



## **FACULTY AND STAFF HANDBOOK**

**2006 - 2007**

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The New Horizons Regional Education Center does not discriminate in admission to, or access to, or treatment, or employment in, its educational programs, services, or activities based on race, color, national origin, sex, creed, marital status, age, religion, or disability as required by the Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act (ADA). Ms. Denese Gillis, Health Service Coordinator, has been appointed as the Center’s coordinator to meet its obligations under this policy, Section 504, Title IX, and ADA and their implementing regulations. Ms. Gillis can be reached at the following location: 520 Butler Farm Road, Hampton, Virginia 23666, (757) 766-0580. Ms. Denese Gillis, Health Service Coordinator, has been appointed as the Center’s coordinator to meet its obligations under this policy, Section 504, Title IX, and ADA and their implementing regulations. Ms. Gillis can be reached at the following location: 520 Butler Farm Road, Hampton, Virginia 23666, (757) 766-0580.

# Policy Manual

*New Horizons policies are arranged alphabetically. For all policies not specifically addressed in this book, Newport News Public Schools policies apply. Please find the NNPS policy manual at <http://nnadminsbo.nn.k12.va.us/policies>*

## **ATTENDANCE REPORTING (revised 07/04)**

### **Virginia School Laws: §22.1-259. Teachers to keep daily attendance records:**

*Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children in accordance with regulations prescribed by the Board of Education. Such record shall, at all times, be open to any officer authorized to enforce the provisions of this article who may inspect of copy the same and shall be admissible in evidence in any prosecution for a violation of this article as prima facie evidence of the facts stated therein. (Code 1950, 22-209, 22-275.15; 1959, Ex. Sess., c. 72; 1964, c. 119; 1968, c. 178; 1980, c. 559.)*

New Horizons has implemented an electronic attendance taking procedure. This computerized process will require the teachers to take attendance at the beginning of class both electronically and manually (attendance card). Teachers are to send their attendance to the main office daily for the Center for Autism and Newport Academy and twice a day for Career & Technical and Governor's School classes. All attendance is due no later than 20 minutes after classes start, to be transmitted daily to the home school no later than 9:00 a.m. No student shall be enrolled in class without an official attendance card. The attendance card is an official legal document. Do not add or delete names without official notification.

## **AUDIO-VISUAL EQUIPMENT**

Requests for audio-visual equipment must be made to the main office, at least one day prior to the date the equipment is to be used.

## **BACKGROUND CHECKS AND FINGERPRINTING**

All applicants must complete a two-part Criminal History check (Fingerprinting for FBI, VA State Police and a Virginia Department of Social Services/Child Protective Services Form) all costs will be paid by New Horizons Regional Education Center. Criminal History checks must be submitted prior to start date of employment.

## **BORROWING SCHOOL EQUIPMENT OR TOOLS**

Staff members who wish to borrow school equipment or tools for external usage must have prior approval of the principal or program coordinator. The date, borrower, borrowed items, and anticipated date of return must be recorded in the main office. Individuals borrowing equipment or tools will assume the responsibility of returning them in the same condition. The borrower also assumes the liability for damage, loss, or theft.

## **BUILDING AND SECURITY**

Daytime instructors shall have primary responsibility for the care and maintenance of the equipment in their labs or classrooms. Where multiple usages are made of facilities, the responsibility shall rest with the instructor having the equipment under his/her control. Staff wishing to store or utilize personal property in classrooms/labs must obtain permission of the principal/coordinator to do so. Evidence of abuse of equipment or facilities shall be reported to the principal or program coordinator immediately. Each instructor shall be responsible for the order and security of the work area. Upon leaving the room, please secure your room by locking up equipment and locking all doors, etc. The instructor may be called back to the classroom or lab area if the area is not secured properly. If you have a break-in or have discovered lost or broken items, please report them immediately to the principal or program coordinator and then follow-up with a detailed report on a Break-In-Form (see page B-18).

## **BUSES**

The buses arriving and departing from school campuses will load and unload in the designated area(s). Please have the students ready when the dismissal bell sounds. No students are to leave before the dismissal bell sounds without prior administrative approval.

In the event that buses are late, the office will notify teachers as soon as possible. When necessary, bus and/or hall duty will be assigned by the principal or program coordinator.

## **CARE OF CLASSROOM**

Instructors are responsible for keeping a safe, well managed, and orderly work environment. A neat and orderly classroom and laboratory mirrors the expectations of the work world and ensures a healthy atmosphere for the safe training of our students. Any modifications of the classroom area, including painting, wall decorations, etc. must be pre-approved by the principal. Staples, nails, or duct tape may not be used to secure items to walls or doors. Classrooms and labs must be cleaned and inventoried prior to checkout at the end of the school year.

## **CERTIFICATES – Career & Technical**

The New Horizons Regional Education Center certificate shall be awarded to each student who completes the prescribed course of instruction with a passing grade for each required semester as certified by the instructor.

## **CLASS BREAKS**

Each instructor may observe a vending machine break at a prescribed time. This break is at the instructor's discretion. Instructors must accompany their students to the vending machines. In order to conduct classes without interruption, it is imperative that the hallways and restrooms remain quiet.

Students will remain in the classroom unless excused by the instructor. Students will not be allowed to leave the class without a written pass from the teacher. Instructors are to monitor student behavior in the hallways and at the vending machines.

## **CLASS CHANGES**

Career and Technical students will be allowed to change disciplines only after counseling and careful review by the principal, program coordinator, or his/her designee. This change must be completed before the fourth week of the first grading period.

## **CLASS OBSERVATIONS AND EVALUATIONS**

All teachers will be observed and evaluated both formally (written) and informally in accordance with the teacher evaluation procedure and schedule. The principal, director, program coordinator, or other administrators will conduct observations. A conference with the instructor will be held concerning each observation. Other observations may be made by the administration at any time. (See, *Evaluation Systems*, Appendix A). (See your administrator to determine which Evaluation System applies.)

## **CREDIT UNION**

Employees have the option of joining either (or both) the **Hampton Roads Educators Credit Union** or the **Langley Federal Credit Union**. As a member, you may elect to sign up for direct deposit or have money deposited through payroll deduction into your account. Additional information is available upon request by contacting the Benefits Office at extension 309.

## **COMPUTER USAGE POLICY**

New Horizons Regional Education Center has adopted an *Acceptable Use Policy* governing the use of computers. Please refer to this in Appendix D.

## **DISCRIMINATION AND HARRASSMENT**

The Board of Trustees is committed to providing a work environment free from discrimination and harassment. The Board of Trustees will not tolerate actions which may provide or contribute to discrimination/harassment, and/or an offensive work environment for any employee. These actions include, but are not limited to:

- > Threats of physical harm or assault to an employee or student.
- > Sexual overtures toward another employee or student;

- >Actions which are inappropriate or derogatory remarks based on an employee's race,
- >Religion, national origin, sex, age, disability, or other personal characteristics;
- > Any behavior that creates a hostile or offensive working or learning environment.

Any actions contrary to the above policy that result in a complaint will be investigated. Based on the results of the investigation, disciplinary action up to and including termination of employment may result.

Any employee or student, who believes that he or she has been in a situation in which discrimination has occurred, or who has any knowledge or reason to believe that this kind of behavior occurred, is encouraged to report such conduct to his/her supervisor, principal, or the Coordinator of Health Education.

Sexual harassment refers to conduct which is offensive to the individual, which harms morale and/or which interferes with the effectiveness of the school environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or success in the educational program;  
or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual;  
or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or learning performance, or creating an intimidating, hostile, or offensive working or educational environment

Hostile environment harassment can involve the gratuitous language and conduct of supervisor, co-employees, strangers, teachers or students.

## **DISCRIMINATION AND HARASSMENT - PROCEDURES**

The Coordinator of Health Education will be responsible for conducting an investigation of all claims of harassment or discrimination made at New Horizons Regional Education Center. A claim of harassment against the Coordinator of Health Education will be made to the Executive Director. A claim of harassment against the Executive Director will be made to the Superintendent-in-Charge.

An investigation will take place as soon as possible after a complaint has been initiated. The direct supervisor (principal, coordinator) of an employee who has a claim of sexual harassment placed against her or him is responsible for initiating an internal investigation and then referring the case to the Coordinator of Health Education.

It is vital to protect both the complainant and accused in such cases to assure a confidential, thorough, and fair investigation. Therefore, in such cases, the Coordinator of Health Education, the principal and the program coordinator have the authority to physically separate the complainant and the accused in the workplace, reassign work duties, and provide paid time off during the investigation to assure no additional harassment/discrimination incidents occur.

