



# THE NHSA EXPERIENCE

A PARENT GUIDE TO  
OUR PHILOSOPHY, PROGRAMS,  
AND POLICIES

2026–2027



Est. 1995



**NHSA is proud to announce that all NHSA campuses are fully accredited by the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), an internationally respected accrediting organization recognized by the Texas Private School Accreditation Commission (TEPSAC) and dedicated to educational quality and continuous improvement.**

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## *Our Note to Parents*

At NHHSA, education is not confined to a classroom, a schedule, or a single method. It is a living, dynamic process that grows with each student, guided by curiosity, shaped by family, and strengthened through purpose.

Throughout this manual, you have been introduced to our philosophy, our programs, and our expectations. More importantly, you have seen the foundation upon which NHHSA is built: a belief in the individual student, a respect for the role of the family, and a commitment to mastery-level learning.

We understand that the decision of how to educate your child is one of the most important choices you will ever make. It is a decision that carries not only academic implications, but personal, intellectual, and lifelong significance. At NHHSA, we do not take that responsibility lightly. We are honored to partner with you in this journey.

Together, we create an environment where students are encouraged to think, to question, to discover, and to grow. An environment where responsibility is learned, character is formed, and knowledge is pursued not as a requirement, but as a lifelong endeavor.

We believe that when education is personalized, when families are empowered, and when students are given the opportunity to truly engage with their learning, something extraordinary happens.

Education comes to life!

Thank you for placing your trust in NHHSA. We look forward to working alongside you and your family in the months and years ahead.



## ABOUT US

We believe education should be as unique as the student receiving it. Our program blends the flexibility of homeschooling with the support of a structured academic community, allowing families to shape an education that truly fits their child.

NHSA is a traditional, signature school that reimagines what schooling can be and how students learn. Our student-centered model is personalized to each child's needs and customized to match their learning style.

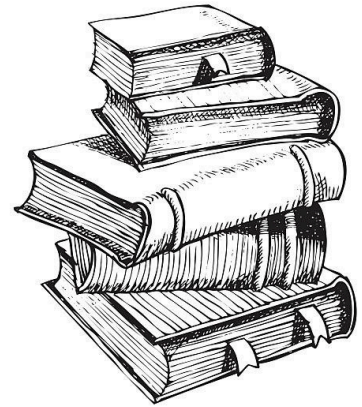
We serve students in PreK through 12th grade and meet all state requirements for a mastery-based education. When students complete their studies, they graduate with a high school diploma and receive guidance with college preparation and selection if they are college-bound.

Founded in 1995, NHSA offers families the flexibility to choose the learning path that works best for them. Students may study on campus, participate in our hybrid program that blends home study with classroom learning, or pursue full home study under our guidance. This flexibility allows families to shape an educational experience that supports their child's success and fosters a genuine love of learning.

We recognize that students learn in different ways, at different speeds, and thrive in different environments. Our program is designed to respect and support those differences.

This manual will introduce you to our philosophy, programs, and policies. We also invite you to visit us for a tour—we would love to show you how NHSA works and why so many families choose our approach.

# MEET OUR FRANCHISES



## El Paso, Texas

NHSA East  
10737 Gateway Blvd. W., Suite 220  
El Paso, Texas 79935  
915-856-7243

NHSA West  
5400 Suncrest Blvd., Suite B5  
El Paso, Texas 79912  
915-300-0250

NHSA Transmountain  
6621 Doniphan Dr., Suite G  
Canutillo, Texas 79835  
915-642-4352

NHSA Horizon  
287 Darrington Rd.  
Horizon City, Texas 79928  
915-229-2390

# The NHHSA MISSION and VISION

## Mission Statement

NHHSA (New Horizons Home School & Academy) aims to empower families who choose homeschooling as a path to academic, intellectual, and personal achievement. We believe parents are the primary authority in a child's education and partner with them to design personalized study programs tailored to each student's unique abilities and learning style.

Through customized curriculum planning, flexible learning options, and supportive educators, NHHSA provides students with opportunities to learn at their own pace, develop mastery-level academic skills, and grow into confident individuals capable of taking active, dynamic roles in their community.

NHHSA envisions a future in which every student, regardless of ability or challenge, learns in an environment that respects individuality and inspires a lifelong love of learning.

This is how we **Bring Education to Life!**

## Vision

Our beginning is humble, but our vision is clear and enduring: to create an environment where every child can learn safely and confidently, where strengths are celebrated, natural abilities are nurtured, and discovery is a deeply rewarding pursuit. At NHHSA, curiosity is welcomed, wonder is encouraged, and each child's innate capacity for learning is honored.



