

"Another Day, Another Chance!"

New Horizons Learning Center Student Handbook

A cooperative program of the East Porter County School Corporation, Metropolitan School District of Boone Township, Porter Township School Corporation, and Union Township School Corporation

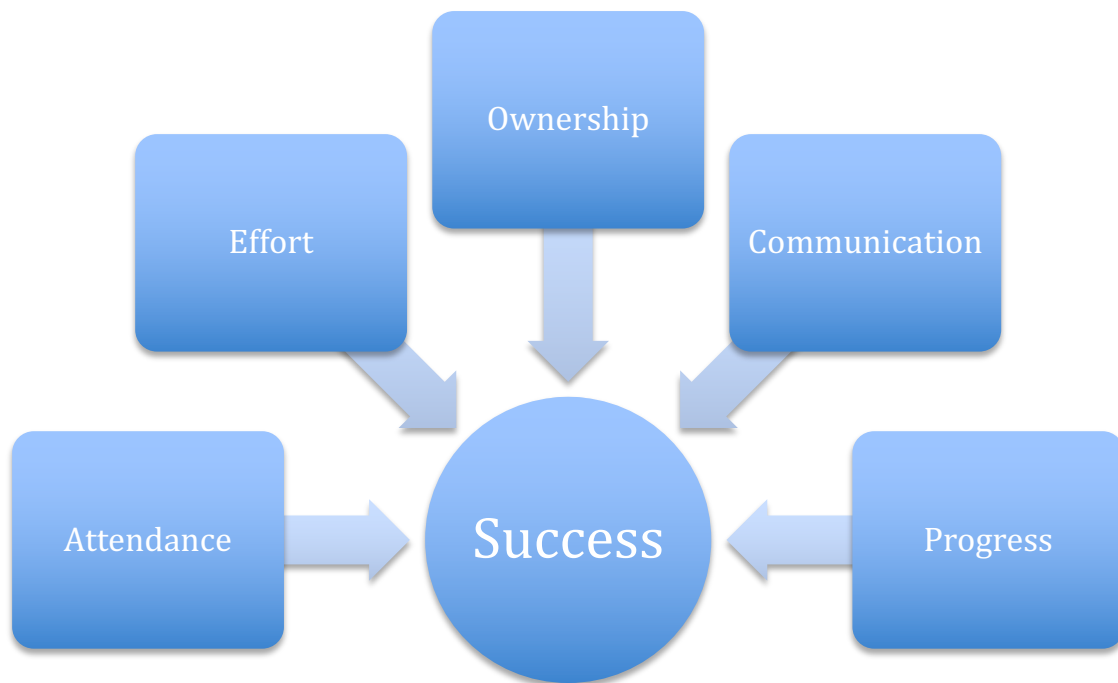


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Welcome to New Horizons Learning Center

The staff of New Horizons Learning Center would like to extend a warm welcome to our new students. The atmosphere at New Horizons Learning Center is one of caring, compassion, and stability. Our staff is committed to forming strong relationships with students while conveying the relevance of academic work done on a daily basis. Our program's goal is for every student to experience success socially, behaviorally, and academically. All students attending the program will be challenged and expected to leave our program with the credits needed for graduation. Along with acquiring the credits needed for graduation, students will be expected set goals and monitor their individual progress. Students will complete our program with the resources and skills needed to be successful in their future endeavors. Information in this handbook is intended to help and guide you in your transition to New Horizons Learning Center. If you have any questions, at anytime during your time with us, please do not hesitate to ask one of our staff members. We are here to help you every step of the way!

Contact Information

New Horizons Learning Center

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Mission Statement

The mission of New Horizons Learning Center is to provide students the opportunity to find success and reach their goals academically, socially, and behaviorally, in an environment that is innovative, flexible, student-centered, and personalized. Students will be provided a customized education plan based on their individual strengths, challenges, and goals. Upon graduation, students will have the resources along with the academic, social, and behavioral skills to become valuable members of their community.

At New Horizons Learning Center, we believe...

- Every student can learn when provided the necessary resources.
- All students can graduate high school.
- All students are responsible for their effort and behavior.
- In providing a safe, stable, and caring environment for all students.
- Setting individual, customized student goals are imperative to student success.
- Parent/guardian involvement and support are crucial to student success.

Session Assignment

New Horizon Learning Center will conduct a morning and afternoon session daily. Students will be assigned a session upon admission to the program. Placement will be determined based on available space and in collaboration with participating districts. Efforts will be made to accommodate students based on work schedules and other circumstances. The program administrator will make the final decision on placement.

