLAN (HSBP)

The High School and Beyond Plan (HSBP) is a graduation requirement of Washington State and helps students get the most out of high school while preparing for their future. Students work with career guidance specialists, school counselors, and teachers to create their own personalized plan with goals for high school and beyond.

Each student's plan includes:

- Identification of career goals based on a career interest and skills inventory or assessment.
- Identification of educational goals.
- A resume or activity log by the end of twelfth grade that provides a written compilation of student's education, work experience, and community service.
- A four-year course plan that fulfills graduation requirements and aligns with career and educational goals. (*Counselors keep this document*).

Each plan starts in seventh or eighth grade and is the student's plan for high school courses to prepare them for their future. It contains assignments and resources to help them understand Washington's graduation requirements and to plan for options after high school.

SOCIAL/EMOTIONAL LEARNING

According to The Collaborative for Academic, Social Emotional Learning (CASEL), Social Emotional Learning is defined as:

An integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships and make responsible and caring decisions.

More on the SEL standards can be found here [OSPI Social Emotional Learning Standards Alignment \(www.k12.wa.us\)](http://www.k12.wa.us/sites/default/files/public/earlylearning/pubdocs/OSPI-SEL-Alignment%20(www.k12.wa.us).pdf). At New Horizons, we strive to meet these standards through the use of Character Strong SEL curriculum which promotes healthy SEL learning that can be carried beyond high school. More information on the Character Strong Curriculum can be found here: <https://www.k12.wa.us/sites/default/files/public/earlylearning/pubdocs/OSPI-SEL-Pathways.pdf>

PPP/INTERVENTION AND ADVISORY

PPP/Intervention time provides students an opportunity to gain academic support through small-group sessions that allow for targeted intervention for academic mastery or enhancement opportunities for students to extend their learning.

Advisory time connects students with a teacher who will provide academic and social support throughout the school year. In these advisory classes and per the Washington State guidelines, students and teachers will complete lessons to learn about their social-emotional health and gain

an understanding of how their social-emotional well-being can help contribute to their success in high school and beyond. Students will also use this time to set academic goals, monitor progress towards graduation, and build relationships with peers and adults. Students will also be completing their High School and Beyond Plan Requirements needed for graduation.

***STUDENTS ARE TO STAY ON CAMPUS DURING ADVISORY OR
ENHANCEMENT/INTERVENTION.***

**VIRTUAL AND IN-PERSON LEARNING
INSTRUCTIONAL MODEL**

Our school is based on a mastery-based system. The expectation is students show mastery of specific Washington State Learning Standards identified for each course of study.

Teachers utilize one of two systems when checking grades:

I = Incomplete and percentage shown is amount of course that student has completed (i.e., I – 75% means the student has completed 75% of the course). Students must complete all work for the course prior to the course being considered completed and credit earned. Once required coursework is completed the 'I' will be converted to a letter grade.

If a letter grade is shown, then teachers enter and update grades as they go through the quarter.

COURSE DESCRIPTIONS

See Course Guidebook.

GRADING

Academic rank in class is determined by a student's grade point average. A student's grade point average (GPA) is a numerical score translated from letter grades earned during grades 9-12 (8th grade classes that are eligible for high school credit also apply). Students receive points for letter grades earned in their classes on the following basis:

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0

Grade Point Average is figured by taking the sum of the point values of all the grades received for all courses attempted divided by the sum of the credits for all courses attempted.

GRADES AND CLASS EXPECTATIONS

Teachers will provide students with an explanation of their classroom expectations for behavior, academics and grading procedures. Report cards are printed and distributed at the end of each quarter. The quarter grade is recorded on the student's transcript.

ACADEMIC DISHONESTY

New Horizons High School takes student academic honesty very seriously. Academic dishonesty includes, but is not limited to, the following types of misconduct:

- Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other course work that is not intended to be collaborative in nature.
- Sharing papers with another student.
- Looking at another student's test, answer sheet, or other materials.
- Using unauthorized material including textbooks, notes, calculators, computer programs, or outside help during an examination or other assignment.
- Using writings, passages, or ideas of others and passing them off as your own (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology).
- Sabotaging or destroying the work of others.
- Illegal or unauthorized entry into school computer programs.
- Submitting material (written or designed by someone else) without citing the source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Texting questions or answers related to course material.
- Copying material any electronic source: OneNote, Google and Google Translate, etc.

Plagiarism is defined as “Borrowing someone's ideas, information, or language without documenting the source and/or documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed” (Hacker, *The Bedford Handbook for Writers*). Plagiarism is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses, omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text, without giving the source credit, it is still plagiarism.

SCHEDULE CHANGES

Schedules are student-driven based on credits required for graduation. Any change in a student's schedule is disruptive to the student's learning process.

Students requesting a schedule change will need to make an appointment in the front office for the school counselor to review the request. Admin will review and approve schedule change requests with the counselor.

Changes to advisors must have administrator approval, make an appointment in the front office to meet with an administrator.

