

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

2016-2017



NEW HORIZONS REGIONAL EDUCATION CENTERS

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Homepage: www.nhrec.org

This Student Handbook Belongs To:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Home School: _____

New Horizons Teacher: _____

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The New Horizons Regional Education Centers does not discriminate in admission to, or access to, or treatment or employment in, its educational programs, services, or activities based on race, color, national origin, sex, creed, marital status, age, or disability. Complaints should be directed to: Human Resources, 520 Butler Farm Road, Hampton, Virginia 23666
(757) 766-1100 Ext. 93377.

GOVERNANCE

A six member Board of Trustees serves as the governing body of New Horizons Regional Education Centers. The local school boards of the participating localities appoint the members. Participating school superintendents are active in an advisory capacity. Each superintendent serves a two-year term as Superintendent-in-Charge on a rotating basis.

BOARD OF TRUSTEES

Shelly Simonds, Chairman
Newport News City Public Schools

Gloucester County Public Schools	Charles Records, Vice Chair
Hampton City Public Schools	Reginald Woodhouse
Poquoson City Public Schools	Steve Kast
Williamsburg/James City County Public Schools	James Kelly
York County Public Schools	Robert W. George D.D.S.

SUPERINTENDENTS

Dr. Victor Shandor, Superintendent -in-Charge
York County Public Schools

Gloucester County Public Schools	Dr. Walter R. Clemons
Hampton City Schools	Dr. Jeffrey Smith
Newport News City Public Schools	Dr. Ashby Kilgore
Poquoson City Public Schools	Dr. Jennifer Parish
Williamsburg/James City County Public Schools	Dr. Olwen Herron

Clerk of the Board
Angela Standley

EXECUTIVE DIRECTOR

J. Joseph Johnson III

**New Horizons Regional Education Centers
Career & Technical Education Center
And the
Governor's School for Science and Technology
2016-2017
School Calendar**

September 3 - New student orientation (CTE students only)
September 6 - All Students Report
October 7 – Professional Day – Early Release
October 8- Interim Reports Issued
November 7- End of the 1st Quarter
November 8 - Professional Day/Election Day - No Students
November 16 – Reports Cards
November 23-25 Thanksgiving Holidays, School Closed
December 14 - Interim Reports Issued
December 22 - January 2 - Winter Break, Closed
January 3 - School & Offices Re-opens
January 16 - Martin Luther King Day - Schools & Offices Closed
January 19-20 - NHREC Exams (subject to change)
January 26 - End of 2nd Quarter
January 27 & 30 - Reg. Prof. Dev. Day - No Students
January 31 - Second Semester Begins
February 7 – Reports Cards
February 20- President's Day - Schools Closed
March 3 - Interim Reports Issued
March 31 - Professional Day - Early Release
March 31 - End of 3rd Quarter
April 3 - April 7 - Spring Break, School Closed
April 18 – Reports Cards
May 11 - Interim Reports Issued
May 29 - Memorial Day - Schools Closed
June 5-6 – Exams (subject to change)
June 15 – End 4th Quarter - Last Day for Students
June 16 - Last Teacher Day/Work Day

**New Horizons
Center for Autism & Newport Academy
2016-2017 School Calendar**

Sept. 4	Newport Academy and Center for Autism Open Houses 10:00 a.m. - Noon
Sept. 7	New Horizons CLOSED FOR LABOR DAY HOLIDAY
Sept. 8	All students report - beginning of 1st Qtr.
Oct. 5	Interim Reports
Nov. 2	End of 1st Qtr.
Nov. 3	Professional Development and Work Day/Parent Conferences – NO STUDENTS
Nov. 3	Begin 2 nd Qtr.
Nov. 11	<u>1/2 day for students</u> (11:00 dismissal) Teacher Workday/Professional Development
Nov. 11	<i>QTR REPORTS issued (please send home)</i>
Nov. 25-27	New Horizons CLOSED FOR THANKSGIVING
Dec. 10	Interim Reports
Dec. 21-Jan. 1	New Horizons CLOSED FOR WINTER BREAK
Jan. 4	All students and staff return to school
Jan. 18	New Horizons CLOSED FOR MARTIN LUTHER KING DAY
Jan. 25 - 27	<u>1/2 days for students</u> (11:00am dismissal) EXAM days (Jan. 25 Parent Conferences, Jan. 26 Workday, Jan. 27 Staff Development)
Jan. 27	End of 2 nd Qtr.
Jan. 28	Teacher Workday/Collaborative Planning – NO STUDENTS
Jan. 29	Regional Professional Development Day – NO STUDENTS
Feb. 1	Begin 3 rd Qtr.
Feb. 8	<i>QTR REPORTS issued (please send home)</i>
Feb. 15	New Horizons CLOSED FOR PRESIDENT’S DAY
Mar. 2	Interim Reports
Apr. 1	End of 3 rd Qtr.
Apr. 1	1/2 day for students (11:00 a.m. dismissal) Professional Day
Apr.4-Apr 8	New Horizons CLOSED – SPRING BREAK
Apr. 11	Begin 4 th Qtr.
Apr. 19	<i>QTR REPORTS issued (please send home)</i>
May 11	Interim Reports
May 30	New Horizons CLOSED FOR MEMORIAL DAY HOLIDAY
Jun. 16, 17, 20	<u>1/2 day for students</u> (11:00am dismissal) EXAM days/Workdays
Jun. 20	LAST DAY FOR STUDENTS - End of 4th Qtr.
Jun. 20	<i>QTR REPORTS issued (please send home)</i>
Jun. 21	LAST DAY FOR TEACHERS

New Horizons Regional Education Centers has provided over 40 years of quality education to the Greater Virginia Peninsula.

New Horizons Regional Education Centers serve the localities of Gloucester, Hampton, Newport News, Poquoson, Williamsburg, James City County, and York County. The centers include the Career and Technical Education Center (CTEC), the Governor's School for Science and Technology, Transition Services, the Center for Autism, Newport Academy, and the Center for Apprenticeship and Adult Training. The Centers have over 156 full-time and part time instructors working with over 1200 high school students and over 1500 adult education students.

