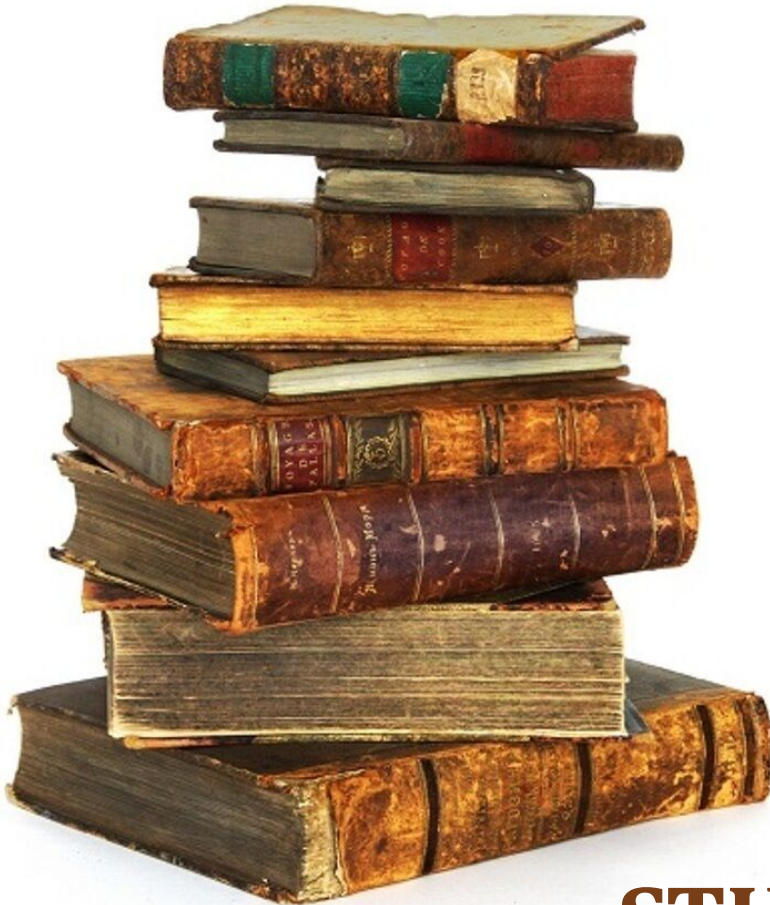




NHHSA
Centers for Learning



HANDBOOK

STUDENT

**The Journey Begins Here: A Guide to Learning
and Leadership**

NHHSA
New Horizons Home School & Academy



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Welcome!

As you have been accepted as a student with NHHSA, we want to give you an overview of what you can expect. Not that we trust that the summary will do your study experience justice. We aim to provide you with an idea of what you will find at NHHSA that differs, sometimes significantly, from other learning environments you have been a part of.

Most schooling adopts the perspective that you have little to contribute to what you study. You and your parents are given the idea that all there is to know at your age level has already been uncovered and is set in stone. Your job is to gain this general knowledge—often through memorization and regurgitation—and then answer questions posed to you correctly.

We disagree. Discoveries in archeology, history, and science, for instance, arise daily—some that have the potential to change entire historical perspectives. In fact, with the exception of your schooling in mathematics, much of what you will learn today is likely to be modified in some form by the time you become a mature adult.

We want you to study with interest and curiosity. We want you to learn what the state has determined you should know, but we want you to do it with the freedom to question its iron-clad validity. Let your curiosity drive you to research and explore what doesn't make sense and what you want to know more about. When you feel there is more to learn, follow it up. We'll support you and credit you for any addi-



tional work you perform.

Of course, we expect you to be respectful in your explorations. A true researcher keeps an open mind rather than a fixation on pre-conceived ideas. And we want you to be honest in your work, bearing in mind that with the freedom to diverge to directions that interest you comes the responsibility of real productivity.

At NHHSA, you have a voice. We are open to listening to your ideas and recommendations. But we want you to care about what you learn. We want you to apply yourself in whatever manner you best can and give us the best work you can produce. What you learn here and now will affect you for the rest of your life.

Rather than be made fun of because you are an interested young scholar, we would prefer that you view the uninspired pupil as the one who is off course. Curiosity is not something we discourage or make fun of. In fact, we believe curiosity drives intelligence.

So, work to the best of your potential, independently and collaboratively, when collaboration is appropriate. To us, there is no such thing as an unintelligent student. Within whatever natural capacity a student has, they are capable of learning. There are only those students who need better study habits.

