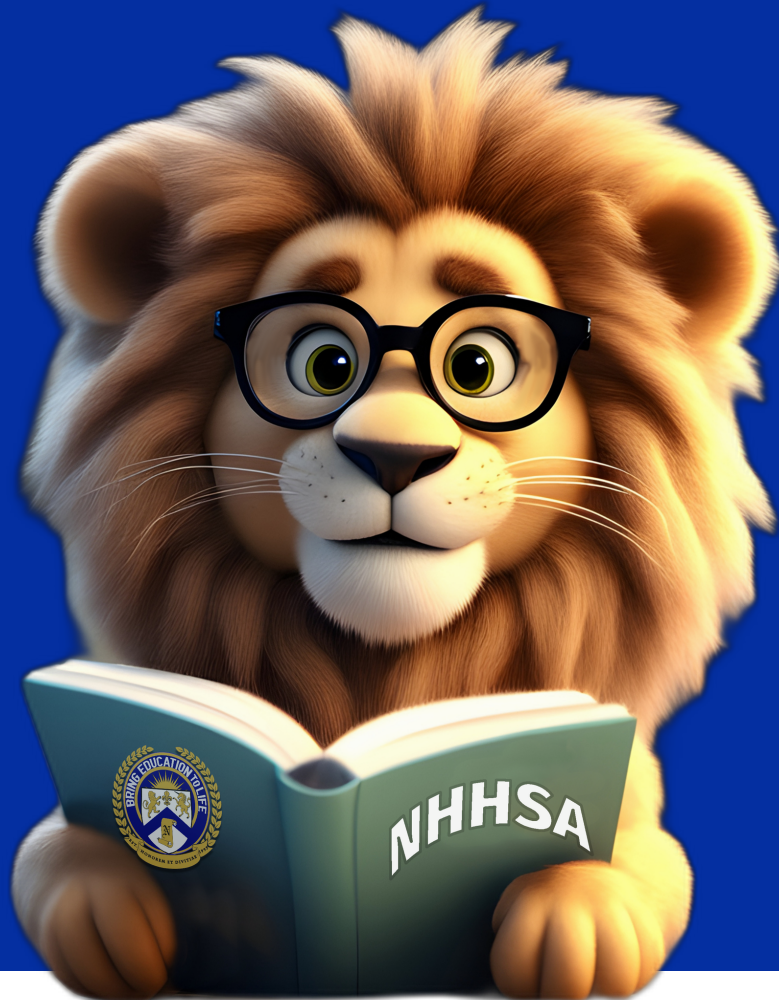




NHHSA
Centers for Learning

STUDENT HANDBOOK



**A Guide to Purposeful Learning and
Academic Excellence
2027**

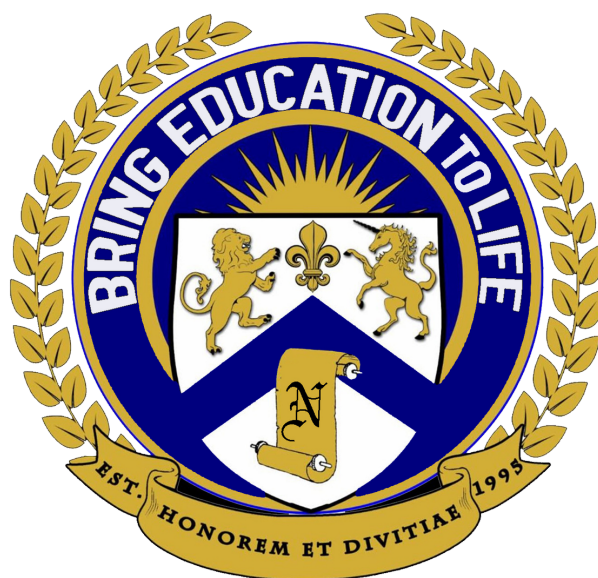


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WELCOME

Welcome to NHHSA (New Horizons Home School & Academy)! We are excited that you are joining us and look forward to being part of your learning journey.

At NHHSA, school may feel a little different from what you have experienced before. We believe learning should be personal, meaningful, and built around curiosity. While you will study the subjects and skills required by the state, we also encourage you to ask questions, think deeply, and explore topics that interest you.

The world is always changing. New discoveries in history, science, and other subjects happen all the time. That is why we want you to learn with an open and curious mind. If something interests you, ask questions. If something does not make sense, research it. When you want to learn more, we will encourage and support you.

At NHHSA, your ideas matter. You have a voice, and we want you to care about what you learn. We ask that you always do your best, be honest in your work, and treat others with kindness and respect. Curiosity is something we celebrate because we believe it helps people grow, think, and learn.