Attendance

- Daily attendance is expected at New Horizons Learning Center
- Student absences require a phone call from the parent/guardian in order to be marked excused. If no phone call is received, the absence will be marked as unexcused.
- Students arriving less than 15 minutes late for their session will be marked tardy.
- Students arriving more than 15 minutes late to their session will be marked absent for that day.
- Attendance will be shared with the student's home school on a daily basis.
- Excessive absences and/or tardiness may result in the following
 - Verbal Warning
 - Phone call to parent
 - Student/parent/program administrator conference
 - Student/ parent/ program administrator/ home school representative conference
 - Referral to juvenile probation / Project Attend
 - Revoking work permit
 - Student required to spend additional time /work at New Horizons Learning Center
 - Removal from New Horizons Learning Center

Student Call Off

If your child is sick, and will not be attending New Horizons Learning Center, please call 219-477-4933 Ext. 2610 by 9:00AM on the day of the absence. You may speak with one of our instructors or leave a voicemail message. If we do not receive a phone call regarding an absence, the student absence will be marked as unexcused

Daily Schedule

Daily Schedule AM Session

Monday / Wednesday / Friday

8:00 – 8:05	Breakfast Snack / Daily Announcements / Daily Goals
8:05 – 9:00	Credit Recovery / Individual Instruction
9:00 – 9:05	Restroom Break
9:05 – 10:00	Credit Recovery / Individual Instruction
10:00 – 10:05	Restroom Break
10:05 – 10:55	Credit Recovery / Individual Instruction
10:55 – 11:00	Daily Goal Reflection / Dismissal

Tuesday / Thursday

8:00 – 8:05	Breakfast Snack / Daily Announcements / Daily Goals
8:05 – 9:00	Credit Recovery / Individual Instruction
9:00 – 9:05	Restroom Break
9:05 – 9:35	Basic Skills Development
9:35 – 10:00	Credit Recovery / Individual Instruction
10:00 – 10:05	Restroom Break
10:55 – 11:00	Daily Goal Reflection / Dismissal

Daily Schedule PM Session

Monday / Wednesday / Friday

12:00 – 12:05	Lunch Snack / Daily Announcements / Daily Goals
12:05 – 1:00	Credit Recovery / Individual Instruction
1:00 – 1:05	Restroom Break
1:05 – 2:00	Credit Recovery / Individual Instruction
2:00 – 2:05	Restroom Break
2:05 – 2:55	Credit Recovery / Individual Instruction
2:55 – 3:00	Daily Goal Reflection / Dismissal

Tuesday / Thursday

12:00 – 12:05	Lunch Snack / Daily Announcements / Daily Goals
12:05 – 1:00	Credit Recovery / Individual Instruction
1:00 – 1:05	Restroom Break
1:05 – 1:35	Basic Skills Development
1:35 – 2:00	Credit Recovery / Individual Instruction
2:00 – 2:05	Restroom Break
2:05 – 2:55	Credit Recovery / Individual Instruction
2:55 – 3:00	Daily Goal Reflection / Dismissa

New Horizons Classroom Location

- New Horizons Learning Center is located in Room 153 at Boone Grove High School
- All students will enter and exit through Entrance B
 - Do not use the main entrance
 - Entrance B is located on the front east side of the building
- Upon arrival, students will enter the building and proceed immediately to Room 153
- Restrooms are located down the hall from room 153.
- Students are not allowed in any other section of the building
 - Students found in a section other than the one designated for New Horizons will face disciplinary action and possible removal from the program
- See map on page 7

Transportation

- Transportation will be determined by the home school during their portion of the intake process
- Students are permitted to drive their own vehicle to New Horizons Learning Center with permission of their home school
- Parking spaces will be designated outside of Entrance B
 - All students driving MUST park in one of the designated spots
- Use of any tobacco products, including but not limited to, e-cigarettes and hookah/ vaporizer pens on school grounds, **including your car in the parking lot**, prohibited
- Students are expected to drive safely at all times
- Speeding and/or reckless driving will not be tolerated
- Music must be played at a reasonable level in the parking lot
- Failure to follow any of these rules may result in loss of driving privileges or other disciplinary actions