We sincerely wish you a great year of academic adventure!

NHHSA



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.

Student Guidelines, Rules, and Code of Conduct

KNOW THE RULES!




Guidelines: General and Common Sense Matters

- ◆ Study when you are well-rested and well-fed. Trying to study when you're tired or hungry makes it hard for you to concentrate, and we want you at your best.
- ◆ Don't come to school if you're feeling sick. Please understand that your well-being is the well-being of those who share a space with you. Be mindful. Don't put your classmates or educators at risk of contracting any illness because you've ignored this rule.
- ◆ Allow time for make-up work if you have missed any school days because of illness or for any other reason. You have to get through 9 Checksheets of study in a 10 month period. You work through these Checksheets at your own pace but keep in mind with that with this freedom comes the responsibility of planning. Assignments and state requirements do not change because of your absences. Make sure to keep a responsible pace of assignment completions. Set targets and keep to them.
- ◆ And speaking of Checksheets, you should know that, in order to complete your grade level by the end of the school year, you have to complete about one Checksheet every month.
- ◆ You must complete all of the assignments on a given subject before the work can be turned in for grading. If you're on a HYBRID, Remote, or Home-Study you'll need to complete the entire Checksheet before we can send it to grading and before we give you a new Checksheet.
- ◆ As a hard-and-fast rule, students do not receive a subsequent Checksheet until the Checksheet the student is on is complete and all work is turned in.

ASSIGNMENT HONESTY


- ◆ Do your own work. You should know that if the wording on your work doesn't sound like you, we will check to see if you copied and pasted it from online sources. We want you to do honest work! This means that the work turned in should be yours and not your mom's, your best friend's, your classmate's, an online source you don't acknowledge, or an Artificial Intelligence (AI) application. We check. Even AI can be detected. **Violation:** Minor to Severe infraction depending on the frequency of the practice after we have given you a warning.
- ◆ When it comes to Math work, get that done on your own too. We know that there are online websites where you can get the answers to all your Math problems. Some will even show you the work you need to do to arrive at the answer they give you. But here's the deal: if we suspect that you are not doing your own Math work we will quiz or test you. If you don't pass, we may have you re-do the entire work again. Why? Because we want you to understand Math. And getting online answers won't do the trick and certainly won't help you when you take an entrance exam for college. So, the best practice is to just stay honest about it from the start. It'll save you (and us!) a lot of headaches. **Violation:** Minor to Severe infraction if the practice continues after we have given you a warning.
- ◆ If you need more help on a subject than an educator can feasibly give you during our normal school hours, consider that you may need one-on-one tutoring. If this is case, have your parent give us a call. We'll give your parent the specifics and we'll get you some help.
- ◆ Don't get behind on your assignments. If you're more than one month behind on your Checksheets, it's time to take some action. We want you to finish your grade level during the regular school year but, if you don't, you will need to join us for summer school to complete. It's a rule. We don't want you to get too old to be on your grade level!
- ◆ Unless you're told otherwise, you can do your work on computer if you wish to. You'll have to print your own work before you turn it in but we welcome typed submissions. Remote-learning students are giving access to a portal to upload their work.
- ◆ And, finally, do your best to be courteous, well-mannered, and helpful to others. This



includes administrative staff, teachers, and students. Your consideration makes for a pleasant school year. And who's not for 'pleasant'? **Violation:** Minor to Moderate depending on the severity of your actions.

In the Classroom

- ◆ Be on time! We know that, on first look, this doesn't seem like such a big deal (and perhaps it's not) but, actually, it's a courtesy thing. When you arrive late, it not only reduces your study time but also disrupts a class that is already buckled down and at work. Class starts at 9 a.m. Tardies go on your record and could affect how many days you spend in class. So, keep it simple. Be on time! **Violation:** Minor to Moderate depending on the frequency of tardies.
- ◆ Be prepared. Bring everything you need to class: your books, pencils, paper, your school-issued Binder, your Checksheet (which should be in your binder, btw), and anything else you should have with you including anything you have committed to bring for, say, a special project. Your day (and your studies) goes a lot smoother when you have everything you need. Plus, it's the responsible thing to do. **Violation:** Minor to Moderate depending on the frequency of unpreparedness.
- ◆ Be involved. Help others when you get a chance and participate in discussions, field trips, and events. Treat books and school equipment with care and encourage others to do the same. **Violation:** Minor to Moderate depending on your actions.
- ◆ Don't eat, drink, or chew gum or other candy in the classrooms during class times. Help us keep our environment clean and free of possible contaminants. Our combined good health depends on you. **Violation:** Minor, but we expect you to cease the




practice.

