

STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK 2025 – 2026



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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 Executive Directors are active in an advisory capacity. Each Executive Director serves a two-year term as Executive Director-in-Charge on a rotating basis.

BOARD OF TRUSTEES

Mr. Zoran Pajevic, Board Chair
York County Public Schools

Mr. Michael Hosang, Vice Board Chair
Williamsburg/James City County Public Schools

Dr. Reginald Woodhouse
Hampton City Public Schools

Dr. Melissa Bartlett
Poquoson City Public Schools

Dr. Terri Best
Newport News Public Schools

Mr. Fred Brewer
Gloucester County Public Schools

SUPERINTENDENTS

Dr. Michele Mitchell
Newport News Public Schools

Dr. Daniel Keever
Williamsburg/James City County Public Schools

Dr. Anthony Vladu
Gloucester County Public Schools

Dr. Victor Shandor
York County School Division

Dr. Raymond Haynes
Hampton City Public Schools

Mr. Arty Tillett
Poquoson Public Schools

CLERK OF THE BOARD

Ms. Ernestine Jones



New Horizons Regional Education Centers serve the localities of Gloucester, Hampton, New Horizons, 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.

2025-2026 SCHOOL CALENDARS

New Horizons Career & Technical Education Academic Calendar

2025 - 2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4- Independence Day
31- 11 month/212 day Staff Report

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2- Back-to-school kickoff @ Langley Speedway
7- 10 month/202-day Staff Report
11- All New Teachers Report
14- All 10 month/192-day Staff Report
25- First day of school
29- Labor Day Holiday

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1- Labor Day Holiday

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10- Staff Workday/Professional Development

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4- Election Day/Staff Workday (E-Commute)
26-28 Thanksgiving Holiday

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-31- Winter Break

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2- Winter Break
5- Staff Workday
19- Martin Luther King, Jr. Day
26-27-Staff PD/Workday

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

11- CTE Open House 4:00-6:00 WL & BF
12- CTE Open House 4:00-6:00 Butler Farm Only
16- President's Day

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6- Staff Workday/Professional Development

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5-10- Spring Break
13- Teacher workday

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22- Early Dismissal/Staff Workday
25- Memorial Day
27-28 New CTE Student Orientation

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-2- Graduation/Completer Ceremonies
8- Early Release Day
9- Early Release Day-Last Student Day
10- Last Teacher Day (192 day contract)
17- Last Day (202 Contract)
19- Juneteenth Holiday
30- Last Day (212 Contract)

	Schools & Offices Closed		Student Holiday		New Teacher Orientation		Important Dates
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Center for Autism & Newport Academy Academic Calendar 2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4- Independence Day
31- 11 month/212 day employees report

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2- Back-to-school kickoff @ Langley Speedway
7- 10 month/202-day employees report
11- All New Teachers Report
14- All 10 month/192-day Staff Report
25- First day of school
29- Labor Day Holiday

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1- Labor Day Holiday

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10- Staff Workday/Professional Development
29- End of First Quarter

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4- Election Day/Staff workday (E-Commute)
26-28 Thanksgiving Holiday

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-31- Winter Break

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2- Winter Break
5- Staff Workday
19- Martin Luther King, Jr. Day
23- End of Second Quarter
26-27-Staff PD/Workday

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16- President's Day

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6- Staff Workday
27- End of Third Quarter

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5-10- Spring Break
13- Teacher workday

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15- Prom
22- Early Dismissal/Staff Workday
25- Memorial Day

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3- YMS Moving Up Ceremony
4- Kiln Creek Moving Up Ceremony
5- WL CFA/NA Graduation
8- Early Release Day
9- Last Student Day- Early Release
10- Last Teacher Day (192 day contract)
17- Last Day (202 Contract)
19- Juneteenth Holiday
30- Last Day (212 Contract)

	Schools & Offices Closed		Student Holiday		New Teacher Orientation		Important Dates
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July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4- Independence Day
31- 11 month/212 day Staff Report

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2- Back-to-school kickoff @ Langley Speedway
11- All New Teachers Report
14- All Staff Report
25- First day of school / 1st Quarter Begins
29- Labor Day Holiday

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1- Labor Day Holiday

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10- Staff PD/Student Holiday
30-2nd Quarter Begins

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4- Staff Workday/Student Holiday
26-28 Thanksgiving Holiday

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-31- Winter Break

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2- Winter Break
5- Staff Workday/Student Holiday
19- Martin Luther King, Jr. Day
26-27-Staff PD/Workdays/Student Holidays
28- 3rd Quarter Begins

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16- President's Day

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6- Staff Workday/PD Day/ Student Holiday
30- 4th Quarter Begins

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5-10- Spring Break
13- Teacher workday/Student Holiday

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22- Early Dismissal/Staff Workday/No PM Students
25- Memorial Day

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2- Last Official Student Day
3-9 (Optional Student Make-up Days)
8-9- Early Release Day
10- Last Teacher Day
19- Juneteenth Holiday

	Schools & Offices Closed		Student Holiday		New Teacher Orientation		Important Dates
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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. The contents of this handbook must be shared with parents. 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.

OUR MISSION & VISION

MISSION: New Horizons Regional Education Centers trains and educates a competitive, future-ready workforce that is college and community-ready.

VISION: New Horizons Regional Education Centers is a premier regional education organization that aspires to be a model for the Commonwealth and the country, offering specialized programming to create empowered individuals and a world-class workforce.

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 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

The 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 two months. 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 two parent notes per semester as documentation. Each parent's note can excuse up to two days.** 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 the 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. Students must be mindful of program hour requirement.
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 over 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 a 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 an 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 an 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.
- 5. New Horizons reserves the right to remove a student from any program for multiple infractions that restrict students from attending New Horizons classes.

IDENTIFICATION

To provide a high level of security and safety for everyone on school grounds, including students, staff, and guests, all people 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 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.

Rules and Sanctions

New Horizons Regional Education Centers' Code of Conduct fosters the mission to ensure all students graduate "citizen-ready." It provides guidance for students, families, and staff, and details the many options available to NHREC staff to address student conduct.

The rules of conduct for students in New Horizons Regional Education Centers are presented in this section of the Handbook. These rules and regulations have been adopted by the NHREC Senior Leadership and represent its official policy.