## Vision Continued

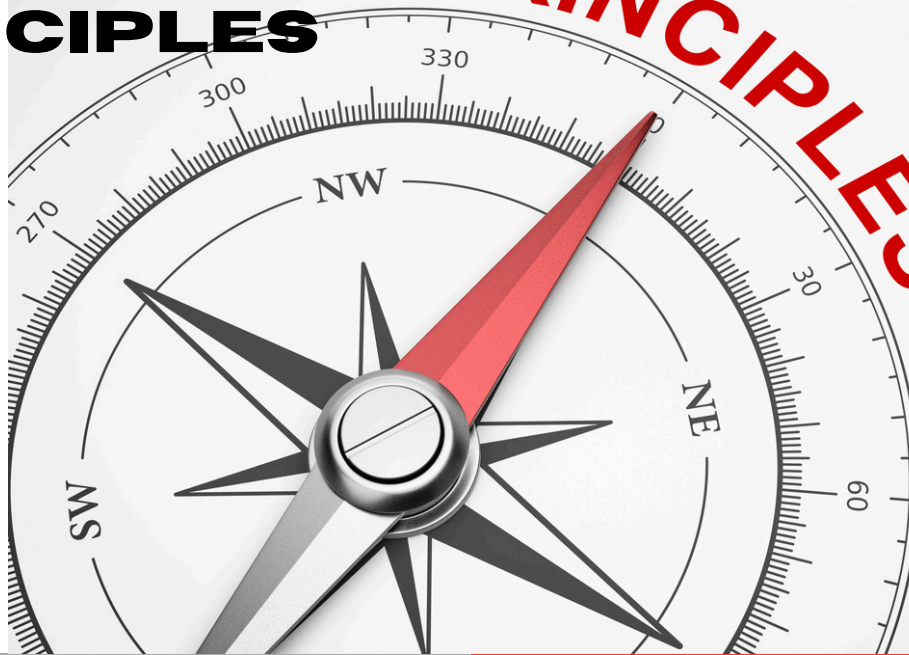
At heart, we are a schoolhouse built on individual proportions yet guided by boundless aspirations.

Along this journey, we seek to connect with kindred spirits—families and educators who share our vision and values. Through these relationships, we grow stronger together, forging a path where mutual growth is not only possible but inevitable.

We aim to be among the forward-thinking educators whose thoughtful, innovative approach inspires meaningful and lasting change in education.

# GUIDING PRINCIPLES

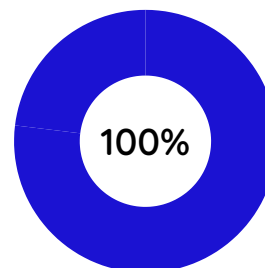
# PRINCIPLES



## The Nuclear Family

- Parents are the primary authority in a child’s education and have the right to be actively and meaningfully involved in all educational decisions.
- Families have the right to choose the educational setting that best meets their child’s needs, including home-based or home-like environments, regardless of the parents’ own educational background.
- We believe educational funding should support and follow the family’s choice of learning environment.
- Learning is not confined to public institutions; families have the right to pursue educational paths that align with their values and priorities.
- The family is the cornerstone of a child’s development and must remain central to the educational experience.

## Students



Students have the right to learn in a safe, supportive environment free from harassment, intimidation, or unnecessary barriers to learning.

- Every student—regardless of age, creed, race, or socio-economic background—is entitled to an affordable, high-quality education.
- We believe that all students, when provided with a structured, personalized, and encouraging environment, are capable of thriving and achieving academic success.
- Because education is a lifelong journey, students should develop critical thinking skills, effective study habits, and a strong work ethic that extend beyond any single classroom or program.

# Portrait of a Graduate

## The NHHSA Graduate

An NHHSA graduate is a self-directed learner who has used the freedom of student-centered education with purpose, pursuing personal growth and developing meaningful academic or trade skills that will serve them throughout life. They approach their work with diligence, care, and integrity, while recognizing and fulfilling their responsibilities to others.

Each graduate has met or exceeded state academic requirements and has cultivated a lasting commitment to lifelong learning. They understand that the pursuit of knowledge is integral to personal growth.

NHHSA graduates think critically, act responsibly, and plan intentionally. They establish clear long-term goals and develop practical strategies to achieve them.

They accept ownership of both successes and setbacks, demonstrating resilience, resourcefulness, and sound judgment—understanding that time, effort, and opportunity must be managed wisely.

Beyond the classroom, the NHHSA graduate is curious, engaged, and eager to learn from real-world experiences. They approach others with a spirit of respect and thoughtful consideration, exercising both a critical mind and a charitable interpretation.

They are persistent, optimistic, and motivated to grow, continually seeking new knowledge, skills, and adventure.



# CORE VALUES



## BUILDING CORE VALUES

### Our Core Values

- **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.