We also believe every student is capable of learning and succeeding. Everyone learns differently, and part of our job is helping you discover the study habits and skills that work best for you.

Most of all, we hope this year is filled with learning, discovery, growth, and success. We are excited to walk this journey with you.

We sincerely wish you a wonderful year of academic adventure!

NHHSA

Bringing Education to Life!

QUESTIONS?

ASK US. WE'RE HAPPY TO HELP.



PROFILE OF AN NHHSA GRADUATE

NHHSA graduates are expected to have employed the greater liberty that comes with homeschooling productively, oriented towards personal growth and the development of academic or trade skills that they can capitalize upon as they mature. Graduates have attended to their work diligently and fastidiously and have fulfilled their social obligations.

The graduate has satisfied state-mandated academic requirements and, despite this, has furthermore developed an interest in lifelong learning and recognizes the pursuit of knowledge as integral to personal growth. Long-term career goals have been clearly formulated, along with strategies for achieving them. Graduates assume responsibility for their triumphs and failures and have learned to be resourceful as they navigate toward their goals, economizing on available time and means with the understanding that every decision involves a tradeoff.

The graduate loves to learn beyond the confines of a regimented classroom, actively seeks real-life learning experiences, exercises a critical attitude with charity of interpretation toward others, and is persistent, optimistic, and eager to discover new knowledge and skills.



STUDY GUIDELINES AND RULES



General and Common Sense

- **Come to school rested and ready to learn.** Try to get enough sleep and eat before studying. It is much harder to focus when you are tired or hungry, and we want you learning at your best.
- **Stay home if you are sick.** Your health matters, and so does the health of others. Please do not come to school if you are feeling ill or may be contagious. Be considerate of your classmates and educators.
- **Keep up with missed work.** If you miss school because of illness or another reason, remember that assignments still need to be completed. At NHHSA, students complete 9 Checksheets over a 10-month school year. You work at your own pace, but freedom also comes with responsibility. Plan ahead, set goals, and stay on track.
- **Complete your Checksheets regularly.** To finish your grade level on time, students should complete about one Checksheet each month. Staying on pace helps you avoid falling behind.
- **Finish your current Checksheet before receiving a new one.** Students in the Hybrid, Remote, or Home-Study Programs must complete and turn in all required work on their current Checksheet before it can be graded and before a new Checksheet is issued. In simple terms: finish one before starting the next!
- **Be courteous and helpful.** Treat staff, educators, and fellow students with kindness, respect, and good manners. A positive attitude and thoughtful behavior help make NHHSA a welcoming and enjoyable place for everyone. **Violation:** Minor to Moderate infraction depending on the seriousness of the behavior.

Assignment Honesty

Do your own work.

We expect all assignments you turn in to be your own work. This means your work should not be copied from a friend, family member, classmate, website, or an Artificial Intelligence (AI) program. We want to hear your voice and your ideas.

If the wording or quality of an assignment does not sound like your usual work, we may review it more closely. We check for copied work and AI-generated content. Remember: using someone else's work and pretending it is your own is dishonest and does not help you learn.

Violation: Minor to Severe infraction depending on seriousness and repeated behavior after a warning.

Do your own Math work too.

We know there are websites and apps that can give you Math answers. Some even show the steps to solve problems. But the goal is not just getting the answer—the goal is understanding the Math.

If we believe you are not doing your own Math work, we may ask you to complete a quiz or short test. If you are unable to show understanding, you may be asked to redo the assignment.

Being honest from the beginning will save everyone time and frustration—and help prepare you for future testing and college entrance exams.

If you are struggling, please ask for help! If you need more support than can be provided during normal school hours, your parent may contact us about one-on-one tutoring options.

Violation: Minor to Severe infraction if the behavior continues after a warning.

Stay on track with your assignments.

If you fall more than one month behind on your Checksheets, it is time to make a plan to catch up. We want every student to complete their grade level during the regular school year.

Students who do not finish on time will be required to attend Summer School to complete their work.

Typed work is welcome.

Unless an educator says otherwise, you may complete assignments on a computer. Students in Hybrid or Home-Study Programs should print typed assignments before turning it in. Remote Learning students may upload assignments through their online portal.



STUDENT CODE OF CONDUCT



In the Classroom

Be on time.

Class begins promptly at 9:00 a.m. Being late may not seem like a big deal, but it affects both you and your classmates. Arriving late means less learning time for you and can interrupt a class that is already in progress.

Tardies are recorded. Too many tardies may require you to attend Summer School to make up the total number of hours missed. Keep it simple: *be on time!*

Violation: Minor to Moderate depending on how often tardiness occurs.

Come prepared.