Schedule changes will be considered for academic purposes only to ensure students are participating in the classes that meet graduation requirements.

PE WAIVER

A form must be completed by the student for each P.E. course waiver requested. An alternative Physical Education assessment must be completed in conjunction with the waiver application (i.e. fitness plan/portfolio). *Students interested in waiving PE should contact their school counselor.*

FINES AND FEES

In accordance with Pasco School District Board policy 3520, a student will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's diploma may be withheld until restitution is made by payment or the equivalency through community service. The student or the parent/guardian may appeal the imposition of a charge for damaged to the superintendent or designee and board of directors.

GRADUATION INFORMATION

Students must have met all their graduation requirements to participate in graduation, senior dinner, and any other graduation related events.

HONOR CORDS, CORDS, & MEDALS

New Horizons High School recognizes students at graduation based on academic success during high school. Graduation recognitions will be limited to the following:

- Valedictorian Medal, given to the highest cumulative GPA
- Salutatorian Medal, given to the second highest cumulative GPA

Cords may be presented from various clubs on campus. See individual club advisors for details.

RIGHTS AND RESPONSIBILITIES

New Horizons High School students, as citizens of the school community, are entitled to all the rights and privileges granted by our democratic society. The right to an education, however, does allow that schools may legitimately expect students to accept certain responsibilities. It is important that both students and parents read this document, as they are responsible to know the information.

When students come to school to learn, they arrive on time with their work done to the best of their ability. Students present themselves in attire that is not distracting to the learning of others. Students who want to better themselves ask their peers and teachers for help when necessary and will give help to others. Role modeling healthy behavior develops leadership skills and life-long habits that can increase the number and quality of opportunities.

All students who attend New Horizons High School shall comply with the written policies, rules, and regulations of the Pasco School District; shall pursue the required course of studies; and shall submit to the authority of school staff, subject to such corrective action(s) as identified in the Pasco School District Student Discipline Codes. As afforded by Washington Administrative Code, all students have the right to due process.

OVERVIEW OF STUDENT RIGHTS

Each student attending New Horizons High School has the right to:

- An equal educational opportunity, free of discrimination because of national origin, immigration status, race, religion, sexual orientation, gender, pregnancy, marital status, or an identified learning need.
- Be secure in his or her person, papers, and effects from unreasonable search and seizures.
- Free expression and assembly subject to reasonable limitations and identified procedures for exercising such rights.
- Be free from unlawful interference in his or her pursuit of an education while in the custody of a school authority.

OVERVIEW OF STUDENT RESPONSIBILITY

Each student attending New Horizons High School has the responsibility to:

- Attend school daily and be on time to class with all necessary materials.
- Know and obey the rules of the district and the school.
- Accept reasonable consequences for violating school or district rules.
- Possess school identification badge and correctly identify him or her when asked to do so by school employees.
- Respect the rights of others; do not to disrupt or deprive others of their right to an education.
- Respect the property of others, the school, and the district; be willing to make restitution for property damaged.

ATTENDANCE

New Horizons High School makes an effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps students feel better about school – and themselves. Attendance has a significant impact on academic success. If your student must miss school, please call our front office.

There are many reasons students are absent from school. The Pasco School District has many people prepared to assist with challenges your student may face in attending school regularly or on time. Please contact your students school counselor, social worker, student achievement specialist or administrator so we can assist you. We will track attendance daily, communicate with you regarding unexcused absences, and identify barriers and supports available so your student can attend school regularly.

We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, you must contact New Horizons High School at 509-543-6796 to excuse their absence. Students will be permitted to make up missed work with an excused absence. Board policies regarding attendance can be found on the district website at www.psd1.org (Policies 3110 – 3122). The Becca Bill, our state law for mandatory attendance, requires children ages 8 through 17 to attend a public or private school, or a district-approved home school program.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires a conference to be scheduled for you and your student. A plan will be developed that may require an assessment, to determine how to support your student's attendance.

After seven unexcused absences in any month, or fifteen or more unexcused absences in the school year, the school district is required to schedule a conference to identify the barriers and supports available to you and your student. After the conference if attendance does not improve the district is required to file a petition with the Juvenile Court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Engagement Board, or other coordinated means of intervention. If students continue to be truant, they may need to go to court. **A conference is not required if a doctor's note is provided or the absences are pre-arranged, and plans have been made to support the student's academic progress while absent.** If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

The following are valid excuses for absences:

- School-Sponsored Activities - A pre-approval form must be submitted to the attendance office.
- Illness, health condition, family emergency, or religious event
- After the 4th consecutive day of absence due to illness, the student must have a doctor's note to return to school.
- Parent-Approved Activities - Pre-approval form must be submitted to the attendance office in advance. Only five days of the absence will be excused.
- Disciplinary Actions - See Student Discipline Section for More Information

PERSONAL ELECTRONIC DEVICES (PED)

NHHS allows Personal Electronic Devices (PEDs) on campus for instructional purposes only, as long as students comply with the rules outlined below:

- The use of personal electronic devices by students is optional, and students who do not bring PEDs to school will not be penalized. PEDs, like district issued laptops are required for some classes. It is an expectation that Laptops are brought to school each day.
- Students are to comply with all classroom rules and are expected to have PEDs securely stored unless otherwise directed by the teacher. Additionally, students will be expected to comply with all school rules while using personal devices.
- Unwillingness to surrender an electronic device could result in discipline including suspension.