“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

- **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.

## Our Core Values Continued

- **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.



# ADMISSION

## POLICY

### On Campus Candidates

To ensure a positive and productive learning environment, applicants seeking on-campus placement at NHHSA must meet the following criteria:

1. **Conduct Record.** Applicants must have no significant disciplinary history or record of ongoing behavioral interventions at previous schools.
2. **Attendance History.** Attendance records from the most recent school year must demonstrate consistency and meet applicable state requirements.
3. **Legal Standing.** Applicants may not have any pending legal matters that could interfere with enrollment, attendance, or participation in school activities.
4. **Admissions Interview.** All applicants must successfully complete an in-person admissions interview with the Campus Director.

This interview is a required step in the admissions process and is used to assess student readiness, fit, and alignment with NHHSA expectations.

5. **Academic Readiness.** Applicants should demonstrate a history of passing grades and the ability to engage with grade-level academic material.
6. **Awareness and Engagement (Middle & High School).** Middle and high school applicants should demonstrate awareness of and interest in current events or relevant social issues at the local, national, or global level.
7. **Future Planning (High School).** High school applicants should be able to articulate developing career interests and goals, along with a general sense of direction for their future.

## Hybrid and Remote Learning Candidates (Middle School & High School)

1. **Self-Motivation.** Applicants must be motivated self-starters who are able to take initiative and remain engaged in their studies with minimal supervision.
2. **Home-Based Learning Readiness.** Applicants must be willing and able to work consistently from a home or home-like environment.
3. **Academic Interest.** Applicants should demonstrate a strong interest in learning and a willingness to engage meaningfully with academic material.
4. **Independent Work Habits.** Applicants should be comfortable working independently and managing their time effectively.
5. **Responsibility and Accountability.** Applicants must demonstrate personal responsibility, including the ability to complete assignments, meet deadlines, and take ownership of their learning.
6. **Awareness and Engagement.** Applicants should demonstrate knowledge of and interest in current events or relevant social issues at the local, national, or global level.
7. **Future Planning (High School).** High school applicants should be able to articulate developing career interests and goals.
8. **Eligibility for On-Campus Activities.** Students who wish to participate in optional on-campus activities must have a positive disciplinary record from prior schools.

## Hybrid and Remote Learning Candidates PreK to 6<sup>th</sup> Grade

1. **Parent Supervision.** Parents or guardians must provide consistent, appropriate supervision and support for their child's daily learning at home.
2. **Understanding Academic Expectations.** Parents must review, understand, and agree to uphold NHHSA's Minimum Academic Standards and Scholastic Requirements.
3. **Parent Partnership and Communication.** Parents must be willing to actively partner with NHHSA, including maintaining regular communication and supporting their child's academic progress.



## Minimum Academic Standards

Whether a student participates in NHHSA's on-campus, hybrid, or remote learning program, the same foundational homeschooling principles apply. The primary difference is the learning environment, not the expectations. Because we understand how important it is for families to clearly measure student progress, the following minimum academic and scholastic standards have been established. While many families choose to exceed these expectations, these guidelines represent the minimum requirements for successful progress at NHHSA:

1. **Monthly Progress.** Students are expected to complete a minimum of one (1) checksheet (program of academic assignments) per month.

2. **Academic Integrity and Quality of Work.**


All work must be completed with honesty, care, and genuine effort. Unless otherwise specified in writing, all assignments listed on a checksheet must be completed. Work must be original, legible, and thoughtfully completed, with answers written in complete sentences and in accordance with the standards outlined in the Student Handbook.

3. **Use of Artificial Intelligence (AI).** AI tools may be used to support learning, but not to replace it. Submitting AI-generated work as one's own is considered plagiarism and will be addressed accordingly.

4. **Completion Standard.** Only fully completed assignments may be submitted for evaluation. Partial or incomplete work will not be accepted.

5. **Grade Level Completion.** A minimum of nine (9) completed checksheets is required to fulfill a grade level. Most students complete these within a ten (10) month period. Students who have not completed the required checksheets by the end of the school year will be required to continue their studies through summer until the grade level is completed.
6. **Satisfactory Progress.** Students are expected to demonstrate consistent effort and satisfactory performance across assigned work. Students who fail to make adequate progress or who consistently submit incomplete or unsatisfactory work may be subject to academic review and additional support measures.
7. **Continued Enrollment and Productivity.** Students are expected to remain consistently engaged in their academic work. A student may be subject to withdrawal if they fail to submit assignments or consistently produce poor-quality work over an extended period (typically exceeding two months), despite documented support and intervention from NHHSA.
8. **Parent Involvement and Communication.** Parents play a vital role in student success and are expected to remain actively engaged in their child's education. Timely response to school communications—including phone calls, emails, and messages—is essential.