INTRODUCTION

This Student Handbook is designed to provide you with essential information about New Horizons Regional Education Centers and to help you plan for a successful school year. What you gain from your New Horizons experience is determined by your efforts. It is hoped you will be an active member of the school, participate in school activities and contribute to programs and events that are part of the school. New Horizons welcomes you and urges you to demonstrate the spirit that makes our school outstanding.

This handbook provides information concerning school regulations and procedures, transportation, attendance, and conduct. These regulations and procedures have been established to provide all students with an equal opportunity to gain the maximum educational benefit from their program; therefore, each student is expected to be familiar with and to observe these regulations and procedures. It is essential that the contents of this handbook be shared with parents. It should be understood that this is not a limiting document; not all possible violations have been identified, and not all possible methods of resolution have been listed. As with all situations, charges will be identified, decisions on disposition shall be explained, and such actions may be appealed through procedural due process. Teachers have the initial authority to remove disruptive students from class.

MISSION STATEMENT

To serve the educational needs of the Peninsula's school divisions, New Horizons will prepare students educationally, technically, and socially, according to each student's needs, to become productive citizens.

Our missions are:

- To train and educate a world-class workforce
- To challenge and enrich the education of future scientists and mathematicians
- To provide effective educational, vocational, and therapeutic day treatments for children and youth with disabilities

RESPONSIBILITIES

The teachers and staff of the New Horizons Regional Education Centers are responsible for providing a safe, supportive, and caring environment that welcomes student, parent, business, and community involvement in the centers. The teacher is responsible for providing appropriate, interesting, and challenging learning experiences that offer all students the opportunity for success. The student is responsible for his/her actions in achieving academically and adhering to standards of integrity and conduct as established in this document. Realizing that a student's misconduct at school can have serious, life-impacting consequences (college entrance/employment ramifications, Division of Motor Vehicles (DMV) implications, school sanctions-suspension or expulsion, and imprisonment), New Horizons expects every student to take personal responsibility for his/her own conduct and to follow all rules and regulations set forth under the Student Code of Conduct. The parent/guardian is responsible for supporting the student and the Centers in meeting the highest standards of performance in the learning process. Concerns should be brought to the attention of the principal/director.

PURPOSE OF POLICIES AND RULES

A goal of New Horizons is to prepare high school students for future employment. In discussions with employers, we have discovered that their major concerns with employees involve attitude and attendance. As such, New Horizons places emphasis in this book on these areas. For example, our attendance policy in the Career and Technical Education Center (CTEC) calls for failure when

an individual accrues more than four (4) unexcused absences during a marking period (**generally we do not accept parent notes alone, without administrative approval, to excuse absences**). In explaining this to parents and students, we ask them to consider what would happen if they were absent from work with no notice or excuse that many times over a two-month period. Our policies do allow for consideration of exceptional individual circumstances, and we are open to discussing them at any time with both parents and students. If you have any questions or concerns, please feel free to contact your principal, assistant principal, or director.

STUDENT ATTENDANCE POLICY

All students are expected to attend classes promptly every day and to remain for the entire class period. The following rules shall govern student attendance:

1. Five (5) or more unexcused absences (failure to attend class) in any nine-week grading period will result in a grade of “F”.
2. Twelve (12) or more unexcused absences within a semester will result in a grade of “F” for the semester.
3. Twenty four (24) or more unexcused absences within a year will result in a grade of “F” for the year
4. It is the responsibility of the student to provide documentation for **any and all** absences. **This documentation generally does not include a parent note for absences which may be excused below.** It is also the responsibility of the student to request and complete all make-up work within five (5) school days upon returning to school. Competencies and other work must still be accomplished.
5. Three (3) unexcused tardies shall constitute one (1) unexcused absence. The administrator-in-charge may grant exceptions. Students who arrive on school transportation after the bell has rung shall not be marked tardy if they report to class immediately. Students who arrive at New Horizons by any means other than school transportation shall be marked tardy whenever they enter class after the bell has rung.
6. Three (3) early dismissals shall constitute one (1) unexcused absence.
7. To be dismissed early from class, students must have written parental permission. **Early dismissals are always verified by telephoning parent(s) or guardian(s) regardless of the student’s age.** Remember, students are never to leave school grounds without

permission from the appropriate school administrator or his/her designee. New Horizons is a closed campus.

8. Students may be excused for a home school activity that has been **pre-approved** by the teacher.
8. A combination of unexcused tardies and early dismissals equaling three (3) shall constitute one unexcused absence.
9. Failure to attend class/session for at least one hour shall equal an absence unless approved documentation has been provided for the time missed.
10. **Appealed absences:** At the end of a quarterly marking period or a semester (within five (5) days of the end of the period during which the absences occurred), students who have incurred absences in excess of the four (4) or twelve (12) absences allowed may appeal in *writing* to the principal/director for a waiver of the attendance policy. Only absences in the categories listed below may be appealed. The decision of the principal/director is final, and only one waiver per school year per student will be allowed.

ABSENCES WHICH MAY BE EXCUSED AND/OR APPEALED:

- A. Absence due to an illness. A physician's note must be submitted within the same marking period certifying that the absence was at his/her recommendation.
- B. Absence due to a court appearance. A copy of the subpoena or other court document must be submitted.
- C. Absence due to death in family. Supportive documentation must be submitted.
- D. Absence due to extenuating or exceptional circumstances **may be excused by an administrator**. The student must submit supportive documentation, and **instructor input may be requested**.
- E. Absence due to attending an approved activity at the student's home school. Documentation must be provided, signed by a school official.
- F. Suspension days from home school where exceptional circumstances exist.

ACCIDENTS AND ILLNESSES

All illnesses or injuries must be reported to the instructor immediately. School personnel will provide appropriate assistance and call the parent or guardian when appropriate.