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

All rules and regulations will be enforced on all New Horizons school grounds and premises, before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event; or when students are traveling to or from school. The rules contained in this Handbook also apply to bus behavior and behavior at the bus stop.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, repayment for damages, clean-up, revocation of privileges associated with school activities (including participation in graduation exercises), suspension or expulsion.

School Administration may conduct searches on students and student property (including automobiles and other vehicles) when there is reasonable suspicion to do so. Students should understand that they have no expectation of privacy to their lockers, personal property, or vehicles allowed to park on school property. Consistent with applicable legal requirements, NHREC personnel may use search techniques such as metal detectors and use other lawful search techniques.

Gang activity will not be tolerated by NHREC on school grounds, on school buses or at any school sponsored activity. A gang is defined as any group of three or more whose purpose includes: illegal acts, participation in

activities that threaten the safety of persons or property, disruption of school activities and/or creation of an atmosphere of fear and intimidation. Disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include display of any apparel, jewelry, accessory, or tattoo, that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Gang activity is defined as:

- wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol or sign that is evidence of membership or affiliation with a gang; Including any drawings or illustrations;
- committing any act, using any speech, or using non-verbal gestures/handshakes that show membership or affiliation with a gang;
- using any speech or action to further interests of any gang to include: solicitation, hazing, intimidation, initiation

Disciplinary Authority Under Certain Circumstances:

Pupils may be subject to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline (1960-61 Op. Att'y Gen. 274).

Mandatory Reporting to Law Enforcement

The principal or designee of each school may have an obligation to report to a law enforcement agency (i.e. School Resource Officer) violations related to the following offenses:

1. Assault and Battery
2. Any conduct involving illegal substances or facsimile
3. Theft, or attempted theft, of student prescription medications
4. Threats against school personnel
5. The illegal carrying of a firearm or a weapon onto school property
6. Conduct involving firebombs, explosives or hoax explosives
7. Conduct involving explosive/incendiary devices
8. Use of chemical bombs capable of producing smoke
9. Threats to bomb made against school personnel or involving school property or buses
10. Stalking
11. The arrest of any student for any incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge, therefore.

Principals need to call the Executive Director to confirm that the incident rises to the standard outlined in State law prior to contacting law enforcement. The violations denoted above may be found in the rules section of this Handbook marked by (+). Parents will be made aware when the incident has been reported to local law enforcement.

Statement of Non-Discrimination

New Horizons does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetic information, or status as a veteran in its programs, activities, or employment practices as required by the Title VI, VII, and Title IX, Section 504, and ADA regulations. The Director of Human Resources is responsible for

coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

The Human Resources Director, New Horizons Regional Education Centers, at 520 Butler Farm Rd, Hampton, VA, 23666, (757-766-1100), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

A cautionary note is offered to the Parent as this Handbook and its rules are reviewed.

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

STUDENT BEHAVIOR CATEGORIES

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional development and emphasize the importance of helping students achieve academically and develop Social-Emotional Learning (SEL) competencies.

BEHAVIORS THAT IMPEDE ACADEMIC PROGRESS (BAP)	These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others, so training in social awareness may also be indicated.
BEHAVIORS RELATED TO SCHOOL OPERATIONS (BSO)	These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.
RELATIONSHIP BEHAVIORS (RB)	These behaviors create a negative relationship between 2 or more people that does not result in physical harm. Relationship behaviors impact the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with other social-emotional competencies.
BEHAVIORS THAT PRESENT A SAFETY CONCERN (BSC)	These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision making are usually indicated in any behavior that creates a safety concern.
BEHAVIORS THAT ENDANGER SELF OR OTHERS (BESO)	These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social- emotional competencies.

The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors.

Leveled Systems of Disciplinary Responses and Instructional Interventions

In an effective approach to intervention and discipline, when students do not meet behavioral expectations, they receive support to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention (or the behavior increases in frequency, intensity, or duration), a problem solving approach is used to identify alternative interventions and responses. All stages of a system of intervention should include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses should always be only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document. The delivery of disciplinary responses should only serve 4 key functions:

- preventing a negative behavior from being rewarded,
- preventing a problem behavior from escalating,
- preventing a problem behavior from significantly interrupting instruction; and
- preventing physical and/or social emotional harm to others.

LEVELED ADMINISTRATIVE RESPONSES TO STUDENT BEHAVIOR (SBAR)

Administrators and leadership teams should engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels. Consequent actions or punishment should always be addressed with instruction and intervention. Instruction should focus on helping students develop social emotional competencies needed to change their behavior.

All referrals to an administrator should include communication with the family. Family involvement is critical to addressing student behavior.

LEVEL 1 RESPONSES

Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.

- | | |
|---|--|
| • Re-teaching or modeling of desired behavior | • Loss of school privileges |
| • Recognize/Reward appropriate behavior | • Confiscation of item or device by the administration |
| • Written reflection or letter of apology | • Administrator/Teacher/Parent/Guardian conference |
| • Peer Mediation or conflict resolution | • Detention (before school, at lunch, after school) |
| • Behavior progress chart | • Administrator/Student conference and/or Administrator/Student/Teacher conference |
| • Community service (appropriate to correct the behavior) | |
| • Restitution | |
| • Seat change | |

LEVEL 2 RESPONSES

Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

- Student conference
- Administrator/Teacher/Counselor/Student conference (includes re-teaching of expected behavior)
- Administrator/Teacher/Parent/Guardian conference
- Check-In/Check-Out (CICO)
- Mediation or conflict resolution
- Detention (before school, at lunch, after school)
- Restitution
- Confiscation
- Written reflection or letter of apology
- Referral to support services (e.g., *School Counselor, Behavior Interventionist, Mentor*
- Program(s), or Student Success Team (SST), Changing and Modifying Perceptions (CAMP)-incidents involving drugs and alcohol)*
- Referral to Individualized Education Plan (IEP) Team
- Community service (appropriate to correct the behavior)
- Referral for community-based services
- Temporary loss of privileges
- In-school suspension with behavioral interventions and/or restorative practices (1-2 school days) (*excludes violations of BAP4, BAP5, BSOJ5, BSOJ6, and BSC24*)

LEVEL 3 RESPONSES

Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school.

