

# STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK 2021 – 2022



**This Student Handbook Belongs To:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Home School: \_\_\_\_\_  
New Horizons Teacher: \_\_\_\_\_



# NEW HORIZONS REGIONAL EDUCATION CENTERS

## Executive Director

Casey M. Roberts

## CAREER AND TECHNICAL EDUCATION CENTER

Dewey Ray, Principal  
Butler Farm Campus  
520 Butler Farm Road  
Hampton, VA 23666  
(757) 766-1100 Ext. 9-3306

Nicole Stephens, Principal  
Woodside Lane Campus  
13400 Woodside Lane  
Newport News, VA 23608  
(757) 874-4444 Ext. 9-5502

Mia Stephens, Assistant Principal  
Butler Farm Campus  
(757) 766-1100 Ext. 9-3305

Chester Hall, Assistant Principal  
Woodside Lane Campus  
(757) 874-4444 Ext. 9-5505

## THE GOVERNOR'S SCHOOL OF SCIENCE & TECHNOLOGY

Vikki Wismer, Director  
Butler Farm Campus  
(757) 766-1100 Ext. 9-3313

## SPECIAL EDUCATION SERVICES

Angel Grant, Director  
Woodside Lane Campus-Bldg. B  
Newport Academy - Center for Autism  
(757) 874-4444 Ext. 9-5506

Anthony Grimes  
Woodside Lane Campus - Bldg. B  
Newport Academy - Center for Autism  
(757) 874-4444 Ext. 9-5504

Joy Richardson  
Woodside Lane Campus - Bldg. B  
Newport Academy - Center for Autism  
(757) 874-4444 Ext. 9 - 5552

Leann Sorrell  
1501 Kiln Creek Pkwy  
Newport News, VA 23602  
Office: (757) 369-2581

**Homepage:** [www.nhrec.org](http://www.nhrec.org)

**Facebook:** New Horizons Regional Education Centers

**Twitter:** @NHREC\_VA

**Instagram:** @nhrecvirginia

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## 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

James Kelly, Chair  
Williamsburg/James City County Public Schools

Elisa Nelson  
Gloucester County Public Schools

Dr. Reginald Woodhouse, Vice Chair  
Hampton City Public Schools

Marvin Harris  
Newport News Public Schools

Michelle Sheeler  
Poquoson City Public Schools

Sean Myatt  
York County Schools

### SUPERINTENDENTS

Dr. Walter Clemons, Superintendent-in-Charge  
Gloucester County Public Schools

Dr. Jennifer Parish  
Poquoson Public Schools

Dr. Jeffery Smith  
Hampton City Public Schools

Dr. Olwen Herron  
Williamsburg/James City County Public Schools

Dr. George Parker  
Newport News Public Schools

Dr. Victor Shandor  
York County School Division

### CLERK OF THE BOARD

Kimberly D. Bracey



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 1400 high school students and over 800 adult education students.

**2021-2022 SCHOOL CALENDAR**  
 Career and Technical Education Centers  
 Butler Farm and Woodside Lane

|  |                           |
|--|---------------------------|
| New Teachers Report                    | Aug 17                    |
| All Teachers Report                    | Aug 26                    |
| <b>Labor Day – Closed</b>              | <b>Sep 6</b>              |
| Teacher Work Day                       | Sept 7                    |
| All Students Report                    | Sep 8                     |
| <b>Professional Day/Early Release</b>  | <b>Oct 1</b>              |
| Interim Reports Issued/Early Release   | Oct 8*                    |
| 1st Qtr Ends                           | Nov 1                     |
| <b>Professional Day/Election Day</b>   | <b>Nov 2 (NS)</b>         |
| 2nd Qtr Begins                         | Nov 3                     |
| Report Cards                           | Nov 10*                   |
| <b>Thanksgiving Holiday - Closed</b>   | <b>Nov 24-26 (NS)</b>     |
| Interim Reports Issued                 | Dec 9*                    |
| <b>Winter Break - Closed</b>           | <b>Dec 20-Dec 31 (NS)</b> |
| Schools Reopen                         | Jan 3                     |
| <b>Martin Luther King Day - Closed</b> | <b>Jan 17 (NS)</b>        |
| 2nd Qtr Ends                           | Jan 26                    |
| <b>Professional Day</b>                | <b>Jan 27 (NS)</b>        |
| <b>Regional Professional Day</b>       | <b>Jan 28 (NS)</b>        |
| Second Semester Begins                 | Jan 31                    |
| Report Cards                           | Feb 8*                    |
| <b>President’s Day - Closed</b>        | <b>Feb 21 (NS)</b>        |
| Interim Reports/Early Release          | Mar 2* (ER)               |
| 3rd Qtr Ends                           | Apr 1                     |

|                                |                     |
|--------------------------------|---------------------|
| <b>Spring Break - Closed</b>   | <b>Apr 4-8 (NS)</b> |
| 4th Qtr Begins                 | Apr 11              |
| Report Cards                   | Apr 19*             |
| Interim Reports Issued         | May 13*             |
| Good Life Solution Signing Day | May 26              |
| <b>Memorial Day - Closed</b>   | <b>May 30 (NS)</b>  |
| NHREC CTE Graduation           | Jun 1               |
| Last Student Day               | Jun 20              |
| Last Teacher Day/Workday       | Jun 21              |