Ongoing lack of communication, combined with a student's continued lack of progress or risk of not completing the school year, may result in a review of the student's enrollment status and possible withdrawal.



# Family Guided Instruction on Sensitive Topics

## Policy on Sexual and Gender Identity Education

Families often ask about NHHSA's approach to topics such as sexual preference and gender identity. We are glad to provide clarity.

At NHHSA, we believe that instruction in these areas is best guided by parents or guardians and therefore falls outside the scope of our academic curriculum. As a family-centered educational institution, we respect the right of parents to determine when and how such topics are introduced, in a manner consistent with their values and beliefs.

At the same time, NHHSA maintains a clear and unwavering expectation that all students and staff treat one another with dignity, respect, and kindness. We do not tolerate harassment, intimidation, or unkind behavior of any kind. Our standards for conduct are rooted in decency, courtesy, and mutual respect as principles that apply to every individual within our community.

We believe that these consistent expectations provide a clear and supportive environment for all students, without requiring the school to take a role in areas that properly belong to the family. In all matters, NHHSA remains committed to fostering a safe, respectful, and inclusive learning environment while honoring the central role of the family in a child's development.

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# NHHSА Policies and Daily Practices

## Introduction

This section outlines the policies and expectations that help guide your child's experience at NHHSA. We encourage all families to read it carefully, as it contains important information about attendance, progress, communication, and student conduct.

At NHHSA, we believe that meaningful learning happens when families and educators work together. Your active involvement, combined with our support and structure, creates the foundation for your child's academic success and personal development. These guidelines are here to support that shared effort.

## Attendance and Student Well-Being

- **Health and Illness, Stay Home When Unwell.** To help maintain a healthy environment for all, please do not send your child to school if he or she is feeling unwell. We encourage families to err on the side of caution, even if a fever is not present. Students may return to campus once they are symptom-free and able to participate fully in school activities.
- **Disclosure of Special Needs.** Please inform NHHSA of any diagnosed learning, physical, or developmental disabilities your child may have. This information enables us to recommend and implement the program and supports best suited to your child's individual needs.
- **Rest and Daily Readiness.** Ensure that your child receives sufficient rest each night. Well-rested students are better prepared to focus, participate actively, and succeed academically.
- **Medication Procedures.** Whenever possible, medications should be administered outside of school hours. If medication must be taken during the school day, parents or guardians are required to provide written authorization specifying the medication name, dosage, administration time, and any special instructions. All medications must be provided in their original, properly labeled containers.
- **Emergency Contact Information.** Parents must ensure that all emergency contact and medical information remains current. Prompt updates allow the school to respond effectively in the event of illness or emergency.

- **Medication and Student Well-Being.** While students are under our educational care, NHHSA encourages families to carefully consider the use of psychoactive medications such as those commonly prescribed for attention-related concerns. We recognize that many children are diagnosed with conditions such as ADD or ADHD, and we believe that educational environments and individualized support can play a significant role in student success. However, NHHSA respects the decisions of parents and medical professionals. When such medication is deemed necessary for a child's well-being, we fully support its appropriate use. Parents are asked to inform the school of any prescribed medications so that we may best support their child.
- **Meals and Snacks.** Students should bring their own nutritious lunch, drinks, and snacks each day. Please ensure that all lunch containers are clearly labeled with the student's name.
- **Absence Notification.** If your child is unable to attend a scheduled class, a parent or guardian must notify the school on the day of the absence for it to be considered excused. Notifications must come directly from a parent or guardian; student-reported absences will not be accepted.
- **Attendance and Summer School Requirement.** Consistent attendance is essential for academic success. On-campus students who accumulate ten (10) or more combined absences or tardies within a semester will be required to attend one month of summer school to ensure adequate academic progress.
- **Minimizing Classroom Disruptions.** Students should not receive personal calls or text messages during class time. All urgent communications should be directed to the school office, which will promptly relay messages to the student.
- **Punctuality.** On-campus classes begin promptly at 9:00 a.m. Students should plan to arrive at least 15 minutes early to allow sufficient time to settle in and prepare for the day.
- **Student Dismissal and Late Pick-Up.** To ensure the safety and proper supervision of all students, parents or authorized guardians are expected to pick up their children promptly at the conclusion of the school day. On-campus classes end at **2:00 p.m.** NHHSA is unable to provide after-school care. In accordance with El Paso County regulations, students may not remain on campus beyond 2:30 p.m. Failure to comply with these regulations may result in penalties to the school.

As a result, students who are not picked up within 30 minutes of dismissal will incur a late pick-up fee of \$10.00 for each additional half-hour or portion thereof. This policy is intended to encourage timely pick-up and ensure compliance with local requirements.