- Administrator/Teacher/Parent/Guardian Conference
- In-school suspension with behavioral
- Detention
- Referral for community-based services
- Community service (appropriate to correct the behavior)
- Revocation of privileges
- Restitution
- Referral to alternative education programs
- Referral to law enforcement, where required
- Threat Assessment, as indicated by the behavior
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)
- Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)
- Schedule change
- In-School Suspension/Alternative to Suspension with behavioral interventions and/or restorative practices (3-5 school days) (*excludes violations of BAP4, BAP5, BSO15, BSOJ6, and BSC24*)
- Referral to support services (e.g., *School Counselor, Behavior Interventionist, Mentor Program(s), and Student Success Team (SST)*),
- Short-term out-of-school suspension (1-3 school days for elementary students /1-5 school days for secondary students) with restorative circle or conference upon return
- Behavior contract (developed with and signed by the student, parent/guardian, and school officials)

LEVEL 4 RESPONSES

Some Level 4 behaviors require a report to the Executive Director or Executive Director's designee as outlined in the Code of Virginia §22.1-279.3:l. Local school board policy may require additional reporting. A referral to the Executive Director or Executive Director's designee does not automatically result in a long-term suspension, change of placement, or expulsion. After a review of the incident in context, the Executive Director or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented.

- Threat Assessment, as indicated by the behavior
- Referral to law enforcement, as required
- Long-term revocation of privileges
- Parent-Administrator-Teacher-Student behavior contract
- Restitution via written contract
- Referral for community-based services
- Schedule change
- Short-term out-of-school suspension 5-10 school days for eleventh- to twelfth-grade students
- Referral to support services (e.g., *School Counselor, Behavior Interventionist, Mentor Program(s), and Student Success Team (SST), Changing and Modifying Perceptions (CAMP) - incidents involving drugs and alcohol*)
- School reassignment: students may be assigned to another school in the division
- Recommendation for a long-term suspension (11-45 school days)
- Alternative placement

LEVEL 5 RESPONSES

Level 5 responses are reserved for those behaviors that require a referral to the Executive Director or designee. For preschool to grade three students, any suspension beyond three school days must be referred to the Executive Director. A referral to the Executive Director or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension.

Required School-based Administrative Responses to Level 5 Behaviors

- Threat Assessment, as indicated by the behavior
- Referral to law enforcement, as required
- Referral to Executive Director or designee

Examples of Executive Director or designee responses to Level 5 behavior

- Long-term suspension (46-364 calendar days)
- Expulsion (365 calendar days)
- Alternative placement
- School reassignment: students may be assigned to another school in the division

CATEGORY BAP: Behaviors that Impede Academic Progress

These behaviors impede the academic progress of the student or students. They are typically indicative of the student's lack of self- management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others, so training in social awareness may also be indicated.

BAP	BEHAVIOR	SECONDARY
BAP1	Interfering with learning in the classroom <i>(examples include talking, excessive noise, off- task, out of seat, possessing items that distract)</i>	LEVEL 2
BAP2	Interfering with learning outside of the classroom <i>(examples include excessive noise, interrupting a class)</i>	LEVEL 2
BAP3	Scholastic dishonesty <i>(such as cheating, plagiarism)</i>	LEVEL 2
BAP4	Unexcused tardiness to class **	LEVEL 1
BAP5	Unexcused tardiness to school **	LEVEL 1

*Items will be confiscated and not returned.

**Exclusionary discipline sanctions may not be used as the administrative response.

CATEGORY BSO: Behaviors Related to School Operations

These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self- management, self-awareness, or social awareness skills.

BSO	BEHAVIOR	SECONDARY
BSO1	Altering an official document or record	LEVEL 2
BSO2	Giving false information, misrepresentation	LEVEL 2
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	LEVEL 3
BSO5	Failure to attend assigned disciplinary setting <i>(detention, in-school suspension, Saturday school)</i>	LEVEL 3
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	LEVEL 3
BSO7	Dress Code Violation	LEVEL 1
BSO8	Gambling <i>(games of chance for money or profit)</i>	LEVEL 2

BSO9	Possessing items that are inappropriate for school *	LEVEL 2
BSO10	Possession of stolen items *	LEVEL 3
BSO11	Unauthorized use of school electronic or other equipment	LEVEL 3
BSO12	Violation of the Acceptable Use of Technology/internet policy	LEVEL 3
BSO13	Violation of school policy regarding the possession or use of portable communication devices	LEVEL 2
BSO14	Vandalism, graffiti, or other damage to school or personal property	LEVEL 2
BSO15	Student is not going to class as assigned **	LEVEL 2
BSO16	Student is in an unauthorized area of campus **	LEVEL 2

*Items **will** be confiscated and not returned.

Exclusionary discipline sanctions **may not be used as the administrative response.

CATEGORY RB: Relationship Behaviors

These behaviors create a negative relationship between two or more members of the school community that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.

RB	BEHAVIOR	SECONDARY
RB1	Bullying with no physical injury (<i>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. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.</i>)	LEVEL 4
RB2	Cyberbullying (<i>Using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.</i>)	LEVEL 4
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics means	LEVEL 3
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	LEVEL 3
RB5	Stealing money or property without physical force	LEVEL 3

RB6	Speaking to another in an uncivil, discourteous manner	LEVEL 2
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	LEVEL 3
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	LEVEL 3
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	LEVEL 3
RB10	Failure to respond to questions or requests by staff	LEVEL 2
RB11	Unwanted or inappropriate physical contact	LEVEL 2

CATEGORY BSC: Behaviors that Present a Safety Concern

These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies, so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making is usually indicated in any behavior that creates a safety concern.