**Calendar Notes:** This calendar applies to Career & Tech students and teachers only. Dates are subject to change due to inclement weather and other emergencies. **\*\*Dates are subject to change\*\***

NS = No Students, ER = Early Release for Students, \* = Dates are subject to change

Updated August 19, 2021

**2021-2022 SCHOOL CALENDAR**  
Center for Autism & Newport Academy

|   |   |
|---|---|
| New Teachers Report   | Aug 17  |
| New Paraprofessionals Report  | Aug 25  |
| All Staff Report  | Aug 26  |
| Staff Development   | Aug 26-Sept 3   |
| Newport Academy and CFA Open Houses <ul style="list-style-type: none"> <li>• Kiln Creek/Center for Autism</li> <li>• York Middle School/Center for Autism</li> <li>• Woodside Lane Newport Academy/Center for Autism</li> </ul> | Sept 2 (10:00-noon)<br>Sept 3 (10:00-noon)<br>Sept 4 (10:00-noon) |
| <b>Labor Day – Closed</b>   | <b>Sept 7</b>   |
| All Students Report – First Semester Begins / 1st Qtr Begins  | Sept 8  |
| <b>Parent Conferences / Early Dismissal</b>   | <b>Oct 8 (ER)</b>   |
| Interim Grades in PowerTeacher  | Oct 4   |
| 1st Qtr Ends  | Nov 1   |
| <b>Teacher Workday/Parent Conferences</b>   | <b>Nov 2 (NS)</b>   |
| 2nd Qtr Begins  | Nov 2   |
| Quarter Reports Issued  | Nov 10  |
| <b>Thanksgiving Holiday - Closed</b>  | <b>Nov 24-26</b>  |
| Interim Grades in PowerTeacher  | Dec 9*  |
| <b>Winter Break - Closed</b>  | <b>Dec 20-31</b>  |
| All Students and Staff Return to School   | Jan 3   |
| <b>Martin Luther King Day - Closed</b>  | <b>Jan 17</b>   |
| <b>Exam Days/Work Days</b>  | <b>Jan 24-26 (ER)*</b>  |
| 2nd Qtr Ends  | Jan 26  |
| <b>Teacher Workday</b>  | <b>Jan 27 (NS)</b>  |
| <b>Regional Professional Development Day</b>  | <b>Jan 28 (NS)</b>  |
| Second Semester Begins / 3rd Qtr Begins   | Jan 27  |
| Qtr Reports Issued  | Feb 7   |
| <b>President’s Day</b>  | <b>Feb 21 (NS)</b>  |
| <b>Professional Development Day</b>   | <b>Mar 4 (ER)</b>   |
| Interim Grades in PowerTeacher  | Mar 2*  |
| 3rd Qtr Ends  | <b>Apr 1</b>  |
| <b>Spring Break - Closed</b>  | <b>Apr 4-8</b>  |
| 4th Qtr Begins  | Apr 2   |
| Qtr Reports Issued  | Apr 20  |
| Interim Grades in PowerTeacher  | May 13*   |
| <b>Memorial Day - Closed</b>  | <b>May 30</b>   |
| Woodside Lane Graduation  | Jun 13  |
| YMS Graduation  | Jun 14  |

|  |        |
|--|--------|
| Last Student Day, 4th Qtr Ends, Qtr Reports Issued | Jun 16 |
| Last Teacher Day/Workday                           | Jun 17 |

**Calendar Notes:** This calendar applies to NA and CFA students and staff only. Twelve-month staff should follow the Holiday schedule. Professional Day constitutes a conference day, assessment day or professional development day. Dates are subject to change due to inclement weather and other emergencies.

NS = No Students, ER = Early Release for Students (11:00 am), \* = Dates are subject to change



## **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 the 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, career and technical, and therapeutic day treatment for children and youth with disabilities

## RESPONSIBILITIES

The teachers and staff of 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 (*also, we do not accept parent notes alone 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 block. Satisfactory attendance is essential. The following rules shall govern student attendance:

1. Five or more unexcused absences in any nine-week grading period will result in a grade of "F."
2. Twelve or more unexcused absences within a semester will result in a grade of "F" for the semester.
3. Twenty-four 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 all absences. Documentation generally does not include parent notes; however, we will accept a parent note as documentation to excuse up to two absences. It is the responsibility of the student to request and complete all makeup work within five school days upon returning to school.

