

**NEW HORIZONS
STUDENT HANDBOOK**

3200 Minnesota Ave
Panama City, FL 32401
(850)-767-1110

NEW HORIZONS LEARNING CENTER STUDENT HANDBOOK

Our mission is to provide a quality educational program for special needs and at-risk students that will equip students with the key skills that are necessary in our changing world. Our academic instruction will provide real-life hands on activities while always remaining focused on the Individual Education Plan (IEP) of each student. Full alignment and correlation of the Florida State Standards is the primary focus of our educational program. Our key areas will include both an academic and therapeutic based behavioral programs which are focused on anger management, communication, and life management skills. In addition, New Horizons Learning Center will continue to focus on the continuous growth of technology in the classroom.

BELIEF STATEMENTS/PHILOSOPHY

We believe in the worth of every individual and that:

- All students can learn
- Every individual should have the opportunity for a quality education
- Hands-on activities, with a real world application, will better prepare our students for life
- Through a cooperative effort with our parents, students & community, our students can be successful
- Each staff member of New Horizons Learning Center (NHLC) will be a role model for our students
- Students will take the responsibility for their own actions
- Firm, fair, consistent discipline is needed for a successful learning environment
- No student has the right to interfere with another students' opportunity to get a quality education
- Parents, teachers and community members must share the responsibility of educating students
- Developmentally appropriate instruction is necessary for academic progress
- Academic success will be recognized and rewarded
- Behavioral success will be recognized and rewarded
- Every student has something positive to offer

OBJECTIVES

- To provide every student with an opportunity for a quality education
- To provide the materials and instruction for a successful program that are necessary for success
- To provide behavioral and guidance services individualized to each student
- To maintain an awareness of the needs of our students on a daily basis
- To assist students in making informed decisions for future career opportunities
- To work cooperatively with community agencies to provide the services needed to our students & their families
- To maintain an awareness of technological advances and use them as they apply to our students & their needs
- To create partnerships with parents and community members for program improvement
- To involve all personnel in both School Improvement and the Technology Plan for our school

- To ensure equal access and opportunity for all students

TITLE I

Title I is a supplementary federally funded educational program. The program is implemented in qualifying schools to provide an enriched and accelerated learning environment for students. Achievement of high academic standards is promoted through the services and resources provided by Title I. Title I funds may be used to hire special teachers and/or paraprofessionals and train and support teachers while introducing new curriculum and ideas. In addition, Title I funds must pay for the Parent Involvement Program, including the training of parents and support of their activities. School-wide projects can also use title I funds for overall school improvement or school restructuring efforts. Parents may be involved in designing and developing the Title I programs. Each school and district must have a Parent Involvement Plan, jointly developed with and approved by parents, which outlines how parents will be involved in all aspects of the planning, improvement and review of Title I programs. Additionally, each school must have a school-parent compact, agreed to by parents, which outlines how schools and parents will share responsibility for ensuring that students meet the state standards. If you would like to volunteer or become involved in creating the Parent Involvement Plan, please contact the front office at (850)767-1110.

STUDENT INFORMATION

Florida School Law requires that we have accurate information on all our students. The students' social security number, mailing and residence address and a current emergency phone number must be on file. The parent and student must accept the responsibility for keeping the school informed on any changes by calling our Guidance Office at 767-1110. **WE MUST HAVE ACCURATE & UPDATED INFORMATION AT ALL TIMES.** In an extreme emergency, if current information is not available, or we are unable to locate a parent or guardian, we will act in the best interests of the students we serve, according to state law.

MEDICATION/ILLNESS

We are not permitted to administer **ANY** medicine (this includes cough drops and any "over the counter" medications) to our students without a "Permission to Administer Medication" form signed by the parent and the student's physician. Our schools Health Technician will dispense the medicine to the child according to the doctor's prescription. For safety reasons, students are not allowed to keep **any** medicines in their possession without express medical necessity documented and approved by the Principal. Each dosage will be logged daily. In accordance with Florida state law, when the medication is brought to the school (preferably by a parent), the number of pills will be counted and documented by a school official. It is vital that the student's emergency phone numbers are correct and current so that they school can contact parents in case of an illness or accident.