The Coordinator of Health Education will use the following steps to ensure a thorough and systematic investigation:

I. Determine what happened:

- Collect data from all relevant parties.
- Interview the complainant, the accused and any potential witnesses.
- Complainant and accused should be asked to supply names of potential witnesses.
- Co-workers or students of the complainant and accused should be interviewed.
- Interviews should be conducted in private to ensure confidentiality.
- Documentation should include notes of the interviews, plus a summary of what facts are agreed upon and what facts are contested by the parties.

2. Determine whether harassment or discrimination has occurred:

- A case review panel consisting of the Executive Director, Personnel Officer and the Center Attorney will review the evidence and make a decision on the complaint.
- If the complaint is against a panel member, the Chairman of the Board of Trustees will appoint an alternate panel.

3. Determine the appropriate action:

- After the investigation, immediate action must be taken.
- Depending on the nature and severity of the case, a warning, suspension or immediate termination may be appropriate.

- If accused is found to be innocent, utmost care must be taken to ensure that there is minimal damage to the person's career and reputation. Documentation is necessary, but should be clear to ensure that someone reading the documentation in the future clearly understands the findings.
4. Communicate findings and actions to the complainant and accused:
- Separate confidential meetings will be held with each party to explain the conclusion(s) of the investigation and the procedures and facts used to reach such conclusion(s).
5. Document all steps taken from the initiation of the complaint to its resolution:
- If the accused is found guilty and disciplined or terminated, documentation must clearly indicate the decision and its supporting justification. The documentation will be included in the harasser's personnel file. In addition, a copy of each complaint investigation will be maintained with other previous investigations in a separate confidential "complaint investigation file" for periodic review to ensure that procedures are being followed and assure the consistent handling of such complaints.

## **DRESS CODE**

In dress, conduct, and interpersonal relationships, students continuously observe staff members. It is of paramount importance that the members of the staff set a good example in conduct, manners, dress, and grooming. Therefore as a minimum, staff will not wear clothing or open toed shoes that violate the student dress code outlined in the Student Rights and Responsibilities Book. In all cases, employees will wear clothing suitable for the job at hand.

## **DRUG FREE WORKPLACE**

New Horizons Regional Education Center is committed to the principle that the students and staff deserve a work place free of the effects of illegal drugs and alcohol. As required by the Federal Drug-Free Work Place Act of 1988, each employee will be informed that no person may use, possess, attempt to possess, sell, attempt to sell, distribute or attempt to distribute drugs or drug paraphernalia on New Horizons property, including Center-owned vehicles, or at school-sponsored events at any time except the possession or use of drugs as prescribed by a physician. The inappropriate use of prescription and and/or over-the-counter drugs is also prohibited. No person may use, possess, sell, or distribute alcohol on New Horizons property, including New Horizons owned vehicles. Alcohol may not be possessed or used at any school-sponsored event where students are present. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited. Employees violating this policy are subject to disciplinary action up to and including discharge, and/or

requirement to satisfactorily participate in a drug abuse assistance or rehabilitation program. The nature of the disciplinary action is at the discretion of the Executive Director. As a condition of employment, each employee must agree to abide by the terms of this prohibition and to notify his/her supervisor of any criminal drug statute conviction for any violation no later than five days after such conviction.

All employees are expected to report to work free of the effects of alcohol or illegal drugs. Any employee taking any prescribed or over-the-counter medication that adversely affects the performance of his or her duties should report the nature and dosage of the medication to his or her supervisor in advance of reporting for work. The possession, purchase, sale, transfer, offer or solicitation, use or being under the influence of any intoxicant or illegal drug on school property or any school work site at any time is strictly prohibited. Off-duty use, sale, purchase or possession of illegal drugs or illegal intoxicants is also prohibited. Employees suffering from drug or alcohol addiction are required to seek and receive appropriate treatment. Any employee found to be in violation of these requirements is subject to disciplinary action, up to and including discharge.

As a condition of continued employment, employees will be required to submit to a drug/alcohol screening test when there is a reasonable cause to suspect that the employee is in violation of this policy. Employees who fail to comply with the administrator's referral for testing will be subject to disciplinary action. Employees testing confirmed positive for illegal drugs or alcohol will be subject to disciplinary action, up to and including discharge.

Tests will be administered by and analyzed by qualified facilities and laboratories.

By accepting or continuing employment by New Horizons Regional Education Center, employees are deemed to consent voluntarily to searches of their persons, clothing, articles and effects and automobiles when there is reasonable suspicion that there is the presence of illegal drugs or alcohol in violation of policy. For the protection of employees and others, employees are requested to report to the supervisor any employee whose job performance appears to be impaired by drug or alcohol use or abuse. Withholding such information will be cause for disciplinary action.

## **EMERGENCY LESSON PLANS**

Occasionally, a sudden illness or an emergency prevents an instructor from providing lesson plans prior to an absence. In order for instruction to continue in an orderly fashion under the direction of a substitute teacher, each instructor shall file with the principal or program coordinator **three (3) detailed emergency lesson plans by the end of the first week of school.** Each plan should be designed to involve the whole class in meaningful instruction for the entire period.

Each plan should include an outline of the entire lesson, videotapes, filmstrips, audio-visual equipment, sufficient copies of exercises to be used, and other equipment, instructions, and materials required.

It is not appropriate to give a single reading assignment; a variety of meaningful activities should be planned to fill the instructional time.

## **EMERGENCY SCHOOL CLOSING**

When it is necessary to close school due to inclement weather, listen to the local radio/TV stations or call 766-3991. When Hampton and Newport News Schools are closed, New Horizons Regional Education Center will be closed. Decisions from member divisions regarding school operation and bus schedules shall be a determining factor for the NHREC operation. If the Center is closed, ten and eleven month employees should not report to work. Twelve-month employees should report as soon as possible unless otherwise directed. Should the Executive Director feel that conditions are too hazardous for employee travel, news media announcements closing the school will advise employees to remain at home. A telephone contact system will be used, when necessary. Employees not reporting will be charged the appropriate number of days against accumulated personal leave or receive a reduction in pay. Should it become necessary to close schools early, the principals will be notified by the Executive Director's office, and the announcement will be made over radio and television stations. Employees will be expected to remain on duty as long as needed and until released by the principal or designee in the event of emergency situations that may threaten the health or safety of students, e.g., severe weather warnings, civil or student disturbances. Employees not reporting to work on early dismissal days will be charged an entire day of leave. Exceptional circumstances may be appealed. An appeal to this policy must be made in writing to the Executive Director.

## **ENFORCEMENT OF POLICIES**

Each staff member is responsible for enforcing rules for all students at NHREC. It is expected that all staff will assist as needed in student management.

## **FIELD TRIPS/RECREATIONAL THERAPY**

Field trips are defined as off campus, educational, goal driven, school-sponsored trips for students. Teachers must accompany students and goals of the trip must be stated on the field trip request form. Teachers requesting field trips must first fill out the "Request for Field Trip" form (see page B-19). For in-state field trips, the request form must be submitted to their applicable principal or director one week in advance for the trip itself. For out-of-state trips the form must be submitted to the Executive Director for approval at least two weeks in advance. After permission is granted, parental permission forms must be completed before taking the trip. Only with Principal or Director approval may students drive themselves on field trips. However, students are NOT allowed to transport other students. Each student is required to have accident insurance or have a signed waiver by his or her parent or guardian

prior to using any school equipment or participating in a school field trip. School insurance can be purchased at the home school for a nominal cost.

Sufficient adult supervision must exist for any field trip. Instructors of students should attend and ride on the bus with their students. The bus driver cannot be considered a chaperone while driving the bus. The instructor must confirm attendance before leaving campus and before leaving the site of the field trip. Instructors will be responsible for the safe conduct and return of each participant.

For Career and Technical and Governor's School field trips, a list of students with parental contact phone numbers must be given to the principal's secretary prior to each trip.

## **FIRE DRILLS AND OTHER EMERGENCY DRILLS**

At the start of the school year, and as new students enroll, teachers are to explain fire drill procedures to students. When a fire alarm sounds, teachers are to take their roll books and secure their rooms, use evacuation routes and assure that students exit safely. Evacuation routes must be posted by all class/lab doors. Severe weather and other emergency drills will be practiced.