BSC	BEHAVIOR	SECONDARY
BSC1	Alcohol: Possessing, using, or being under the influence of alcohol * +	LEVEL 4
BSC2	Alcohol: Distributing alcohol to other students * +	LEVEL 5
BSC3	Drugs: Possessing drug paraphernalia * +	LEVEL 4
BSC4	Drugs: Violating school non-prescription (Over the counter) medication policy or look-alike drug policy *	LEVEL 3
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment *	LEVEL 3
BSC6	Bullying Behavior without physical injury that continues after intervention (Bullying that leads to physical injury should be classified as Assault and Battery.)	LEVEL 4
BSC7	Cyberbullying that continues after intervention (Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.)	LEVEL 4
BSC8	Harassment (Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment.)	LEVEL 4
BSC9	Bus: Distracting the bus driver	LEVEL 3

BSC10	Bus: Endangering the safety of others on the bus	LEVEL 3
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm	LEVEL 3
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke *	LEVEL 3
BSC13	Engaging in reckless behavior that creates a risk of injury to self or others	LEVEL 3
BSC14	Fighting that results in no injury as determined by the school administration	LEVEL 3
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	LEVEL 4
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	LEVEL 3
BSC17	Shoving, pushing, striking, biting another student with no visible injury	LEVEL 3
BSC18	Exposing body parts, lewd or indecent public behavior	LEVEL 4
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	LEVEL 4
BSC21	Stalking as described in the <i>Code of Virginia</i> §18.2-60.3 +	LEVEL 4
BSC22	Stealing money or property using physical force (no weapon involved)	LEVEL 4
BSC24	Leaving school grounds without permission **	LEVEL 2
BSC25	Trespassing	LEVEL 3
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another *	LEVEL 3
BSC27	Weapons: Possessing any weapon (other than a firearm) * +	LEVEL 4

“Weapons” includes: (1) any stun weapon (as defined in Virginia Code § 18.2-308.1) or taser, (2) any knife having a metal blade three inches or longer, (3) any pistol, shot gun, revolver, rifle, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material, (4) any dirk, bowie knife, switchblade, ballistic knife, machete, razor, slingshot, spring stick, metal knuckles, or blackjack, (5) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nun chuck, nunchaku, shuriken, or fighting chain, (6) any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and may be known as a throwing star or oriental dart; or (7) any weapon of like kind as those enumerated above that can reasonably be considered a weapon so as to inflict bodily harm, injury, or threat of harm or injury (this may include toy or imitation weapons).

*Items will be confiscated and not returned.

Exclusionary discipline sanctions **may not be used as the administrative response.

+ Mandatory Report to Law Enforcement.

CATEGORY BESO: Behaviors that Endanger Self or Others

These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

BESO	BEHAVIOR	SECONDARY
BESO1	Assault: Intending to cause physical injury to another person +	LEVEL 4
BESO2	Assault and Battery: Causing physical injury to another person +	LEVEL 5
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	LEVEL 3
BESO4	Striking Staff: The use of force against a staff member when no injury is caused +	LEVEL 4
BESO5	Drugs: Possessing controlled substances, illegal drugs, inhalants, synthetic hallucinogens, or unauthorized prescription medications * +	LEVEL 5
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, synthetic hallucinogens, or unauthorized prescription medications	LEVEL 4
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications * +	LEVEL 5
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire	LEVEL 4
BESO10	Gang-Related Behavior (<i>Engaging in threatening or dangerous behavior that is gang-related as defined in § 18.2-46.1</i>)	LEVEL 4
BESO11	Hazing as defined in § 18.2-56 and noted in § 22.1-279.6	LEVEL 4
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members +	LEVEL 4
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) +	LEVEL 4
BESO14	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) in writing +	LEVEL 4
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel +	LEVEL 5
BESO16	Using an object not generally considered to be a weapon to threaten or attempt to injure students or others +	LEVEL 5

BESO17	Bomb threat – Making a bomb threat +	LEVEL 5
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, which is not covered by any other behavior code, but required to be disclosed to the Executive Director of the school division pursuant to §16.1-260(G)	LEVEL 5

*Items will be confiscated and not returned.

+ Mandatory Report to Law Enforcement.

CATEGORY PD: Persistently Dangerous Behaviors described in Virginia's Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.		
PD	BEHAVIOR	SECONDARY
PD1	Homicide - Firearm +	LEVEL 5
PD2	Homicide – Other Weapon +	LEVEL 5
PD3	Sexual Assault +	LEVEL 5
PD4	Attempted Sexual Assault +	LEVEL 5
PD5	Use of a Bomb +	LEVEL 5
PD6	Assault with Firearm or Weapon +	LEVEL 5
PD7	Actual or Attempted Robbery +	LEVEL 5
PD8	Kidnapping/Abduction +	LEVEL 5
PD9	Malicious Wounding without a Weapon +	LEVEL 5
PD10	Aggravated Sexual Battery on a Student +	LEVEL 5
PD11	Illegal Possession of Handgun * +	LEVEL 5
PD12	Illegal Possession of Rifle or Shotgun * +	LEVEL 5
PD13	Illegal Possession of Any Other Projectile Weapon * +	LEVEL 5
PD14	Illegal Possession of Bomb * +	LEVEL 5

PD15	Illegal Possession of Other Firearms (Any weapon that will, or is designed to, expel a projectile by the action of an explosive; this includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, a zip or starter gun.) * +	LEVEL 5
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute (to include sale/distribution of anabolic steroid, illegal drug inhalant, marijuana, Schedule 1 or 2 drug and prescription drugs) * +	LEVEL 5

*Items will be confiscated and not returned.

+ Mandatory Report to Law Enforcement.

***Marijuana Clause - As the legalization of cannabis spreads, so has the presence on educational campuses. Cannabis use is of significant concern for schools because of the impact it can have on students' academics and mental health. All NHREC campuses are drug free facilities. A student is not permitted to use, possess, sell, distribute, or smell like any substance in and around any NHREC campus. A student should not create nor carry obnoxious odors, smokes or vapors which would constitute a disruption to the learning and professional environment on any NHREC campuses. If a student is using or carries a strong odor of any legal or illegal substance they will be sent to administration where they may be:**

- removed from class, asked to change clothing;
- removed from the campus by a parent/guardian;
- withdrawn from the program at the third documented occurrence.

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.

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 their 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 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 and in all lab spaces. 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 inside the building, unless it is a requirement for the class or medically related.
 - a. No hats, du-rags, hair bonnets, hoods, beanies, sweatbands, bandanas, ski-masks, or hair scarves that cover the entirety of the head or any part of the face. Tied scarves must expose hair and be a hair restraint.
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 that may be offensive to any culture or group of people is not permitted.
7. Clothing colors or items that may be considered gang-related may not be worn on campus.