CHECKING STUDENTS OUT OF SCHOOL

Parents may check students out of school for emergencies, illnesses and / or appointments. When checking out a student, the parent, guardian or designee must do so at the main office. If someone other than a legal parent or guardian checks a student out, that individual's name must be on file in the main office. If the name is not on file, the school cannot allow the student to leave with them. Identification will be checked 100% of the time. Students, who are 18 or older, must have parental permission to check out, unless that student is his or her own legal guardian.

LEAVING THE SCHOOL GROUNDS

NHLC is a closed campus. Once students have boarded a bus or arrived at school, they are not permitted to leave the grounds for any purpose without permission from the administration. Exception to the rule: A written note from a parent/guardian is on file in the office, which has been verified by an administrator.

Examples include:

- 1) If they are walking to/from home per transportation
- 2) If they are walking to a job
- 3) If they are being dropped off or picked up at a location other than NHLC campus

**BAY DISTRICT SCHOOLS
ANNUAL NOTICE REGARDING
PUBLIC EDUCATION RECORDS**

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- *Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.
- *Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- *Right to waiver of access.* The right to allow another party access to all personally identifiable student records.
- *Right to challenge and hearing.* The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Bay District School system will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

SCHOOL ATTENDANCE POLICIES

Regular attendance is essential for success at school. Parents are responsible for reporting a student's absence by calling 767-1110 before 8 A.M. each day that the student is absent. Parents and students will be notified if this occurs.) Please review the Code of Student Conduct and Discipline for Bay District Schools for Attendance and Make-up work.

TRUANCY

The designated school representative shall investigate cases of non-enrollment and unexcused absences from school of children subject to compulsory school attendance and will follow district policy. Please see attendance clerk for Bay District School Board Procedures.

HABITUAL TRUANCY

A habitual truant is a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the student's parent(s) or legal guardian(s) and is subject to compulsory school attendance under statute 232.01. In accordance with procedure established by the School Board the designated school representative shall refer a student who is habitually truant and the student's family to the children-in-need-of-services provider or the case staffing committee, established pursuant to FL Statute.

NOTIFICATION TO DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES

Each principal or his/her designee shall notify the School Board of each minor in its jurisdiction who accumulates fifteen (15) unexcused absences within a period of 90 calendar days. The Superintendent must provide the Department of Highway Safety & Motor Vehicles the legal name, sex, date of birth and social security number of each minor who has been reported under this paragraph and fails to otherwise satisfy the requirements of 322.091, FL Stat. (1995), as amended. The Department of Highway Safety & Motor vehicles may not issue a driver's license to, and shall suspend any previously issued driver's license or learner's license of, any such minor pursuant to the provisions of 322.091 FL Stat. (1995), as amended.

BICYCLES

Bicycles must be parked in the designated area located in the staff parking lot (north side of administration building). The school is not responsible for damage to or theft of bikes. BIKES SHOULD BE LOCKED. No one is permitted in the bicycle area during school hours. Bike helmets will be worn in accordance with state law. Student must have written parental permission signed by an administrator to ride a bike to and from school.

AUTOMOBILES

The principal must authorize driving privileges. Principal's approval will be based on need, adequate academics and behavior. Privileges may be revoked if requirements are not met.

BEFORE & AFTER SCHOOL SUPERVISION

Note to Parents: Supervision of students begins at 7:20 AM. Students arriving before this time will not be supervised. Students are dismissed at 3:00P.M. and must be picked up by this time. Parents are responsible for picking up students participating in after school activities.

FIELD TRIPS/ TRAVEL

Before a student can participate in a school-sponsored activity away from campus, a signed statement giving parental permission and a notarized medical release form must be on file at the school. The permission slip releases the school from any and all liability. Students on field trips are subject to the same rules of conduct that govern their actions on campus.