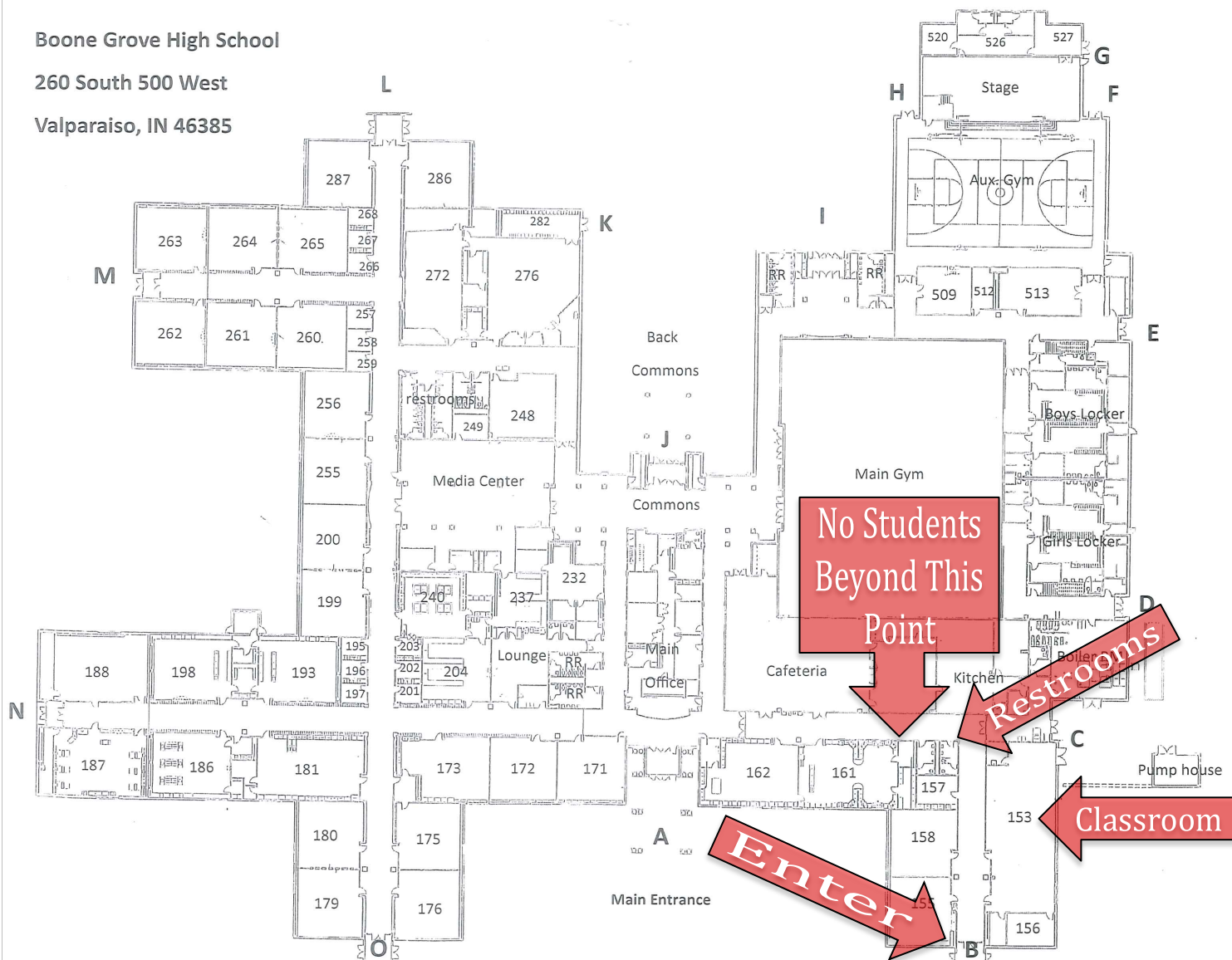
Visitors

All visitors are required to sign in and out at the main office. After being properly identified, their credentials verified and the reason for their visit documented and approved, each visitor will receive a visitor identification badge that must be worn throughout their visit. Please note that school personnel are authorized to refuse entry to any person. Any person denied entry to the school will be asked to immediately leave school property. Within 48 hours of such denial, a school administrator and/or the school resource officer will conduct an investigation of the occurrence. **For the safety of our students and staff, any person in the school building without a visitor identification badge may be considered to be trespassing and/or potentially dangerous to the security and safety of students.**