- ◆ Damage that you cause to any school equipment, flooring, walls, or fixtures is damage that you are responsible for. Please do not be careless with or insensitive to school property. **Violation:** Moderate to Severe depending on damages.


COURTESY, MANNERS, & ETIQUETTE

- ◆ Use common courtesy and exercise good manners when working with others. Say *please* and *thank you* when appropriate to do so. Be respectful in your speech and in your manner. Slamming books or shoving furniture is never considered respectful, for instance, and could cost you your on-campus privileges. **Violation:** Minor, Moderate, or Severe depending on the severity.
- ◆ Do NOT tell "jokes" that make fun of or make less of others. We do not consider it funny. **Violation:** Moderate or Severe.
- ◆ Be sensitive to and tolerant of different religious views, cultures and habits, and races. Everyone who is here has a right to be here and we consider it a serious violation of our Code of Conduct for you to do otherwise. **Violation:** Severe.
- ◆ Bullying or intimidation of another student is NOT acceptable and will not be tolerated. You will lose on-campus privileges for either violation. **Violation:** Severe.
- ◆ Yelling at, threatening, or any other such outbursts are unacceptable and will compromise your on-campus privileges. Just don't do it. There are certain things we're just not okay with and this is one of them. **Violation:** Severe.
- ◆ No profanity. Bad language is just in bad taste. And remember that there may be



younger students within earshot of what you're saying so, even when whispering, simply DON'T USE PROFANITY. Ever. **Violation:** Moderate to Severe.

- ◆ You could be expelled to the HomeWork ProgramTM or expelled altogether if you are disruptive, or if you behave in a manner that puts anyone (teachers and students alike) at risk, or if you blatantly ignore our simple guidelines and rules of conduct. If you don't want to be here, this is the way to get kicked out. **Violation:** Severe.
- ◆ If you bring any kind of drugs, tobacco, or alcohol to school, you will be up for immediate expulsion. **Violation:** Severe.
- ◆ While in the classroom, do not kiss, hug, or hold hands with anyone. NHSA views these actions as incompatible with a good study environment. We have a five-hour classroom day. Please keep dating practices and public displays of affection to outside the classroom setting and settings that you visit with classmates as a part of a school function. **Violation:** Minor, Moderate, or Severe depending on the circumstances.
- ◆ Do not push, shove, slap, punch, or throw things at another student, not even in fun. **Violation:** Moderate to Severe.
- ◆ NHSA strives to maintain a safe and pleasant classroom setting. If we determine that your gossip, insensitivity to the disadvantages or challenges of others, or any other violation of this Code of Conduct compromises the classroom setting we will retract your classroom privileges. **Violation:** Moderate to Severe.
- ◆ Pick up after yourself and keep your area neat and your backpack stored away. Keep the environment safe for others. **Violation:** Minor to Moderate.
- ◆ During break and lunch times, sit down when you are eating or drinking. Don't risk a mess or a spill. **Violation:** Minor or Moderate.

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- ◆ There's a Dress Code included in this manual. Be mindful of it when getting ready for school. We may decide to send you home if you're in violation of any part of the Dress Code. **Violation:** Minor or Moderate.
 - ◆ It's not safe to run around or horseplay in the classroom areas. Please don't do it. You can hurt yourself, hurt another, or damage our property. Either one of these could wind up being a cost that you pay for. **Violation:** Moderate or Severe.
 - ◆ Whenever there is a Mask Mandate in place, wear your mask and make sure that it is over both your nose and your mouth. When you're seated a safe distance from others, then the mask can go down to your chin. We know it's uncomfortable but we prefer to keep you healthy!
 - ◆ Stay healthy and help others stay that way too. Wash your hands when you arrive at school. Wash them before you leave for home. And, during the day, wash them often, especially after you use the bathroom facilities.
 - ◆ Use your hand sanitizer often. We don't want any uninvited, germy guests in our classrooms!