Bring everything you need for the day, including your books, pencils, paper, school binder, and your Checksheet. If you are working on a special project, remember to bring any materials you agreed to provide.

Being prepared helps your day go more smoothly and shows responsibility.

Violation: Minor to Moderate depending on how often unpreparedness occurs.

Be involved and helpful.

Participate in discussions, field trips, and school events. Be willing to help others when appropriate and work well with classmates. Take care of books, classroom materials, and school equipment, and encourage others to do the same.

Violation: Minor to Moderate depending on actions and behavior.

No food, drinks, gum, or candy during class.

Help us keep classrooms clean and comfortable for everyone. Unless an educator gives permission, food, drinks, gum, and candy should not be used or on your desk during class time.

Violation: Minor, but students will be expected to stop the behavior.

Respect school property.

Please treat classrooms, furniture, books, equipment, floors, walls, and other school property with care. Damage caused by careless or inappropriate behavior may become the responsibility of the student and family.

Violation: Moderate to Severe depending on the seriousness of the damage.

Courtesy, Manners and Etiquette

At NHHS, we believe kindness, good manners, and respect help create a safe and pleasant learning environment for everyone.

Be respectful and use good manners.

Treat others with courtesy. Say “please” and “thank you” when appropriate. Speak respectfully and treat school property with care.

Slamming books, shoving furniture, or behaving aggressively is not respectful and may affect your on-campus privileges.

Violation: Minor to Severe depending on seriousness.

Do not make fun of others.

“Jokes” that embarrass, insult, or put others down are not acceptable at NHHSA. If a joke hurts someone, it is not funny.

Violation: Moderate to Severe.

Respect differences.

Be respectful of different backgrounds, cultures, habits, beliefs, and viewpoints. Every student deserves to feel safe, welcome, and respected at school.

Violation: Severe.

Bullying, intimidation, or harassment are not tolerated.

Threatening, intimidating, excluding, or mistreating another student is unacceptable and may result in loss of on-campus privileges.

Violation: Severe.

Use calm and respectful behavior.

Yelling, threatening others, angry outbursts, or aggressive behavior are unacceptable and may affect your ability to have on campus privileges.

Violation: Severe.

No profanity.

Inappropriate language is not allowed. Remember that younger students may be nearby, and respectful speech matters.

Violation: Moderate to Severe.

Serious or repeated misconduct may lead to removal of on campus privileges.

Students who are repeatedly disruptive, unsafe, or unwilling to follow school expectations may lose on-campus privileges, be moved to the HomeWork ProgramSM (HWP), or face expulsion depending on the situation.

Violation: Severe.

No drugs, tobacco, alcohol, or illegal substances.

Bringing or using these items at school is a serious violation and may result in immediate expulsion.

Violation: Severe.

Keep physical affection outside the classroom.

While at school or during school activities, do not demonstrate public displays of affection, including kissing, hugging, or holding hands. We believe classrooms should remain focused learning environments.

Violation: Minor to Severe depending on circumstances.

Keep your hands to yourself. Do not push, shove, slap, punch, throw objects, or roughhouse, even as a joke. Someone can get hurt.

Violation: Moderate to Severe.

Help create a positive school environment.

Gossip, unkind behavior, or repeatedly creating conflict can affect the classroom environment and may result in loss of on-campus privileges.

Violation: Moderate to Severe.

Keep your space clean and safe.

Pick up after yourself, keep belongings organized, and store backpacks neatly to help maintain a safe environment.

Violation: Minor to Moderate.

Practice good cafeteria and break-time manners.

Please remain seated while eating or drinking to help avoid spills and accidents.

Violation: Minor to Moderate.

Follow the Dress Code.

Please review the Dress Code section before coming to school. Students who are not in dress-code compliance may be sent home to correct the issue.

Violation: Minor to Moderate.

No running or horseplay indoors.

Running, rough play, or unsafe behavior in classrooms or hallways can lead to injuries or property damage.

Violation: Moderate to Severe.

Follow health and safety procedures when required.

If health guidelines or mask requirements are in place, students are expected to follow them respectfully and responsibly.

Help keep everyone healthy.

Wash your hands regularly, especially after using the restroom and before leaving school. Use hand sanitizer when available and help us keep our classrooms healthy and clean.

Productivity Matters

At NHHSA, we want every student to be involved, productive, and successful. We are committed to helping you learn and will do our best to support you throughout your studies. In return, we expect you to stay engaged and complete your assignments.

Stay involved in your studies.

If assignments are repeatedly missing or there is little effort being shown despite support and encouragement from educators, a student may be placed on academic probation. This is a period designed to help students get back on track. If improvement does not take place during probation, a student may be dropped from enrollment.

Violation: Minor to Severe depending on the situation and repeated lack of progress.