## **GRADING**

New Horizons Regional Education Center supports objective evaluation of student work. Teachers are required to document all student assessments in a grade book or electronic grading program. Teachers will assess student work accurately, objectively and in a timely manner. Parents have the right to review student work and record of progress at any time. Students have the right to review their own work and record of progress. Administrators may review all records of student achievement at any time.

Instructors shall record all grades in their grade books. The principal or program coordinator shall verify grades each grading period with each instructor.

### **Grading - Governor's School**

Grading Scale:	90 - 100	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	BELOW - 60	F

### **Grading - Special Education**

Refer to each IEP for any accommodations that may impact grading.

### **Grading – Career & Technical**

The grading system will consist of a three (3)-part program recorded on an individual grade sheet.

Employability Skills...equals 30% of the student grade for all programs

Related Instructions...percentage of grade determined by program

Performance Objectives (competencies)...percentage determined by program

### Employability Skills

The student is rated in ten (10) areas (see attached grade sheet). If the student does not display a skill, an “X” will be recorded in the appropriate block of the student’s grade sheet. The recording of every two (2) X’s will result in a 1-point reduction in the employability skill grade. Example: 10 X’s equal 5 points subtracted from 100 = 95 points. The grade will be recorded as a percentage grade.

### Related Instruction

Related instruction refers to all work except tests on competencies and includes practices of competencies, theory test, bookwork, quizzes, exercises, worksheets, and special projects on which a student is evaluated.

During each marking period, instructors shall document in their grade books student performance on at least nine (9) related instruction activities. The grade will be recorded as a percentage grade in the appropriate block in the student grade sheet.

### Performance Objectives (competencies)

Competencies are the actual performance tasks the student must perform. Most cases will be “hands on tasks”. Each program shall develop a procedure to rate the student in doing the assigned task. The grade will be recorded as a percentage grade on the student grade sheet.

### Computing A Grade For A Marking Period

For students needing the minimum standards for both competencies and attendance, instructors shall compute the grade as follows:

Employability Skills shall count 30% in all programs:

EXAMPLE	Employability skills	30%
	Related Instruction	35%
	Competencies	<u>35%</u>
		100%

For a student with the following grades	Employability	$90 \times .30 = 27$
	Related Inst.	$87 \times .35 = 30.45$
	Competencies	$85 \times .35 = 29.75$
Final 9-week grade will be		87.2

Instructors shall use the Conversion Chart below to convert the percentage grade to a letter grade.

Point scale	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

Semester Grade	First Marking Period	40% of 9 week grade
	Second Marking Period	40% of 9 week grade
	Semester Exam	20% of final grade
		100%

Example	First Marking Period	$87 \times .4 = 34.8$
	Second Marking Period	$90 \times .4 = 36.0$
	Semester Exam	$80 \times .2 = 16.0$
	Semester Percentage	
	Grade	86.8

Use the above chart to convert percentage grade to letter grade for home school reporting.

If a student fails due to attendance in any single marking period, but would have passed if not for excessive absences, use the following values to compute the final grade:

5 to 9 days absence, use 50 as the nine week grade (first marking period)

10 or more day's absence, use 40 as the nine-week grade

### **Competency Requirements Are Cumulative**

In order for a student to pass subsequent marking periods, he/she must have completed the minimum competencies required for all preceding marking periods.

**Cumulative requirements for uncompleted competencies:** Competencies not completed are always carried over.

In order to receive a passing grade from the Second Semester, a student must have completed 80% of all the competencies required for the first and second marking periods.

In order to receive a passing grade for the Fourth marking period, a student must have completed 80% of all the competencies required for the First, Second, Third, and Fourth marking periods.

In order to receive a passing grade for the Sixth marking period, a student must have completed 80% of all the competencies required for the First, Second, Third, Fourth, Fifth, and Sixth marking periods.

In order to receive a passing grade for the Eighth marking period, a student must have completed 80% of all the competencies required for the First, Second, Third, Fourth, Fifth, Sixth, Seventh, and Eighth marking periods.

For the Second marking period of a semester, a zero (0) is awarded if 80% of all the competencies were not completed during the period; if no competencies were completed, a negative one (-1) is awarded.

**Cumulative requirements for regular certificates:** Whenever a student completes less than 80% of the entry-level competencies, the remaining competencies are carried over to the next marking period.

In order to receive a passing grade for any semester, a student must complete 80% of the entry-level competencies required for the second marking period of the semester plus all carryovers, which have been accumulated. For the second marking period of a semester, a zero (0) is awarded if the total number of competencies required (80% + carryovers) was not completed; if no competencies were completed, a grade of F is awarded.

### **Spin-Off Certificates**

Special Education students enrolled in regular vocational classes may receive a certificate for completing less than 80% of the regular program competencies. The agreed upon competencies needed for completion must be identified in the student's Individualized Education Plan (IEP). The completion certificate will have the word helper or other appropriate title after the trade area.

### **Grace Period**

A student who fails to complete 80% of the required competencies may have a grace period in which to complete them. The length of the grace periods will be determined by the instructor and the principal or program coordinator.

If the minimum competencies required for a marking period are completed by the end of its grace period, the student's competency points shall be adjusted and his/her grade recomputed. The final grade in points shall be adjusted in the instructor's grade book accordingly. If the grade in points converts to a letter grade other than that of F, a grade

change shall be reported to the principal's or program coordinator's office, and a grade change form shall be sent to the student's home school as expeditiously as possible.

### **Computing Examination and Semester Grades**

Examinations shall be given each semester in all programs. Each exam shall contain a written section (paper - and - pencil); a performance section (hands-on) may be required at the discretion of the teacher. In special circumstances, paper - and - pencil tests may be read to the student by an instructor or staff member who will record the student's answers.

If both written and performance tests are given, each teacher shall determine the best way to weigh the two components to compute a final grade. For any student who does not take a required examination, instructors shall report a grade of F to the home school.

### **Filing Student Exams**

A copy of the paper - and - pencil portion of the exam and a list of the hands - on activities to be tested shall be submitted to the principal or program coordinator at least one week after the earliest date that the exam will be given.

At the end of each semester, instructors shall bind examinations by section (AM or PM), label with course and instructor names, and submit them to the principal or program coordinator on or before the date specified by the principal or program coordinator.

Once the exam grade has been computed, the semester grade shall be computed in the following manner. Instructors shall use points awarded for the two marking periods and the examination.

## **HOSPITALITY PROCEDURE (2005-06 School Year)**

### **Procedure**

The campus administrator will be responsible for notifying human resources (766-1100 Ext. 358) that an employee, spouse or child should be recognized by the hospitality committee.

### **Definitions**

Employee – An employee defined by this procedure is any full-time or part-time employee who is currently on payroll, with the exception of substitutes.

Upon notification, the human resource office will provide recognition as follows:

- Illness of an employee requiring hospitalization – employee will receive a card and plant valued at \$35 to \$40.00.
- Illness of an employee not requiring hospitalization but absent more than five working days – employee receives a get well card.

- Death of an employee, spouse or child – the employee’s family will receive flowers, a meat tray, or a donation to a specified charity. Selection will be based on family’s desire and valued at \$50 to \$55.00.

### **Resources**

All expenses will be charged to the activities fund by the involved campus. This committee action will not exclude personal recognition by individuals or groups. However, payment from the activity fund will only be used for the action taken by this procedure.

### **INJURIES**

Report all student and staff injuries to the office immediately. The office will determine what course of action to take in accordance with the extent of the injury. The office will notify the parent or guardian. A written account of exactly what occurred is necessary. Our students’ welfare may depend on our acting quickly and completing all documentation.

### **KEYS AND SECURITY CODES**

Please safeguard your school keys. You are not to duplicate school keys under any circumstances. When extra keys are needed, please contact the principal or program coordinator. Keys will be turned in to the principal or program coordinator at the end of the school year. Security codes are required for after hours access to the building.

### **LAB USAGE**

Staff members who wish to use their lab or work area during the weekend hours must have prior approval of the principal or program coordinator. During weekdays, staff members are asked to notify the principal or program coordinator when they need to work after normal business hours.

### **LEAVE - BEREAVEMENT**

In case of death in the immediate family, personnel are permitted to use a maximum of six days of accumulated sick leave. In cases of undue hardship, the employee may apply in writing to the Executive Director for the use of additional leave.

*Immediate family is defined as the employee’s spouse, children, grandchildren, stepchildren, parents, grandparents, foster parents, foster children, stepparents, father/ mother-in-law, sister, brother, sister/brother-in-law, aunt, uncle, and any relative living in the household of the employee.*

## **LEAVE - FAMILY AND MATERNITY**

New Horizons Regional Education Center utilizes the family and maternity leave policies of Newport News Public Schools. This is attached as Appendix E.