5. Three unexcused tardies shall constitute one unexcused absence. An unexcused tardy is defined as a tardy to class without a doctor's note, bus tardy slip, or note from a student's home school. 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 early dismissals shall constitute one 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.** Students are not permitted 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 homeschool activity that has been **pre-approved** by the teacher. Documentation for the homeschool activity is required.
9. Students will be excused for religious holidays.
10. Failure to attend class/session for at least 90 minutes shall equal an absence unless approved documentation has been provided for the time missed.
11. Appealed absences: At the end of a quarterly marking period or semester (within five days of the end of the period during which the absences occurred), students who have incurred absences in excess of the four or twelve unexcused 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.**
12. The administrator-in-charge may grant exceptions to the attendance policy.

#### 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 another court document must be submitted.
- C. Absence due to a death in the 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 home school official, and approved by New Horizons instructor.
- F. Suspension days from homeschool where exceptional circumstances exist.

#### ACCIDENTS AND ILLNESSES

All illnesses or injuries must be reported to the instructor immediately, and an injury report must be completed. 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, firebombs 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 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 homeschool. 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 Centers' 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:

| Rule/Violation  | Minimum<br>Sanction Level | Maximum<br>Sanction Level |
|---|---------------------------|---------------------------|
| <b>Attendance: A student is to attend school each day of the school year, on time. A student who does not attend school is in violation of the law.</b> |                           |                           |
| <b>1A Cutting Class</b> - Failure to report to class without proper permission, knowledge, or excuse by the school or teacher.                          | 1                         | 3                         |
| <b>Rule 2 - Specified Unauthorized Activities - A student will not sell, purchase, or share unauthorized items.</b>                                     |                           |                           |

|  |   |   |
|--|---|---|
| <b>2 Unauthorized Selling of Items</b> - A student will not sell to or purchase from another student any items that are unauthorized.  | 1 | 3 |
| <b>Rule 3 - Student Dress: A student will maintain personal attire and grooming standards that promote health, and acceptable standards of social conduct. Student dress that disrupts the school environment will not be tolerated.</b>   |   |   |
| <b>3 Student Dress Violation</b>   | 1 | 3 |
| <b>Rule 4 - Personal Property: A student should not bring or possess any object that has no educational purpose and may distract from teaching and learning. New Horizons will assume no responsibility in any circumstances for loss, destruction, damage, or theft of any item. Students who choose to bring such items do so at their own risk. *These items may be confiscated if they disrupt the learning environment.</b> |   |   |
| <b>4A - iPod, MP3, CD Players</b> - use is prohibited upon arrival at school through dismissal. These items should be turned off and stored out of sight.  | 1 | 2 |
| <b>4B - Laser pointer</b> - Possession of a laser pointer is prohibited  | 1 | 7 |
| <b>4C - Other</b>  | 1 | 8 |
| <b>Rule 5 - Misrepresentation - A student will not alter report cards or final notices. A student will not make false statements oral or written to anyone in authority. A student will not cheat.</b>   |   |   |
| <b>5A - Altering Report Card/Note</b> - Tampering with report cards, official passes, and notes in any manner, including changing grades or forging names to excuse.   | 2 | 6 |
| <b>5B - Making false statements, written or oral, to anyone in authority.</b>  | 2 | 7 |
| <b>5C - Cheating</b> - Violating rules of honesty, such as copying another student's test, assignment, etc.  | 1 | 8 |
| <b>Rule 6 - Insubordination and/or Disrespect - A student will obey the lawful direction of any authorized staff member. A student will not behave in a disrespectful manner by walking away or talking back to a staff member.</b>  |   |   |
| <b>6A - Walking Away</b> - Leaving while a staff member is talking to student.   | 1 | 5 |
| <b>6B - Talking Back</b> - Responding orally in a rude manner to a staff member.   | 1 | 5 |

|  |   |   |
|--|---|---|
| <b>6C - Failure to Comply with a Staff Member</b> - Failure to follow any reasonable direction given by a staff member.  | 1 | 5 |
| <b>6D - Refusal to Work in Class</b> - Refusal to complete assigned work.  | 1 | 2 |
| <b>6E - Refusal to Report to the Office.</b>   | 1 | 4 |
| <b>Rule 7 - Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures.</b>  |   |   |
| <b>7A Swearing</b> - Saying anything that conveys an offensive, racial, obscene, or sexually aggressive message  | 2 | 4 |
| <b>7B Obscene/Offensive Gestures</b> - Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message  | 2 | 8 |
| <b>7C - Derogatory Materials</b> - Having any written or electronically transmitted material or picture that conveys offensive, racial, obscene, or sexually suggestive messages. This includes artwork and animation.   | 2 | 8 |
| <b>7D - Profanity Directed at Staff</b> - Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member.   | 4 | 8 |
| <b>Rule 8 - Disruption: A student will not demonstrate disruptive behavior.</b>  |   |   |
| <b>8A Excessive Talking</b> - Repeated talking in the classroom without permission.  | 1 | 3 |
| <b>8B Throwing Objects</b> - Throwing any object inappropriately in any part of the school, bus, or school grounds.  | 1 | 3 |
| <b>8C Horse Playing</b> - Rough or noisy play or pranks.   | 1 | 3 |
| <b>8D Teasing</b> - Pestering or tormenting.   | 1 | 6 |
| <b>Rule 9 - Tobacco/Electronic Cigarette/Vape: A student may not possess or use tobacco products or electronic cigarettes on school grounds, on school buses, at bus stops or any school-sponsored activity. Note: All items, including the e-cigarette materials, will be confiscated and not returned to the student</b> |   |   |
| <b>9A Tobacco</b>  | 4 | 8 |