Productivity Matters

- ◆ NHHSA expects you to be an involved and productive student, and we are committed to helping you through your studies. However, if despite our best efforts, you continue to demonstrate a lack of interest in your work and you fail to turn in assignments as required, you will be placed on a probationary period. Should you fail to meet the requirements of your probation, you will be dropped from enrollment. **Violation:** Minor, Moderate, or Severe.
- ◆ We encourage you to collaborate and work closely with other students when this suits your study style.
- ◆ It is our practice to give you productivity targets on either a daily, weekly, or monthly basis. Do your level best to meet these targets or communicate with us when you cannot.



Violations of NHHSA Guidelines, Rules, and Code of Conduct


Minor Violations

NHHSA takes all possible measures to preserve a safe learning environment for all students. But we understand that students sometimes have a bad day. We just don't want you to ruin the day for others because of something you may be going through. So, talk to us. If you need help with something, personal or academic, we will guide you.

In fact, when it comes to most Minor and some Moderate violations of our code, we prefer to speak with you personally to try to resolve whatever matter has arisen. However, behaviors that are simply intolerable or not conducive to a safe and well-mannered setting will be quickly dealt with. Here, we give you our general practices for dealing with infractions of the NHHSA Guidelines, Rules, and Code of Conduct.

Moderate Violations

We'll talk to you. This normally takes the form of some type of escalation if the minor violation continues, i.e., we may speak with you first, then your parent, and next, the Director of NHHSA. If the matter we are working to manage escalates to your parent or the NHHSA Director, it normally means that speaking with you has not produced the desired results, and the violation may now be considered Moderate or Severe.



Moderate violations normally result in, at a minimum, a parent/Director conference, and at a maximum in suspension to the HomeWork Program^(SM) or home-study. The severity of the violation determines the amount of time to be spent on suspension, and suspension to home-study indicates that you are not being dropped from enrollment, but that you have temporarily lost on-campus privileges of *any* kind.

Severe Violations


Severe violations result in, at a minimum, suspension of on-campus privileges, and at a maximum in expulsion.

Last Word

If you are simply unproductive or are consistently turning in work that is not your own despite our best efforts to help you along with your studies or persuade you to complete your own assignments, you will be dropped from enrollment although this will not be considered an expulsion.

Expulsions result from severe violations that endanger or can be reasonably considered to endanger the well-being of others. Drops occur after we have tried everything we know to help you correct behaviors that are in violation of our *Student Guidelines, Rules, and Code of Conduct* to no lasting effect.

When in doubt about our guidelines, rules, and conduct code, ask us. Additionally, when in doubt about whether or not you should report a student who is breaking any of these



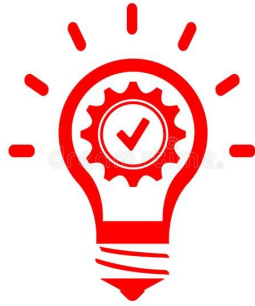
and putting others at risk, send us an anonymous report or email.

In Conclusion

In truth, we want you to succeed. We are committed to doing our level best to help you get a great education, but we understand that more than our commitment is required to accomplish this. We need, too, *your* commitment. We also need your parents on board.

It takes more than good intentions to achieve great results. We must all—and this includes you—have good practices and some shared common values. And to this end, we introduce you to our *Core Values* next.

You can find the NHHSa website at www.nhhsa.com. Our social media accounts include a Facebook page, Instagram account, and a YouTube account. Please visit us, LIKE, FOLLOW, or SUBSCRIBE. We post both valuable and fun information you will want to be a part of.



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

The following is a set of principal values we consider necessary to the academic and general intellectual achievement of homeschoolers. NHSA faculty are trained and encouraged to apply them. The list encompasses a few guiding standards of conduct that we see as indispensable to the ultimate aim of self-directed, lifelong learning, an endeavor we wish to inspire all our students to undertake (in their own way).

Love of Knowledge: We encourage our students and faculty to regard knowledge (conceived in our philosophy as true opinion, not "justified true belief") and the pursuit of truth as the highest good. We believe in an ethical obligation to be curious, that is, to be unsatisfied with what is apparent, commonsensical, or intuitive and to seek universal explanatory knowledge.

The Critical Attitude: This virtue, which we may define as a "readiness to correct error," is based on the basic fact that all learning consists of error correction or problem-solving. The readiness to identify errors and correct them, and the willingness to be corrected in turn, are therefore tantamount to learning.

The Principle of Charity of Interpretation: This precept may be seen as a complement to the critical attitude. In our readiness to learn by finding and correcting errors in our own ideas and actions as well as those of others, we should take



care to adopt the most charitable possible interpretation we can. In short, this means formulating the most logical and defensible interpretation of those ideas or actions when we take a critical view of them.