## **LEAVE - PERSONAL**

The sick leave policy provides that three days of sick leave may be used for personal leave during the year. Personnel with 40 or more accumulated sick leave days at the beginning of their contract have the option of 4 personal days per year. Personal leave allowance is not cumulative from year to year. Personal leave may not be used on a semester examination day or on a day that would immediately proceed or follow a pupil holiday or vacation. Requests for any exception to the restrictions on the use of the personal leave days must be submitted in writing to the employee's supervisor, and the Executive Director. Personal leave will be charged in one-hour increments. Personal leave must be requested at least five working days prior to the requested leave date. Requests must be discussed directly with an administrator in addition to the completion of a leave slip.

## **LEAVE - SICK**

Sick leave defined as personal illness, pregnancy, childbirth and recovery periods as certified by a physician, religious holidays, quarantine, and sickness in employees' immediate family. Each regular, full-time employee receives a monthly sick leave allowance of 1.3 days for each month of employment. Employees on 10 or 11-month contracts receive an additional 1.3 days sick leave at the start of each school year. An unlimited number of sick leave days may be accumulated. The most efficient educational program results when each teacher is present for his/her teaching duties each day of the school year. Evidence of abuses of the sick leave program may be considered as sufficient reason for dismissal or non-renewal of an annual contract. A physician's statement will be required after three consecutive days of absence; however, the right is reserved to require a physician's statement in all cases pertaining to illness. Sick leave will be charged in one-hour increments.

## **LEAVE – VACATION**

Vacation Leave (12-month employees only): Each 12-month employee will be eligible for paid vacation according to the following provisions:

- 0-5 years employment – 1 day per month
- 6-10 years employment – 1¼ days per month
- 11-14 years employment 1½ days per month
- 15+ years employment – 2 days per month

Vacation accrues based on employment as a 12-month employee at NHREC.

On June 1 of each year, 12-month employees will have the option of converting excess vacation to their sick leave balance. Once the request is approved, it cannot be changed back to vacation. Upon termination or retirement, any converted leave will be treated as sick leave. Accumulation is not to exceed 36 days of vacation leave.

## **LEAVING SCHOOL PREMISES - TEACHER/STUDENT**

**Teacher:** Teachers and staff are not to leave the school premises during daily contract hours without notifying the office. This includes leaving for lunch. Teachers in Career and Technical Education must return from lunch by 11:45 a.m. for the purpose of supervision. Teachers must remain in the work area while students are present. Teachers are held responsible for the safety and well being of students at all times.

**Students:** Instructors may not allow students to leave the school grounds for an early dismissal without authorization from the office. A student is considered to be “at school” when he/she enters the grounds. Upon entering the campus, a student who wants to leave must obtain authorization through the office of the principal.

## **MAINTENANCE REQUESTS**

Any repairs needed must be requested in writing through use of the Maintenance Request form. This is to be submitted to the principal for approval. When repairs, diagnoses, or new projects would involve student or instructor labor, a work order form must be completed and signed by the appropriate administrator and the plant manager before work commences. The only exception to this regulation will be repair of school vehicles or equipment.

(See, page, B-31)

## **MONIES RECEIVED FROM SCHOOL GENERATED PRODUCTS OF BY-PRODUCTS OF INSTRUCTION**

Money obtained through the sale of products or by-products of instruction when instructional supply monies were used to create the product or purchase/create the by-product must be reimbursed to the instructional supply account for the program. Exception: Procedures for Work Awareness Students are handled differently as determined by the Coordinator of Transition Services.

## **PARKING**

Staff, faculty, and students who drive and park on NHREC property must affix a decal to their vehicle. All parked vehicles should be locked. The speed limit at Butler Farm and Woodside Lane is 10 mph. Parking is not permitted in bus loading areas during school hours. Students must park in designated areas only. Students must abide by all driving rules

and regulations, or their privileges to drive on campus will be revoked. NHREC is NOT RESPONSIBLE FOR VANDALISM TO AND/OR THEFT FROM VEHICLES PARKED ON THE PREMISES. Vehicles parked on NHREC property without a decal may be towed at the owner's expense. Principals are responsible for controlling vehicular traffic and parking.

## **PAYDAY**

We have provided you with a schedule of the PAYDAY dates. The principal or program coordinator is responsible for distributing pay envelopes on the days indicated on the pay schedule.

## **PERMISSION TO WORK OFF SCHOOL PREMISES AND MENTORSHIPS**

Students may be enrolled in programs that provide employment in the public and private sector through New Horizons approved educational program: mentorship (paid employment supervised by mentorship coordinator); internships (unpaid employment supervised by the instructor during the last semester of the course); and on-the-job training (paid employment during the last semester of the course supervised by the instructor). Employment of students through such programs is designed to meet specific educational criteria and competencies and is in compliance with child labor laws. Regardless of the type of work-experience involved, written parent permission must be obtained. The building principal must approve all internships and on-the-job training placements. The teacher must use the appropriate form to obtain signatures from all parties and parents. The mentorship coordinator must arrange all mentorships and obtain all necessary signatures/permissions. A Training Plan and *Employer's Rating of On-The-Job Training Student* form will be completed for all on-the-job training students. The sending teacher must closely monitor internships. All official mentorships and apprenticeships should be coordinated through the mentorship/apprenticeship coordinator. Teachers are prohibited from acting as agents of private employers/agencies to obtain student labor. (See B - 8)

## **PERSONAL BELONGINGS**

NHREC cannot be responsible for stolen or lost articles. Teachers are to find a secure place to keep their personal articles or secure them in the main office. Staff should exercise good judgement in bringing or wearing valuables.

## **PERSONAL COMMUNICATION DEVICES**

Staff members are prohibited from the use of personal communication devices in front of students or during instructional hours. Pagers and cell phones will be kept out of sight in offices, purses, desks etc. Furthermore, the device must be turned off. The only exception to this policy is for administrators who will keep such devices out of sight but may have them on with the ringer turned off. This is to allow some individuals to be contacted under emergency circumstances. Should a family emergency require that a teacher or staff member have a personal communication device on during school, permission must be obtained from the principal, director or coordinator.

Students at New Horizons who are enrolled in **Career and Technical classes, Governor's School for Science and Technology, and Transition Services** will not be permitted to use portable communication devices on school grounds during the regular school day. The portable communication device must:

- be secured and not visible
- be turned off, and
- not interfere with the instructional program or activity

Students may use communication device outside the school building or facility before and after school hours or school related activities.

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

#### Violations:

Any beepers, cellular telephones or other portable two-way communication devices possessed or used in violation of this policy by students will be subject to seizure by school staff or law-enforcement officers, and appropriate disciplinary action will be taken.

### **PLEDGE OF ALLEGIANCE**

Section 22.1-202 of the Code of Virginia mandates that school boards require the daily recitation of the Pledge of Allegiance in every classroom. School boards must ensure that an American flag is in place in each classroom.

Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student can be compelled to recite the Pledge if he/she, his/her parent or legal guardian objects on religious, philosophical, or other grounds.

Students who are exempt from reciting the Pledge must remain quietly standing or sitting at their desks while others recite the Pledge, not making any display that disrupts or distracts others who are reciting the Pledge. School boards must apply their codes of conduct to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of similar behavior.

### **POLICY: ONE MINUTE OF SILENCE**

As authorized by Section 22.1-203 of the Code of Virginia, a daily observance of a one-minute period of silence shall be instituted in each classroom or instructional area of New Horizons Regional Education Center.

One minute of silence will be observed in each instructional area at the beginning of each school day. During this minute of silence, the teacher responsible for each class shall ensure that all students remain silent and make no distracting display. Each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any silent activity, which

does not interfere with, distract, or impede other students in the exercise of their individual choice.

## **RECEIPTING OF MONEY**

All monies received from students (textbooks, fees, etc.) must be receipted in a teacher receipt book with notations to represent each fee area. At appropriate times in the day the money should be turned in to the office.

## **RELICENSING RESPONSIBILITIES FOR LICENSE HOLDERS**

To complete the requirements for relicensing the license holder should annually plan and review his/her program of professional development activities in consultation with an advisor who has been designated by the employing educational agency. When the relicensing activity has been completed, the license holder must supply reasonable documentation to the advisor. During the fifth year of the validity period, the license holder and advisor should submit the Individualized Recertification Record to the chief executive officer or designee of the employment education agency.