Boone Grove High School

260 South 500 West

Valparaiso, IN 46385



Closing and Delays

- New Horizons Learning Center will follow the Porter Township School Corporation delay and closing schedule. Information on delays and closings can be found on the Porter Township School Corporation Website, www.ptsc.k12.in.us
- In rare instances, New Horizons may be in session and a student's home district may be on a delay or have school cancelled. If the student's home district has a delay or cancelation due to unsafe travel conditions, the student should follow the delay or cancelation of their home district.
- ***In the event of a two-hour delay, students enrolled in the AM Session will report to New Horizons at 9:30 AM. The AM Session will run from 9:30 AM – 11:30 AM. The PM Session will run at the normal time of 12:00 PM – 3:00 PM.***
- The following radio stations will announce delayed starts, school closings or early dismissals. Keep tuned to one of these stations for first-hand information.
WAKE...Radio Dial 1500 AM
WLJE...Radio Dial 105.5 FM
WJOB...Radio Dial 1230 AM
Information is also available on the following web site: www.cancellations.com

Credits and Graduation

- All credits earned at New Horizons Learning Center will be added to a students transcript by their home school
- Students completing all the requirements for graduation while at New Horizons will receive a high school diploma from their home school
- Students are eligible to participate in commencement ceremonies at their home school

Curriculum and Course Setup

- Much of the curriculum at New Horizons Learning Center is computer based
- Students will be enrolled in required courses on Odysseyware
- Students will generally work on 2-3 courses at one time
- All students will participate in the Basic Skills Development portion of the program
- Students will be required to set up a pacing guide for each course
- Students are required to take notes on each lesson

How To Be Successful At New Horizons Learning Center

- Attend School on a Regular Basis
 - You won't complete lessons if you are not here
- Effective Time Management
 - Your session is only 3 hours, focus and work hard
- Communication
 - When you are having trouble, ask for help
- Take Ownership
 - Your effort and behavior are up to you. **YOU** are in control of what you choose to do
- Make Progress Each Day
 - Use your pacing guides to monitor your progress in class and stay on track to achieve your goals

Cheating / Plagiarism

- Students caught cheating at New Horizons Learning Center will face **severe** consequences
 - Loss of opportunity to gain credit in that course
 - Student may have to restart the entire course
 - Student may be removed from New Horizons Learning Center
- Cheating involves includes but is not limited to the following
 - Using another students work or notes
 - Accessing internet sites that contain posted answers to quizzes and tests
 - Completing other students work for them
- How to avoid cheating
 - ALWAYS do your own work
 - Use appropriate resources to help you
 - Ask for help!
 - Take good notes and use them

Cell Phone/Electronic Devices

- Electronic devices may be used if directed by the teacher during school hours.
- Students may not use cell phones to place or receive calls or communicate in any manner, such as by texting, instant messaging, Facebook, Snapchat, or any other forms of social media. Nor are students permitted to take photographs or videos of themselves, other students, or school personnel.
- If you need to make an emergency call, the teacher may allow you to use a school phone.
- We strongly recommend that students do not bring any personal electronic devices to school.

- New Horizons Learning Center assumes no responsibility for these items if stolen or damaged while on campus or when confiscated.

Student Conduct

The primary purpose of New Horizons Learning Center is to provide students a safe and stable environment that is conducive to learning and student success. Students will be expected to behave in a manner which supports our primary purpose and form characteristics that will help lead to future student success. Student behavior and effort is a **CHOICE!** Students are in complete control of what they say, and how they act. **CHOOSE** to do the right things!!

In order to provide all students with the opportunity for success, students not **CHOOSING** to follow rules, or causing a substantial disruption to the school environment, school personnel may use, but are not limited to any of the following corrective actions:

- Positive Reinforcement
- Verbal Reprimand / Counseling
- Parent Contact
- Parent Conference
- Loss of Privileges
- Removing From or Restricting Extracurricular Events
- Exclusion From Regular Routines and Activities
- Revoking Driving Privileges
- Community Service
- Referring Student to Law Enforcement Personnel in Cases Related to Violations of the Law
- In-school suspension / Additional Projects
- Out of School Suspension
- Expulsion
- Removal from New Horizons Learning Center

Corrective actions will be progressive. The corrective action chosen will be based on the severity of the offense, overall student attitude and cooperation, and the student discipline history at New Horizons Learning Center.