VIOLATION OF LAW AND REPORTING CRIMINAL CHARGES

Criminal offenses committed by students will be reported to the police. Students and parents should be aware that students who commit offenses on school property that are also violations of the law are subject to being charged criminally in addition to the recommended school disciplinary action. The principal or his/her designee shall report to local law enforcement officials all incidents occurring on a school bus, school property or school-sponsored activity involving (i) verbal (threat) assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, (ii) any conduct involving a controlled substance, (iii) the illegal carrying of a firearm or (iv) illegal conduct involving bomb threats, fire bombs or other similar explosive materials. (*Legal authorization: Code of Virginia, 1950, as amended. Section 22.1-280.1*)

SUSPENSION

1. A student under suspension or expulsion at his/her home school shall not attend classes at New Horizons until the suspension or expulsion has been resolved. The principal or a designee shall be responsible for informing New Horizons of such action. A student who enters the property of New Horizons Regional Education Centers while under suspension or expulsion may be charged with trespassing.
2. A student may be suspended from New Horizons for failure to follow regulations and procedures. A parent conference may be required before reinstatement. A suspension from New Horizons includes suspension from the home school.
3. A student assigned to in-school suspension (ISS) or alternative to suspension (ATS) at their home school is permitted to attend New Horizons during his or her scheduled class **with permission from the home school**. Similarly, a student assigned to ISS or ATS at New Horizons may attend his or her home school. A student assigned to ISS/ATS is considered “present” under our attendance policy.

4. Suspended students are required to make-up work **within five (5) school days upon their return.**

IDENTIFICATION

In an effort to provide a high level of security and safety for everyone on school grounds including students, staff, and guests, all persons on New Horizons property are required to identify themselves and their intentions to any school employee upon request. All visitors must report to the front office upon entering the building.

STUDENT CONDUCT

Each student is required to accept responsibility for his or her own conduct. When a violation of the rules of New Horizons Regional Education Centers or a violation of the law occurs, school officials are authorized and obligated to take appropriate action. In certain cases, restitution may be required. All personnel are responsible for monitoring student conduct. All rules and regulations will be enforced on all New Horizons Regional Education Center's grounds and premises before, during, and after school hours, or at any time when school buildings and/or grounds are being used; or off school grounds at any school activity, function or event; or when students are traveling to or from school. The rules contained in this Student Code of Conduct also apply to bus and bus stop behavior.

Upon reasonable suspicion, any student or student's property may be searched for stolen property, weapons or other illegal substances. Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs and firearms. Random dog searches will be conducted by specially trained law enforcement agencies under the supervision of school personnel. School officials may search all persons and items on school property including personal vehicles and lockers made available for student use.

STUDENT CONDUCT VIOLATIONS MAY RESULT IN ONE OR A COMBINATION OF THE FOLLOWING LEVELS OF DISCIPLINARY ACTION:

Level 1 – Conference

Level 2 – Intervention

Level 3 - Alternative to Suspension or In School Suspension

Level 4 - Suspension (1-5 days)

Level 5 - Suspension (6-10 days)

- Level 6** - Suspension (10 days with contract)
- Level 7** - Long Term Suspension (11-180 days)
- Level 8** – Removal from New Horizons

CONDUCT VIOLATIONS INCLUDE:

- A. Endangerment - A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place others in jeopardy or at risk.
(Level 4 – 8)
- B. Serious or repeated violations - Serious or repeated violations of one or more rules require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and possible suspension and/or expulsion.
(Level 4 – 8)
- C. Sexual offenses - Offensive touching, sexual harassment, consensual sex, indecent exposure or rape (Criminal sexual offenses must be reported to the police department). (§§ 22.1. - 280.1)
(Level 4 – 8)
- D. Robbery, theft, burglary or possession of stolen property (Must be reported to police department). (§221 - 280.1)
(Level 4 – 8)
- E. Use or possession of a weapon, look alike or dangerous instrument or explosive device in school buildings, in automobiles, on school buses, on school grounds or during school–related activities (Must be reported to police department). (§§22.1 - 280.1, 1950 as amended) (§§18.2 -282, §§18.2-85)
(Level 4 – 8)
- F. Vandalism, willful or malicious defacing of school property including graffiti, and willful or malicious defacing of private property causing or attempting to cause damage to school or personal property. Legislation states that each student “shall be required to reimburse the school board for any actual breakage or destruction of property... done by such pupil in pursuit of his studies”. HB 1707 passed by the 2001 General Assembly authorized school boards to take action against a student for actual breakage, destruction or failure to return (§§ 8.01-43) and allows school boards to initiate action to recover from parents up to \$2500 for damages for the willful or malicious destruction of school property by their child. (May be reported to the police department).
(Level 4 – 8)

- G. False fire alarm, bomb threat (Must be reported to police department). (§§22.1 - 280.1, 1950 as amended) and (§§18.2 –83)
(Level 4 – 8)
- H. Reckless use of vehicle.
(Level 2 – 8)
- I. Bullying of any form, hazing, threatening, intimidating, harassing, instigating, extorting, fighting (assault and battery): Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, throwing objects and fighting (Must be reported to law enforcement) – (§22.1-280 (A) and (B), VA Code 1950 as amended), §22.1.2801 and §22.1-212(1) as amended) (§18.2-38-1) If the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class six (6) felony. If the communication is oral and contains a threat to kill or do bodily harm to any school employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class one (1) misdemeanor.
(Level 3 – 8)
- J. Improper use of any cellular telephone or two-way communication device. Other electronic receiving/transmitting device, radio, tape, CD player, headphone, laser pointer, electronic game, etc. These items will be confiscated and will only be returned in accordance with the policy outlined on pp. 22-23.
(Level 2 – 8)
- K. Possession of and or use of iPod, MP3 player, CD players, portable communication devices, electronic games, and laser pointers in violation of policy outlined on pp. 23.
(Level 1-3)
- L. Possession and/or use of drugs, paraphernalia, alcohol, electronic cigarettes, tobacco and other controlled substances on school property or at school-related activities (Must be reported to law enforcement. (§22.1-280.1 54.1).
(Level 4 – 8)
- M. Unauthorized activities - Selling or purchasing unauthorized items, electronic tampering, sharing medication, possessing of inappropriate material (s) on school property.
(Level 1 – 8)
- N. Misrepresentation - Cheating, forging of school documents, lying.
(Level 2 – 8)