SCHOOL ADVISORY COMMITTEE

We strongly encourage parents and members of the community to play an active part in our educational program. The School Advisory Committee provides an opportunity for parents, community members, students and others to address the school's goals for improvement. All those who are interested are welcome to attend the monthly meetings. If interested you may call the Guidance Office at 767-1110 for additional details. The School Advisory Committee meets on a monthly basis at New Horizons Learning Center.

STUDENT INSURANCE

Students are offered low cost accident insurance as a school service. Information on cost and coverage of this insurance will be sent home the first week of school as part of each student's information packet. Students entering at a later date should contact the school Guidance office for insurance sign up forms.

VIDEO/ AUDIO MONITORING

To further ensure the safety and protection of students and staff at NHLC all classrooms and certain areas of the campus are equipped with surveillance cameras and may be videotaped at any given time. Teachers may use video / audio taping for instructional / behavior management purposes. A release from the student's guardian will be obtained before any video is shared with outside agencies unless it is law enforcement. The safety of our students and guests is of critical importance to us.



POSSESSION OF UNAUTHORIZED ITEMS

All items that are confiscated will be held for parent pick up, including cell phones. There will be **NO EXCEPTIONS** to this rule. New Horizons Learning Center is **NOT** responsible for items confiscated from students.

PROGRAM OF INSTRUCTION

Program of Studies – Grades 6-8 The program of studies for grades 6-8 shall be compatible with the Curriculum Course Descriptions prescribed by the State Board of Education. The middle school curriculum shall continue to emphasize the basic academic skills introduced in the elementary schools. There shall be planned experiences for integrating and applying various skills, processes and knowledge to areas of study. In addition, there are to be opportunities to explore both vocational interests.

Program of Studies – Grades 9-12 The program of studies for grades 9-12 shall include the Curriculum Course Descriptions prescribed by the State Board of Education for each high school course offered in the schools. Student performance standards developed for each high school course offered will be followed. The high school curriculum shall be sufficiently comprehensive so as to meet the needs of students whether their program emphasis is immediate vocational preparation or readiness for post-secondary education.

ESOL Instruction Programs shall be established to assist students from non-English speaking backgrounds to overcome language deficiencies, which detract from their ability to function in the instructional program. Such programs shall be funded from a combination of available federal, state and local funds.

Dropout Prevention and Academic Intervention Programs This program shall differ from traditional programs and schools in scheduling, administrative structure, philosophy, curriculum or setting and shall employ procedures and programs allowed under Florida law which support improved performance in the areas of academic achievement, attendance and discipline. Student participation shall be voluntary except for those students assigned to a program for disruptive students or expelled students. Students in grades 1-12 shall be eligible for dropout prevention and academic intervention programs based upon one of the following criteria:

- 1) Unsuccessful academic performance evidenced by low test scores, retention, grades, low grade point average, falling behind in earning credits, or not meeting the State or District proficiency levels in reading, mathematics or writing or
- 2) A pattern of excessive absenteeism or having been identified as a habitual truant or;
- 3) A history of disruptive behavior in school as defined by law or commission of offenses which warrant out-of-school suspension or expulsion, according to the Student Code of Conduct.
- 4) Placed there by the Bay County School Board.

Work Experience Opportunities Work experience opportunities for students shall be provided as part of the cooperative education program. Primary responsibility for the program shall rest with the principal of the school.

- 1) Students in work experience programs shall be placed in socially accepted occupations. Such placement shall always be based on special needs of the student.
- 2) Employers selected to participate in the program should be of high moral character and should support the objectives of the program.
- 3) All federal and state child labor and wage laws shall be adhered to by employers participating in the program.

REMEDIATION

Student progress from grade to grade will be based on achievements/credits. A student may not be promoted based on age or other factors that constitute social promotion. When a student is retained he/she must receive an intensive program that is different from the previous year's program. Students who have been retained for two (2) or more years will be considered for alternative placement. Each school in the District shall provide remedial programs for those students who fail to master the District identified curriculum.