Dress Code

- New Horizons Learning Center believes that supervision of student dress is a **parental obligation**. Students are expected to dress appropriately for their age and the school environment.
- The following are prohibited:
 - Any apparel which poses a safety hazard and/or risk

- Pants with excessive holes
- Sunglasses, hats, bandannas in any form, or head coverings.
- Coats, overcoats, and outerwear jackets during school hours. Sweatshirts and/or sweaters, with or without hoods, are allowed.
- Undergarments should not be visible, even when sitting, standing, bending, or stretching
- Apparel or items which ...
 - Could cause injury or damage to school furniture, property, or be used to cause harm to another person (e.g. chains, key chains, dog collars or chokers, ball bearings or safety pins in any form.
 - Are revealing, low-cut, see-through, excessively tight– front back, midriff, and sides must be covered at all times. Shorts and skirts must be at least fingertip length.
 - Contain comments or illustrations, logos, pictures that are profane, vulgar, allude to illegal products or activities that are illegal for use by minors, or which are offensive.
 - Are beachwear, sleep or lounge wear, gym wear outside of gym class, tank tops, tube tops, spaghetti straps.
 - Are house slippers or spiked shoes, any type.
- If a student sustains any type of injury or accident as a result of disregarding this rule, the school is not liable/responsible.
- Parents may be required to bring a change of clothes for students not abiding by the dress code.

Student Misconduct or Substantial Disobedience

Grounds for suspension or expulsion apply when the student is:

- On school grounds immediately before or during school hours or immediately after school hours or at any other time when the school is being used by a school group.
- Off school grounds at a school activity function or event.
- Traveling to or from school or school activity function or event.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- Possession, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- Possessing, using, transmitting any type of tobacco product including but not limited to, cigarettes, smokeless tobacco, e-cigarettes, hookah pens, and vaporizer pens.
- Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - Exception: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition provided they meet the requirements stated in the Health Services section at the end of this handbook.
- Possession, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
- Possessing, using transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purpose or an educational function.

- Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Falsely accusing any person of sexual harassment, or of violating a school rule and/or a state or federal law.
- Engaging in any activity forbidden by the laws of the State of Indiana or the United States that constitutes an interference with school purposes or an educational function.
- Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal laws.
- Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
 - Engaging in sexual behavior on school property
 - Disobedience of administration authority
 - Willful absence or tardiness of students
 - Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes
 - Failing to tell the truth about any matter under investigation by school personnel
 - Possession of or using a laser pointer or similar device.
- Using during school hours or on the bus ride an electronic paging device or a cell phone.
- Sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion.

NOTE THAT THE INDIANA CHILD ABUSE / NEGLECT LAW REQUIRES SCHOOL PERSONNEL TO REPORT TO LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES WHENEVER THERE IS REASON TO BELIEVE THAT ANY STUDENT IS INVOLVED WITH CHILD EXPLOITATION OR CHILD PORNOGRAPHY AS SUCH CONDUCT IS DEFINED IN THE INDIANA CRIMINAL STATUTES. CRIMINAL/ JUVENILE PENALTIES FOR CONVICTION OF SUCH CONDUCT INCLUDE PRISON SENTENCE AND/OR REGISTRATION AS SEX OFFENDER. BECAUSE STUDENT CELL PHONES CONTAINING EVIDENCE OF SEXUAL CONDUCT AND OTHER INAPPROPRIATE MATERIAL HAVE BEEN FOUND IN A NUMBER OF INDIANA SCHOOL DISTRICTS, IT IS IMPORTANT FOR STUDENTS AND PARENTS TO BE AWARE OF THE LEGAL CONSEQUENCES SHOULD THIS OCCUR IN OUR SCHOOL CORPORATION. ADDITIONAL INFORMATION AS TO THE NATURE OF THE MATERIAL OR CONTENT REQUIRED TO BE REPORTED TO LAW ENFORCEMENT IS AVAILABLE IN THE PRINCIPAL'S OFFICE UPON REQUEST.

Possessing a Firearm or Destructive Device

- No Student will possess, handle or transmit any firearm or a destructive device on school property.
- The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - An antique firearm
 - A rifle or shotgun that the owner intends to use solely for sporting, recreational or cultural purposes
- For purposes of this rule a destructive device is:
 - An explosive, incendiary or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
- The penalty for possession of a firearm or a destructive device:
 - Request for expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - The superintendent will immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Possessing a Deadly Weapon

- No student will possess, handle or transmit any deadly weapon on school property.
- The following devices are considered to be deadly weapons as defined in I.C.35-41-1-8:
 - Weapon, Taser, or electronic stun weapon, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- The penalty for possession of a deadly weapon: request for expulsion from school for a period of up to one calendar year.