INSURANCE

Each student is required to have health insurance. This insurance may be purchased through the homeschool 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. Partnering with law enforcement and community agencies
2. Using classroom telephones, walkie-talkies
3. Utilizing designated parking for staff and assigned student parking
4. Placing signage around school property
5. Using staff ID badges
6. Placing mirrors in some hallways

7. Using surveillance cameras to monitor New Horizons Regional Education Centers campuses, hallways, and classrooms/shops
8. Limiting staff-monitored entrances to New Horizons campuses

EMERGENCY DRILLS

Campus 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. Seriously participate in every drill.
3. Always follow the directions of the instructor.

BOOKS, SUPPLIES, AND TOOLS

In some courses, it will be to the students' 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 regarding the cost of the 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 always observe the bus drivers' regulations. 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 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

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 \$35.00 per year, non-refundable, and a \$20.00 fee for replacements. A temporary parking decal is available at a cost of \$5.00 for the week it is purchased. A valid driver's license, vehicle registration, and proof of insurance are required to obtain a student parking decal. Student drivers must apply for and purchase a parking decal no later than **September 30th**. *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 NEW HORIZONS 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. 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**. (Note: At the Butler Farm campus, the only inner parking available to students is located on the north side of the lot between Buildings B and C.)
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. **Drivers must have written permission from both their 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 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 \$15.00 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 the 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 the 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 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 completes all 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 weeks, 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, 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 prevent 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 beverages 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 theft.

CELL PHONES AND/OR TWO-WAY COMMUNICATIONS DEVICES

In alignment with Governor Youngkin's Executive Order on Cellular Devices in K-12 Education and to ensure consistency with the policies of the seven school districts we serve, New Horizons Regional Education Centers (NHREC) has established updated guidelines for student use of cellular phones and two-way communication devices.

These guidelines aim to foster a distraction-free, safe, and focused educational environment that supports the diverse needs of our students.

Made effective January 1, 2025, the following guidelines now apply:

1. General Use:

- Cell phones must be turned off and kept out of sight during regular school hours.
- Students may use their devices after dismissal, including on school buses, provided their school district permits this.

2. Instructional Use:

- Teachers are encouraged to promote the use of division-issued laptops for instructional activities rather than personal cellular devices.
- If additional resources are needed, please contact your building administrator.

3. Medical Exemptions:

- Documented medical exemptions in a student's IEP, 504 plan, or with a Doctor's note will be honored.
- Exemptions outside of an IEP or 504 plan require approval from the building administrator.

4. Safety Concerns:

- NHREC office phones should be utilized for all communications. However, in the event of a significant safety situation, students will not be penalized for using cellular devices to contact parents or seek emergency help.

Consequences for Violations

To ensure compliance with these guidelines, the following consequences will apply for violations:

- First Offense:
 - The student will receive a warning, and the policy will be explained for future reference.
- Second Offense:
 - The device will be confiscated, secured in the office, and returned to the student at the end of the school day. Parents will be notified to seek their support in policy enforcement.
- Third Offense:
 - The device will be confiscated, secured in the office, and returned at the end of the school day. The student will receive one day of in-school suspension (ISS), and parents will be informed.
- Repeated Offenses:
 - Disciplinary actions may escalate to Levels 2-4, with a parent conference required for reinstatement.

Please note the NHREC will assume no responsibility in any circumstances for loss, damage, theft, or charges incurred on monthly statements for a cellular phone or two-way communication device brought to school. Students bringing such items do so at their own risk, and the sanctions outlined above will apply.

PROHIBITED ITEMS

Unless authorized by the school principal or designee, students may not bring items without educational purposes that distract from teaching and learning, including:

- Toys, iPads, Kindles, Nooks, iPods, MP3/CD players, recorders, or other portable communication devices.

Please note the NHREC will assume no responsibility in any circumstances for loss, damage, theft, or charges incurred on monthly statements on devices brought to school. Students bringing such items do so at their own risk, and the sanctions outlined above will apply.

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 are welcome to visit the school as long as their presence does not disrupt the learning environment. Prior approval from administration is required at a minimum of 24 hours in advance to sit in a classroom as an observer. 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*, *Skills USA*, *Future Health Professionals (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 complies 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 and the New Horizons' website: www.nhrec.org. 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

In the event of incoming inclement weather that poses a possibility of schools closing early, New Horizons will align their schedule with the closing plans of the three largest school divisions: Newport News Public Schools, Hampton City Public Schools, and York County Public Schools. If two of the three divisions commit to an Early Dismissal due to inclement weather, New Horizons will do the same.

SCHOOL BELL SCHEDULES

Career and Technical Education
AM Session - 7:40 AM - 10:00 AM
PM Session - 12:15 PM - 2:35 PM

Governor's School for Science & Technology
AM Session - 7:10 AM – 10:24 AM
PM Session - 11:20 AM – 2:35 PM

Newport Academy
7:55 AM - 1:46 PM

Center for Autism - Kiln Creek Elementary School
8:15 AM - 1:55 PM

Center for Autism - Woodside Lane
7:55 AM - 1:46 PM

Center for Autism - Yorktown Middle School
8:15 AM - 1:55 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 every week.
- 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 activity 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 before 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 by 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 the 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. ⁽¹⁾

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

⁽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.

VIRTUAL CLASSROOM AND RELATED SERVICES GROUP PARTICIPATION

CONFIDENTIALITY NOTICE AND PARENT CONSENT

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 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 addresses.