|   |   |   |
|---|---|---|
| <b>9B - Electronic Cigarette/Vape</b>   | 4 | 8 |
| <b>Rule 10 - Threatening: A student will not threaten to strike, attack or harm another student, staff member, or any other person.</b>   |   |   |
| <b>10A Staff</b> - Threatening to strike, attack, or harm any staff member.   | 4 | 8 |
| <b>10B Student</b> - Threatening to strike, attack, or harm any student.  | 4 | 8 |
| <b>Rule 11 - Fighting: Exchanging mutual physical contact between students by pushing, shoving, hitting, kicking with or without injury. Exceptions may result when the evidence clearly supports that one student acted solely in self-defense and was without fault in provoking the fight.</b> |   |   |
| <b>11 Fighting</b>  | 4 | 8 |
| <b>Rule 12 - Trespassing: A student will not enter any school property or school facility without proper authorization (includes entering any school during a period of suspension.)</b>  |   |   |
| <b>12 Trespassing</b>   | 4 | 8 |
| <b>Rule 13 - Reckless Vehicle Use: A student who operates any motorized or self-propelled vehicle on school grounds will do so in a manner that is not a threat to health or safety, or a disruption to the educational process.</b>  |   |   |
| <b>13 Reckless Vehicle Use</b>  | 2 | 6 |
| <b>Rule 14 - Vandalism: A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian will be held financially responsible, as allowed by Virginia law.</b>                                     |   |   |
| <b>14A Writing on Walls, Mirrors or Desks</b>   | 1 | 4 |
| <b>14B Damaging Another's Property</b>  | 1 | 4 |
| <b>14C Graffiti</b> - Willful or malicious defacing of public or private property   | 1 | 4 |
| <b>14D Destruction of Equipment</b> - Willful or malicious tampering with any School Board equipment, including networks, hardware, software, or any other school equipment.  | 1 | 8 |
| <b>Rule 15 - Gambling</b>   |   |   |



|  |   |   |
|--|---|---|
| <b>15 Gambling</b>   | 2 | 8 |
| <b>16 Theft: A student will not steal property belonging to another student or staff member as well as remove property from a locker other than the one assigned. A student will not possess stolen property</b> |   |   |
| <b>16A School Property</b> - Unlawfully taking and/or carrying away property belonging to New Horizons   | 4 | 8 |
| <b>16B Staff Property</b> - Unlawfully taking and/or carrying away property belonging to a staff member  | 4 | 8 |
| <b>16C Student Property</b> - Unlawfully taking and/or carrying away property belonging to another student.  | 4 | 8 |
| <b>16D Possession Stolen Property</b> - Having in one's possession property obtained without the permission of the owner   | 4 | 8 |
| <b>Rule 17 Sexual Offenses: A student will not engage in any form of sexual behavior</b>   |   |   |
| <b>17A Offensive Touching</b> - Inappropriate fondling; placing of hands on another person's private parts.  | 4 | 8 |
| <b>17B Sexual Harassment</b> - Verbal, physical, written, or electronically transmitted abuse of a sexual nature.  | 4 | 8 |
| <b>17C Consensual Sex</b> - Sexual activity involving willing participants   | 4 | 8 |
| <b>17D Indecent Exposure</b> - Intentional exposure of private parts of one's body (including "mooning").  | 4 | 8 |
| <b>17E Rape or Attempted Rape</b> - Unlawful sexual intercourse or attempted sexual intercourse by force, threat or fear   | 4 | 8 |
| <b>Rule 18 Initiating A Riot: A student will neither create nor attempt to create a public disturbance involving violence, confusion, or disorder in the school or on school grounds.</b>                        |   |   |
| <b>18A Attempted</b> - Attempting to create a public disturbance involving violence, confusion, or disorder in the school or on school grounds.  | 4 | 8 |
| <b>18B Actual</b> - Creating a public disturbance involving violence, confusion, or disorder in the school or on school grounds.   | 6 | 8 |