COURSE REQUIREMENTS

Upon entry into NHLC a conference will be held with the student and parents or legal guardians to explain graduation requirements. If a student intends to transfer to another school additional credit hours may be required. A copy of the graduation plan from NHLC will be given to the student and the parents or legal guardians and questions can be asked at any time in regards to this plan.

Types of Diplomas available at New Horizons

State of Florida High School Diploma

The grading scale for all subjects shall be as follows:

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	59-0	Failure

Graduation requirements, including course descriptions and credit explanations, will be provided to students by their assigned Guidance Counselors.

NON-DISCRIMINATION, EQUAL EMPLOYMENT & AFFIRMATIVE ACTION

No person shall on the basis of race, color, religion, sex, national origin, handicap, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. *For definitions of these see School Board Policy Definitions.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated on the school campus or at any school function. Examples of sexual harassment include unwanted sexual advance, flirtations or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coercion of sexual acts or assault; physical contact such as grabbing, pinching or patting unnecessarily; leering, whistling or gestures of sexual nature. Students guilty of sexual harassment will be referred for administrative and/or law enforcement interventions and consequences.

BULLYING

It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the school Board Policy, available at your child's school, or www.bay.k12.fl.us.

EXCEPTIONS OF BAY DISTRICT SCHOOL BOARD IN REGARD TO BULLYING (POLIFY 7.207)

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
 - a. during any educational program or activity conduct by the District;
 - b. during any school-related or school-sponsored program or activity or on a District school bus;
 - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
 - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
 - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.

The full policy is available at www.bay.k12.fl.us or your child's school.

STUDENTS RIGHTS & RESPONSIBILITIES

All students have the right to feel safe when attending school. Students will not be allowed to verbally or physically threaten others. Students and staff at NHLC also have the right to expect freedom from any type of harassment, be it sexual, racial, or religious. Such behavior will not be tolerated.

BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

(Updated by Bay District Schools 06/2013)

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the day of receipt, to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)

- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request,
 - to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
 - Florida public universities and colleges.
 - United States Congressman and Senators and Florida legislators

STUDENT SURVEYS 7.310

The District shall cooperate with the federal government and state agencies such as Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent
- Mental & psychological problems of the student or the student's family;
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
- Religious practices, affiliations or beliefs of the student or student's parents or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parents shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

Authority: 1001.41, Fla. Stat.

Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061

History: New, December 10, 2003

PPRA NOTICE & CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., 1232h, requires Bay District Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys):

- Mental & psychological problems of the student or the student's family;
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
- Religious practices, affiliations or beliefs of the student or student's parents or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (marketing surveys) and certain physical exams and screenings.

BAY DISTRICT SCHOOLS' SECTION 504 PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES AND IMPARTIAL HEARING

Parents/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive notice and give consent whenever their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parents/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parents/guardians have the right to request mediation, file a local grievance or request a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

MEDIATION

When parents/guardians request mediation with respect to the decisions of the Section 504 Intervention Team or Child Study Team considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written request. The school principal will consult with the Section 504 Coordinator to help resolve complaints.

GRIEVANCE

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint to the District's Section 504 Coordinator. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. The purpose of Section 504 Grievance Procedures is to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against students based on Section 504 of the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

IMPARTIAL DUE PROCESS HEARING

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure. An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings (“DOAH”) pursuant to the Florida Administrative Procedures Act (FS Chapter 120).

DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals.

The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date.

Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim.

Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have *no* basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

OFFICE OF CIVIL RIGHTS ASSISTANCE

Parents/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parents/guardians to resolve disputes on a local level as a first priority. The Office of Civil Rights may be contacted at:

United States
Department of
Education Office for
Civil Rights
61 Forsyth Street, SW,
Suite 19T70 Atlanta,
Georgia 30303
Voice Phone: (404) 562-7886
FAX: (404) 562-7881
TDD: (404) 331-2867

GENERAL DISCIPLINE

We are committed to giving our students the best education we can, and we know that everyone will take special pride in keeping our school “First Class”.