GUIDELINES

- Each teacher has the discretion to allow and regulate the use of PEDs in the classroom and on specific academic projects, including PED accessories such as headphones.
- PEDs must be in silent mode while on school campus, unless otherwise directed by a teacher.

- PEDs may not be used in an academically dishonest manner on assignments, quizzes or tests (i.e.; cheating).
- PEDs are not to be used for non-instructional purposes (such as making personal phone calls, text messaging, or visiting social networking sites).
- Students may not use PEDs to record, transmit or post photographic images or video of a person or persons on campus during school hours or during school activities.
- PEDs may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- New Horizon's High School reserves the right to mandate that all PEDs be turned off in situations that may occur including, but not limited to, state testing, safety drills and in areas such as locker rooms.
- Student devices causing a disruption to the learning process will be confiscated and a parent/guardian may be required to pick-up the device after school.
- Videoing, recording, or live streaming staff members without their consent is a violation of PEDs policy.

STUDENTS AND PARENTS/GUARDIANS ACKNOWLEDGE THAT:

- Internet sites may contain material that is illegal, defamatory, inaccurate or controversial.
- With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.
- NHHS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Code of Conduct.
- If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Charging of district laptops will be permitted at NHHS. But, it is an expectation that personal devices must be charged prior to school and run on battery power while at school. Any damage done to a personal device while charging at school is not the school's liability.

STUDENTS ARE PROHIBITED FROM:

- Bringing a device onto school premises that may infect the network with a virus or which contains a program designed to damage, alter, and/or destroy the NHHS/PSD network structure.
- Trying to alter or bypass school network security.
- Cyber-bullying, internet harassment of any nature, and/or internet intimidation of staff or other students (progressive disciplinary action will occur).
- Printing from a personal device at school.

USAGE CHARGES

New Horizons High School is not responsible for any possible service charges to your account that might be accrued or incurred during approved school related use.

ACCOMODATIONS

- Pasco School District's Internet Technology Department will not be responsible for fixing, troubleshooting or updating security and/or software on PEDs.
- NHHS and/or Pasco School District will not be responsible for purchasing any student a PED. Students will be provided a district laptop.

STUDENT LAPTOP POLICY

Device User Agreement Pasco School District views the use of electronic resources as central to the delivery of its educational program. By providing each secondary student a laptop computer to use at school and at home, Pasco School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Below is a summary of commitments made by students and parents.

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the responsible use guidelines outlined within the Student and Parent 1:1 Handbook and the Pasco School District Electronic Resource Policy 2180 and Procedure 2180P at all times.
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Pasco School District in the protection of the laptop by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the laptop at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Bring the laptop to school daily fully charged.

The parent/guardian agrees to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Talk to my child about values and the standards that they should follow on the use of the internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned ,

- damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

DEVICE PROTECTION PLAN

See 1:1 Handbook for more Information:

[https://www.psd1.org/cms/lib/WA01001055/Centricity/Domain/1015/PSD%201 to 1%20Student%20Parent%20Handbook.pdf](https://www.psd1.org/cms/lib/WA01001055/Centricity/Domain/1015/PSD%201%20Student%20Parent%20Handbook.pdf)

DRESS CODE

Pasco School District Dress Code Procedure 3224P

Our goal is to ensure students are in class learning. To facilitate learning for all students, there are minimum standards for student dress, grooming, and appearance. These apply at school and at any school-based or school-sponsored activity, including but not limited to: classes, ASB events, dances, and sporting events.

Students' choice in personal appearance matters should be made in consultation with their parent(s)/guardian(s) and shall not be restricted beyond the below listed requirements.

Students who do not meet the minimum standards will be asked to change their clothing. If a student refuses to comply or dress code issues become chronic, a parent/guardian will be contacted and additional disciplinary action, such as required after-school intervention or detention, may be taken. For extracurricular activities, violations may result in a student's removal or exclusion from the activity.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.) and
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses).

Students may not wear clothing, jewelry or personal items that:

- Show any undergarments (bra, sports bra, swimwear, underwear, etc.).
- Are pornographic, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia.
- Demonstrate hate group association/affiliation and or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, political/religious affiliation or any other protected class.
- Cover the student's face (except clothing that is worn for religious or medical purposes).
- Demonstrate gang affiliation, or an organized group of students dressing the same on a regular basis (based on Pasco Police Department guidance). RCW.28A.600455

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will make reasonable efforts to avoid dress-coding students in front of other students.