Parents are encouraged to make reliable arrangements for transportation and to notify the school promptly in the event of an emergency that may cause a delay.

## **Conduct and Disciplinary Matters**

**Student Code of Conduct.** NHHSA has established a Student Code of Conduct that clearly outlines expectations for respectful and responsible behavior. This Code is provided to every new student in the Student Handbook, which is also included in the NHHSA-issued study binder. All students are required to review and adhere to these guidelines. The Student Code of Conduct is reviewed annually to ensure its continued relevance and effectiveness. We encourage parents and students to become familiar with the Code and to contact us with any questions or concerns.

- **Academic Integrity and Honest Work Practices.** NHHSA places a strong emphasis on honesty and integrity in all academic endeavors. Our goal is to foster genuine understanding and the practical application of knowledge.

- When a student consistently earns high marks on assignments but performs poorly on assessments, it may indicate a lack of authentic comprehension. In such cases, the school may review the student's work and implement appropriate academic support or interventions. In today's information-rich environment, access to answers is immediate; however, true learning lies in understanding, not merely obtaining solutions. Students are therefore expected to submit work that reflects their own effort and comprehension. Failure to demonstrate authentic engagement with the material may place a student's enrollment at risk.
- **Plagiarism and Use of External Sources.** To uphold academic integrity, NHHSA utilizes various tools to identify plagiarized or improperly sourced work. Any assignment that is copied directly from another source or individual will receive a grade of zero (0%). Repeated instances of academic dishonesty may result in further disciplinary action, including possible dismissal. Students are encouraged to use outside resources responsibly and to properly acknowledge sources when appropriate. The use of Artificial Intelligence (AI) tools must align with NHHSA's academic integrity policies; submitting AI-generated work as one's own is considered plagiarism.

- **Communication with Parents Regarding Behavior.** At NHHSA, many minor behavioral issues are effectively addressed by educators within the classroom setting. As such, it is not our standard practice to notify parents of every minor incident or “slip-up.” However, parents will always be informed of significant or recurring behavioral concerns. Families who prefer to receive notification of all behavioral matters are welcome to inform the school, and we will make reasonable efforts to accommodate this request. Our shared goal is to support each student’s growth in responsibility, character, and self-discipline.
- **Behavioral Concerns and Disciplinary Action.** When a student demonstrates disruptive, inappropriate, or offensive behavior, NHHSA will promptly contact the parent or guardian to discuss the situation and determine an appropriate course of action. Our methods of communication are outlined in the section titled “How We Contact You” below. Our goal is always to work collaboratively with families to support positive behavioral growth and student success.
- **Safety and On-Campus Participation.** The safety and well-being of all students and staff are of paramount importance.
- Any student who exhibits physical or violent behavior that endangers educators, peers, or other individuals associated with the academy may have their on-campus privileges suspended or revoked. This policy applies regardless of whether the school has been previously informed of a diagnosed condition or behavioral concern. In such cases, NHHSA may recommend continued enrollment through an alternative program better suited to the student’s needs, such as the HomeWork Program (HWP) or another remote learning option. These programs allow students to continue their education in a supportive environment while ensuring the safety of the broader school community.
- **Disciplinary Authority.** NHHSA reserves the right, at its sole discretion, to take appropriate disciplinary action when a student’s behavior is disruptive or not conducive to a positive academic environment. Such actions may include:
  1. **Expulsion from On-Campus Enrollment.** Termination of a student’s participation in on-campus programs.
  2. **Transition to Remote Learning.** Reassignment of an on-campus student to a remote or home-based learning program when deemed more appropriate.

**3. Expulsion from NHHSA.** In rare and serious cases, complete withdrawal of enrollment from all NHHSA programs.

- NHHSA is committed to working collaboratively with families whenever possible to address behavioral concerns before more serious measures are required. Open communication and early intervention are key to helping students develop responsibility, self-discipline, and respect for others.

## Understanding Checksheets

Schooling at NHHSA is both student-centered and student-paced, reflecting the core principles of homeschooling. To support this personalized approach, it is essential for families to understand how the checksheet system functions and how it guides student progress toward grade-level completion.

A checksheet is an organized compilation of the subjects, materials, and assignments that a student is expected to complete within a given month. It serves as a clear roadmap for learning, helping students and parents track progress while ensuring that all academic requirements are met.

NHHSA's requirements for grade-level completion are divided into nine (9) checksheets, each representing approximately one month of academic work. Successful completion of all nine checksheets signifies that a student has fulfilled the academic expectations for that grade level.

NHHSA operates on a ten (10) month scholastic year, providing students with sufficient flexibility to complete their coursework. When a student does not complete the required checksheets within this timeframe, and in the absence of special dispensation (such as significant academic or social challenges), the student is required to continue their studies during the summer months until the grade level is completed. This policy ensures that students achieve mastery of the material before advancing.