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| <b>Rule 19 - BURGLARY: A student will not break into School Board property for the purpose of stealing.</b>  |   |   |
| <b>19A Attempted</b>   | 6 | 8 |
| <b>19B Actual</b>  | 6 | 8 |
| <b>Rule 20 - Robbery A student will not take another person's property by force or violence</b>  |   |   |
| <b>20A Attempted</b>   | 6 | 8 |
| <b>20B Actual</b>  | 6 | 8 |
| <b>Rule 21 - False Alarm: Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency, is prohibited. This includes making statements that such an emergency exists in the school.</b>   |   |   |
| <b>21A False Alarm</b>   | 6 | 8 |
| <b>Rule 22 - Alcohol and Other Drugs: Except as permitted under authorized medications, a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes but is not limited to marijuana, anabolic steroids, substances that look like drugs, imitation controlled substances, controlled medication (i.e. pills, etc.), and drug paraphernalia.</b> |   |   |
| <b>22A Alcohol Use or Under Influence</b> - Drinking any alcoholic beverages in school, on school grounds, to and from school, on the school bus, or at any school function, or coming to school or school activities after consumption.   | 4 | 8 |
| <b>22B Alcohol Possession</b> - Possessing any alcoholic beverages in school, on school grounds, to and from school, on the school bus, or at any school function  | 4 | 8 |
| <b>22C Alcohol Sale or Distribution</b> - Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority.  | 4 | 8 |
| <b>22D Drugs use or Under Influence</b> - Using any narcotic, illegal or controlled drug, anabolic steroids or any illegal substance in school, on school grounds, to and from school, on the school bus, or at any school function, or coming to school or school activities after consumption.   | 4 | 8 |

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| <b>22E Drugs Possession</b> - Possessing or attempting to possess any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance or medication.  | 4 | 8 |
| <b>22F Drug Paraphernalia</b> - Possessing, distributing, or using any drug-related paraphernalia.  | 4 | 8 |
| <b>22G Inhalants</b> - Possessing, distributing, or inhaling any substance/product (off the shelf, controlled, or illegal) or substance causing mind-altering effects. In accordance with the procedures developed by the Health Services Department, a student with a diagnosis of asthma may be allowed to possess and self-administer inhaled asthma medications during the school day, at school-sponsored activities, or while on a school bus or other school property.   | 4 | 8 |
| <b>22H Drugs Sale or Distribution</b> - Distributing, selling, or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance or any actions that contribute to the possession of any illegal controlled substance or pill. Possession of large quantities of any illegal or controlled substance shall be enforced under this subsection.  | 4 | 8 |
| <b>22I Look-Alike Drugs</b> - Distributing, selling, or purchasing any look-alike substance, attempting to sell, distribute, or purchase any look-alike substance, or any action that contributes to the possession of any look-alike substance.  | 4 | 8 |
| <b>Rule 23 - Dangerous Instruments/Objects: A student will not possess, handle, transport, or use any weapon, dangerous object, or object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) Note: The level of consequence received by the student will be based on the severity of the incident (i.e., possessing, displaying, transporting, handling, or using).</b> |   |   |
| <b>23A Bomb or Bomb Threat</b> - Any device brought to school that contains combustible material or making statements that such a device exists in school or on school property.  | 7 | 8 |
| <b>23B Explosive</b> - Any device containing combustible material and a fuse.   | 7 | 8 |
| <b>23C Knife</b> - Possession of any size or shape of a knife (blade 3 inches or longer), or other sharp devices.   | 7 | 8 |
| <b>23D Toy Knife</b> - Possession of any size or shape toy knife.   | 4 | 8 |

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| <b>23E Razor Blade/Box Cutter</b> - Possession of razor blade, box cutter, knife (blade less than 3 inches) or similar device for cutting.  | 4 | 8 |
| <b>23F Ammunition</b> - Possession of any bullet(s) or any objects that could be considered to be ammunition or resemble live ammunition.   | 4 | 8 |
| <b>23G Fireworks, Small Explosives</b> - Possession of firecrackers or any small explosive device, including caps, stink bombs and snapper pops.  | 4 | 8 |
| <b>23H Matches and Lighters</b> - Possession of lighters or matches.  | 4 | 8 |
| <b>23I Possession of Pneumatic Gun</b> - A gun that is air powered to include a BB gun, paintball gun or pellet gun.  | 8 | 8 |
| <b>23J Possession of Look-Alike Gun</b> - An instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile - may include but not be limited to a cap pistol, water pistol, toy gun or any look-alike gun.   | 6 | 8 |
| <b>Rule 24 - Firearms: A student will not possess any firearm (operable or inoperable, loaded or unloaded) that will, or is designed to or may readily be converted to expel single or multiple projectiles by the action of an explosion of combustible material, the frame or receiver of any such weapon or a firearm muffler or firearm silencer. This includes, but is not limited to handgun or pistol, rifle/shotgun, zip, or starter gun.</b> |   |   |
| <b>24A Possession of Firearm</b> - Possession of any firearm (operable or inoperable, loaded or unloaded). This includes, but is not limited to handgun or pistol, rifle/shotgun, zip, or starter gun.  | 8 | 8 |
| <b>Rule 25 - Serious or Repeated Violations: Serious or repeated violations of one or more rule(s), within a rolling 12-month period, require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion.</b>  |   |   |
| <b>25A Serious or Repeated Violations</b>   | 4 | 8 |
| <b>Rule 26 - 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. This may include bringing dangerous devices onto school property or to school-sponsored activities.</b>   |   |   |
| <b>26A Endangerment</b>   | 4 | 8 |