Consequences

- Conference with student with directive to cover, change or remove the noncomplying attire.
- Parent/guardian contact.
- Other consequences developed at the building level that do not include the removal from learning environment during instruction unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health and safety of others, or harasses, intimidates or bullies other students.

BEHAVIOR EXPECTATIONS/RISE

At NHHS we believe in recognizing students for their positive choices

RISE POINTS		
Point Value	Acknowledgement Guidelines	
1	Following expectations	Display RISE qualities
2	Role model	Display RISE qualities in the face of challenges
3	Going above and beyond	Be a leader Be a problem solver Encourage peers to demonstrate RISE qualities

RISE Noise Level	
Noise Level	Noise Level Guidelines
0	Silent
1	Partner/Elbow Talk
2	Table Talk
3	Presenter Voice
4	Seahawks Stadium/Assembly/Outside

Bathroom		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Use positive language • Share the space: keep distance for privacy • Noise level between 0-1
Integrity	Make the right choices	• Use the bathroom and return to class • Only visit bathroom when approved or before/after school and lunch • Clean-up after yourself/Put garbage in garbage cans
Safety	Honor Boundaries	• Report spills/items on the floor • Follow staff direction • If you see something say something
Excellence	Growth Mindset	• Complete your task in a timely manner • Use facilities and equipment for intended purposes

Cafeteria - During Breakfast and Lunch		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Use Positive and uplifting language • Follow staff direction • Stay in line/be patient • Noise level between 0-2
Integrity	Make the right choices	• Follow Nutritional Guidelines • Use appropriate school ID number • Take only what you need • Own your choices
Safety	Honor Boundaries	• Be alert to your surroundings • Follow staff direction • Report spills/items on the floor
Excellence	Growth Mindset	• Clean up after yourself • Use utensils provided to fill your tray • Solve problems in a productive way

Campus Pride		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Making others want to be here • Embrace differences • Contribute to a solution-oriented space • Create a welcoming environment
Integrity	Make the right choices	• Make kindness normal • Selfless acts • Be a role model • Keep School out of social media
Safety	Honor Boundaries	• Report needed repairs • Check-in with each other • Ensure a safe learning environment
Excellence	Growth Mindset	• Be a leader • Contribute/Volunteer • Celebrate and acknowledge accomplishments • Honor district policy on dress code

Classroom		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Helping others • Using positive and uplifting language • Willingness to share the space • Use technology appropriately
Integrity	Make the right choices	• Provide solutions • Own your choices • Be honest and open about your needs • Honor your commitments
Safety	Honor Boundaries	• Follow building/classroom procedures • Be in assigned locations • Follow staff direction • Clean-up after yourself
Excellence	Growth Mindset	• Create and adjust goals • Celebrate and acknowledge accomplishments • Solve problems in a productive way • Be willing to lean into the discomfort of the work

Hallways		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Use positive and uplifting language • Noise level/volume between 0-2 • Clean-up after yourself • Be on time
Integrity	Make the right choices	• Be where you say you are going to be • Own your choices • Complete your task independently
Safety	Honor Boundaries	• Use hall pass when going to any location during class time • Follow staff direction • Enter only through front doors during class time • Be in assigned locations • Direct all peers/visitors to front doors
Excellence	Growth Mindset	• Honor your commitments • Solve problems in a productive way

Office		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Use positive and uplifting language • Wait your turn/keep distance for privacy • Listen the first time
Integrity	Make the right choices	• Take care of what you need and return to class • Only visit office when approved or before/after school and lunch • Follow expected checkout procedures
Safety	Honor Boundaries	• Staff only beyond the desks • Follow staff direction • Follow building procedures • Clean-up after yourself
Excellence	Growth Mindset	• Call the office when you are going to be absent • Show community members Phoenix Campus Pride • Solve problems in a productive way

Parking Lot		
School-wide Expectations		Behavior(s)
Respect	Treat others how you want to be treated	• Watch out for people and other cars • Park in designated NHHS student lot only • Follow staff direction
Integrity	Make the right choices	• Use your car before school, lunch time, after school • Be responsible for your own property • Avoid being in parking lot during class time
Safety	Honor Boundaries	• Obey posted speed limits • Follow all traffic laws and posted signs • Display parking permit • Report incidents to the front office
Excellence	Growth Mindset	• Arrive on time • Keep your insurance and license current • Throw garbage in trash cans • Show Phoenix Campus Pride

STUDENT DISCIPLINE

We believe that humans need meaningful relationships in order to thrive. At school, these social connections are cultivated in the classroom. When these social connections are weakened by conflict, this damages the educational experience. When this occurs, we have a system of referrals so that students can receive the help they need in order to repair those connections. This will help them receive the full benefit of a public education.