- O. Disruption- Class disturbance, any activities that interfere with the educational environment including refusing to participate in class activities.
(Level 1 – 8)
- P. Any violation of the law.
(Level 1 – 8)
- Q. Verbal assault, profanity, slander or obscene behavior. Also, engaging in behavior which is offensive to racial, ethnic or religious group(s).
(Level 2 – 6)
- R. Insubordination or disrespect directed at any staff member. Insubordination is defined as any failure to follow directions of instructors or any staff member. Disrespectful actions include discourteous or impolite speech or action to others, as well as not being considerate and thoughtful of the rights and feelings of others and not conducting oneself in a mannerly way.
(Level 1 – 5)
- S. Horseplay.
(Level 1 – 4)
- T. Gambling.
(Level 2 – 4)
- U. Inappropriate attire (see Student Grooming and Dress).
(Level 1 – 4)
- V. Trespassing or loitering in the building (including near vending machines) or on the grounds. Students are not to be in automobiles, student-parking areas, or in buildings other than their class building from the time they report until they leave.
(Level 1 – 4)
- W. Leaving school grounds or class without permission and/or without signing out.
(Level 2 – 4)
- X. Violation of Technology Acceptable Use Policy.
(Level 1 – 8)

**PARENTS AND STUDENTS ARE ASKED TO REVIEW THESE RULES
AND RETURN THE SIGNED ACKNOWLEDGEMENT FORM.**

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for New Horizons to be a safe and orderly place of learning, rules must be obeyed. These rules are provided to give guidance. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of the conditions of the moment.

In addition to disciplinary action, any violation of the law will be reported to the police department.

DUE PROCESS

PROCEDURE FOR APPEAL OF ADMINISTRATIVE ACTION

(Includes Student Suspension)

APPEAL TO THE EXECUTIVE DIRECTOR OR HIS DESIGNEE:

A student and/or parent or guardian may appeal administrative action (to include a suspension) by a school administrator, upon petition in writing to the next individual in the supervisory “chain of command”. For example, if a suspension is administered by an Assistant Principal, then the appeal initially must be directed to the Principal. The appeal must be made in writing within five (5) working days of the administrative action, or the decision of the initiating administrator becomes final. If the action is administered by the Principal/Director, the appeal will be forwarded to the Executive Director.

1. The Principal/Director or the Executive Director shall review the written report of the administrative action, as well as any pertinent material or evidence in relation to the student’s overall behavior.
2. Within five (5) working days of the appeal, the Principal/Director or the Executive Director may hold a hearing involving the initiating administrator or his designee, the student, his parent/guardian and other requested parties.
3. Within five (5) working days of receipt of the appeal by the Principal or the Executive Director a decision to affirm, modify, or disapprove the administrative action shall be made in writing, with a copy of the findings sent to all parties at interest.
4. Appeal actions taken by a Principal/Director may be furthered appealed to the New Horizons Executive Director within five days of the date of the initial appeal action.

APPEAL TO THE NEW HORIZONS REGIONAL EDUCATION BOARD OF TRUSTEES:

A student, parent or guardian may thereafter appeal the findings of the Executive Director or his designee within five (5) days of the Executive Director’s findings becoming final. An appeal to the board shall entitle the student to a full hearing at the next regularly scheduled meeting of the board, at which time the student may retain and be represented by counsel or any adult of his own choosing. The hearing may include witnesses, cross-examination, written documentation, and any

other evidence acceptable in hearings with the student and school administration presenting such evidence and testimony, as each deems necessary. The board shall render its decision within five (5) days after the hearing in writing to all parties at interest, affirming, modifying, or disapproving the decision of the Executive Director or designee.

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

Students shall not be discriminated against for reason of race, religion, gender, disability, ethnic or national origin. Students have the responsibility to refrain from discriminatory expressions, either verbal or physical, against others. Any New Horizons student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with Human Resources (766-1100 ext. 3377). Any delay in reporting alleged incidents makes it more difficult to establish the facts of a case. Students must report alleged incidents of discrimination/harassment within 180 days of when the alleged incident occurred. Any incident reported after that time will not be investigated. Every effort will be made to complete investigations within thirty days of when a complaint is filed; however, complex investigations may require more time due to various factors such as, but not limited to, the availability of witnesses or the number of witnesses to be interviewed. In every investigation, all relevant evidence will be considered and the student will be asked to submit anything that he/she feels supports his/her claim. The Director of Human Resources will objectively consider the complaint in relation to the total circumstances, including the nature of the conduct and the context within which the alleged incident. No student will be subject to negative action in retaliation for reporting alleged discrimination or harassment in accordance with this policy. Such retaliation is against the law and is prohibited by this policy.

GUIDELINES FOR STUDENT GROOMING AND DRESS

Students will wear appropriate clothes/uniforms and footwear as designated by the instructor. All students are required to wear shoes, shirts and pants, dresses, skirts or shorts at all times on school grounds. Students must wear protective equipment when performing hazardous operations. This includes safety glasses, shields, gloves, aprons, hats, footwear, etc. Protective clothing must cover legs and arms as required.