Work well with others.

We encourage students to collaborate and learn together when appropriate. Asking questions, sharing ideas, and helping one another can make learning more enjoyable and successful.

Meet your productivity goals.

Educators may give daily, weekly, or monthly learning goals to help you stay on pace. Do your best to meet these targets and communicate with us if you are struggling or falling behind. We are here to help.

Types of Violations and Consequences

Minor Violations.

Minor violations are behaviors that may interrupt learning or go against school expectations but can usually be corrected with reminders, warnings, or simple consequences.

At NHHSA, we work hard to maintain a *safe, respectful, and positive learning environment* for everyone. We also understand that students sometimes have difficult days or may be dealing with personal or academic challenges. If something is bothering you, talk to us. We are here to help and will do our best to guide and support you.

For most Minor Violations, and even some Moderate Violations, our first step is usually to speak with you privately to understand what happened and help correct the behavior. We believe that many problems can be solved through communication, encouragement, and better choices.

However, behavior that is unsafe, repeatedly disruptive, disrespectful, or harmful to others will be addressed more seriously.

Moderate Violations.

Moderate Violations usually happen when a Minor Violation continues after reminders or warnings, or when behavior becomes more serious.

In most cases, we will first try to work through the issue by speaking with you. If the behavior continues, we may involve your *parent or guardian* and, when necessary, the *NHHSA Director*. Our goal is always to help you make better choices and get back on track.

Moderate Violations normally result in a parent/Director conference and may include additional consequences depending on the situation.

More serious or repeated Moderate Violations may result in a temporary suspension to the HomeWork ProgramSM (HWP) or Home-Study Program. This means you will remain enrolled at NHHSA but may temporarily lose on-campus privileges.

The length of any suspension depends on the seriousness of the violation and the student's willingness to correct the behavior.

Severe Violations.

Severe violations are serious behaviors that place learning, safety, or the well-being of others at risk and may result in removal from campus, placement in the HomeWork ProgramSM (HWP), suspension, or expulsion.

A Final Word

At NHHSA, we truly want every student to succeed. We will work hard to help you grow, improve, and stay on track with your studies. However, students who consistently refuse to complete assignments, repeatedly turn in work that is not their own, or continue to ignore school expectations despite support and repeated efforts to help may be *dropped from enrollment*. This is not considered an expulsion.

Expulsion is reserved for *serious violations* that endanger—or could reasonably endanger—the safety or well-being of others.

A drop from enrollment usually happens only after we have tried many ways to help a student correct behaviors that repeatedly violate our Student Guidelines, Rules, and Code of Conduct without lasting improvement.

If you are ever unsure about a rule, expectation, or school guideline, *please ask us*. We are always happy to help explain.

And finally, if you believe someone's behavior may be putting others at risk, please let a staff member know. You may also make an *anonymous report* or *send an email* if you are uncomfortable speaking in person. Helping keep NHHSA safe is everyone's responsibility.

You can email our administrative offices at: contact@nhhsa.com





OUR CORE VALUES

“The fundamental task of education is unlearning: making ourselves, and the ideas by which we conceive and create ourselves, strange and alien, and thus transcending our old selves.”

—William Warren Bartley III

Love of Knowledge

We uphold the pursuit of knowledge and truth as the highest good. We believe curiosity is an ethical responsibility—the willingness to look beyond what is obvious or assumed and to seek deeper, universal understanding.

The Critical Attitude

We value a readiness to recognize and correct error, both in our thinking and in ourselves. Because learning is rooted in problem-solving, true growth requires humility, reflection, and a willingness to be corrected.

The Principle of Charity of Interpretation

We approach ideas and actions, our own and others', with fairness and intellectual generosity. In evaluating them, we seek the most reasonable and defensible interpretation before offering critique.

Persistence

We value self-motivation, discipline, and the determination to grow through learning. Because learning often comes through challenge and failure, we cultivate resilience and the resolve to persevere, adapt, and continue forward with purpose.

Initiative

We believe learning extends beyond assigned tasks and defined subjects. Students are encouraged to think independently, seek out meaningful challenges, and take ownership of their intellectual growth by actively engaging with real problems.

Discovery (Unending Pursuit)

We embrace learning as a continuous process of discovery. Each new understanding leads to further questions, and the pursuit of knowledge is, in principle, without end. To stop seeking is to stop learning.

Optimism.

We believe that all problems are, in principle, solvable within the laws of nature. This conviction affirms both the power of human understanding and the potential for continued discovery, reinforcing a hopeful and determined approach to learning.