- The superintendent will immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, if the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Search and Seizure

The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit, inappropriate or illegal nature, stolen property, or other such possession as to cause disruption of the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of the student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine or cause to be examined, a student's person or property.

The search may include, but is not limited to:

- The pockets of the students (i.e. clothing, jackets, backpack, etc.).
- Student Lockers/Desks. All lockers/desks provided for student use remain the property of the school corporation. Students have no expectation of privacy in lockers/desks or their contents.

Searches of the person of a student as provided above shall be conducted by an administrator or designee, in a private room by a person of the same sex as the student being searched. A witness shall be present during the search. Depending upon what is found, a determination shall be made whether or not to involve the police authority having jurisdiction over the area.

Anything found in the course of a search, which is evidence of a violation of the student conduct standards, may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding.
- Returned to the parent or guardian of the student at the end of the school year.
- Destroyed if it has no significant value or.
- Turned over to the Porter County Sheriff's Department or other authorized law enforcement agency.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. A student who refuses to have his/her person or property searched shall be subject to suspension and/or expulsion

Gang Activity Policy

- Definition:
 - A “gang” is defined as any group of students who are perceived as a distinct group (not an approved school organization), which prompts a disruptive response in the school community.
- Prohibiting Gang Activities: The Porter Township School Board of Trustees finds that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. By this policy, the Porter Township School Board of Trustees acts to prevent disruption and to prohibit gang activities by restricting the actions, which foster such activities.
- Therefore, no student on or about school property or at any school activity:
 - Shall wear, possess, use, distribute, display or sell any clothing, jewelry or other trappings, identified and associated with gang membership or affiliation;
 - Shall use hand signals, graffiti gestures or other written communications showing membership or affiliation in a gang;
 - Shall use or have in their possession any cellular communication devices, pocket pagers, or similar electronic paging devices;
 - Shall use any speech or commit any act in furtherance of gang interests or activities including but not limited to:
 - Soliciting others for membership in any gang.
 - Threatening or intimidating others.
 - Inciting others to commit physical violence.

Students who violate the provisions of this policy shall be subject to disciplinary action, which could include suspension or expulsion from school in accordance with statutory due process procedures.

Bullying

- This rule applies:
 - Regardless of the physical location in which the bullying behavior occurs whenever:
 - The student committing the bullying behavior and any of the intended targets of the bullying behavior are students attending any of the district’s schools.

- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful environment;
 - In all other situations, on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school); off school grounds at a school activity, function, or event; while traveling to or from school or a school activity, function, or event; or when using property or equipment provided by the school.
- Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student through overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically and/or through use of data or computer software accessed through any computer, computer system or computer network), physical acts committed, aggression, or any other behaviors that:
 - Place the targeted student in reasonable fear of harm to his/her person or property.
 - Has a substantially detrimental effect on the targeted student's physical or mental health.
 - The effect of substantially interfering with the targeted student's academic performance; or
 - Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school are prohibited.
 - Retaliation against those who report or are involved in the investigation of bullying behavior is prohibited. False reporting of bullying is also prohibited.
- Parents or students who suspect that bullying is taking place should report the matter directly to the school principal or designee. School personnel will investigate all reports of bullying.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the student engaging in bullying. This includes appropriate intervention(s), restoration of a positive climate, follow-up engagement with the student who engaged in bullying, and support for victims and others impacted by the violation.
- Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Elastic Clause

The school administration will set up fair and reasonable rules and expectations for circumstances that may need action not covered in this handbook. Rules, expectations and consequences will be consistent with similar previously settled incidents considering the reasons identified. Items omitted from this handbook should not limit the scope of the school's responsibility or authority in dealing with any misbehavior that may not be in the best interest, safety or welfare of students.

These rules apply to any student on their way to and from school, on school property, present at school, attending any school activity, using school networks, accounts or other services and whose misbehavior at any time or place may interfere with the operations, discipline, or general welfare of the school, students, and staff.

Physical Restraint

Proper force is "reasonable physical force used to quell a disturbance, gain possession of weapons or dangerous objects on the student or within the immediate control of the student to defend oneself or others, or to prevent harm to another person or school property." Reasonable force may be used by a teacher "in the exercise of lawful authority to restrain or correct such child or student" or "when necessary to restrain the child from self-injury or injury"; direct the movement of actions of a student to avoid undue or deliberate disruption of the classroom or other parts of the school; such acts will not be construed to constitute corporal punishment within the meaning of the handbook.