The license holder is responsible for completing the following steps in order to accrue the 180 professional points necessary for relicensing during the five-year validity period of the certificate.

1. Develop an individualized relicensing plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities.
2. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized relicensing plan and activities on the Individualized Recertification Record. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The license holder may amend the individualized relicensing plan during the annual review or at any other appropriate time in consultation with the advisor.)
3. With the advisor, certify and submit the completed Individualized Recertification Record to the chief executive officer or designee of the employing educational agency to be forwarded to the Office Of Professional Development and Teacher Education. The completed Individualized Recertification Record and the official student copy of the college transcript, if applicable, will be the only two items required for submission to the Department of Education for renewal of an expired license. Other documentation should be maintained at the local school division level.
4. During the fifth year, the license holder will be responsible for submitting an official transcript, the cost of renewal, and the completed Individualized Recertification Record to the advisor. The advisor will then submit the appropriate form to the chief executive officer or designee.

## REPORTING CHILD ABUSE/CHILD PROTECTION PROCEDURES

The Code of Virginia Child Abuse states that any school employee is required to report any suspected cases of child abuse or neglect. Additionally, the law provides that persons making such reports are immune from any civil or criminal liability when such reports are not made maliciously. Persons failing to file reports may be fined up to \$500.00. New Horizons staff should report suspected child abuse or neglect cases to the designated contact person in the school building.

### Contact Persons:

Butler Farm Campus - Building Principal  
Woodside Lane Campus - Building Principal  
Special Education Services - Director or Coordinator

The Building Principal or Director will report to the Executive Director.  
Defined: (Code of Virginia §63.1-248.2)

A child less than eighteen years of age whose parent or other person responsible for his/her care:

- Creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, impairment of bodily or mental functions;
- Neglects or refuses to provide care necessary for the child's health; provided however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination will for that reason alone be considered to be an abused or neglected child; or
- Commits or allows to be committed any sexual act upon a child in violation of the law.

### Possible indicators of child abuse-physical or sexual abuse:

The presence of a single indicator does not prove that maltreatment exists; however, the repeated presence of an indicator, or the appearance of serious injury should alert the educator to the possibility of child abuse.

<b>PHYSICAL ABUSE</b>	Does the student have bruises, welts or other injuries?  Does the student complain of being beaten or maltreated?  Does the student display excessive aggressive or destructive behavior?  Does the student appear afraid to go home?
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<b>SEXUAL ABUSE</b>	<p>Is the student overly passive or withdrawn?</p> <p>Does the student have difficulty walking or sitting?</p> <p>Does the student display bizarre, sophisticated or unusual sexual behavior or knowledge?</p> <p>Does the student state he/she has been sexually assaulted by caretakers?</p>
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**Reporting is Mandatory** - Report directly to child protective services if complainant believes a delay would result from following procedures. Notify Principal or Director. If report is made directly, a written child abuse referral shall be sent to protective services.

Social Services- Child Protective Services - (757) 727-1885 (Hampton)  
 Social Services- Child Protective Services - (757) 926-6600 (Newport News)  
 After hours/weekends- State Hot Line - 1 800-552-7096

Procedures for Reporting Suspected Cases:

The following steps will be taken in cases of suspected abuse or neglect:

1. Teachers or other school employees will immediately make a report to the Principal or Building Administrator of all suspected child abuse or neglect cases. The appropriate building administrator will immediately notify the appropriate social service department who will initiate a child protective services investigation. Notification should be made by telephone and followed by an initial written report (see #3).
2. In situations where school staff members are suspected of abusing a student or students, the Principal or Building Administrator will immediately report the matter to the appropriate department of social services, Executive Director of New Horizons, and Health Services Coordinator designated administrator at New Horizons.
3. The person making the oral report to the department of social services is also responsible for submitting a written report (form *NNPS 608-A (per) 1/84*). This written report must follow the oral report and be made within forty-eight (48) hours of the initial contact. A copy of this report should be provided to the principal or coordinator for official records and additional copy forwarded to the Supervisor, Child Protective Services, and participating localities of Social Services. School personnel will cooperate with the Office of Protective Services during the investigation of any reported cases of suspected abuse or neglect. (*Code of Virginia §63.1-248.1 through §63.1-248.17*)

## **REPORTS**

Absenteeism is to be reported to the home schools and parents using a form letter signed by the Building Principal and co-signed by the Career and Technical or Governor's Schools teacher. The attendance clerk should use this form to communicate with parents on absences on the third absence in a quarter, the fourth and fifth absences and every other absence thereafter during a quarter. (Appendix: B)

*Discipline Referral* forms are used to communicate student conduct violations to the principal or program coordinator. (Appendix: B)

Teachers are responsible for completing all required forms in the time allotted.

## **RESIGNATIONS**

Please notify the Executive Director, your Principal, or Program Director in writing, as soon as possible, when you are going to resign. All resignations must be made in writing to the Executive Director. After July 1st, a teacher resignation must include a reason; teaching personnel must have just cause to break a signed contract. Two weeks notice is expected. All keys must be turned in prior to departure, and inventory must be completed.

## **SMOKING**

New Horizons Regional Education Center is a smoke-free environment. The use of tobacco and tobacco products, including smokeless tobacco, is prohibited on all NHREC property, including vehicles. This includes activities sponsored by NHREC. These rules apply to students, staff, and visitors. Administrators and instructors shall ensure that smoking regulations are followed.

## **STAFF CONDUCT**

All employees will comply with New Horizons Regional Education Center policies, procedures and other applicable laws. New Horizons expects that the staff of the school will strive to set the kind of example for students that will serve them well in their own conduct and behavior. The relationship between the staff and the student should be one of cooperation, understanding, and mutual respect. The staff has a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her ability.

The personal life of an employee will be the concern and warrant the attention of New Horizons Regional Education Center only as it may directly prevent the employee from effectively performing assigned functions during duty hours, or as it violates local, state, or national law or contractual agreements.

Employees will not bring a child to the premises of his/her employment. Likewise, New Horizons Regional Education Center does not permit the extended presence of non-employees in the workplace (except official volunteers).

Volunteers will not bring children to school during their time of volunteer service.

The following list contains examples of actions that are considered misconduct while on duty either on or off school premises. The list, which is not all-inclusive, is as follows:

- fighting or the deliberate harming of another;
- being absent without approval;
- failing to demonstrate regular and prompt attendance at work;
- refusing to follow a supervisor's or facility manager's instructions and directions;
- destroying school property intentionally;
- using obscene language in the presence of students or employees;
- failing to maintain an appropriate professional relationship with a student or employee;
- having any interaction/activity of sexual nature or intent with a student;
- possessing weapons on school property;
- using school property without proper authorization;
- being under the influence of alcohol or illegal drugs;
- behaving in any inappropriate manner which adversely affects the employee's ability to perform his/her duties;
- furnishing lists of students or parents to anyone selling materials or services; and
- using time granted for leave, planning and workshops for purpose for which it is not intended.

### **Report Criminal or Serious Charges**

When any employee of New Horizons Regional Education Center, whether full-time or part-time, permanent, or temporary, has been charged by summons, warrant, indictment, or information with the commission of a felony, misdemeanor involving (1) sexual assault as defined by section 18.2-61 et seq. of the Code of Virginia; (2) obscenity and related offense as defined in section 18.2-372 et seq. of the Code of Virginia; (3) drug related offenses including but not limited to possession of marijuana or drug paraphernalia or as defined in section 18.2-247 et seq. of the Code of Virginia; (4) moral turpitude; (5) the physical or sexual abuse or neglect of a child; public drunkenness; driving under the influence of alcohol or drugs; reckless driving; disturbing the peace; or an equivalent offense in another state; or is the subject of a Department of Social Services investigation into an allegation of child abuse or neglect or a Department of Social Services found disposition of child abuse or neglect, the employee shall notify the Executive Director of the charge.

The employee's notification to the Executive Director shall be in writing and shall also provide the date of the alleged offense and a copy of the summons, warrant, indictment, information or other document served upon the employee notifying the employee of the charge. The written notification to the Executive Director from the employee shall be delivered to the Executive Director as soon as possible, and in the event later than the first working day following the service of the summons, warrant, indictment or information upon

the employee. Failure of the employee to give the Executive Director written notice may be cause for termination of the employee.