STUDENT DRESS CODE



Items Not Permitted

The following items are not allowed during school hours or on campus:

- Hooded sweatshirts or hoodies of any kind
- Shorts
- Sandals or open-toed footwear, due to safety concerns
- High-heeled shoes
- Combat, hunting, or work boots, or hightop boots that do not meet standard footwear guidelines
- Oversized or excessively loose clothing or belts
- Hats, caps, or head coverings not worn for religious or approved purposes

Jewelry and Accessories

- Boys may wear watches or rings in a conservative manner
- Excessive or distracting jewelry is not permitted for any student, including items such as nose rings, lip rings, or multiple visible piercings beyond a single set of earrings

Hair and Grooming

- Hair should be clean, neat, and well-groomed
- Hairstyles should not obstruct vision (e.g., bangs covering the eyes)
- Extreme or distracting hair colors (such as bright blue, purple, or similar) are not permitted
- For boys, hair should be maintained at a length that reflects a neat and orderly appearance

Additional Guidelines for Girls

- Off-the-shoulder or shoulder-baring tops are not permitted

General Expectation

Student appearance should reflect a respectful, modest, and school-appropriate standard at all times. The purpose of these guidelines is not to limit individuality, but to ensure a safe, orderly, and distraction-free environment where all students can focus on learning.

Appropriate Attire

The following guidelines outline appropriate student attire for on-campus participation. These standards are intended to promote a neat, safe, and school-appropriate appearance:

- Official NHHSA uniform shirt
- Belts should be worn when shirts are tucked in (boys)
- Closed-toe shoes with rubber soles, such as tennis shoes or flats (all students)
- Jeans or slacks (boys)
- Skirts or dresses no more than one inch above the knee (girls)
- Jeans, slacks or capri-length pants (girls)
- Light, age-appropriate makeup (teens only)

Casual Dress Day

NHSA observes a relaxed dress code on Fridays, while still maintaining standards of modesty, safety, and appropriateness.

Final Determination

NHSA reserves the right to make final determinations regarding student dress and appearance in accordance with these guidelines and at its sole discretion.





ABOUT YOUR STUDY PRACTICES

First Things First

At NHHSA, we want you to get the most out of your education. To help you succeed, we want to share some study practices that can make learning easier, more productive, and less stressful.

Some of these suggestions may seem simple or unimportant at first, but do not overlook them. Good study habits often make a big difference in how well you learn, how much work you complete, and how confident you feel in your studies.

If you are productive, making good progress, and earning strong grades, we will generally allow you to continue using the study methods that work best for you while offering support whenever you need it.

However, if you are struggling, falling behind, or not making steady progress, we may pay closer attention to your study habits and offer guidance to help you improve.

The truth is, most students who consistently perform well usually have strong study habits. While there are always exceptions, good study practices help most students succeed. That is why the recommendations in this section are important and will benefit nearly every student.

Let's begin with the basics.

Mindset and Posture

Your attitude affects almost everything you do: how you interact with others, how you handle challenges, and how well you perform in school. Learning is no different. In many ways, what you bring to your studies is what you will get out of them.

This is important because NHHSA can provide you with excellent programs, strong support, and the tools you need to succeed. But even the best program cannot help you if you do not bring effort, focus, and a positive mindset to your work.

Good posture matters too. Sitting up, staying alert, and maintaining focus can improve concentration and help you stay engaged in your studies. How you physically approach your work often affects how mentally prepared you are to learn.

No one expects you to have a perfect day every day. Everyone has off days, and one difficult day does not make you a bad student. However, if you are regularly distracted, unmotivated, or inconsistent in your effort, your progress will suffer.

We want you to have goals. We want you to feel excited about learning and confident in the program designed for you. But success also depends on your effort. Bring your best attitude, stay focused, and develop a mindset that is ready to learn and grow.

Even if there were such a thing as a perfect student (and we are not convinced there is), every successful student needs some degree of grit—the determination to keep going even when learning becomes difficult.

The truth is, your grades will not always be perfect. You will face challenges, make mistakes, and sometimes fail. That is a normal part of learning and of life. What matters most is what you do next. Do you give up, or do you learn from the setback and try again?

Grit helps you push through obstacles without giving in to discouragement. When we see determination, effort, and a willingness to keep improving, you will find strong and consistent support from us. We are on the same team, and we want to help you succeed.

Now let's talk more about posture.

To understand why posture matters, it helps to understand something called nonverbal communication, or body language. Body language is what your body communicates even when you are not speaking. Your posture, facial expressions, and movements can reveal a lot about how focused, interested, tired, frustrated, or engaged you are.