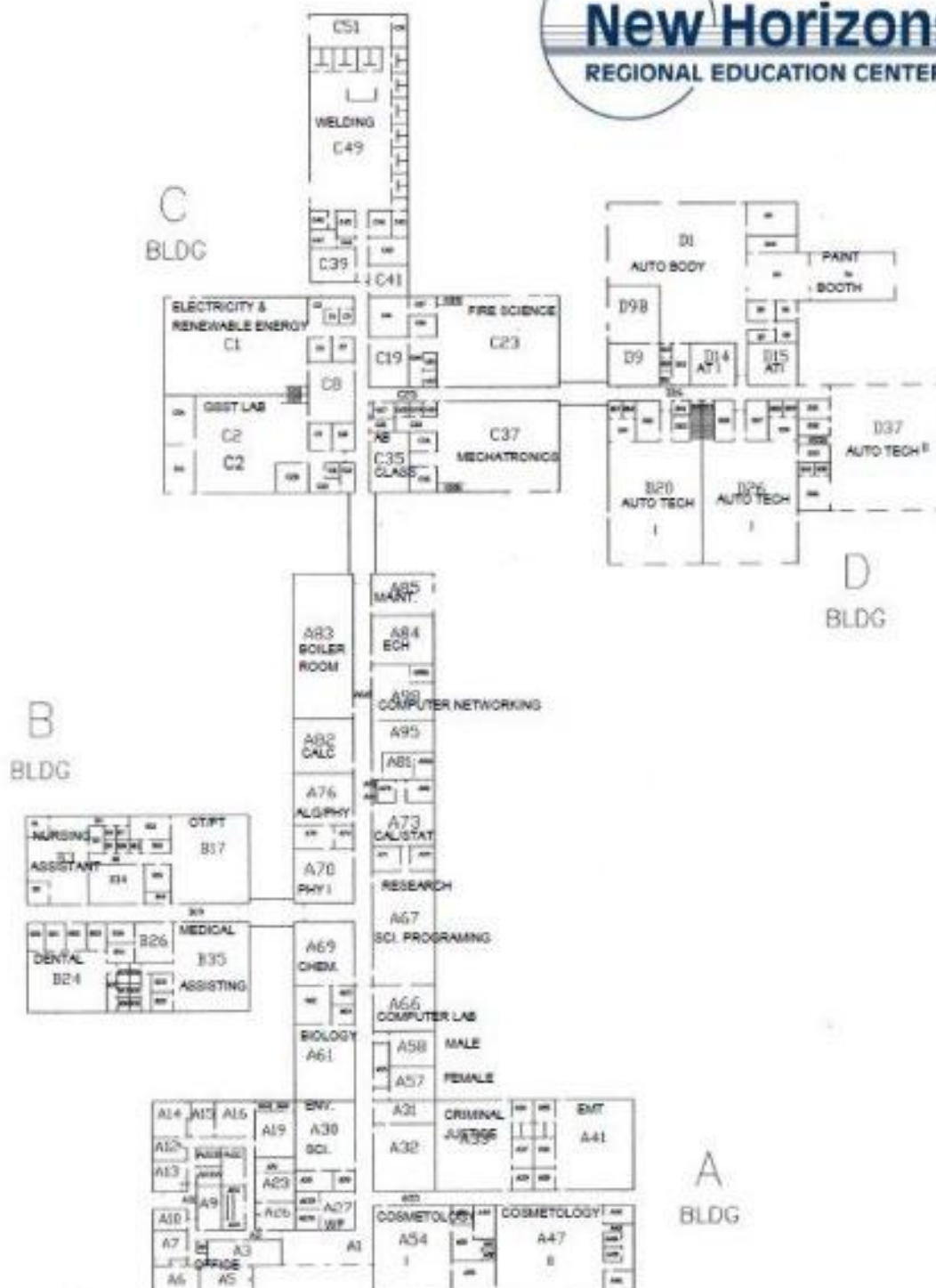
Teachers and therapists will also be using live video feeds such as Google Meet, Zoom, and Canvas Conference to interact with all students, including students with disabilities. This could occur with individual students, in small groups, or with whole classrooms. By joining a virtual group, you agree 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 by 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/Zoom/Canvas Conference, please reach out to your child's teacher or related service provider to review other options for 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. Parents or Guardians 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.

Butler Farm Campus



Woodside Lane Career & Technical Education (Building A)

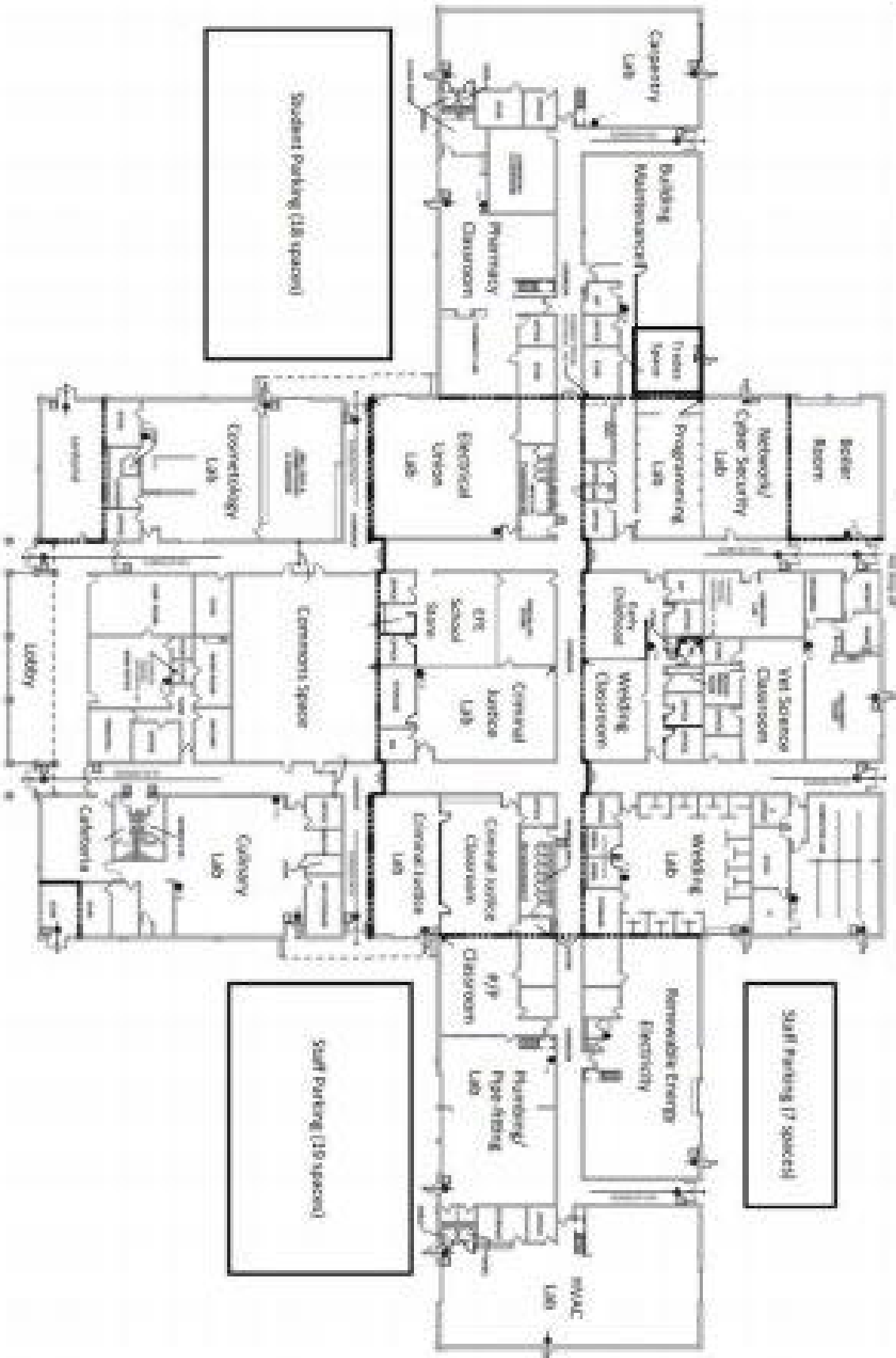
Student Parking (122 spaces)