The Executive Director shall request that the Police Department, City Attorney, or Commonwealth Attorney, and the Department of Social Services notify the Executive Director upon the conviction of an employee for any offense discussed above or upon a school employee becoming the subject of a Department of Social Services founded disposition of child abuse and neglect.

## **STAFF CONFLICT OF INTEREST**

Employees are expected to comply with both the letter and spirit of the state Conflict of Interest Act and the Virginia Public Procurement Act.

Employees of New Horizons Regional Education Center will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school. For example, employees will not:

- use institutional privileges for private gain;
- solicit or receive compensation, other than that allowed by law, for performance of his/her duties;
- engage in any personal dealings with any individual or entity with whom he/she, on the behalf of the school, has any direct or indirect contact for purposes of obtaining from such individual or entity, noncompetitive contracts, services, or materials;
- knowingly authorize or employ the authority or influence of his/her office to secure authorization of any purchase of goods and services in which he/she, a member of his/her family, or any of his/her business associates has an interest.
- offer any favor, service, or thing of value to obtain special advantage; or permit commercial exploitation of his/her professional position.

Code of Virginia: Conflict of Interest §2.2-3100 to §2.2-3127; Public Procurement Act 2.4-4300 to §2.2-4377

## **STAFF ETHICS**

The staff at New Horizons Regional Education Center will accept the responsibility to adhere to the following ethical principles:

### **Commitment to Students**

The employee strives to help each student realize his or her potential as a productive member of society. The employee therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals. In fulfillment of the obligation to the student, for example, the employee:

- will provide a safe and orderly learning environment will respect the rights and dignity of the individual and will not intentionally expose the student to embarrassment or disparagement;
- will maintain professional relationships with students and their families;
- will maintain the confidentiality of information about students [or their families] obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;
- will provide a balanced presentation of content;
- will encourage student access to varying points of view;
- will encourage the student toward independent action in the pursuit of learning;

### **Ethical Behavior**

Employment with New Horizons Regional Education Center is vested by the public with a trust and responsibility requiring the highest ideals. In fulfillment of the obligation to New Horizons Regional Education Center, for example, the employee:

- will present truthfully his/her employment qualifications;
- will not knowingly refer a person desiring employment with the school division who is unqualified in respect to character, education, or other relevant attribute;
- will not disclose confidential information about colleagues obtained in the course of employment unless disclosure serves a compelling professional purpose or is required by law;
- will not accept any gift or favor that might appear to influence decisions or actions, and will set a good example for students.

### **STAFF PERSONAL SECURITY AND SAFETY**

New Horizons is committed to maintaining a safe and orderly work environment. Every employee has a right to work in an environment that provides personal safety and is free of disturbance.

### **STUDENT SAFETY**

Preserving the safety and protecting the health and general welfare of individual students and of the student body on school property and during school-sponsored activities are legal and moral responsibilities of the school.

The safety of students will be assured through close supervision of students in all school buildings and grounds and through special attention to the following:

- Maintaining a safe physical environment
- Observing safe practice on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards
- Offering safety education to students as relevant to particular subjects such as laboratory courses in the Governor's School and Career and Technical programs as well as health and physical education.

- Placing surveillance cameras in the building(s) for safety. Where cameras are placed in individual classes/labs, the cameras and taping system must remain in operation. Teachers must collaborate with administrators on any requests for adjustments to the surveillance system in labs/classroom.

## **STUDENT SUPERVISION**

It is the expectation of New Horizons Regional Education Center that all staff members assume responsibility for all students while on school property or participating in a school-sponsored activity.

- Staff members assigned to the classes assume supervisory responsibility for students during the entire time that classes are in session.
- Every staff member must share the responsibility of supervising students between classes, while moving to and from restrooms and breaks, and before and after the school day.
- Principals may make special assignments during any critical time.

## **STUDENT VOLUNTEERS**

New Horizons Regional Education Center encourages all eligible students to participate in school-sponsored activities that promote public service. Such activities, when instituted by a school-sponsored club, must be approved by the principal. When participation in a public service volunteer activity involves members of a class or classes, the Executive Director and the principal must approve the activity prior to student participation.

## **SUBSTITUTE TEACHERS**

Please notify the principal or program coordinator, or their designees as soon as possible, whenever you are not able to come to work. Substitutes are often difficult to secure; therefore, we need as much lead time as possible. The individual responsible may be reached any evening until 9:00 p.m. and between 5:30 and 6:30 a.m. at home. Whenever an instructor anticipates an absence, he/she shall submit a detailed lesson plan designed to fill the entire period to the principal or program coordinator in advance of the absence. Emergency lesson plans may not be used for this purpose. Substitute Employee Basic Data Form (see B - 13) must be completed each time a substitute is used. Teachers are not to arrange for their own substitutes.

## **TELEPHONE USE**

Office and classroom telephones are for school business. The use of these phones for personal business is strongly discouraged. Necessary personal calls on office and classroom phones should be brief and kept to a minimum. Long distance calls on the school telephone may be made as authorized. Teachers will be issued a code to access a long distance line. These calls should be made either before or after class.

### **For Newport Academy and Center for Autism**

School cellular phones can be checked out from designated areas and taken on community based instruction trips and recreation therapy trips so that staff can contact the school or emergency services in cases of need. The phone should be left on throughout the trip so that office personnel may contact staff on outings. In the event that the school cellular phone is out of order or unavailable for use on recreation therapy trips or community based instruction trips, a designated staff member may carry a personal cellular phone for emergency use. That cellular phone number must be left with the program secretary so that school officials can make contact with staff who are on a trip should the need arise.

### **TEXTBOOKS**

Instructors shall maintain an accurate inventory of textbooks and promptly collect from students for any lost or damaged texts.

### **TUBERCULOSIS CERTIFICATION**

As a condition of employment, all new employees shall submit a certificate signed by a licensed physician stating that the employee appears to be free of communicable tuberculosis. The certificate is to be based on recorded results of skin tests, x-rays, or other examinations, singly or in combination, as deemed necessary by a physician. The certificate must be issued within the 12-month period immediately preceding employment. After initial employment, no further tuberculosis certification will be necessary for continued employment except in cases of specific problems.

### **TYPING, DUPLICATING, COPYING FOR TEACHERS**

The secretaries may be able to provide some typing and duplicating assistance, if time permits. Teachers are responsible for making copies on the copy machine. No personal typing or copying should be given to the secretaries. The principal or program coordinator must approve all official outgoing correspondence.

### **VEHICLE - CHECKOUT**

In order to use a staff vehicle for a school function, a request form must be completed in advance and submitted to the principal or program coordinator. (See B - 20)

### **VIDEO/DVD - GUIDELINES**

Videos/DVDs shown in class to students generally will be obtained through New Horizons or other school division sources. Other videos shown in class must first be approved by an administrator. Administrators will only approve videos that are curriculum related and PG-13 or lower for Grades 9-12, PG for Grades 6-8, and G for Grades 1-5. Under no circumstances will an R rated movie be approved for showing in

any New Horizons class.

## **VISITORS**

All visitors including school or business officials and parents are to check in at the main office and obtain a visitor's pass before going to labs or classrooms. Students may not bring friends/relatives or other guests to New Horizons without permission of the principal/coordinator. This must be coordinated with the principal/coordinator 24 hours in advance of the visit.

## **WORKER' S COMPENSATION**

When an employee reports a workers' compensation injury to his/her supervisor and needs medical treatment, the supervisor must complete or arrange completion of the following forms upon injury:

1. First Report Form (must be signed by employee and supervisor)
2. Employee must choose a provider and sign the Employee Notice Form.

**The Workmen's Compensation Clerk, or if not available, the employee's supervisor, will call in the report to the carrier at 1-888-393-6828 to report a claim within 24 hours of the actual occurrence. Once the claim has been called in, do the following:**

1. Fax the completed "First Report Form" and "Employee Notice Form" to the Workman's Compensation Clerk at 872-8951 for follow-up. Supervisors will keep these original forms for their information.
2. After the employee has been seen by the physician, send the original report provided by the physician via pony mail to the Workmen's Compensation Clerk at Woodside Lane, along with any other medical documentation.

If further treatment is recommended after the initial visit to the attending physician, the employee or medical facility must obtain approval from the worker's compensation carrier. The Workmen's Compensation Clerk will do any follow-up.

If a physician or medical facility should direct-bill an employee for a compensable injury or reimbursement that is owed the employee for purchasing medication prescribed by the workers' compensation physician, please contact the Workmen's Compensation Clerk at ext. 533.