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| <p><b>Rule 27 - Electronic (Information Systems) Technologies: Access to electronic technology resources is a privilege, not a right, and each student is accountable for appropriately using them. Violations include but are not limited to: Accessing files or using a computer or network resources, unauthorized use of or revealing a password other than your own, loading unauthorized software on a computer or network resource, violating the terms of the Internet Acceptable Use Policy, intentionally introducing viruses or other destructive/denial of service programs to computer or network resources, intentionally altering standard configurations settings without authorization, and/or intentionally altering or damaging files that are not yours.</b></p> |   |   |
| <b>27A Accessing Files/Computers without Permission</b> - Accessing files or using a computer or network resources.  | 1 | 4 |
| <b>27B Unauthorized Use of Password</b> - Unauthorized use of or revealing a password other than your own.   | 1 | 4 |
| <b>27C Loading Unauthorized Software</b> - Loading unauthorized software on computer or network resource   | 1 | 4 |
| <b>27D Violating Internet Acceptable Use Policy</b>  | 3 | 8 |
| <b>27E Intentionally Introducing Viruses</b> - Intentionally introducing viruses or other destructive/denial of service programs to computer or network resources.   | 3 | 8 |
| <b>27F Intentionally Altering Configuration Settings</b> - Intentionally altering standard configuration settings without authorization.   | 1 | 4 |
| <b>27G Intentionally Altering or Damaging Files</b>  | 1 | 4 |
| <b>Rule 28 Bullying/Cyberbullying</b>  |   |   |
| <b>28A Bullying</b> - Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.  | 2 | 8 |
| <b>28B Cyberbullying</b> - Students will not engage in electronically transmitted abuse of any form even outside of the school day and not on school grounds if it impacts the school environment and is found to be deliberate, hostile, and intended to harm others.   | 2 | 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 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 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 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 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 further 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 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. New Horizons may be represented by counsel. 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 days after the hearing in writing to all parties at interest, affirming, modifying, or disapproving the decision of the Executive Director or designee.

## **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. Non-religious headwear or head coverings of any kind (male or female) may not be worn:
2. Lewd or suggestive attire may not be worn. Any article of apparel that displays obscene words, pictures or designs, sexually suggestive messages, pro-alcohol, drugs, e-cigarettes, tobacco, weapons, or gang-related messages is prohibited.
3. Low cut or revealing blouses/tops are prohibited. The midriff must be covered at all times. In addition, see-through/sheer material, tights, spandex, bike shorts, and sleepwear (including pajamas) are not permitted.
4. Pants, skirts, or shorts worn below the waistline or inside out are not permitted. Cut-up shorts or pants with slits, rips, or holes above mid-thigh that expose the skin shall not be permitted. Skirts, dresses, and shorts must hang at least to the mid-thigh.
5. Jewelry or accessories that may be used as a weapon (e.g. two or three-finger rings that are joined, chains, oversized or spiked accessories) may not be worn.
6. Clothing which may be offensive to any culture or group of people is not permitted.
7. 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 Centers.

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 Centers 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 a cost to the student and become the student's personal property. The protection of personal property is the responsibility of the students. Collection notices will be sent for the cost of books that have not been returned.

### **TRANSPORTATION**

Bus transportation is provided for students through their 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 absences.



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 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:

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 **October 8**. **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 Centers' 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 the permission of the Principal or Administrator on duty and may result in disciplinary action as well as being towed at the owner's expense. All vehicles are subject to search.
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. At the Butler Farm campus, 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 passengers 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**

*(CTE/Governor's 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.*

## **BULLYING**

*Bullying:* Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim, and is repeated over time or causes emotional trauma. It includes cyberbullying (see below).

*Cyberbullying:* Electronically transmitted abuse of any form even outside of the school day and not on school grounds if it impacts the school environment and is found to be deliberate, hostile, and intended to harm others.

*Examples of Conduct that may be considered Bullying:*

- Repeated physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another and destruction or damage to property of another
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor related to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be intended to be hurtful/harmful, result in the disruption of school activities, and/or that results in a hostile educational environment for the student
- Repeated verbal/non-verbal, direct/indirect threats, or intimidation such as aggressive or menacing gestures
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, social networks, instant messages, text messages and emails).