1. Headgear is subject to review by staff and is not to be worn in the hallways.
2. Lewd or suggestive attire may not be worn.
3. Apparel which advertises glorifies or symbolizes any illegal substances, weapons, alcohol, or tobacco may not be worn.
4. **Low cut or revealing blouses/tops are prohibited.** In addition see through/sheer material, **tights**, spandex, bike shorts and sleepwear (including pajamas) are not permitted.
5. Shirts must be worn in an appropriate manner.
6. Sunglasses are not to be worn inside the school building.
7. The midriff must be covered at all times.
8. **Pants and shorts must not be worn so that it is evident they are below hip (pelvic) bone.** Skirts, dresses, and shorts must hang at least to the mid-thigh.
9. Clothing which may be offensive to any culture or group of people is not permitted.
10. Clothing colors or items that may be considered as gang related may not be worn on campus.

INSURANCE

Each student is required to have health insurance. This insurance may be purchased through the home school at a nominal cost. Other health/accident policies provided by the parent/guardian are acceptable. The name of the insurance company must be supplied on the student's emergency medical form. Accident and medical emergency expenses are the responsibility of the parent/guardian.

SCHOOL SAFETY

Safety is a critical part of all courses. Rules of safety in all classrooms and laboratories will be strictly enforced. **No student will be allowed to work on school equipment until he/she has satisfactorily completed a written safety examination and been approved to operate any piece of equipment.** Students may be required to purchase personal safety equipment. Safety equipment may include protective clothing, helmets, face shields, steel-toed boots, respirators, earplugs and eye protection. Where jewelry is a safety issue, instructors may require a student to remove and secure the item(s).

The safety of staff and students is a primary concern of New Horizons Regional Education Center. The following steps have been taken to enhance personal safety and the security of our school grounds:

1. Using school security officers
2. Partnering with law enforcement and community agencies
3. Conducting random drug searches using law enforcement dogs
4. Using classroom telephones, walkie talkies
5. Requiring registered parking for staff and students
6. Placing signage around school property
7. Using staff ID badges
8. Placing mirrors in the hallway
9. Using surveillance cameras: to monitor New Horizons Regional Education Center hallways and classrooms/shops
10. Limiting entrances to New Horizons buildings

EMERGENCY DRILLS

School Security: New Horizons Regional Education Center has a Crisis Management Handbook that specifies procedures for weather-related emergencies, fire and dangerous and disruptive incidents within the school. Students and teachers will review these procedures within the first week of school. Virginia State Law requires that fire and other emergency drills be carried out periodically. Students must:

1. Learn the drill procedures.
2. Participate in every drill in a serious manner.
3. Always follow the directions of the instructor.

BOOKS, SUPPLIES AND TOOLS

In some courses it will be to the student's advantage to purchase textbooks & workbooks. Classroom sets of textbooks will be provided. Books that are loaned to the student become the **STUDENT'S** responsibility until they are returned to the instructor.

Students are required to obtain specialized personal tools in selected classes. These items are provided at cost to the student and become the student's personal property. Protection of personal property is the responsibility of the students. Collection notices will be sent for cost of books that have not been returned.

TRANSPORTATION

Bus transportation is provided for students through the home schools. Every effort is made to see that buses leave on time; students must conform to the bus schedule. New Horizons does not consider missing a bus to be an excusable reason for tardiness and/or absence.

Students riding the bus shall observe bus drivers' regulations at all times. Failure to observe bus regulations may cause temporary or permanent suspension of bus riding privileges. If the home school fails to provide a bus, the student must obtain appropriate documentation from the home school in order to have the absence from New Horizons excused. The driveway directly in front of the New Horizons Butler Farm Campus is reserved for *school buses only*. **All students should be dropped off and picked up only in the faculty/staff parking area.** This also means that students may not be dropped off or picked up on the perimeter roads that surround the NHREC campuses.

STUDENT DRIVERS

(For CTEC/Governor's School Students Only)

Driving a car onto campus at New Horizons is a revocable privilege. The purpose of requiring vehicle identification decals is to identify the driver of specific vehicles parked on the NHREC campus. This will contribute to the safety of the students, employees and visitors. The following rules pertain to those students who drive to school:

All vehicles are subject to search on New Horizons property.

1. The cost of the regular student parking decal is **\$25.00 per year, non-refundable** and a \$15.00 fee for replacements. A limited number of alternate parking decals for \$50.00 are available for Butler Farm Students wishing to park in the front of the Campus. A temporary parking decal is available at a cost of \$5.00 for the week it is purchased. A valid driver's license and vehicle registration are required to obtain a student parking decal. Student

drivers must apply for and purchase a parking decal no later than *September 27*. **DECALS ARE REQUIRED AND MUST BE DISPLAYED IN THE VEHICLE AND VISIBLE FROM OUTSIDE OF THE FRONT WINDSHIELD.**

2. **ALL VEHICLES** on New Horizons Regional Education Center's property are **SUBJECT TO SEARCH FOR ILLEGAL SUBSTANCES, WEAPONS AND/OR UNAUTHORIZED ITEMS**. Violations of State or Federal Law **WILL BE REPORTED TO THE HAMPTON OR NEWPORT NEWS POLICE DEPARTMENT**.
3. Unauthorized Vehicles (no decal displayed) or *improperly parked vehicles will be tagged and may be towed at the owner's expense*. **Parking on private property near the NHREC campus is prohibited without permission of the Principal or Administrator on duty and may result in disciplinary action and the vehicle being towed at the owner's expense.**
4. ALL drivers must obey posted signs and the directives of school personnel. The posted speed limit is **10 mph** on NHREC property. Reckless driving, speeding, littering and loud music (heard outside of the vehicle) will not be tolerated. Violations will result in suspension of parking privileges and other disciplinary actions.
5. To ensure safe practices and to avoid distractions students are **prohibited from using a hand-operated cell phone while driving a vehicle on NHREC property**.
6. **Student drivers are responsible for arriving to class on time**. Excessive tardies will result in the suspension of parking privileges. Student drivers cannot leave NHREC without authorization and documentation prior to the official dismissal. Violation of this policy will result in the immediate forfeiture of the student driver's parking privileges.
7. Student drivers and/or passengers may not loiter and/or sit in parked vehicles on campus. Upon arrival student drivers and/or passengers must report directly to their assigned class.
8. Drivers **must** maintain a single lane of traffic while driving around the NHREC Campus. Drivers must go over the speed bumps with at least one set of wheels. Code of Va. §46.2-859, Passing a stopped school bus; *A person shall be guilty of reckless driving who fails to stop, when approaching from any direction, any school bus which is stopped on any highway or school driveway for the purpose of taking on or discharging children...* **Drivers must observe the ONE-WAY pattern and obey all stop or yield signs and directions of school personnel.**