MINOR REFERRALS

- If a student's behavior is disrupting class a teacher will take action to correct that student's behavior. If the student continues their inappropriate behavior, they will be asked to talk one on one with the teacher. This could be having the student step outside the classroom for a break or having the student remaining after class for a short conversation. After this one-on-one talk, the teacher will document the incident by writing a minor referral describing the inappropriate behavior. These referrals are then saved so that NHHS staff can review behavior data and offer help.
- Possible things a teacher may do to help a student get back on task include, but are not limited to, the following:
 - Recognizing when student is meeting expectations
 - Instructional Wait Time (stopping the lesson until students come back to the lesson)
 - Reminding students of classroom agreements
 - Proximity (Standing close to the student)
 - Verbal Warning

MAJOR REFERRALS

- If a student's behavior in class requires the student be removed, the teacher may have the student escorted out by security. **This counts as a classroom exclusion.** When this happens, the teacher will write a major referral describing the behavior. The purpose of a major referral is to make the administration aware of the classroom exclusion.
 - The student will be escorted to the office by security.
 - The student will be required to fill out a Refocus/Repair form and have it reviewed by an Administrator before that student will be allowed back into class for that day.
 - The parent(s)/guardian(s) of the student will be contacted and informed.
 - Administrative action will be taken up to and including suspension.

Pasco School District Student Behaviors That Are Eligible for Referral:

Minor	Major
▪ Defiance/Failure to Cooperate ▪ Disruption ▪ Dress Code Violation ▪ Electronic/Technology Misuse ▪ Inappropriate Language ▪ Physical Contact/Aggression ▪ Property Misuse ▪ Theft ▪ Lying/Cheating/Forgery ▪ Failure to complete work in the classroom	▪ Repeated Defiance/Failure to Cooperate ▪ Alcohol/Drugs/Tobacco ▪ Destruction of Property/Vandalism ▪ Disruptive Conduct ▪ Fighting ▪ Gang Affiliation/Display ▪ Harassment/Intimidation/Bullying (HIB) ▪ Inappropriate Language (Directed) ▪ Inappropriate Location/Skip Class ▪ Possession of a Weapon ▪ Sexual Harassment ▪ Technology Violation ▪ Theft ▪ Violence