Student Parking
(24 spaces)

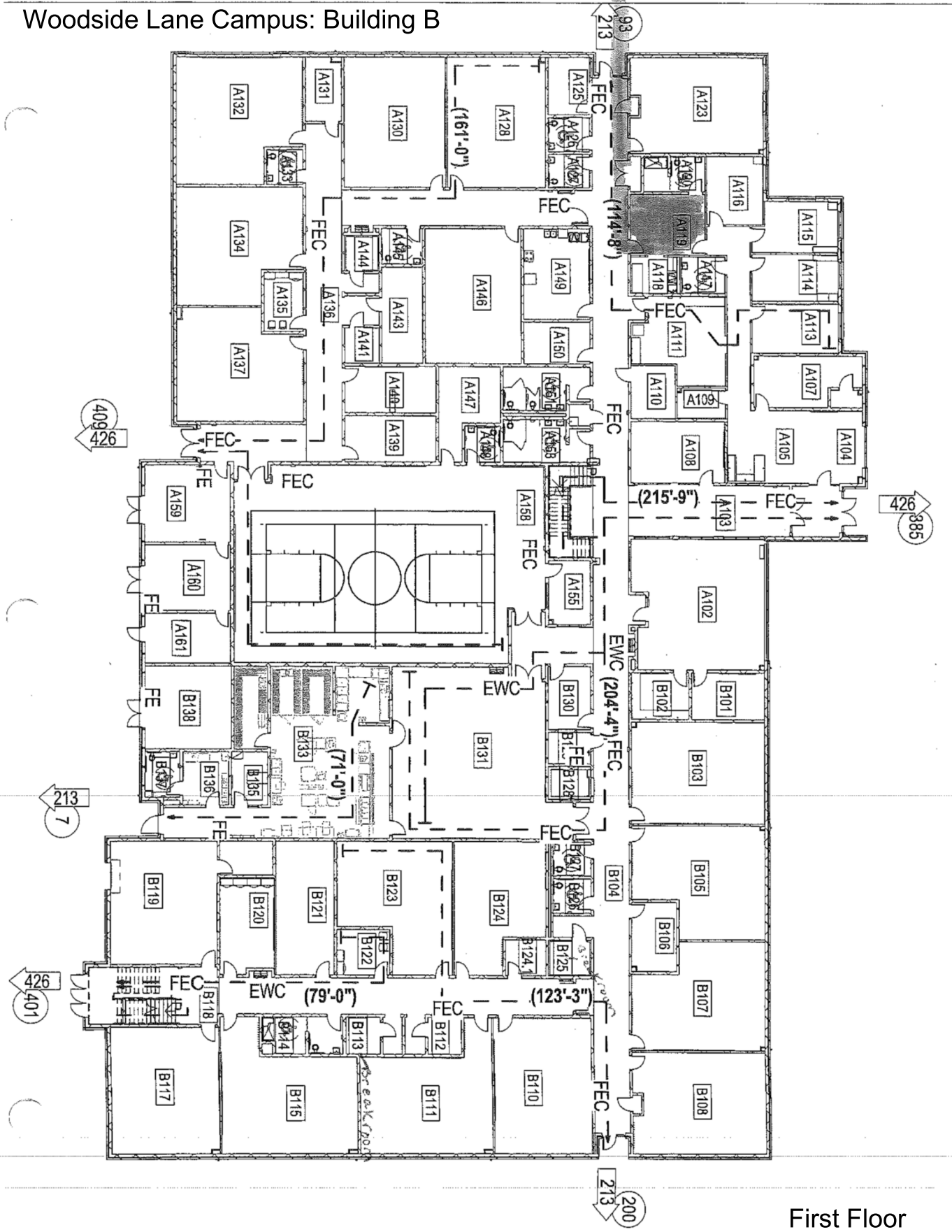
Staff Parking (7 spaces)

Student Parking (18 spaces)

Staff Parking (19 spaces)