Persistence: We regard it of the highest importance for homeschoolers to be self-motivated, task-oriented, and determined to “transcend themselves” through learning. Learning is a transformative process and may occur by aim or by accident, as when one learns from unexpected failure. Sheer unyielding determination to learn from failure even in the face of disappointment – what we may also call grit – is called for.

Initiative: It is not enough to routinely solve pre-written, exam-oriented problems organized by category (under the conventional rubric of “academic subjects”). The lifelong learner realizes that, in reality, there are no subjects, there are only problems to be solved, and problems may cut across all domains of inquiry. To become intellectually independent, students can and must be encouraged to actively seek out new and challenging problems on their own terms.

Discovery (or Unending pursuit): All active learners should aim to internalize and embody the fact that learning is a ceaseless process of creating and assimilating new knowledge via problem-solving and that every solution must in its turn lead to a new problem. Learning is, in principle, without end. Those who quit the search for interesting problems resign altogether from the pursuit of knowledge.

Optimism: Understood, in our sense, not as the doctrine that things will always work out for the better but as the proposition that all problems are, in principle, solvable as long as the proposed solution would not violate the laws of physics. Moreover, humanity, as a creator and comprehender of universal knowledge, is seen as occupying a unique and privileged position in the cosmos. This view also stands in opposition to the conspiracy theory of knowledge, or the idea that fac-



Student Dress Code

We know you have your style! And we're not interested in putting a serious kink in it. So, we've kept our Dress Code simple and easy to follow. We do relax this code a bit on Fridays. What we never relax about is the rule on hoodies. Essentially, hoodies are just not accepted on campus ever.

NHHSA has a uniform shirt, a long-sleeved collegiate-style t-shirt, a collegiate-style sweatshirt, and a field trip t-shirt. Your parents are given the information on the uniform shirt (like where to buy it) when they enroll you, and the t-shirts and sweatshirts are always available for purchase through our office. As we said, Fridays are a more casual day, and you can wear whatever you want (but no hoodies). Field trips require you to wear your school uniform shirt or the NHHSA t-shirt. There's a good reason for this: we want to be able to spot all of our students at a glance, and the shirts help us to identify you.

This said, here's what you have to know about our Dress Code:



What's *Not* Allowed

- ♦ Hoodies of any kind (sweatshirts or sweaters). Not allowed on casual Fridays either. (Boys & Girls)
- ♦ Shorts. (Boys & Girls)
- ♦ Sandals or high-heeled shoes. (Boys & Girls)
- ♦ Combat, hunting, or work boots of any kind. (Boys & Girls)
- ♦ Over-sized clothing or belts. (Boys & Girls)
- ♦ Skirts more than 1" above the knee.
- ♦ Baseball caps or caps of any kind.
- ♦ Excessive jewelry like nose rings, lip rings, or more than one set of earrings.
- ♦ Poorly groomed hair or bangs that are lower than the eyebrows.
- ♦ Torn or ripped jeans.
- ♦ Bright hair colors

What We Look For

- ♦ The NHHSA uniform shirt.
- ♦ Well-fitting slacks, pants, or jeans.
- ♦ Skirts (no more than 1" above the knee) or capri pants for girls.
- ♦ Rubber-soled shoes. They can be dress shoes or tennis shoes.

So, there you have it. Nothing extraordinary or extravagant. Just some common-sense rules to keep everyone on the right track and in the right frame of mind. Let us know if you have any questions.




About Your Study Practices

First Things First

We want you to get the most out of your schooling, and to this end, we have a few suggestions to offer you that may make for an easier time. Some of our tips may seem insignificant at first glance but don't dismiss these off-hand. We think you'll find we're on the mark regarding our recommendations. Plus, in the classroom, it's a sure bet we'll be reminding you of some of these recommendations if you seem not to be progressing as you should or your study practices are different from what they should be.

The fact of the matter is that if you're a productive student with good grades, we'll pretty much leave you to your way of studying, providing our help as and when you ask for it. But, if you're not moving along nicely and getting the most out of your study day, it's a bet we'll be watching your study practices.

You see, most students with great grades and excellent progress through their assignments naturally have good study practices. Although this is not always true (think of the geniuses who hardly have to exert themselves to get excellent grades!), it is certainly true most of the time. And, unless you're the exception, you will be the rule, and most everything we tell you about your study practices here will apply.