9. Student drivers are only permitted to park in designated student parking areas. Under **NO** circumstances will students be permitted to park in the front FACULTY/VISITOR lots. The only inner parking available to students is located on the north side of the lot between Building B and C. Designated areas for student parking are assigned to allow for the orderly arrival and departure of vehicle traffic while ensuring safe pedestrian movement. Vehicles must be parked between the **painted lines with all tires resting on the pavement**.
10. **Student drivers may not allow other students to ride in the bed of a pickup truck or cargo area of an SUV while on New Horizons property no matter what their age may be.**
11. **Driver's must have written permission from both their own parents/guardians and the parents of other students riding in their car to and from New Horizons.**
12. **BUCKLE UP. IT'S THE LAW.** The student driver and all passenger(s) must have seatbelts on when the vehicle is in gear. *Lock your vehicle.* **NEW HORIZONS IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT FROM ANY VEHICLE ON NHREC PROPERTY.**

STUDENT RECORDS

(CTEC/Governors School Only)

New Horizons maintains student records in the school office of each campus. Records of former students are maintained at the Butler Farm Campus for a period of five years following an individual's completion of a New Horizons program. Parents/guardians and eligible students may review these records according to school procedures. Information may be received from the record (i.e., competencies completed) by filling out a written request. The request may be obtained from the Registrar by calling (757)766-1100, ext. 9 3307. **A fee of \$2.00 is charged.**

Note: Records of former Center for Autism & Newport Academy are returned to their home school divisions.

CERTIFICATES

A certificate shall be awarded to each student who successfully completes all of the requirements for a program and passes each semester as certified by the instructor. Please contact (757)874-4444 ext. 9 5500, the New Horizons Special Education Services with questions.

PROGRESS REPORTS - REPORT CARDS

CTEC/Governors School Only

Grades are sent to the home schools for inclusion on the home school report card. New Horizons does not produce report cards for students. At the midpoint of each nine-week period, teachers will distribute student progress reports. Please discuss the progress report with your parent/guardian. If you have a question about your class performance, talk with your teacher.

CHANGE OF ADDRESS

When completing registration form information, please be sure the information is accurate. Any change of address and/or telephone number should be reported to the office immediately.

INTERNET

Internet computer services are provided to support students and other users in their communication, research and instruction. Filters have been established that help in preventing students from going to inappropriate sites. Internet access is available based on the New Horizons Acceptable Use Policy. Students must adhere to the regulations of this policy. **No student may have access to the Internet through New Horizons' equipment without signing the Acceptable Use Policy form.** Any misuse of the Internet for illegal, inappropriate or obscene purposes is prohibited and will result in disciplinary measures.

EXAMS

Exams are routinely given prior to the end of semester exams in the home schools. Exams are considered property of New Horizons and are not released.

FOOD AND BEVERAGE

At the discretion of the instructor, a scheduled break may be provided during class periods. Only during the scheduled time may students may obtain food or beverage from the vending machines during a class period. The instructor must insure supervision of his/her students when they are at the vending machines. Food and beverage are to be consumed in the classroom at the discretion

of the teacher. Students are expected to be responsible and to maintain cleanliness of the facility. Glass beverage containers are prohibited in the classrooms, shops and hallway areas of NHREC. Money lost in vending machines may be reimbursed by filling out a reimbursement slip/envelope and having it signed and submitted to the front office by the instructor. **Under no circumstances may a student shake, kick, bounce, or pull on vending machine. If a student attempts to take items or money from a machine it will be handled as a theft under Conduct Violation D (on page 11).**

CELL PHONES AND/OR TWO-WAY COMMUNICATIONS DEVICES

Students at New Horizons who are enrolled in **Career and Technical Education Center (CTEC) classes, and the Governor's School for Science and Technology**, will not be permitted use of cellular and two-way communication devices on school grounds during the regular school day **(6:30 a.m. until 2:45 p.m., Monday through Friday)** **Any portable communication device brought on school grounds must:**

- be secured and not visible inside the building unless the student(s) is participating in a BYOD (bring your own device) session as part of a classroom instructional program.
- be **silenced so as not to distract the learning environment**
- not interfere with the instructional program or activity. The communication device may be used outside the school building (but not in the breezeway area between buildings) or facility before and after school hours or school related activities.

New Horizons students in *Newport Academy* and the *Center for Autism* may not possess portable communications devices at all.

Consequences for policy violations are as follows:

- **First Offense:** The student will receive a verbal warning from the instructor.
- **Second Offense:** The student's cell phone/communication device will be confiscated by school personnel and will be returned at the end of the session. The student will receive a written warning specifying consequences for further cell phone violations. This warning must be signed by a parent and returned to the administrator by the student.
- **Third Offense:** The student's cell phone/communication device will be confiscated by school personnel for **five school days or until a parent comes to pick up the phone.**

- **Any further offenses:** The student's cell phone will be confiscated and the student will be separated from the school pending a parent conference. At the conference, the phone will be returned to the parent who will be informed that the student has lost his/her privilege to bring a cell phone to school for the remainder of the year.
- Students refusing to relinquish their cell phone/communication device to school personnel **upon request** will receive a minimum of 3 days of out of school suspension from New Horizons and the student's homeschool for insubordination.
- Please note the NHREC will assume no responsibility in any circumstance for loss, destruction, damage, theft or charges made on monthly statements for a cellular cell phone or two-way communication device brought to school.