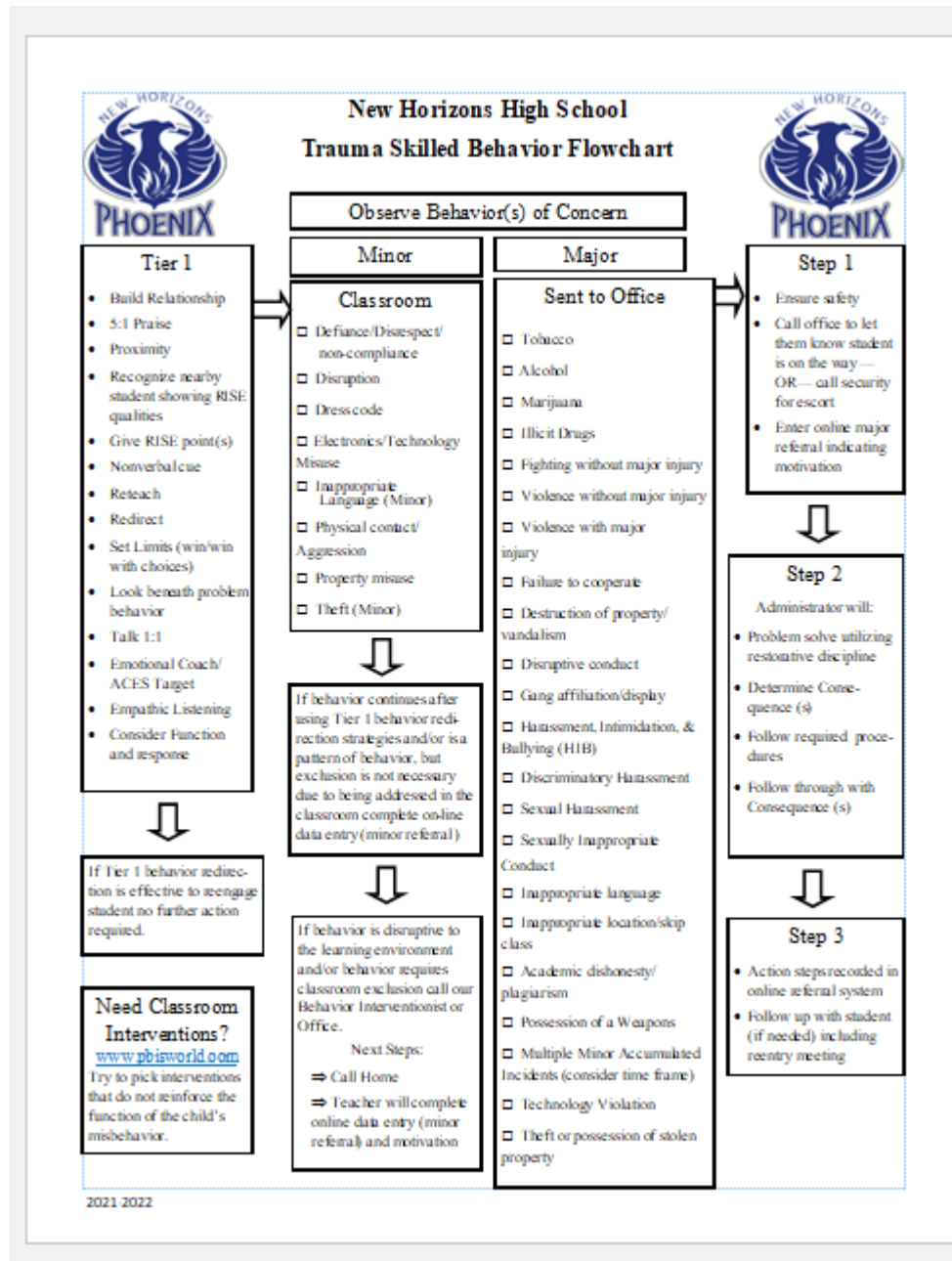
TYPES OF EXCLUSIONS

- Classroom Exclusion: This is when a student is removed from their classroom. This can be for up to the remainder of the school day. A classroom exclusion does not include actions that result in missed instruction for a brief duration.
- Emergency Removal: A school district may immediately remove a student from school where staff believe that student's presence in the building poses an immediate and continuing danger to others or the educational process. This will not exceed 10 consecutive school days.
- Short-Term Suspension: A short-term suspension is when a student is removed from school as a result of a behavior violation. If NHHS suspends a student, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school.
- Long-Term Suspension: A long-term suspension is when a student is removed from school as a result of a behavior violation that will last longer than 10 consecutive school days. Again, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school.

Long-Term Suspensions can last through the remainder of the school year.

- Expulsion: Expulsion is the removal of a student from their school in response to a behavioral violation that is to last for one calendar year.

RESTORATIVE PRACTICES



EXCEPTIONAL MISCONDUCT

Below are offenses that can result in a student being suspended or expelled: Possession of Firearms:

Carrying a firearm onto school property or possessing a firearm on district property or district-provided transportation.

Possession of Toy/Simulated Weapon or Firearm: This includes toys which appear to be

weapons

Bullying/Intimidation/Harassment of any kind to include Threats (See “HIB” Below)

Robbery/Burglary/Theft or Possession of Stolen Property

Arson or Destruction of School District Property

Possession of Controlled Substances (See Substance Abuse Below)

Gang Activity: Any student wearing, carrying, or displaying gang-related apparel or symbols.

This also includes behavior or gestures which symbolize gang membership. Additionally, this includes causing, participating in, and/or recruiting for gang-related activities.

"Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Possession of a Dangerous Weapon: Carrying a dangerous weapon onto or possessing a dangerous weapon on district property or district-provided transportation. “Dangerous weapon” includes all, but are not limited to, the following: BB or pellet gun, pepper/gas spray, knife of any size, metal knuckles, clubs, lasers, or any object that can be used to inflict serious bodily harm when there is no other reasonable purpose for possessing the object at school

Assault or Participating in a Fight: This includes filming, organizing, or encouraging others to participate in violence or fighting.

Excessive Disruptions to the Educational Environment: Disruption to the educational environment that poses a threat to safety, security and/or the normal operations of the school environment.

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

- Harassment, intimidation or bullying is an electronic, written, verbal, or physical act that:
 - Physically harms a student or damages the student’s property.
 - Has the effect of substantially interfering with a student’s education.
 - Creates an intimidating or threatening educational environment.
- Actions that may be considered harassment, intimidation and bullying may take many forms, including, but not limited to:
- slurs, rumors, jokes, demeaning comments, drawings, cartoons, pranks, physical attacks or threats, gestures, or making fun of an individual or group.
- The targeted student does not need to possess the characteristic that is the basis for the harassment, intimidation or bullying.

In order to protect students from retaliation, students do not need to reveal their identity when reporting. All reports of harassment, intimidation or bullying will be

investigated. While the bullying is being investigated, the district will take reasonable steps to stop any more harassment between the reporter and the alleged bully.

- Investigations shall include:
- An interview with the reporter.
- An interview with the alleged bully.
- A review of any previous complaints involving either the reporter or alleged bully.
- Interviews with other students or staff members who may have witnessed the bullying.
- After the investigation has been completed the reporter and their family will be contacted with results of the investigation and any corrective measures the school will be taking.
- [District Form 3207F](#)

SUBSTANCE ABUSE

Students are prohibited from possessing, using, being under the influence of, selling, or distributing any substances on school property, at a school function, or at a school sponsored activity to include but not limited to:

- Controlled Substances as defined by federal law scheduling and Washington State Law.
- Alcohol or any substance containing alcohol such as cough syrup.
- Tobacco or any substance containing nicotine.
- Prescription or over the counter medications not specifically administered through the school nurse.
- Any paraphernalia used to administer or interact with any of the above.

SEARCH AND SEIZURE

All students shall be free from unreasonable searches of their persons, clothing, or property. However, a student is subject to search by school officials if they have reason to believe that the student is in possession of weapons or contraband.