## Student Readiness

Student success at NHHSA also depends on arriving prepared and ready to engage in the learning process. Being organized and equipped with the necessary materials fosters responsibility, independence, and effective use of instructional time.

Students are expected to come to school or participate in their learning environment with all required materials, which may include:

- Pencils or pens
- Paper or notebooks
- The NHHSA-issued study binder and current checksheet
- Textbooks or assigned reading materials
- A fully charged laptop or electronic device, when applicable

Parents play an essential role in helping younger students develop these organizational habits, while older students are encouraged to assume increasing responsibility for their own preparedness.

Students who consistently arrive unprepared may experience interruptions to their learning and may be subject to academic review or additional support to help them develop effective organizational skills. Establishing these habits not only supports immediate academic success but also cultivates lifelong skills in responsibility and self-management.

## **Conferences and Progress Monitoring**

A strong partnership between parents, educators, and administrators is essential to the success of every NHHSA student. Because of the intentionally small and personalized nature of our programs, we place great importance on maintaining open, positive, and ongoing communication with families.

We encourage parents to share any questions or concerns promptly so they may be addressed in a timely and supportive manner. In turn, our staff is committed to keeping families informed of their child's academic progress and well-being.

### **Parent Teacher Conferences**

Parents are welcome to request a conference with their child's educator at any time. Conferences are available by appointment and provide an opportunity to discuss academic progress, address concerns, and collaborate on strategies to support student success. We value these meetings as an important component of our family-school partnership.

### **Progress Reports**

NHHSA provides regular progress updates to help families monitor their child's academic development:

- On-Campus Students: Progress Reports are issued every other month and are emailed directly to parents.
- Hybrid and Remote (Home-Bound) Students: Progress Reports are issued monthly, provided that students submit their work consistently. These reports are typically shared during the student's monthly check-in appointment.

Parents are encouraged to retain these reports as part of their child's educational records. Should you have any questions regarding grades or educator comments, please feel free to contact us for clarification.

### **End-of-the-Year Progress Reports**

Due to the increased workload associated with graduation activities, end-of-year Progress Reports are emailed to families during the last week of June. These reports provide a final summary of the student's academic performance for the school year.

### **Student Records and Transcripts**

NHHSA maintains official academic records for all enrolled students. Upon written authorization from a parent or guardian, transcripts may be forwarded to any school, college, university, employer, or educational institution of your choosing. Please allow one to two weeks for processing.

### **Transcript Fees**

- Graduates of NHHSA: A fee of \$45.00 is required for each official high school transcript issued after graduation.
- All Other Transcript Requests: Transcripts for currently enrolled students or for students who withdraw prior to graduation are provided free of charge.

### **Financial Obligations**

Transcript requests will be processed once all financial obligations to the academy have been satisfied (please refer to the Financial Policies section). If a financial hold exists, records will be released promptly upon resolution of the outstanding balance.

### **Withdrawal Documentation**

Parents who wish to withdraw their child from NHHSA are required to provide a 30-day written notice of intent to withdraw. Tuition remains due and payable until this notice is formally submitted.

To avoid being charged for an additional month of tuition, the notice of withdrawal must be provided at the beginning of a billing cycle. If notice is submitted mid-month, tuition for the following month will still be due, as the 30-day notice period extends into the next billing cycle.

NHHSA provides a standard Notice of Withdrawal form, which parents may request from the school office. Completion and submission of this form ensures proper processing of the withdrawal and the timely preparation of all necessary documentation.

In the event that a student withdraws from NHHSA, or if the school initiates a withdrawal for any reason, the appropriate withdrawal paperwork will be prepared and provided within 24 hours, provided that the student's records are not on financial hold.

## **How We Communicate With You**

Effective communication is essential to a strong partnership between NHHSA and the families we serve. To ensure that important information is conveyed in a timely and appropriate manner, NHHSA utilizes a variety of communication methods depending on the nature and urgency of the message. These methods include, but are not limited to, the following:

### **Telephone**

Telephone calls are our primary method of communication during regular office hours. This allows for direct and immediate discussion of student matters or time-sensitive concerns.

### **Text Messaging**

Text messages may be used when we are unable to reach you by telephone or in situations requiring prompt notification, such as urgent updates or emergencies.

### **Email**

Email is commonly used for routine communications, including updates, assessment results, most Progress Reports, notifications, invitations, and newsletters. Parents are encouraged to check their email regularly to stay informed.

### **Social Media**

NHHSA's official social media platforms are used for general announcements, such as calendar reminders, community events, and notifications related to inclement weather or school-wide updates.