Stealing / Damaging School Property

Stealing from other students, faculty, school personnel, or of school property, along with damage of school property including computers, desks, chairs, or any other piece of school equipment will not be tolerated. Students who steal or damage property will return or replace the objects and face disciplinary actions, which may include but are not limited to the following: suspension, and expulsion.

Computer Facilities, Equipment, and Software Procedures

- Definition of Copyright:
 - Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed or reproduced, without the expressed permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software.

- Summary of Federal Copyright Law (Public Law 96-517, Section 7(b):
For the purposes of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.
- In brief, the copyright law says that you may:
 - Make one archival or back-up copy of a copyrighted program (after purchase)
 - Adapt a copyrighted program from one language to another in which it is not already commercially available;
 - Add features to a copyrighted program in order to make better use of the program;
 - Adapt a copyrighted program to meet local needs.
- The copyright law says that, without the expressed permission of the copyright owner, you MAY NOT:
 - Make multiple copies of a copyrighted program, even for use within a single school;
 - Make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.
- Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and a prison term of up to five years.

Rules and Regulations:

- Each of the following provisions of this policy for the use of computer facilities, equipment, and software belonging to the New Horizons Learning Center applies alike to all school employees, all students, and any member of the community at large using said facilities, equipment, or software.
 - Everyone using New Horizons computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
 - No one may use unauthorized copies of software on computers belonging to New Horizons Learning Center.
 - No one may enter, use, copy, alter, or tamper with computer files or software belonging to another person or New Horizons Learning Center without the expressed permission of the owner of the files.
 - Theft of or willful/irresponsible damaging of any computer facilities, equipment or software belonging to New Horizons Learning Center will not be tolerated.
 - No unauthorized person may use equipment, software, security passwords, or access codes belonging to New Horizons Learning Center to access or attempt to access data files, a network, or data systems either local or in remote locations.
 - No one may use any New Horizons Learning Center computer equipment for obscene, suggestive or threatening communications.

- Anyone witnessing the violation of any of the above provisions is expected to report the violation to the New Horizons Learning Center employee in charge at the time of the violation or to the appropriate administrator.

Computer User Responsibilities:

- Adhere to school rules without exception or deviation.
- Refrain from bringing unauthorized software or disks into the school building.
- Use only equipment, software, data files, and access codes assigned to him/her.
- Refrain from bringing food, drinks, or chewing gum around computer equipment.
- Use telecommunications equipment appropriately and responsibly.

Internet Policy

In making decisions regarding student access to the Internet, New Horizons Learning Center considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing New Horizons Learning Center provided Internet access must first have the permission of and must be supervised by the Porter Township School Corporation's professional staff.

Students utilizing New Horizons Learning Center provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply.

The purpose of New Horizons Learning Center provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the New Horizons Learning Center. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, or sexually explicit language.
- To violate any local, state, or federal statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined by the program administrator in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

New Horizons Learning Center makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. New Horizons Learning Center will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service. New Horizons Learning Center will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district provided Internet access. New Horizons Learning Center will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. New Horizons Learning Center will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Parents of students in New Horizons Learning Center shall be provided with the following information:

- New Horizons Learning Center is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

- While the New Horizons Learning Center's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should New Horizons Learning Center institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceeds any disadvantages.
- Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, New Horizons Learning Center makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Health Information

It is necessary that a Health Survey for each student be completed and on file in the school clinic annually.

Parents are requested to immediately notify the school office in writing of a change of address, phone number, or place of employment, new health diagnosis & medication changes.

Health Services

- Students who become ill during the school day are to report their condition to a teacher and obtain a pass to the clinic. If the schools nurse, principal, or principal's designee determines that there are sufficient indications of illness to warrant release from school, the parent or guardian will be notified and plans made for transportation home. Under no circumstances is the student sent home unless the parent/guardian or designated emergency contact person is notified.

It is the practice of Porter Township Schools to exclude from school any child who, among other things, has:

- A temperature of 100 degrees or over. (Child may return to school when fever free without anti-fever medication for 24 hours)
- Any undiagnosed inflammatory eye condition.
- Any cough associated with fever or continuous unrelieved coughing.
- Coryza (cold) if associated with other signs of disease.
- Discharge from ears.
- Pediculosis (head lice). Exclude until they are free of live lice. Students are to be checked by nurse upon return to school before classroom admission.