Throughout the year, students should exhibit the guiding expectations listed below:

- **Respect**
- **Optimism**
- **Achievement**
- **Responsibility**

*Each expectation listed above will be addressed on daily pointsheets.

The school wide discipline plan is developed to ensure a safe learning environment. School disciplinary interventions and procedures include but are not limited to counseling with students, time out in classroom, time out room, meeting with administration, work detail and suspension. A complete listing of Discipline Violations and Consequences are listed in the “Code of Student Conduct/Discipline” produced by the Bay District Schools and provided for parents at

the beginning of each school year. If warranted in the opinion of the administration, the minimum penalties may be bypassed and more severe penalties imposed.

DRESS CODE

STUDENT UNIFORM AND GROOMING 7.209

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, student shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The dress code applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities:

New Horizons Learning Center will follow the Bay District School Dress Code Policy with the exception of the following:

- Students may wear any solid color polo.
- Students may wear school sponsored hoodies.

POINT SHEET AND LEVEL SYSTEM

New Horizons Learning Center will be using a point sheet and level system on a daily basis to monitor and reinforce student behavior. Attached are the 2014-2015 point sheet and level system privileges that will be used. Students will receive their point sheets at the beginning of each day and review with their homeroom teacher at the end of each day. The percentage of points the students earn on a weekly basis, determines the level that the student will be on the following week. The percentages and level privileges are attached as well.

INTERVENTION REFERRAL (IR)

When a student is brought to administration for a disciplinary violation an Intervention Referral (IR) form will be completed. Copies of Intervention Referral forms are available to all parents upon request.

RESPONSE TEAMS

Response teams are to be called when a teacher has exhausted all available strategies to help student regain control to stay on task. The staff at NHLC has been trained in Crisis Prevention Intervention (CPI). Non-violent physical means of control may be utilized if a student is a threat to himself or others. **All physical intervention will be documented and parents will be notified.**

THE STUDENT AND THE LAW

While a student at a Florida School, it is important for you to realize that many school laws, rules and regulations are tied directly to many Florida Criminal Statutes. Examples of school violations as well as criminal violations are listed in School Board Policy.

TOBACCO PRODUCTS/ MATCHES/LIGHTERS

Tobacco products, matches and/or lighters are not to be brought to school. Students with these articles in their possession will be sent to an administrator. Students who use tobacco products at school will be dealt with

according to Bay County School Board

policy and state law. If observed by SRO utilizing or being in possession of tobacco or tobacco related products, a ticket may be written that includes a fine.

DRUG AND/OR ALCOHOL ABUSE

The possession, sale, transfer, or use by any student of any form of alcoholic beverages, drugs with abuse potential, hallucinogen, drug paraphernalia (as defined in State Substantive Laws Chapter 893 Sections 145, 146, and 147) or similar items except those specifically prescribed by a licensed physician is prohibited and is wrong and harmful. Drugs with abuse potential are defined as those requiring a physician's prescription, or those drugs that possession is prohibited by Florida law. Anyone determined to be under the influence of or in possession of drugs or alcohol on the school campus, or on a school sponsored trip or activity, will be recommended for suspension or be released home under parent supervision.

BEHAVIOR MANAGEMENT

NHLC has a behavior management program for all students. The implementation of this classroom and building based program should result in the following:

- Significant reductions in discipline problems referred to the school office
- Increase in academic time for students
- Increase in the use of critical thinking, reasoning, and problem solving skills by students.

This behavior management program will help students replace inappropriate behavior with appropriate behavior. Fostering responsibility in our students for their own behavior is the goal. Students who misbehave will be given the opportunity to choose between appropriate behavior and continuing their inappropriate behavior. A good choice will allow them to succeed; a bad choice will result in appropriate consequences. Behaviors are recorded on a daily point sheet. All students are on the level system.