### **Keeping Contact Current**

Parents are responsible for ensuring that all contact information—including telephone numbers, email addresses, and emergency contacts—remains current. Prompt updates enable NHHSA to communicate effectively and respond quickly in the event of an emergency.

## **Tuition and Payment Information**

### **Tuition and Financial Policies**

NHHSA is committed to maintaining clear and transparent financial practices. Timely tuition payments are essential to supporting the high-quality educational services we provide. The following policies outline the financial responsibilities associated with enrollment.

### **Tuition Due Dates**

Tuition is due and payable on the first day of each month. As outlined in the Tuition Policy, which forms part of the enrollment agreement, families are responsible for ensuring that payments are made on time. NHHSA does not send monthly reminders; therefore, parents are encouraged to remain diligent in meeting payment deadlines.

### **Late Payments and Enrollment Status**

- Tuition not received by the 3rd of the month will incur a late fee.
- Students may be suspended from on-campus participation if tuition remains unpaid after the 3rd of the month.
- Tuition not received by the 10th of the month may result in dismissal from enrollment.
- Personal checks are not accepted for tuition payments made after the 3rd of the month.

## **Accepted Methods of Payment**

For your convenience, NHHSA accepts the following forms of payment:

- ACH Drafts (Automatic Bank Withdrawal) – Preferred method
- Cash
- Money Orders
- Cashier's Checks
- Apple Pay
- Most Major Credit and Debit Cards

Payments may be made:

- In person during normal business hours
- By automatic ACH withdrawal
- Through a PayLink sent via text message or email upon request

### **Convenience Fee**

- Payments made via PayLink or telephone will incur a 2% convenience fee.
- No additional fees apply to payments made through ACH or in person using a credit or debit card.

### **ACH Authorization and Policies**

Families who choose to pay by ACH must complete an authorization form permitting NHHSA to automatically debit their bank account each month.

Due to banking requirements, any changes to an ACH withdrawal schedule must be submitted at least 10 days prior to the scheduled withdrawal date.

- A \$45.00 fee will be assessed for any ACH payment returned by the bank for any reason.
- Returned payments may also be subject to applicable late fees.

### **Refund and Proration Policy**

Tuition, registration fees, and any other fees associated with enrollment are non-refundable and non-prorated, including for holidays, student absences, vacations, special events, or other circumstances.

### **Financial Holds on Student Records**

NHHSA reserves the right to place a financial hold on all student records, including transcripts and withdrawal documentation, until any outstanding financial obligations have been satisfied.

### **Prepayment Discounts**

To support families who wish to plan ahead, NHHSA offers the following tuition discounts:

- 10% discount for families who pay a semester's tuition in advance
- 15% discount for families who pay tuition for the entire scholastic year in advance

### **Open Door Policy**

NHHSA is committed to fostering a strong and collaborative partnership with the families we serve. We believe that open communication between parents, educators, and administrators is essential to a student's academic and personal success.

Parents and guardians are always welcome to contact or visit the school to discuss questions, share insights, or address concerns. If you wish to meet with your child's educator, we encourage you to reach out to schedule a convenient time.

The Campus Director also welcomes your perspectives and is available to listen to your concerns. To ensure adequate time and attention, meetings with the Director are arranged by appointment. This open and respectful exchange of ideas strengthens our shared commitment to providing the best possible educational experience for your child.

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# Responsible Use of Technology and Digital Resources

## Purpose

NHSA provides wireless network access and internet connectivity as valuable educational resources. These tools enable students to conduct research, collaborate, explore new concepts, and develop projects that enhance their academic experience. The responsible use of technology supports student learning and prepares them for success in an increasingly digital world.