- Undiagnosed skin diseases and rashes. Exclude until diagnosed by physician as non-contagious. Exclude until properly treated as prescribed by a physician. Exclude if discomfort is great. (Example: Poison Ivy).
- A communicable disease.

Chronic Illnesses:

- Parents, and students, are encouraged to let the school know about such circumstances so that all concerned can work together to assist the family and student. A parent conference, which may include the administration, guidance, school nurse, and teachers, is recommended. At the conference, documentation of the situation and a completed Certificate of Incapacity (as suggested by the Indiana Department of Education, Attendance Office) will be provided by the family. The purpose of the conference would be to determine any general education interventions needed and establish an on-going means of communication between school and family.

Immunizations:

- In accordance with state law, children entering school must comply with the Indiana State Department of Health's immunization requirements. These include vaccination against diphtheria, whooping cough, tetanus, polio, mumps, measles, rubella, Hepatitis B Vaccine (HBV) and Varicella (Chicken Pox). Including Meningococcal conjugate vaccine (MCV4) for grades 6th - 12th. Number of vaccinations will be dependent on the child's age and grade level as determined by the IN State Department of Health. All vaccination records will be entered into the state registry for long-term storage. If you'd prefer to opt out of the registry or a portion of the registry, please submit an annual objection in writing to the school nurse within the first 20 days of school.
- Two Doses of Varicella (chickenpox) vaccine, or evidence of immunity, will be required for all students K-12. Two doses of Hepatitis A vaccine (HepA) are recommended for students entering kindergarten. One dose meningococcal conjugate vaccine (MCV4) is required & one booster dose of MCV4 is recommended for all students grades 11& 12.

Parents who object to immunization for religious or health reasons must complete an immunization waiver (available in the Health Clinic). A doctor's signature is required for any health reasons. Waivers must be verified annually.

Medications Given in School:

Except as specified in "Self-Administered Medications" section,

- All medication must be brought to the school office where it will be kept in locked storage in the clinic. Dispensing of medications will only be done by the school nurse or trained designee of the school.
- All prescription medication must be sent in the labeled, pharmacy container.
- Over-the-counter medication must be sent in the original container.

- All medication administered at school must be accompanied by the school medication form stating the following:
 - Student's Name
 - Time of Administration
 - Name of Medication
 - Reason for Administration
 - Dosage to be Administered
 - Legal Guardian's Signature
 - Physician's Signature (for prescribed meds)
- Medication may be sent home with students in Grade 9-12, if the student's parent provides written permission for the student to receive the medication. Some medications are not suitable for sending home with children. In some cases, the nurse will contact parents to pick up excess at the end of the school year.
- For any over-the-counter medication required on a routine basis for more than 10 days and any medication regimen that differs from the package instructions, a doctor's note for administration is required.
- It is the responsibility of the student to come to the office for his/her medication.
- No medication can be administered to students unless it has been provided by the student's parent/guardian. The clinics do not have stock medications.

Self-Administered Medication:

- A student with a chronic disease or medical condition may possess and self-administer emergency medication for such conditions on school grounds, during school or school activities, or while traveling to or from school activities. The student is permitted to do so only if the student's parent/guardian has filed an authorization with the principal on an annual basis. This authorization must include a written statement from the student's physician that:
 - The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - The student has been instructed how to self-administer the medication.
 - The nature of the disease or medical condition requires emergency administration of the medication, (i.e. inhalers, epi-pens, glucagon.)

Discarding Medications:

- The parent/guardian is responsible at the end of the treatment regimen for removing from the school any unused medication that was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that the medication was discarded. Destruction of the medication will be done in a manner that ensures that no other person can obtain possession of it.

Communicable Illnesses:

- Every effort will be made to keep parents informed of possible exposure to communicable illnesses through website & email notices. If your child is diagnosed

with a communicable problem such as strep throat, chicken pox, pink eye, bed bugs, or flu-like symptoms, please inform the school immediately. With everyone's help, the spread of these health concerns can be limited.

Accidents:

- If an accident should occur at school, the following actions will take place:
 - The office will attempt to notify the parents at home.
 - If parents cannot be reached at home, we will attempt to reach them at work.
 - If parents cannot be contacted, the emergency number will be called.
- If an accident involves serious injury, the following will occur:
 - The principal or his/her designee will use their best judgment to determine the need for emergency medical service.
 - An ambulance will be called, if deemed necessary.

For your child's safety, parents are requested to immediately notify the school office (in writing) of a change of address, phone number, or place of employment.