IPODS/MP3/ CD PLAYERS/PORTABLE COMMUNICATION DEVICES

IPods, Mp3, CD player's electronic games and portable communication device (beepers) use is prohibited upon arrival at school through dismissal unless expressly permitted by a staff member. These items should be turned off and stored out of sight.

USE OF TELEPHONE

School office phones are for business purposes and are only to be used by students in extenuating circumstances.

VISITORS

All visitors are to report to the main office and obtain a visitor's pass before visiting any other part of the school. Unauthorized visitors in the building or on school grounds without permission will be subject to trespassing laws. Parents may visit the school and are welcome to do so. Alumni are not to visit the school during class time unless invited by the teacher. Student guests are only permitted when permission of the home school and the New Horizons teacher and administrator has been obtained, 24 hours in advance.

STUDENT ORGANIZATIONS

Student activities shall include only those approved by the administration of New Horizons Regional Education Centers. Fraternities and sororities will not be recognized. Current recognized activities include: FIRST Robotics Team, Ford AAA Auto Skills Team, Skills USA, International Construction Challenge Team, Health Occupation Students of America (HOSA) and Family, Careers, Community Leaders of America (FCCLA). Other organizations such as academic societies and service clubs may be recognized.

NOTIFICATION OF ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) COMPLIANCE

New Horizons is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). If there are any questions concerning the management plan or asbestos in our schools, please contact the Plant Manager at the Butler Farm Campus (757) 766-1100 ext. 3361.

SCHOOL CLOSINGS

New Horizons follows Newport News Public Schools for full-day closings, however, all Peninsula school divisions will be considered in making decisions regarding delayed opening or early releases. On closing days, the Centers will not be open to students even if their home school is conducting classes. The closing information will be carried on the local television stations and the New Horizons website: nhrec.org. If the weather permits the phones to work, a message will be posted on the school phones as follows:

Butler Farm Campus
Woodside Lane Campus

766-1100 - Option #1 or 766-3991
874-4444 - Option #1 or 369-5939

SCHOOL BELL SCHEDULE

Career & Technical

7:40 AM - 10:00 AM

12:15 PM - 2:35 PM

Governor’s School for Science & Technology

7:10 AM – 10:24 AM
11:20 AM – 2:35 PM

GRADING SCALE

- 90 -100 = A**
- 80 - 89 = B**
- 70 - 79 = C**
- 60 - 69 = D**
- 59 - & under = F**

GRADING POLICY FOR CAREER AND TECHNICAL PROGRAMS

Three (3) factors contribute to the calculation of the student’s grade:

- A. Employability Skills = 30% minimum and no more than 40%.

Employability Skills specify 10 work related behaviors on which a student is graded daily.

There should be a minimum of 5 Employability grades per quarter.

- B. Related instruction - % determined by program.

Related Instruction refers to all work except tests on competencies and includes practices of competencies, theory, book work, quizzes, exercises, worksheets and special projects.

A minimum of nine (9) related activities grades are required during each quarter.

- C. Competencies = % determined by program.

Competencies are the actual performance skill tasks the student must perform. Each program has a procedure to rate each competency performance depending on the task. The grade will be recorded as a percentage grade on the student grade sheet. **Competencies should be graded and tracked throughout the year.**

Examinations shall be given each semester in all programs. Teachers will grade accurately, objectively and in a timely manner and make students’ work available for review by students, parents and administrators.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that New Horizons Regional Education Centers (NHREC), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, NHREC may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow New Horizons Regional Education Centers to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹ If you do not want NHREC to disclose directory information from your child's education records without your prior written consent, you must notify the Centers in writing by September 30. NHREC has designated the following information as directory information:

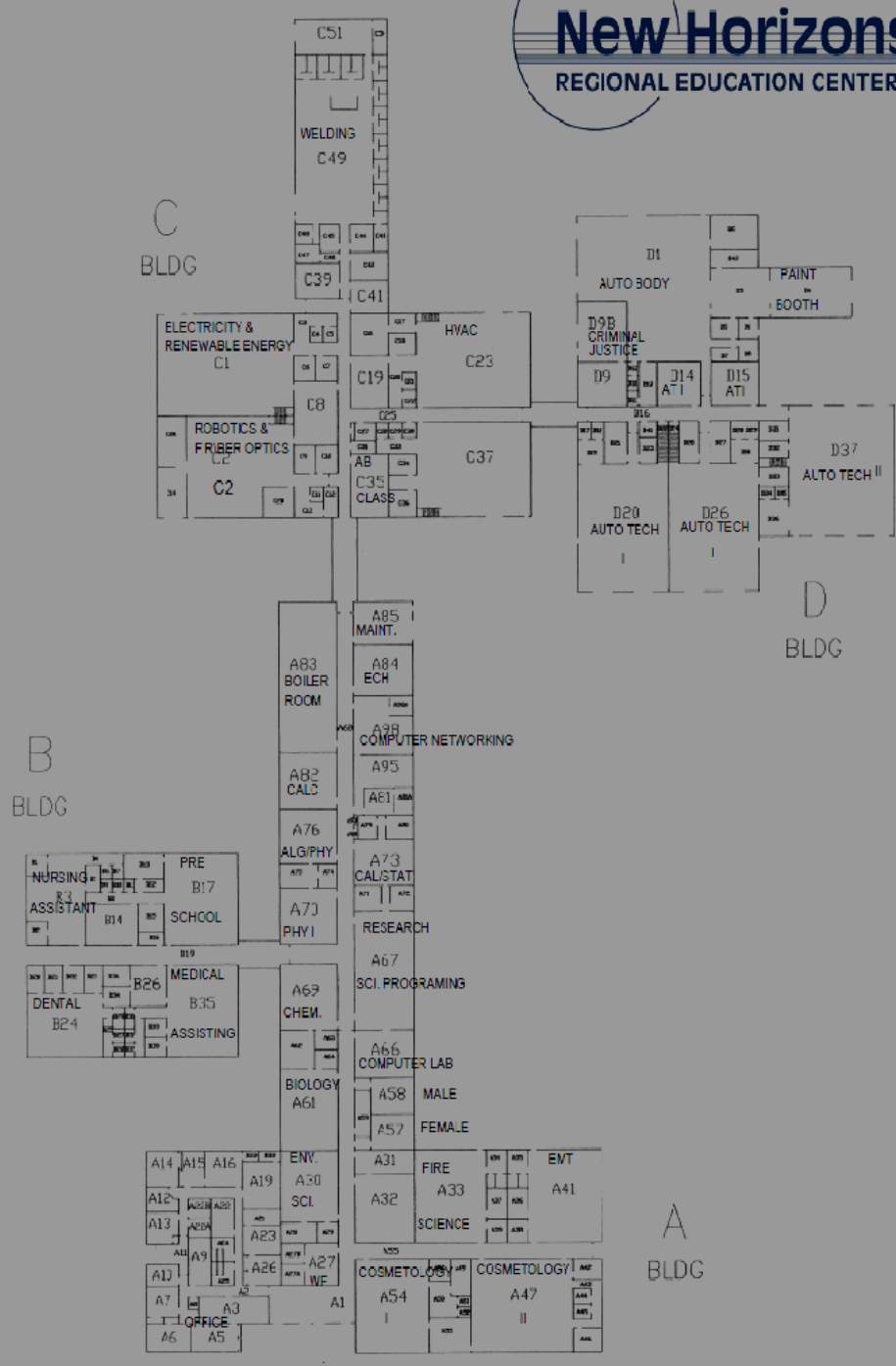
Note: an LEA may, but does not have to, include all the information listed below.