## **Light Duty Policy**

Any employee suffering from an injury or illness compensable under the Virginia Workers' Compensation Act shall immediately report to his/her supervisor. Upon notice of any work restrictions by his/her treating physician, the supervisor may place the employee in a light duty position on an individual basis. Instructional personnel in the special education programs who are placed on light duty may not work in the classroom.

The Workmen's Compensation Clerk will also inform AIG Claim Services, Inc. at 1-888-393-6828 of the employee's light duty status.

If an employee is still on light duty at the end of six weeks, the employee must be re-evaluated by their workers' compensation treating physician before being allowed to continue light duty or return to full duty. An employee who is unable to return to his/her position after re-evaluation may be subject to a position change, conditional leave without pay, disability retirement, short/long term disability or separation.

The Workmen's Compensation Clerk will notify payroll at 766-1100, ext 309 of the light duty schedule once it has been arranged. The injured employee, during incapacity, will receive not more than two-thirds of his/her wages whether on light duty or full work restriction.

## WORK HOURS FOR TEACHERS

Campus/Program	Office Hours	Teachers	Students
<b>BUTLER FARM</b>			
Career & Technical	7:00 a.m.-4:00 p.m.	7:00 am – 3:00 pm or 7:15 a.m.-3:15 p.m.	7:40 a.m.-10:00 a.m. 12:15 p.m.-2:35 p.m.
Governor’s School	7:00 a.m-4:00 p.m.	7:00 a.m.-3:00 p.m.  * 1:00 p.m.-9:00 p.m.	7:15 a.m. - 9:15 a.m. 9:20 a.m. – 10:20 a.m. 11:10 a.m. – 12:10 p.m. 12:15 p.m. - 2:15 p.m. *4:00 p.m. - 6:15 p.m. 2 days *6:30 p.m. - 8:45 p.m. 2 days
Intersession		7:15 a.m.-4:15 p.m.	10:05 a.m.-11:45 a.m.
<b>WOODSIDE LANE</b>			
Career & Technical	7:00 a.m.- 4:00 p.m.	7:15 a.m.-3:15 p.m.	7:40 a.m.-10:00 a.m. 12:15 p.m.-2:35 p.m.
Transition Service Instructors	7:00 a.m.- 4:00 p.m.	7:15 a.m.-3:15 p.m.	
Transition Service Assistants		7:15 a.m.-3:00 p.m.	
<b>SPECIAL EDUCATION PROGRAMS</b>			
Kiln Creek and Yorktown Middle School Teaching Assistants	7:30 a.m.-3:30 p.m.	8:00 a.m.-3:00 p.m. 8:00 a.m.-3:15 p.m.	8:20 a.m.-1:50 p.m.
Instructors Woodside Lane Campus		7:45 a.m.-3:00 p.m.	8:05 p.m.-1:40 p.m.
Assistants Woodside Lane Campus		7:45 a.m.-2:45 p.m.	8:05 p.m.-1:40 p.m.

\* Governor’s School – Computer Programming and Night Courses

## FINANCE

### PURCHASING

New Horizons Regional Education Center and all employees are bound by Virginia School Law pertaining to procurement and conflict of interest.

### RESPONSIBILITIES

Requisitions should be submitted to the principal/program director for approval. Final approval rests with the Finance Director and/or Executive Director.

**PROCUREMENT PROCEDURES (The following procedures apply for purchases over \$500. For purchases less than \$500, see your director or principal for use of a credit card.)**

1. The procedure begins when an instructor or other employee submits a requisition form to the school secretary. The form must include the source for the item(s) and an accurate cost based on current prices. **It is essential to have accurate information** – current pricing plus any shipping costs, as well as valid fax numbers, telephone numbers and billing addresses.
2. The school secretary is responsible for the initial evaluation of the request as to the availability of funds in the budget category. The principal/program director will then approve, disapprove or amend the requisition. Upon approval, the purchase order is typed by the school secretary, assigned a unique number according to the program and signed by the principal or program director.
3. The approved purchase order is then forwarded to the Finance Officer where it is further evaluated in relation to the appropriate budget code and program budget.
4. After evaluation, the purchase order is forwarded to the Finance Director for review and approval.
5. Distribution of the approved purchase order is as follows:
  - A. The *yellow* and *pink* copies are retained in the Finance Office.
  - B. The *white* and *goldenrod* copies are returned to the school secretary – white copies are sent or given to vendors with any changes to the original noted, and the Goldenrod is returned to the Finance Office upon completion of the purchase order (marked *COMPLETE* with date and initials of person). Pink copies are returned for the program files upon completion of payment.
6. Upon receipt of the items(s), the recipient will ensure that the packing slip(s) and/or invoice match the items received. The invoice and/or packing slip(s) are attached to the Goldenrod copy of the purchase order and forwarded to the school secretary for submission to the Finance Office.
7. The Finance Office initiates payments based on matching the Yellow copy of the purchase order with the Goldenrod copy, then with the invoices and/or statements for the vendor.
8. Purchase Orders charged to the Technology Grant(s) must have documentation from the Technology Plan (the applicable page) attached to the purchase order.

9. Purchase Orders received in the Finance Office by the end of operation every Friday will be processed and returned the following Wednesday, unless checks are required. PO's requiring checks will be returned the second Wednesday after processing.

#### **TRAVEL REGULATIONS– Conference & extended travel:**

1. Travel must be **pre-approved** by the principal/program director/coordinator **and** Executive Director **prior** to booking travel arrangements.
2. In order to allow sufficient time for the Finance Office to process the travel request, it **must be received not less than two weeks prior to the travel date or not less than three weeks if advanced payments are required.** Travel forms received in the Finance Office by the end of operations every Friday will be processed and returned the following Wednesday, unless checks must accompany forms. Forms requiring advances or prepayments will be returned the second Wednesday after processing.
3. Part A must be completed, giving attention to the amount and information concerning **prepaid amounts** for registration, lodging, etc. and forwarded to the Finance Office. **Advance payments are not made for mileage or meals.**
4. Pre-payments made by employees on their credit cards for registration, hotel rooms, etc. will be reimbursed at the final reconciliation of Part B.
5. Part B must be submitted to the Finance Office upon completion of travel with all **original** receipts and statements of payments attached, clearly showing amounts and form of payments. Reimbursement is made from **original** receipts only – **no exceptions.** *NHREC does not pay for alcoholic beverages.*
6. **Part B** should be submitted within two (2) weeks of completion of travel.
7. Mileage for travel when using a personal vehicle is currently reimbursed @ a rate of thirty cents (\$.30) per mile. Travel mileage will be paid on the actual mileage recorded.
8. Reimbursement for meals is paid from **original receipts**, up to the maximum amounts allowed (including tips) as outlined:  
(Breakfast - \$6.00 Lunch - \$8.00 Dinner - \$22.00 TOTAL= \$36.00 per day\*\*\*)  
*\*\*\* Per Diem applies only if travel involves an entire day or an overnight stay. Tips for meals should not exceed 20% of the total bill. Any amount over the 20% is a personal expense of the employee.*
9. Forms must accompany request for pre-paid items, such as registration, complete with addresses and mailing instructions.
10. Budget Codes must be filled out when submitting travel requests.

*It is expected that employees who travel at the school's expense will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The reason for the travel must always relate directly to the responsibilities of the employee involved. Car-pooling, use of school vehicles, and rooming together should always be practiced if at all possible.*

#### **TRAVEL REGULATIONS – Local:**

1. Forms for mileage reimbursement for local travel should not include any travel involving conference, seminars, etc. unless the travel does not include any other cost but mileage, tolls and/or parking.
2. Local travel should be authorized and verified by the administrator or supervisor prior to submitting to the Finance Office for reimbursement. Forms must be signed by the individual/employee requesting reimbursement.
3. Original forms should be turned into the Finance Office on a monthly basis, but **not less than quarterly**. The final request for the Fiscal Year should be turned in no later than five (5) business days after the close of the Fiscal Year (June 30<sup>th</sup>). Requests turned in past the deadline are subject to consideration for payment.
4. Budget Codes must be filled in when submitting travel reimbursements.
5. Mileage for local travel is reimbursed @ rate of thirty cents (\$.30) per mile.
6. Travel reimbursements received in the Finance Office by the end of the operations every Friday will be processed and returned the second Wednesday after processing.
7. Travel should be consolidated whenever possible in order to curtail expenditures.
8. Travel mileage will be paid on the actual mileage recorded. The mile chargeable for trips between Butler Farm and Woodside Lane is set at 16 miles one-way, 32, round-trip.
9. The purpose of travel with some description should be given in the column entitled "Nature of Travel".