*Examples of Conduct that would not ordinarily be considered Bullying but may be considered against the rules at school:*

- Ordinary teasing
- Horseplay
- Argument
- Peer Conflict - The expression of ideas or beliefs that are not lewd, profane, or intended to intimidate or harass another.

## **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.

## **PROGRESS REPORTS & REPORT CARDS**

(CTE/Governor's School Only)

Grades are sent to the home schools for inclusion on the homeschool 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 the 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 harassing, bullying, illegal, inappropriate, or obscene purposes is prohibited and will result in disciplinary measures.

## 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 obtain food or beverage from the vending machines during a class period. The instructor must ensure the supervision of his/her students when they are at the vending machines. Food and beverages are to be consumed in the classroom at the discretion of the teacher. Students are expected to be responsible and to maintain the 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 a vending machine. If a student attempts to take items or money from a machine it will be handled as a theft.**

## 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, are not permitted to utilize cellular phones in the classroom during instructional hours. The use of electronic devices for instructional purposes during class time is permitted when authorized by the classroom teacher. 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 accompanied by Bring Your Own Device form, signed by student, and parent.
- 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.

Under no circumstances may students use any device to photograph, video record, or audio record any student, employee, or member of the public on school grounds unless they have permission from both the person(s) being photographed or recorded and a school official

New Horizons students in Newport Academy and the Center for Autism may not possess cell phones unless deemed necessary by a treating physician. 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.
- *Third Offense*: The student will be referred to an administrator. 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.
- *Any further offenses*: A conference will be scheduled with the student and parent. During the conference, the parent and student will be informed that the student may have 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 circumstances for loss, destruction, damage, theft or charges made on monthly statements for a cellular cell phone or two-way communication device brought to school.

### **MULTIMEDIA DEVICES**

#### **(iPods, MP3/CD Players, Electronic Games, Portable Communication Devices)**

iPods, Mp3, CD players, 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 trespass laws. Parents may visit the school and are welcome to do so as long as their presence does not disrupt the learning environment. 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), National Technical Honor Society, Future Farmers of America (FFA), 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. If a student's home school division is closed the student is excused for that day. The closing information will be carried on local television stations, the NHREC app, the New Horizons' website: [www.nhrec.org](http://www.nhrec.org), and twitter feed @NHREC\_VA, as well as the Butler Farm twitter feed @NHREC\_CTE\_BF and the Woodside Lane twitter feed @NHREC\_CTE\_WL. If the weather permits the phones to work, a message will be posted on the school phones as follows:

- Butler Farm Campus: 766-1100 - Option #1 or 766-3991
- Woodside Lane Campus: 874-4444 - Option #1 or 369-5939

## **SCHOOL BELL SCHEDULE**

### *Career and Technical Education*

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 & below = F |

## GRADING POLICY FOR CAREER AND TECHNICAL PROGRAMS

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

- A. *Employability Skills* - 34% of a student's grade
  - Employability Skills specify 10 work-related behaviors on which a student is graded daily. Employability will be graded on a weekly basis.
- B. *Related instruction* - 33% of a student's grade
  - 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* - 33% of a student's grade
  - 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 will be graded and tracked throughout the year.

### 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. 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.<sup>(1)</sup>

NHREC has designated the following information as directory information:

- Student's name - Participation in official extracurricular activities
- Address recognized activities and sports
- Telephone listing
- Weight and height of members of the 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

<sup>(1)</sup>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.

## **VIRTUAL CLASSROOM AND RELATED SERVICES GROUP PARTICIPATION CONFIDENTIALITY NOTICE AND PARENT CONSENT FORM**

Dear Parents and Guardians:

In order to best meet the needs of our students during times of virtual learning, our teachers are using various resources and platforms to offer instruction and support.

As we transition into this new school year, our teachers will be using Google Classroom/Canvas as a way to facilitate the creation of classes, post assignments, and organize information for students. Please note that through these programs, all students participating will be able to see each other's names and student email address.

Teachers and therapists will also be using live video feeds such as Google Meet and Canvas Conference to interact with all students, including students with disabilities. This could occur with individual students, in small groups, or with whole classrooms. By joining a virtual group, you agree to participate and acknowledge that your child's name (first and last) will be accessible to other student participants. With live video feeds, we are also unable to control who else may be in the room when a student is receiving these services remotely. The parent or guardian of



students participating may also be present, supporting them in their remote classroom time at home. These sessions may be recorded by staff for student review purposes at a later time. If your child is participating in group instruction utilizing online platforms, please note that it may be possible for parents of other children in the group to see your student. Please maintain confidentiality and respect the privacy of all students during this period of remote learning. Unauthorized audio or video recordings (including screen captures, photos, etc.) of these sessions may be unlawful. Any recordings must be made and used in accordance with the Family Educational Rights and Privacy Act (FERPA) and state law. We will be taking all reasonable measures to preserve your privacy and the privacy of your student(s). If at any time, you are not comfortable with having your child participate in a Google Meet/Canvas Conference, please reach out to your child's teacher or related service provider to review other options of program delivery.