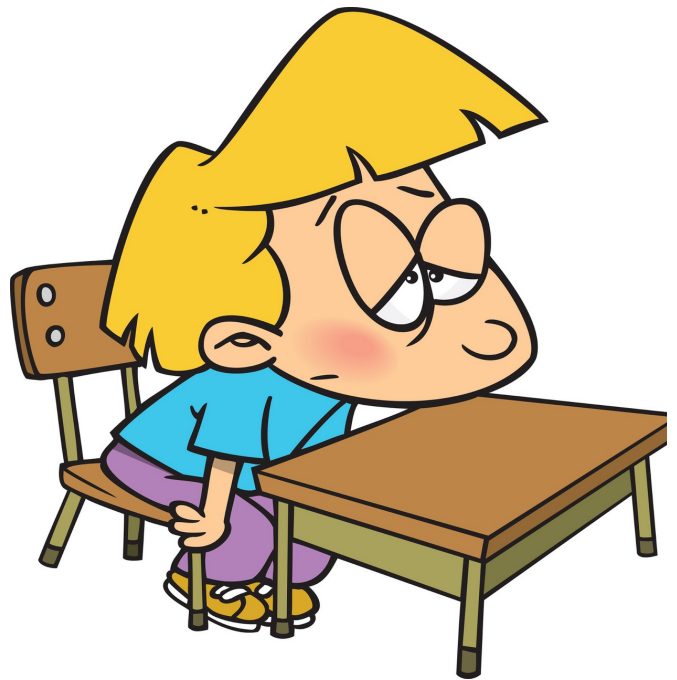
Most communication happens without words. That means your body often says as much as your voice does.

In a learning environment, posture matters because it affects both your focus and what others see in you. Sitting upright, staying alert, making eye contact, and being physically engaged often lead to better concentration and better learning. On the other hand, slouching, putting your head down, or constantly appearing distracted may signal a lack of focus and can make learning more difficult.

Simply put, how you carry yourself during study time can affect how well you learn.

Are you slouching? If so, there is a good chance we will check on you. We know that poor posture can make you feel more tired, less focused, and less engaged in your work. Sometimes slouching is simply a sign of fatigue, but it can also signal frustration, confusion, or difficulty understanding what you are studying.

That is why we pay attention. If we notice changes in your posture or body language, we may check in to see how you are doing and whether you need help.



Posture can also communicate confidence, or a lack of it. It can sometimes reveal feelings you may not even realize you are expressing, such as insecurity, discomfort, stress, or discouragement.

At NHHSA, our main concern is not judging how you sit or carry yourself. Rather, we pay attention because your posture and body language can tell us important things about how you are feeling and how you are progressing in your studies.

In short, posture matters. Pay attention to how you carry yourself during study time. Sitting upright, staying alert, and remaining engaged can help you learn more effectively and help us support you when you need it.

Study Programs, Checksheets, and Assignments

Now let's talk about your study program, your assignments, how your work is organized, and how you can track your progress throughout the school year.

If this is your first year at NHHSA, you should know that your study program is organized using what we call Checksheets. A Checksheet is a structured list of your subjects along with the assignments you are expected to complete for each subject.

In most cases, one Checksheet is designed to take about one month to complete. To finish your current grade level during a regular school year, you should complete approximately one Checksheet per month.

There are a few important things to understand about Checksheets.

First, Checksheets are not set in stone. This means they can be adjusted by your educator or student services administrator based on your academic needs, whether you are an **On-Campus**, **Hybrid**, or **Remote Learning** student.

For example, if an assignment is too difficult, too easy, or no longer necessary, your educator or an administrator may modify the Checksheet. In some cases, an educator may decide that a particular assignment is not needed and may sign it off as complete.

This flexibility is one of the strengths of the NHHSA system. Checksheets allow you to move through your work at a pace that fits your learning style while still keeping you on track academically. Our goal is to provide you with a program of study that is challenging, engaging, and well suited to your needs. If something is not working, we can make adjustments.

CHECKSHEETS also help you measure your progress through the school year. During your first month, you should complete Checksheet #1. During your second month, Checksheet #2, and so on through the school year.

NHHSA operates on a 10-month school year. At a minimum, students should complete 9 Checksheets in 10 months in order to finish their grade level on time and be prepared for the next level.

Keep this goal in mind and use your Checksheets to help you stay organized, productive, and on pace.

Standards for Presenting Work



NHSA uses a unique grading system that sets us apart from most schools. Unlike traditional schools, our educators do not grade the work of the students they teach. Instead, student work is sent to our **Quality Control Division**, which includes a dedicated **Grading Department** responsible for evaluating assignments.

We believe this creates a fairer grading process. Because graders do not work with students directly, they do not know you personally. This helps ensure that grades are based entirely on the quality of the work you submit, not on personal opinions, preferences, or relationships.

Since graders evaluate your work “blind,” they rely entirely on the information you provide to understand what they are grading. For this reason, it is very important that all submitted work is clearly labeled and properly organized.