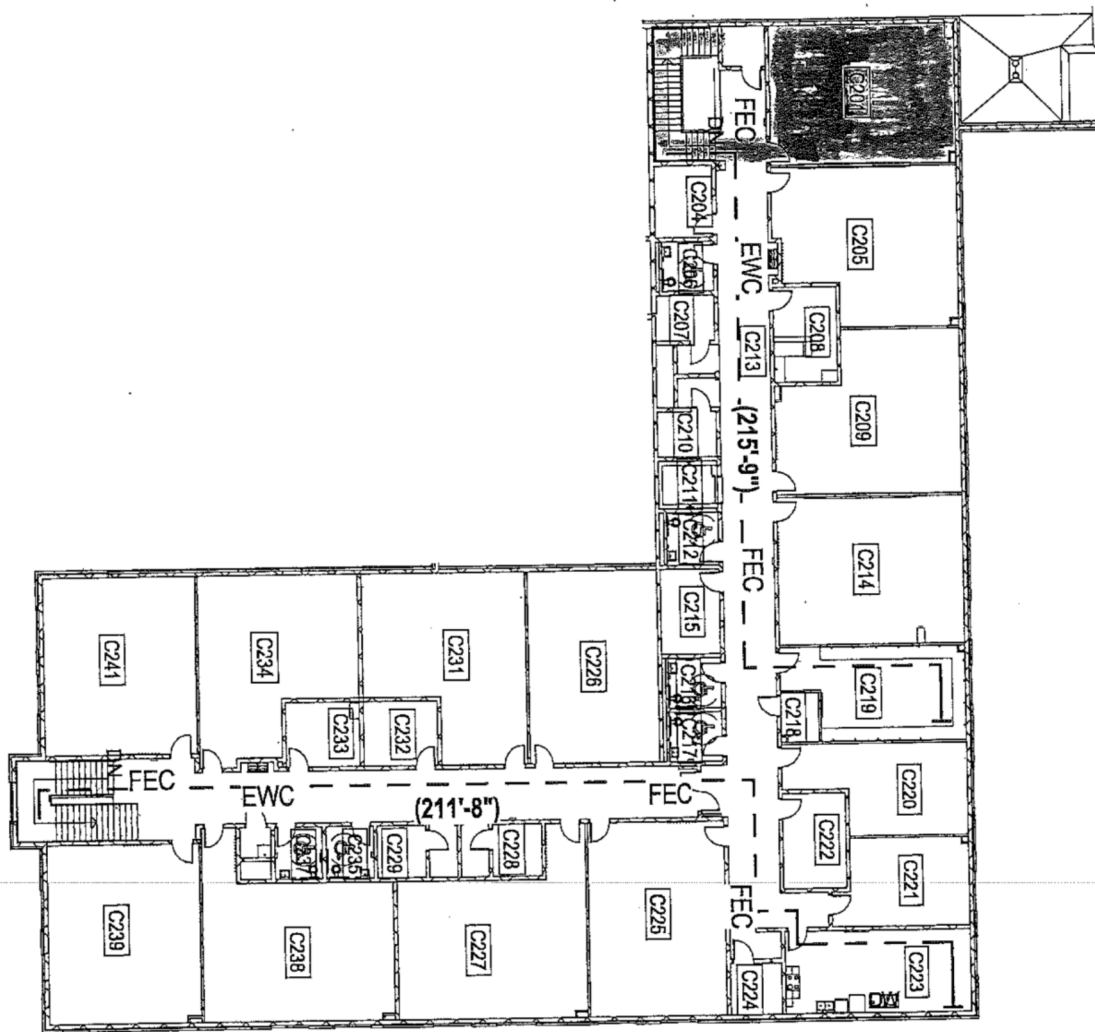


Woodside Lane Campus: Building B

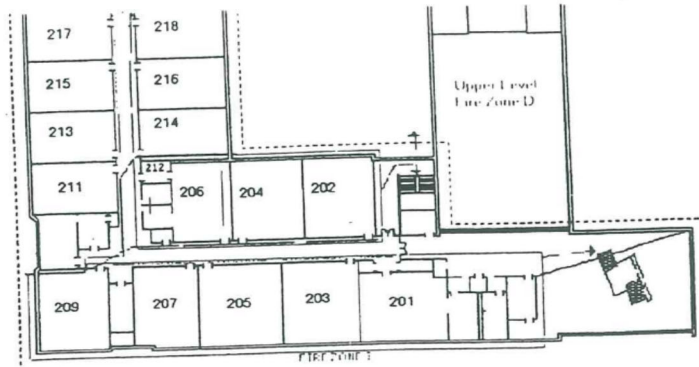


First Floor

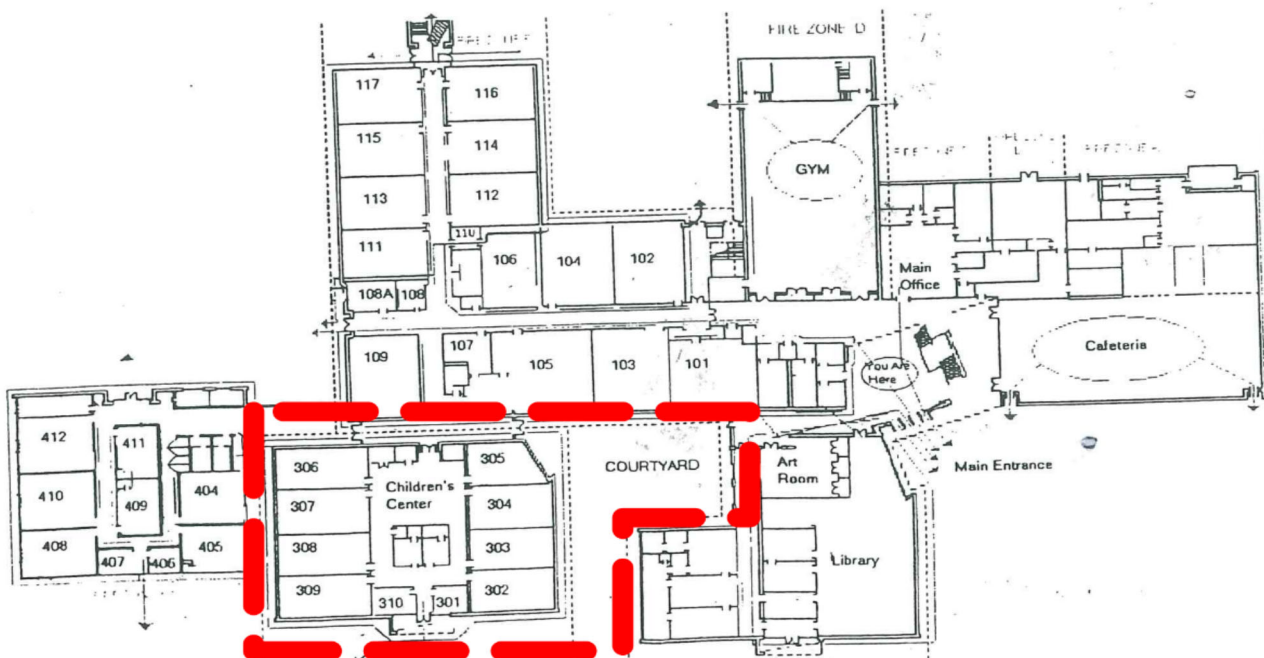
Woodside Lane Campus: Building B



Kiln Creek Elementary School



2nd Floor



Yorktown Middle School