So, let's start with the basics.


Attitude and Posture

We're reasonably sure you're old enough to know that your attitude affects everything you do: how you relate to your family, whether or not you have friends, and how you play sports, as just a few examples. Well, learning is no different. What you bring to your studies is what you'll get from them.

This is an important point because we can provide you with everything you need to achieve your goals as a student (let's say you want to graduate early, for instance), but if you don't bring a good mindset, the best programs we put in front of you will still go undone.

So, when does this matter most? It matters all the time, but no one expects you to have a perfect day every day! But one off day does not a bad student make. However, if you're up and down regarding your productivity or if most of your days are off days, well, you tie us up insofar as your progress is concerned.

We want you to have goals. We want you to feel like your programs of study are exciting and fit your style. But the truth is that you also have to put in your part and have a success-oriented mindset.



Even if you're not a perfect student (if one even exists), you must have some degree of "grit," or sheer and unyielding determination, to get somewhere. The truth is that your grades will probably not be perfect all of the time. You should expect to hit some stumbling blocks and even times when you fail. But this is just a part of life. Dust yourself off and try again. Grit allows you to overcome obstacles without feeling discouraged. And as long as we see this determination in you, you will find unending support in us. Essentially, we're on the same team.

Now let's talk a little about posture. But to understand this correctly, we first want to address body language or, as it is formally called, non-verbal communication.

Non-verbal communication is what your body is saying despite what your voice is expressing. You've probably heard the stories of how police officers can often tell a suspect is lying based on body language. Even you, who have no formal training on the subject, are probably better at reading body language than you know. Most of us are. So you should know that, according to experts, 70% to 93% of communication is non-verbal. This is a significant amount!

So, what does this mean in the context of schooling, learning, or a learning environment? Well, it means that your posture matters even while you're studying. What's more, it tells us much about your actions.

Are you slouching? We know it's time to check on you. We understand that the more you slouch, the more tired you'll feel. So, we'll call your attention to this if you're in our classroom. It could also mean other things, like you may not understand what you're studying. We'll also check on this and help you clear it up. However, we also want you to pay attention to your posture.




For instance, did you know that your posture will tell us if you have low self-esteem or hold yourself in high esteem? It can also tell us things you may be feeling, like if you think you're too tall or too short or not strong enough, and on and on and on. We're mainly interested, however, in what it tells us about how you're doing in your studies. So, you should know that we're paying attention.

Your Study Programs and Assignments

Now let's move on to your study programs, work assignments, presentation of work, and anything else you need to know to keep tabs on how you're doing.

If this is your first year with us, you'll know that your study programs are provided via what we call Checksheets. A Checksheet gives you a systematic list of your subjects and the work assigned to you for each subject. Generally speaking, a Checksheet should take you at most a month to complete. If you want to complete your current level during one school year, you must complete one monthly Checksheet.




There are a few things about Checksheets that you will need to know. First, you should know that Checksheets are not "written in stone." In other words, they can be modified or changed by either your educator or school administrators depending on whether you're an on-campus student or a student on home-study or Remote Learning. For example, if something is too hard or too easy for you, we can change the Checksheet to suit your academic ability better. Also, an educator can decide that you don't need to do a particular assignment, and she has the power to sign this assignment off so that you won't have to do it. Checksheets work because they allow you to do your work at your speed and in a way that you find interesting. This is a big deal, and our intent is to give you a stimulating program of study. So if that's not the case, we'll change it up.

Checksheets also provide you with a good measure of how well you're moving through your grade level. During the first month of school, you should complete Checksheet #1. The second month, Checksheet #2, and so on, and to month 10 (we have ten months in one school year), where you should already be preparing for your next grade level. At a minimum, you should complete nine Checksheets in 10 months. At a minimum. So keep this in mind.

Presentation of Work

We are currently the only school (that we know of) in the country that does not require educators to grade their student's work. This is a cool idea, and it is exclusive to us. But someone's got to do the grading, so what we did many years



ago is establish a Quality Control Division, which has a Grading Department, where your work is graded.


This practice makes grading a much more fair approach. We don't expect graders to know you personally, so personality conflicts never form a part of the process. We like this because grading then is based entirely on the work turned in and not any educator likes or dislikes. But this also means that the grader is grading "blind" and knows only what subject or pages your work addresses by the information you provide. So, all the work you turn in for a subject should have a cover page. And you will need to provide complete headings of all your work by subject, precisely as we show you below:

Student Name
Grade Level
Subject and Checksheet #
Page # or #s

.This heading is centered on the cover page of all the work you are turning in for a particular subject. Additionally, each new assignment must have its own page number on the work itself.