All work turned in for a subject must include a cover page with the following information centered on the page:

Student Name
Grade Level
Subject and Checksheet Number
Page Number(s)

In addition, each new assignment should include its own page number on the work itself. Presenting your work neatly and correctly helps our Grading Department process and evaluate your assignments accurately and efficiently.

Any work submitted without the required cover page or proper headings listed above will be returned to the student **ungraded** until the missing information is added and the work is resubmitted. It is the student's responsibility to make sure all work is properly labeled before turning it in.

Adding Page Numbers to Your Work

The work included behind a cover page should contain **all of the assignments you are turning in for that subject**. Each time your work moves to a new assignment page, the correct **page number must be clearly written on that work**.

NHSA graders will not guess which textbook or assignment page your work belongs to. They can only grade what is clearly labeled, so it is your responsibility to make sure all page numbers are accurate and easy to read.

If a grader cannot understand your page numbers, handwriting, or any other important part of your submission, your work may be returned to you for correction before it can be graded. Work submitted without a cover page will also be returned ungraded.

Save yourself time and frustration by making sure your work is complete, organized, and clearly labeled before turning it in.

Assignments Do's and Don'ts

- **Use proper paper.** If you are handwriting your work, use lined notebook paper. Do not tear pages out of a spiral notebook unless you also remove the jagged edge left behind.
- **Write clearly and neatly.** Graders must be able to read your work in order to grade it. If your handwriting is unclear or unreadable, your work may be returned ungraded.
- **Use a #2 pencil.** When handwriting assignments, please use a #2 pencil unless instructed otherwise.
- **Use readable formatting when typing.** If you type your work, use a clear, easy-to-read font no larger than 12-point, with 1.5 to 2.0 line spacing.
- **Keep your work clean and professional.** Your assignments should not contain unnecessary drawings, doodles, or anything unrelated to the assignment. Papers should not be crumpled, torn, ragged, or stained by food or liquids. Take pride in the work you submit.
- **Attach work properly.** All work for a particular subject must be stapled to the cover page before submission. This rule does not apply to **Remote Learning students** uploading assignments online.
- **Answer in complete sentences.** Whenever possible, answer questions using complete sentences.

For example:

Question: Who was the first President of the United States?

Complete-sentence answer: The first President of the United States was George Washington.

- **If you do not answer in complete sentences, write the full question first.** If you prefer not to answer in a complete sentence, write out the question before writing your answer.



BRING YOUR OWN TECHNOLOGY POLICY



Students are responsible for bringing their own technology for school use when needed. This may include devices such as laptops, tablets, iPads, smartphones, e-readers, or similar learning devices. Gaming devices are not permitted unless specifically approved for an educational purpose. The use of personal technology at NHSA comes with important responsibilities. Please follow these guidelines:

- **Follow all school technology policies.** Students must follow the Student Code of Conduct and Responsible Use Policy found in this handbook.
- **Educators control device use in the classroom.** Educators may allow, limit, or restrict the use of personal devices depending on the subject, assignment, or classroom needs.
- **Keep devices on silent mode.** Approved devices must remain on silent unless an educator gives permission otherwise. Headphones must be used when listening to audio, videos, or music unless otherwise approved.
- **No non-school use during class.** Devices may not be used during quizzes or exams unless specifically permitted. Texting, making calls, browsing unrelated websites, gaming, or using social media during class is not allowed.
- **No unauthorized recording or photography.** Students may not use personal devices to record, photograph, livestream, or post images, video, or audio of anyone on campus or during school activities without permission from an educator or administrator.
- **Use devices for educational purposes only.** Personal devices should only be used to access websites, files, and applications related to schoolwork or classroom instruction.
- **Use AI responsibly.** Artificial Intelligence (AI) tools may not be used to copy, paste, or generate work that you submit as your own. Any use of AI must follow NHSA's standards for responsible and honest academic use.
- **Devices may be subject to search.** Students and parents should understand that personal devices may be inspected by educators or school administrators if there is reasonable suspicion that the device has been used in violation of school policies or the Student Code of Conduct. If a device is password protected, students may be required to unlock it upon request.

- **No printing from personal devices.** Printing from personal devices using school printers is not permitted unless specifically authorized.
- **Bring devices fully charged.** Devices should arrive at school charged and ready for use. Limited charging may be permitted, but devices may not remain plugged in for the entire school day unless approved.
- **Do not compromise school technology systems.** Students may not bring devices containing viruses, malware, Trojans, or other harmful software that could damage or interfere with school systems or networks. NHHSA may collect and inspect a device suspected of causing technology-related problems or security risks.
- **You are responsible for your device.** Use your device responsibly and keep it secure. NHHSA is not responsible for lost, stolen, or damaged personal devices, including lost or corrupted data.
- **Personal charges are your responsibility.** NHHSA is not responsible for data usage, service charges, subscriptions, or other costs related to personal device use.
- **Connectivity is not guaranteed.** NHHSA does not guarantee internet access, network availability, or connection quality for personal devices.