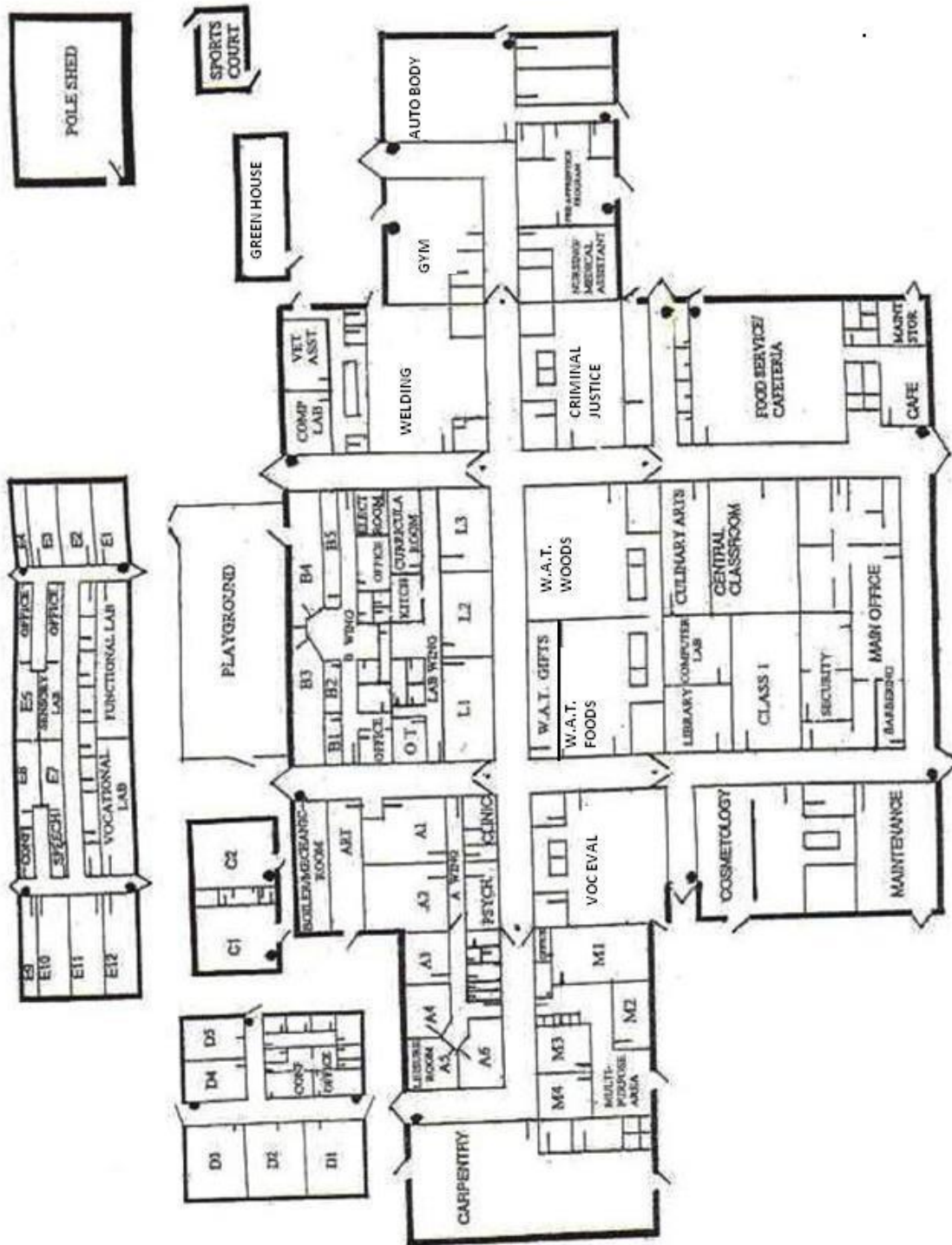
- Student's name -Participation in official extracurricular activities
- Address recognized activities and sports
- Telephone listing
- Weight and height of members of team
- Electronic mail address
- Photograph -Degrees, honors, and awards
- Date and place of birth received
- Major field of study -The most recent educational institution
- Dates of attendance agency or institution
- Grade level attended

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

New Horizons

REGIONAL EDUCATION CENTERS





NHERC WOODSIDE LANE CAMPUS