#### **BIDDING**

Three competitive bids must be solicited for each item in excess of \$1,500.00 except in cases of emergency, or when there are not three suppliers. Telephone quotations are permissible. A written record of all open market procurements and the bids submitted in competition thereon shall be made a part of the purchasing records by attachment to the Purchase Order. Such records are open to public inspection.

## DONATIONS/GIFTS TO THE CENTER

In an effort to improve the administrative processing of donations and to coordinate donations between campuses, the following procedures are effective immediately and apply to both campuses:

1. Responsibility for accepting donations/gifts to the Center and the disposition thereof is vested in the Board of Trustees. Authority to perform this function may be delegated to the Executive Director at the pleasure of the Board.
2. All donations/gifts whether cash, supplies, equipment purchased, improvements to equipment or property, by any individual or organization shall become property of New Horizons.
3. Any employee who is contacted by a prospective donor shall refer donor to their immediate administrator. The involved administrator should notify the Director's Office. The Director's office employees shall explain donation/gift-giving procedure to the donor. If requested by the donor, or if other circumstances arise, an interview with the Executive Director should be arranged.
4. The Executive Director shall acknowledge the donation/gift in writing as soon as possible.
5. The administrator will be notified if the donation is accepted along with arrangements for acquiring the donation.

## TUITION ASSISTANCE

Classes must be pre-approved by your immediate supervisor **and the Executive Director**. Reimbursement will be paid for **one** successfully completed college class per year up to \$550.00 (Five Hundred Fifty Dollars) or up to \$1000.00 (One Thousand Dollars) for one class for initial licensure. Classes must be for courses recommended by the principal/program director and approved in advance by the Executive Director. This required paperwork and proper documentation for processing the request must be received in the Finance Office no later than the last day of the contract period in order to be considered for payment. The cost of the class must be provided at the same time of the initial request (see form) in order to encumber funds.

If the class is for initial licensure, it is the responsibility of the person making the request for assistance to provide a copy of the Department of Education letter and a list of requirements to be completed to the Personnel Office.

The following must be attached to the **Request For Tuition Assistance** form when turned into the Finance Office upon completion of the class:

- A copy of your personal cancelled check (front & back) OR

- A copy of your bank statement showing the check clearing your bank account OR
- A copy of your credit card statement showing the payment (Personal information on your bank statement or credit card statement should be blanked out, leaving name of the financial institution.)
- An official transcript of your final grade from the educational institution.

Failure to provide necessary documentation and/or not following the proper guidelines will delay the processing of your request. Please do not ask for exceptions to the guidelines. Payment will be made within four weeks after the Finance Office receives complete documentation.

## REQUEST FOR REIMBURSEMENT

1. Requests for reimbursement are to be used by individuals when requesting reimbursement outside of the realm of Purchase Orders. They are not to be used as a means of circumvent Purchase Orders. **Reimbursements should be for small purchases (less than \$50.00) that occur due to out of the ordinary circumstances.**
2. Original receipts must be attached in order to process requests.
3. Reimbursements will be paid within ten (10) working/business days after receipt in Finance Office.
4. Signatures of the person making the request and the administrator/supervisor are required when submitting the request.

## STUDENTS

### STUDENT ORIENTATION

All teachers are expected to cover the following list during orientation to the class:

1. A WARM WELCOME to the New Horizons Regional Education Center
2. Introduction (self/students)
3. A brief overview of NHREC (purpose, philosophy, objectives, etc.)
4. Role expectations: (See handout)
5. Employability Skills emphasized at NHREC
6. School policies and regulations
7. Classroom rules and regulations (See handouts)
8. Standards of conduct: (Review the handbook)
  - a. Appropriate dress for your class/building
  - b. Conduct expected for your class/building
  - c. Smoking regulations
  - d. Punctuality/attendance
  - e. Use of profane language
  - f. Horseplay in classroom (safety)
  - g. Leaving classroom without permission

- h. Fighting on school grounds or on buses
  - i. Gambling/arguments/lending money
  - j. Bicycles
  - k. Playing cards and other forms of gambling
  - l. Radios/other personal belongings
  - m. Lockers/safeguarding your personal property
  - n. Drinking/use of drugs
  - o. No visitors coming to classroom/must check in at office
  - p. No visiting other schools/classes
  - q. Insurance
  - r. Textbooks
  - s. Parking/driving safety on school grounds
  - t. Care of supplies and equipment
  - u. Progress reports
  - v. Report cards
  - w. Grading policy for the nine-week sessions
  - x. Syllabus
9. Review of your program
  10. Tour of the Facilities to include all Programs offered

## **EFFECTIVE CLASSROOM MANAGEMENT**

Good classroom managers are not necessarily excellent teachers. Excellent teachers are not necessarily good classroom managers. Education cannot proceed without good discipline.

Good classroom management requires more than a “bag of tricks”. It requires a basic philosophy from which specific techniques emerge. Good classroom management is best thought of as being positive--not negative. It is helping a student adjust to the requirements of their environment rather than punishment for not having adjusted. It is turning unacceptable conduct into acceptable conduct.

Good classroom management may be described as a friendly yet businesslike rapport in which pupils and teachers work cooperatively toward mutually recognized and mutually accepted goals.

The following are techniques for disciplining the students, which may help you tremendously.

1. **BE ORDERLY.** An orderly, well-run classroom sets the stage for orderly conduct. **MAINTAIN A NEAT CLASSROOM.** Establish positive expectations.
2. **SET BEHAVIOR STANDARDS**
  - a. Start the year with definite controls, as it is always easier to slacken control than it is to “tighten up” after control has been lost.
  - b. Make sure your standards are reasonable and well understood.
  - c. Be consistent and fair.

- d. Have the class draw up their own codes of conduct based on behavior and performance.
3. KEEP STUDENTS BUSY AND MOTIVATED
    - a. Get down to business at once.
    - b. Prepare your work beforehand. Plan so that all students will have enough work for the whole period.
    - c. Be specific. Lack of preparation is an open invitation for problem behavior.
    - d. Encourage good group conduct.
    - e. Relate your work to needs. Teach students the things that are meaningful to them.
  4. BE A PROFESSIONAL PERSON
    - a. You must be mature.
    - b. You must exhibit self-control.
    - c. Set an adult example and be yourself.
  5. KEEP A POSITIVE ATTITUDE
    - a. Use positive reinforcement.
    - b. Look for what the student is correctly performing.
    - c. Negative discipline should never be your basic approach.
    - d. Be kind but firm. Be fair; some students may need more praise and encouragement than others.
  6. CONTROL YOUR EMOTIONS
    - a. Address the behavior of the student.
    - b. Never get involved in arguments with students.
    - c. Try to project confidence.
    - d. Share your sense of humor.
    - e. Don't threaten; only the principal or program coordinator has the authority to suspend.
    - f. Don't compromise your standards to win popularity.
  7. GROUP DISCIPLINE
    - a. Don't make an issue of everything. Spot REAL trouble before it becomes a major issue.
    - b. Disapprove the undesirable student behavior.
    - c. Don't punish the whole group because of the misbehavior of one.
    - d. Never give additional homework as punishment.
    - e. Try silence as a means of checking misbehavior.
    - f. Recognize unacceptable behavior as a symptom of:
      - the need for attention
      - expression of fear
      - expression of insecurity
      - the need for affection
      - expression of resentment
    - g. Try to get at the root cause of problems.

- h. Be patient. It takes time to work out deep seeded problems.
- i. Don't put off contacting the office. Don't let a discipline problem drag out.
- j. Avoid favoritism. This can be a real dilemma. Use your best judgment.
- k. Avoid punishing when you are angry.
- l. It is an important part of our job as a teacher to solve your own discipline problems before they need to be sent to the office.
- m. DOCUMENT unacceptable conduct. After you have exhausted your resources, refer the student to the office with a discipline referral.

### **FOLLOW-UP SURVEYS – Career & Technical**

Each teacher is required to complete a follow-up survey on those students who completed programs. The State Department of Education mandates annual student follow-ups. Instructors may use telephone and mail to reach former students. In addition, teachers will be asked by administrators to assist in completing the follow-up survey for the employers of former students.

# **APPENDIX A**

## **TEACHER EVALUATION PLAN**

# **APPENDIX**

## **B**

### **FORMS**

# APPENDIX

## C

# APPENDIX

## D

# APPENDIX

## E