RESPONSIBLE USE POLICY



NHHSA provides students with access to wireless internet and digital learning resources. These tools can help you research topics, explore new ideas, complete assignments, collaborate on projects, and strengthen your learning experience.

Technology can be a powerful educational tool when used responsibly. However, internet access also creates opportunities to encounter content, websites, or communications that may not be appropriate in a school setting.

At NHHSA, we view digital resources much like books, libraries, and other academic reference materials. We encourage students to explore, research, and learn using technology under the guidance of educators and staff.

Because the internet is a global network, it is impossible to monitor every website, platform, or online interaction at all times. While NHHSA cannot guarantee that inappropriate content will never be encountered, we can establish clear expectations and trust students to use technology responsibly and in ways that support our educational mission.

Acceptable Use

The following are examples of acceptable technology use at NHHSA:

- **Educational learning platforms such as Khan Academy and other approved academic websites.**
- **Digital textbooks, e-books, and assigned online learning materials.**
- **Approved language-learning and academic practice websites.**
- **Research websites and online resources approved by an educator.**
- **Presentations and digital projects using approved formats such as Microsoft PowerPoint, Google Slides, or other educator-approved tools.**
- **Completion of assignments, school research, and class-related work.**

Activities Not Permitted

The following activities are not allowed during class time unless specifically approved by an educator:

- Texting, messaging, making phone calls, or using communication apps for non-school purposes.
- Checking, sending, or responding to personal emails unrelated to schoolwork.
- Visiting social media platforms, entertainment websites, or streaming content unrelated to class.
- Gaming or using apps unrelated to instruction.
- Accessing websites, files, or online content not approved by an educator or not related to school assignments.

Responsible Use of AI

Artificial Intelligence (AI) tools are becoming a common part of modern life, and NHHSA believes students should learn how to use them wisely, ethically, and responsibly.

AI may be helpful for certain approved purposes, such as:

- Brainstorming ideas for projects or essays.
- Practicing skills or reviewing concepts.
- Receiving explanations of difficult topics.
- Supporting research under educator guidance.

However, AI must **never** be used to do your work for you.

The following uses of AI are **not permitted**:

- Using AI to write essays, answers, reports, or assignments that you submit as your own work.
- Copying and pasting AI-generated responses into assignments.
- Using AI to avoid reading, thinking, solving, or learning for yourself.
- Using AI during quizzes, tests, or other assessments unless specifically allowed.

At NHHSA, we value **your thinking, your voice, and your effort**. AI should be used as a tool to support learning—not as a substitute for learning.

If educators or graders believe AI has been used dishonestly, the assignment may be returned for a **Re-Do**, assigned a **grade of zero (0)**, or treated as an **academic honesty violation** under the Student Code of Conduct.

When in doubt about whether AI use is acceptable, ask an educator before using it.



Think of AI as an assistant that can help you with certain tasks rather than looking at it as an application that can do the work for you. You want to work at building your knowledge and strengthening your mind's ability to understand and solve complex problems, rather than prompting it into uselessness.

And never use AI to create harmful, offensive, or inappropriate content about people.





IN CLOSING

As you begin or continue your journey at NHHSA, we want you to remember something important: your education is about much more than completing assignments, passing tests, or earning grades. It is about developing the knowledge, character, discipline, and habits that will help you succeed in life.

At NHHSA, we believe every student has the ability to learn, grow, and achieve meaningful goals. You do not need to be perfect. You do not need to have all the answers. But you do need to be willing to learn, to work hard, to ask questions, and to keep moving forward, even when things become difficult.

There will be challenges. There will be days when learning feels easy and exciting, and there may be days when it feels difficult or frustrating. That is a normal part of growth. What matters most is your willingness to stay engaged, remain honest, and keep trying.

Be curious. Ask questions. Think deeply. Work with integrity. Treat others with kindness and respect. Take responsibility for your choices and take pride in the work you produce.

Most of all, remember that you are not alone. Your educators, graders, and the entire NHHSA team are here to support you, guide you, and help you succeed. We are invested in your progress because your future matters.

We are honored to be part of your educational journey and look forward to seeing all that you accomplish.

Welcome to NHHSA, and welcome to a community that believes learning should be meaningful, challenging, and inspiring.

YOUR THOUGHTS
MATTER

DATE :

MOOD :

NOTES AND IDEAS