Adding Page Numbers to Your Work

The work contained within a cover page should be all of the work you are turning in for a given subject and every time your work reflects a new page in your assignment, that page # must be clearly marked on that assignment.




NHSA graders will not assume what page your work pertains to. They will not guess at it either. So, it's up to you to clearly mark your work. When a grader does not understand your page marks, your writing, or anything else associated with your work, it will be returned to you for correction. Work without a cover page will also be returned.

Save yourself the time and aggravation and just do it right to begin with!

Assignments Dos and Don'ts

- ◆ If you're handwriting your work, use lined paper sheets. Do not tear sheets out of a spiral notebook without also cutting off the jagged edge left when torn out.
- ◆ Write clearly. We have to be able to read what you write in order to grade your work. If we cannot read your work, we will give it back without grading.
- ◆ Use a #2 pencil when writing out your work. Work we cannot read is work we cannot grade.
- ◆ If you are typing your work, use a readable font, no larger than 12 pts., and a 1.5" to 2" spacing.
- ◆ Your paperwork should not have unnecessary drawings or doodling or anything that does not pertain to the assignment. It should not be crumpled, ragged, torn, or food or liquid stained. Take pride in what you turn in.
- ◆ All the work for a particular subject must be stapled to the cover page. This rule does not apply if you are a Remote Learner and are uploading your work.
- ◆ Do not copy/paste from online sources unless you are quoting a source and

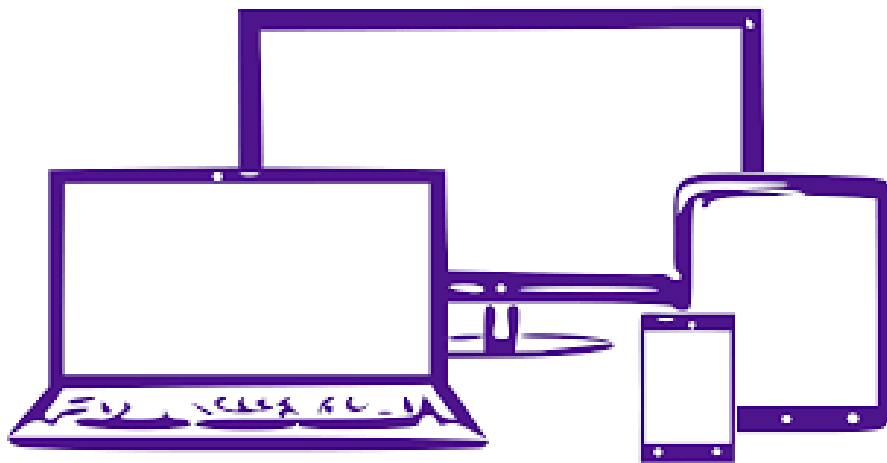


adding that footnote at the bottom of your work. Your educator will teach you how to do this. If any of your work does not appear to be done in your "voice" (i.e., you've taken sentences or paragraphs from online sources and presented them as your own), we will return the work to you for "Re-Do" or we will give you a zero (0) for that assignment.

- ◆ Answer questions in complete sentences. If the question is, "Who was the first President of the United States?" Your answer should be, "The first President of the United States was George Washington."
- ◆ Don't feel like answering in a complete sentence? No problem. Then write the question followed by your answer.


Bring Your Own Technology Policy


You are responsible for bringing your own technology and this would include things like laptops, netbooks, cell phones, iPads, Tablets, eReaders, or any such thing (as long as it is not a gaming device).



There are rules associated with your use of technology in the classroom. Namely:

- ◆ You must adhere to the *Student Code of Conduct*, *Acceptable Use Policy* (in this manual), and the *Acceptable Internet Use Policy* (also in this manual).
- ◆ Educators have the discretion to allow, limit, and regulate your use of personal devices in the classroom and on specific subjects.
- ◆ Approved devices must be on silent mode unless otherwise allowed by an educator.