- “Contraband” means items, materials, or substances that are prohibited by law or district policy: Controlled substances, Alcoholic beverages, Tobacco/Nicotine products, or any object considered to be a firearm or a dangerous weapon.
- No student shall be subject to a strip search or body cavity search by school staff.
- School officials may include law enforcement in the search.

HEALTH NURSES OFFICE

Our nursing office is open part time (9am - 12:30pm Monday through Thursday). Should a student need medical assistance outside of those hours, they will need to go to the main office. Please remember that students who visit the nursing office are exposed to many germs and therefore should only be sent if truly necessary.

An appropriate referral to the nursing office includes:

- Any head injury
- Any open, draining wound or spillage of body fluid
- Any complaints of severe pain
- Suspected fever or infection
- Evidence of pale, flushed, or bluish skin
- Persistent coughing, audible wheezing, or breathing problems
- Appearance of rash or skin irritation
- Suspected sprain, strain, or fracture
- Any symptoms consistent with a student's known medical condition – *refer to health plans*
- Assistance in accessing medical resources

STUDENT MEDICATION

By law the nurse cannot provide ANY medication (including Tylenol or ibuprofen) as well as antibiotic ointments to students without a PSD medication form signed by a medical provider and parent. Medication in the nursing office must be provided by parent or guardian, and in original container. Students permitted to self-carry prescription medications have been approved and are noted in PowerSchool.

ATHLETICS

Athletic participation is done through student home high school.

CLUBS

ASB

The purpose of ASB is to initiate and supervise all student activities, to manage student body funds, to encourage high standards of scholarship, to advance the welfare of its students, to enhance student/teacher relations, to protect the right of its members and to provide a common means of communication between New Horizons High School and the community.

ASL (District Level partnership)

ASL club is for all students whether you know sign language or not. We play sign language related games, throw events, and do service projects and fund raisers. We meet once a month.

FCCLA

Mission:

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Family, Career and Community Leaders of America (FCCLA) is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

FFA

Mission:

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for *premier leadership, personal growth, and career success* through Agricultural Education.

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. The official name of the organization is the **National FFA Organization**. The letters "FFA" stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change.

TECHNOLOGY STUDENTS ASSOCIATION (TSA)

The Technology Student Association enhances personal development, leadership, and career opportunities in Science, Technology, Engineering and Mathematics, whereby members apply and integrate these concepts through extracurricular activities, competitions, and related programs. TSA Students at NHHS engage in hands on technology activities and competitions and attend Technology based field trips and events throughout the year.

PARENT/COMMUNITY INVOLVEMENT

FAMILIES CONNECTING WITH EDUCATORS (FCE)

Families Connecting With Educators (FCE) is NHHS's name for Action Team for Partnerships (ATP). We are a community collaborative group of Staff, Parents, Students, and the community that come together to provide cultural enhancements and future planning options for the students at NHHS.

Please, join our efforts to expand opportunities for students and families, please see the website for meeting dates or swing by the school's main office. If you have any questions, please feel free to e-mail us at: NHHS_FCE@psd1.org

VISITORS

We encourage parents and community members to visit our school. All visitors are required to sign in at the Main Office before entering the school. Visitors shall receive a visitor's badge, which must always be worn by the visitor in a conspicuous location.

Anyone not wearing a badge may be stopped and questioned by authorized personnel and may

be asked to leave if not in compliance with PSD Board Policy 4311P.

Students from other schools, however, do not enhance the learning of their NHHS friends and will not be allowed to accompany a student to school **UNDER ANY CIRCUMSTANCES.**

VOLUNTEERS

We recognize the valuable contribution made to our school's programs through the volunteer assistance of parents, guardians, and community members. To promote the education and safety of all staff and students, the Principal shall enforce the procedures for volunteers in compliance with PSD Board Policy 5430 and 5430P. Staff members who wish to use the services of a volunteer for conducting selected activities shall make a request to the Principal. Approval of the request must be obtained before a volunteer will be allowed to render services. Request must be submitted to the Principal in the Main Office by completing the PSD Volunteer Form:

Website: <https://forms.psd1.org/Forms/volunteer>

QR Code:



Volunteer

Please Note:

District policy requires certain volunteers to undergo a background check through the Washington State Patrol. Volunteers may also be asked to complete and sign an Applicant Disclosure Form. The school may decline the services of any volunteer at anytime.

COMMUNICATION

POWERSCHOOL APP

PowerSchool is a tool which parents/guardians of students enrolled in grades 7-12 can use to view their student's grades, attendance, and grade history online. Access to PowerSchool is available in two options: PowerSchool App (Free app for Android and iPhone) and/or PowerSchool Parent Portal account.