## Guiding Principles

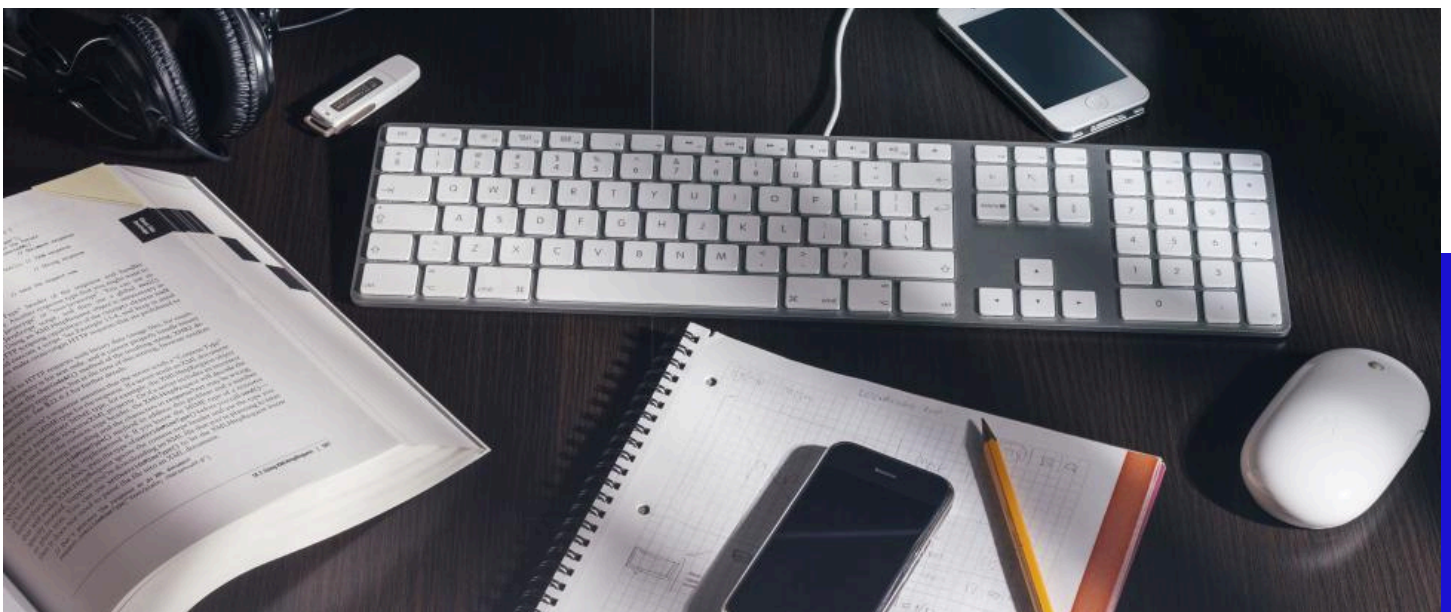
NHSA approaches digital resources in the same manner as traditional educational materials, valuing their potential to enrich learning when used appropriately and under the guidance of educators. While the school employs reasonable supervision and monitoring practices, the open nature of the internet makes it impossible to guarantee that all users will be completely shielded from inappropriate content.

Therefore, responsible student behavior and parental partnership are essential to maintaining a safe and productive digital environment.

## Acceptable Use

Students are encouraged to use technology for educational purposes, including but not limited to:

- Accessing Khan Academy and other educator-approved instructional platforms
- Using digital textbooks and assigned reading materials
- Engaging with approved language-learning resources
- Creating presentations or multimedia projects as directed by an educator
- Conducting research on educator-approved websites



- Completing academic assignments and projects
- Listening to music with personal headphones, when permitted by the educator and not disruptive to the learning environment

### **Use of Artificial Intelligence (AI)**

Artificial Intelligence (AI) tools may be used to support learning, such as for brainstorming, tutoring, or clarifying concepts, when permitted by an educator. However, the use of AI as a shortcut to complete assignments, including essays, reports, or other graded work, is strictly prohibited. Submitting AI-generated content as one's own constitutes plagiarism and will be addressed in accordance with NHHSA's academic integrity policies.

### **Activities Not Permitted**

To maintain a focused and respectful learning environment, the following activities are not permitted during school hours unless explicitly authorized by an educator:

- Using AI tools to generate or complete assignments dishonestly
- Texting or taking personal phone calls during class time
- Checking personal email accounts
- Accessing personal social media platforms
- Visiting websites unrelated to academic purposes without educator approval

- Any use of devices that disrupts the educational environment

### **Device Use During Testing**

The use of all electronic devices, including mobile phones, smartwatches, tablets, and laptops (unless specifically authorized), is strictly prohibited during testing or assessment periods. Unauthorized use may result in disciplinary action and invalidation of the assessment.

### **Student Responsibilities**

Students are expected to:

- Use technology in a manner that supports their educational development
- Demonstrate honesty and integrity in all digital work
- Respect the privacy and rights of others
- Follow educator instructions regarding device and internet use
- Report any accidental access to inappropriate material to a staff member immediately

### **School Responsibilities**

NHHSA is committed to:

- Providing a safe and supportive digital learning environment
- Offering guidance on responsible and ethical technology use
- Implementing reasonable supervision and monitoring practices

- Promoting digital citizenship and academic integrity

**Policy Acknowledgement**

Use of NHHSA's technology resources signifies agreement with this policy. Failure to comply may result in disciplinary action, including restriction of technology privileges and additional consequences as outlined in the Student Code of Conduct.

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# Dress Code

NHSA maintains a simple and clear dress and appearance policy for all students attending on-campus classes or participating in on-site activities. These guidelines are designed to promote safety, modesty, and a focused learning environment.

Parents are asked to use the following standards as a guide when selecting appropriate school attire for their child.

## 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 high-top 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**

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

### **Final Determination**

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

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