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- ◆ You must use headphones when listening to videos or music unless otherwise permitted by an educator.
 - ◆ No devices can be used during exams or quizzes or for non-instructional purposes. You cannot text or make calls, post on any social media sites, for instance, while in the classroom.
 - ◆ You may not use any of your devices to record, transmit, or post photographic images or video content of a person or persons on campus, or during school hours or activities, unless otherwise approved by an educator or other administrative staff member.
 - ◆ Your devices may only be used to access online sites and files which are relevant to your classroom curriculum.
 - ◆ You may not use any Artificial Intelligence (AI) application to copy, paste, or copy/paste in order to complete your classwork. We check. Any use of AI must be responsible use of AI.
 - ◆ You and your parents should be aware of the fact that your devices are subject to search by educators or school administrators if the use of the device is suspected to be in violation of this Policy and/or the *Student Code of Conduct*. If the device is locked or password protected, we can require you to unlock the device at our request.
 - ◆ Printing from personal devices using our printer is not permitted.
 - ◆ Your personal device must be brought to school charged and running on battery. Limited charging is permitted with the use of our charging ports, but we will not permit you to charge your device the entire school day.
 - ◆ You are prohibited from bringing a device on our premises that infects the network with a virus or Trojan, or other program designed to damage, alter, destroy, or provide access to unauthorized data or information.

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- ◆ NHHSA is authorized to collect and examine a device that is suspected of causing technology problems or is the source of an attack or virus infection.
 - ◆ You are responsible for your own device and should use it responsibly and appropriately. NHHSA assumes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
 - ◆ NHHSA is not responsible for any device charges to your account that may be incurred during approved, school-related use.
 - ◆ NHHSA does not guarantee connectivity or the quality of the connection with the use of personal devices.
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Responsible Use Policy

NHHSA provides you with a wireless network and internet access. This service allows you to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. With access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the context of the school setting. There may be some materials or individual communications that are not suitable for you to access.

We view electronic information in the same manner as reference materials. Specifically, we support resources that enhance your learning environment with directed guidance from the educators and staff.

Exploration of and interaction with resources are encouraged. However, it is impossible to control all the materials on a global network and an industrious user may discover inappropriate information.

Although, NHHSA cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school, we can set rules and guidelines and expect that you will do the right thing and follow them.



Acceptable Use

- ♦ Khan Academy
- ♦ Digital Books assigned to you for study purposes.
- ♦ Approved language and foreign language sites.
- ♦ Research and other sites as approved by an educator.
- ♦ Power Point or Presentation formats approved by an educator if not a PPT.
- ♦ Completion of assignments.

Activities Not Permitted

- ♦ Texting, messaging, or taking telephone calls during class times.
- ♦ Checking or writing personal emails if not pertinent to your classwork.
- ♦ Visiting any social media website, even if you do not post.
- ♦ Accessing any website not approved by an educator or not pertinent to school work assignments

Responsible Use of AI

- ♦ **Use AI as a learning tool, not a shortcut.** Ask it to explain or clarify, not to do your work for you.
- ♦ **Be honest in your work.** Submitting AI-generated essays or answers as your own is plagiarism.
- ♦ **Always check facts.** AI can be wrong or outdated—verify important information with trusted sources.
- ♦ **Keep your data private.** Don't share personal information like your full name, address, passwords, or school details with AI tools.

- ♦ **Think critically.** Don't believe everything AI says—ask questions, look at different viewpoints, and form your own ideas.
- ♦ **Respect others.** Don't use AI to create harmful, offensive, or inappropriate content about people.
- ♦ **Follow your school's policies.** Use AI only when allowed by your teacher or assignment guidelines.
- ♦ **Use AI to grow, not to coast.** Use it to spark ideas, practice writing, study smarter, or explore subjects more deeply.
- ♦ **Give credit when credit is due.** If AI helps shape your ideas, say so—just like you would with any other source.

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.

Avoid using AI to complete assignments or replace your own original thought and work. AI should supplement, not replace, your own efforts. Instead, use AI to explore concepts, generate practice questions for self-assessment, and create scenarios to deepen your understanding.

In Closing

That is pretty much the totality of what you need to know. We've gone to great pains to keep this simple and to the point for you. We simply want you to know what is expected of you and we want you to take off from there - from the structure we've provided you with here.

Of course, we are open to your ideas and your feedback. That is part of what makes our school so successful—we listen to our students. So if you have a point you want to make, we have an "open door" policy. Just ask.

But in the meantime, forge ahead and do good work. After all, you'll be the one to gain the most from this experience. We're just here to facilitate your academic achievement and personal study goals.

We hope the coming year is your best school year ever!