How to download the PowerSchool App on your smartphone:

Step 1: Install PowerSchool App from PlayStore or AppStore

Step 2: Type District Code: SSBH

Step 3: Type Username and password and **Submit**

How to create a new PowerSchool Parent Portal account:

Parents can check grades, schedules, assignments, and more with the ability to add multiple students to their PowerSchool account – even if the students attend different schools! To log into

the PowerSchool Parent Portal, all parents will need to create a Parent Portal account. Here's how to do that:

1. Go to the Pasco School District's website at www.psd1.org and mouse over the **Students & Families**
2. Tab link then click the **Parent Portal Login** link then click on **Parents** on the left-hand side or go directly to <https://pschool.psd1.org/public/home.html>
3. The **PowerSchool Login** screen will open. Ignore the Username and Password boxes for now.
4. Click the **Create Account** tab at the top of the screen.
5. The **Create Parent/Guardian Account** screen will open. Enter your First Name, Last Name and Email address.
6. Type in whatever you'd like to use as your Desired Username and Password. (The web site will let you know if the Desired Username you've selected is not available and it will offer some suggested Usernames.)
7. Type your child's full name, Access ID, and Access Password. Please note that the Access ID and Password are case sensitive. If you do not have the Access ID and Access Password for your student, please contact your student's school registrar.
8. If you have additional children, enter their names and the Access ID's and passwords given to you by each child's school registrar.
9. Select your relationship to each student then click the **Enter** button.
10. The PowerSchool login screen will come back up. This time enter your new Parent Portal Username and password to log into PowerSchool. Please note that the new username and password are case sensitive!
11. Once you are logged into PowerSchool, you will see the names(s) of your children at the top of the screen so that you can switch back and forth between them.
12. If you would like to sign up to receive email Progress Reports and/or attendance updates, click the Email Notification link then select the reports you would like to receive.

DISTRICT APP

Want to keep up with the latest news, updates, and/or school closures from the Pasco School District? You can download the Pasco School District app on your smartphone to receive push notifications. Just search for "Pasco School District" on [iTunes](#) or the [Google Play Store](#). If you have any other questions, please e-mail psdapp@psd1.org

REMIND

Students and parent(s)/guardian(s) can connect with NHHS and the teachers through the remind app/text message system. Contact teachers for their code or the front office for the NHHS code to get connected. To create an account: https://www.remind.com/sign_in

DISTRICT POLICIES

A list of all district policies can be found online at <https://www.psd1.org/domain/1414>

STUDENT AND FAMILY RESOURCES

DAYCARE

-Our onsite nursery is run through the Boys & Girls Club. They care for children ages 1 month- 1 year.

-Next door at CBC is our second childcare facility which is also run through The Boys & Girls Club, and they care for children ages 1 year-5 years. They divide children into 3 classrooms based on age.

-If you would like to apply for childcare, please contact the school and ask for the GRADS Case Manager.

GRADS CASE MANAGER/TEEN PARENT SUPPORT

- Support for expecting and parenting students
- Assistance in finding and applying for community resources
- Assistance with transportation to and from school

Contact the school and ask for the GRADS Cases Manager for all additional questions or concerns regarding the above information.

PANTRY

NHHS has a food/hygiene pantry that is open to all students and their families. Students or families can request access to the pantry at any time during school hours. The pantry is replenished bi-weekly through a partnership with 2nd Harvest Food Bank. There is not cost to students.

DRUG AND ALCOHOL PREVENTION

Assisting students with substance abuse intervention and prevention, educate students about the effects of substances, provide educational material, meet with students daily/weekly, refer to a local community agency if students desire.

SOCIAL WORKER/BEHAVIOR INTERVENTION

NHHS has a Social Worker/Behavior Intervention Specialist. The role of the SW/BIS is to help students with their immediate and basic mental health needs. This could be done through groups, meetings with the SW/BIS, and through referrals to outside agencies in order to meet the students need. The SW/BIS also can assist with helping students meet their basic needs outside of school, and can aide with referrals to housing resources, food, etc.

STUDENT ACHIEVEMENT SPECIALIAST (SAS)

Our SAS team is here to support your child (student) in their academic career. Whether they need help staying on task or just someone to cheer for them on the sidelines, we will be there. Our primary goal is open and clear communication with you and your student. If you ever have a question or even a concern, feel free to ask to speak with the SAS team and we will help however we can!

SATURDAY SCHOOL

Saturday schools are optional opportunities for students to get additional study support times with their teachers. We start the school year off with one a month, and slowly increase the occurrences as the school year progresses. There are dates posted in the main office, times and length of Saturday School will be posted monthly, as they do change based on student need. Meals/refreshments are provided based on need. Please stop by the school's main office if you have any questions.

TRANSPORTATION

See front office for BFT bus pass information.

AVID

AVID provides scaffolded support that educators and students need to encourage college and career readiness and success. NHHS has developed an AVID Elective course, the goal is that students will receive the additional academic, social, and emotional support that will help them succeed in their school's most rigorous courses. AVID strategies are used throughout all their classes across campus.

PHOENIX FLORAL SHOP

NHHS students create arrangements for any occasion such as: baby shower, birthday, holiday, wedding, sympathy, etc. Call the Phoenix Floral Shop at (509) 416-7967 for more information.