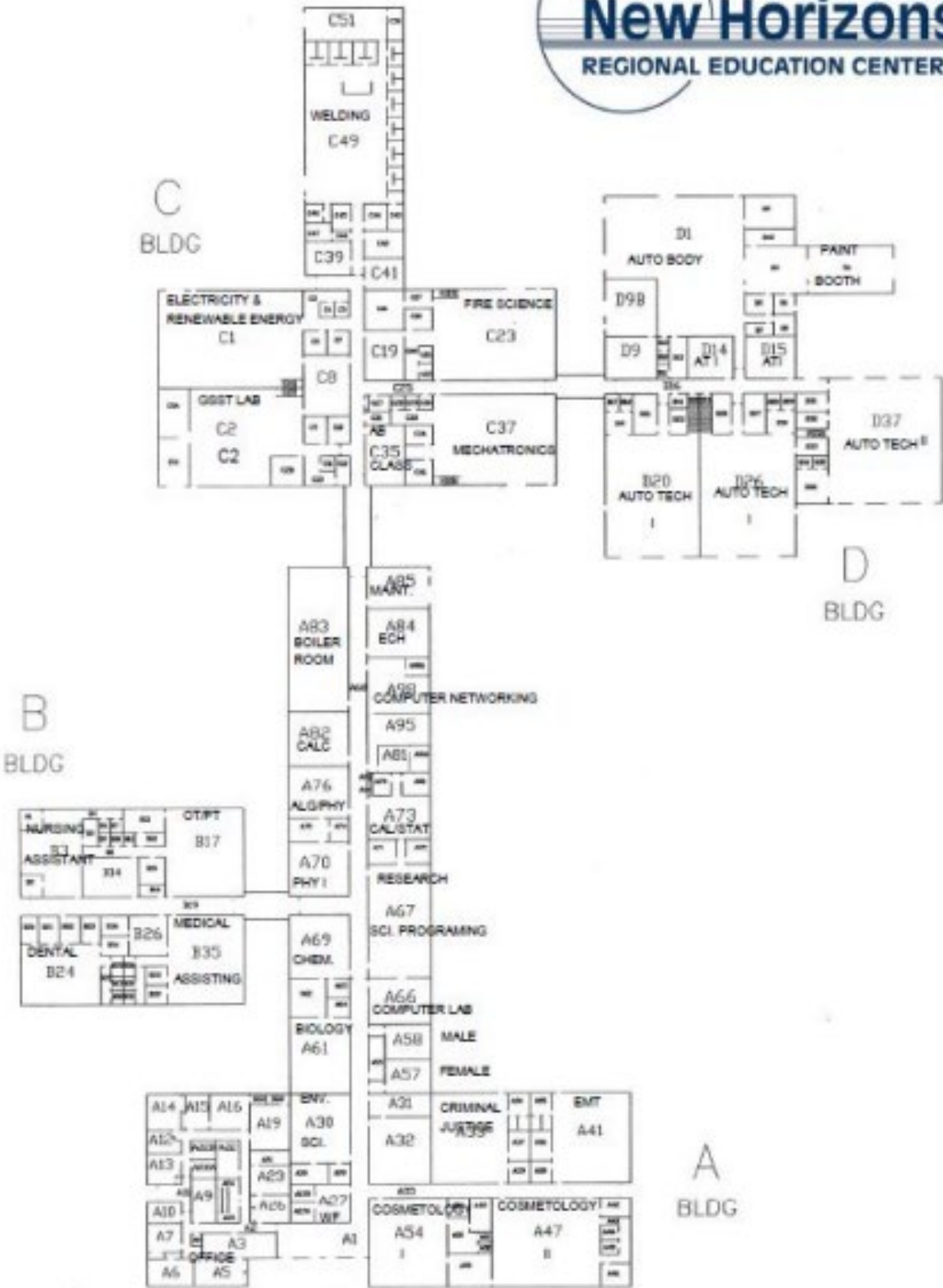
New Horizons Regional Education Center expects that all families review and implement the following guidelines and expectations to ensure that the confidentiality rights of all students are protected when live videos are used:

1. Parent or Guardian shall make every effort to ensure that no one other than the student scheduled to participate can see or hear the live virtual session.
2. No recordings will be made by the parent, guardian, or student of virtual live sessions.
3. If parental or other third-party involvement in a virtual live session is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student participating.
4. When participating in a group intervention, please be mindful of the educational environment and eliminate distractions that may divert the students' attention away from learning.

Thank you for your support. Please contact your child's teacher/service provider with specific questions.

# New Horizons

REGIONAL EDUCATION CENTERS



### Woodside Lane Career & Technical Education (Building A)

