New Directions Alternative High School Program
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FACULTY:
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Todd Orange     Science
Andrea Paight     Physical Education
Andrew Shreeve    Student Support
Wendy Taylor     Social Studies
Mila Vascones-Gatski    Substance Abuse Counselor

SUPPORT STAFF:
Tyonia Newman    Custodian

Welcome to the New Directions Alternative High School Program!
The entire staff and I welcome you. We hope you find your learning experiences of high quality and suited to meet your individual educational needs. The entire staff is committed to helping students reach their goals. We urge you to talk with your teachers, counselor, and program staff to help you at any time. I look forward to seeing each student achieve their goals, to become successful citizens, and lifelong learners.

Philip Bonar
Program Administrator
New Directions Alternative High School Program

PROGRAM DESCRIPTION
The New Directions program provides identified students high quality academic support and excellent counseling in a small nurturing environment. Its highly structured, supervised and supportive academic setting offers academically unsuccessful students the possibility of earning the high school credits needed for graduation.

THE SCHOOL DAY
New Directions’ school day begins at 7:50 a.m. and students are dismissed at 2:24 p.m. All students are required to ride the school bus to and from school each day. New Directions operates under a closed campus policy. Students are supervised throughout the school day. Students are not allowed to leave campus for lunch.

ACADEMIC CURRICULUM
New Directions offers a range of classes to achieve a standard high school diploma. Courses offered are described in the Program Of Studies, published by Arlington Public Schools. Full-or half-credit courses are offered. Opportunities exist through Independent On-line Instruction. These classes are offered to students deemed highly able and have demonstrated the ability to self-pace. Students are required to use the assigned class period to complete at least one submission per week earning 60% or better. All, online classes are monitored by teachers. All students are required to sign the Independent Study Contract. All mid-term and final exams are to be taken on site.

ATTENDANCE POLICY
We need you to be in school in order to provide you with a quality education. New Directions adheres to the attendance policy outlined in the Arlington Public Schools Handbook. In addition, students and parents are expected to:
• Call the school by 7:50 a.m. to report an absence or tardy.
• Acquire a doctor’s note if more than one school day is missed.
• Understand that all students are required to ride the school bus.
• Understand that three or more unexcused absences may result in a violation of probation rules and could result in a failing grade for the class.
• Understand that three unexcused tardies will result in an unexcused absence and may result in a violation for probation.
• A written note or phone call from a parent is required for all early release requests.

CLINIC
Students who must take prescribed medication during the school day are required to register the medication in the main office. (ASD 25-2.04; ACS 04-09160). Students should request the assistance of a faculty member for referral to the office should they become ill. Families are called in cases of illness or injury, and emergency treatment is administered when advisable. If school nurse services are required, the clinic nurse at Washington-Lee High School is called.
STUDENT CONDUCT

Behavior In School Areas:
Class Areas: All students are expected to be ready to learn while in class. Conduct that obstructs teaching or learning will not be tolerated.
School Areas (halls, etc.): Students should show consideration for others using the school areas. This includes a responsible attitude and maintenance of the building, furnishings, and grounds (clean, neat, and proper use of equipment, supplies, and the building).

Students are not permitted on home schools’ property without permission.

Dress Code:
New Directions Program is represented by all of the students who attend our program. The manner and appearance of the students are important. Students are expected to dress at all times in keeping with the best learning situation.

The following guidelines govern standards of dress at New Directions:
1. All students are expected to wear clean, modest, and neat clothes.
2. In order to insure safety, students must wear shoes, sandals, or boots in the school building at all times.
3. No hats, pajamas, slippers, bandanas, sagging pants, or gang apparel are to be worn in the building.

Any dress that is distracting to classmates, teachers or administrators, or in any way is detrimental to the educational process shall be considered inappropriate.

Leaving the Classroom/School Premises:
Students are expected to be present in their enrolled class at the start of that class. Students are not permitted to leave their class area without permission of their instructor. Students who have permission to leave early must sign out in the main office. (ASD 25-4.01)

DISCIPLINE

According to section 22.1-276.2 of code of Virginia, a teacher may remove a student from class for a violation of regulations governing student conduct that obstructs the learning environment. Reasons for removal may include:
1. excessive tardiness
2. excessive absence
3. unacceptable appearance
4. unacceptable bus behavior
5. "skipping" class
6. class disruption

In these types of cases the administration might counsel, warn, or detain the student, call or send letters to the parents, or arrange a conference with parents and the student, teacher, and counselor. An attempt will be made to come to a clear understanding of expectations and gain cooperation of the student to assume his/her responsibilities. Detention, suspensions, or community service may result from continuing offenses. Each situation will be handled according to ASD 25-5.01. Bullying, harassment of any type and computer misuse will not be tolerated. Full copies of School Board policies are available in the School Board Office, schools, and public libraries.

DRUGS AND ALCOHOL

The use or possession of any alcoholic beverages or drugs is strictly prohibited. Any possession, use, or sale of drugs or alcoholic beverages on the school grounds, at school functions, or on school buses is prohibited at all times. The rule regarding alcoholic beverages applies to all students. The breaking of this rule may cause the local law enforcement personnel to become involved. It will result in suspension from school and referral for substance abuse counseling and a violation of probation.

SMOKING / NON-TOBACCO POLICY

As stated in ASD 25-12.01, “The Arlington Public Schools prohibits students in all grades from smoking or the use or possession of tobacco products on school property at any time”. Violation of this policy may result in out of school suspension, other disciplinary action, or police involvement (if under 18 years of age). Assistance can be provided through the Substance Abuse Counselor to a program to aid in stopping the use of tobacco products. This is a smoke free building.

ELECTRONIC EQUIPMENT

All electronic devices (CD players, phones, MP3 players, game systems, portable speakers, etc.) are not permitted in the classrooms. Equipment may be confiscated and returned to parents/guardians. Tampering with computer equipment, software, the internet, chat rooms, etc. will result in disciplinary action (see Technology Users Guide). Students are required to leave all electronic devices in the school office upon arrival to school. They will be locked in the school safe and returned at the end of the day.
EMERGENCY DRILLS/ SITUATIONS
During a drill or an actual emergency, students are to follow directions given by their instructors. Drills will be held at various times throughout the school year.

For your safety it is important that you familiarize yourself with fire drill instructions posted in all instructional areas. At the sound of the fire alarm signal, proceed quietly and quickly through designated exits to a point of reasonable distance from the building.

FIELD TRIPS
Field trips are an extension of the school program as well as privilege. Respectful and cooperative behavior is expected. Students are to be responsive and responsible to the teacher and adults in charge as to dress, travel and schedule. Prior to the schedule of the field trip, the following procedures will be followed:

1. Field trip slips must be signed by the parent or guardian (under 18 yrs old) or the student (over 18 yrs old) and returned on time to the teacher in charge.
2. Students are to stay with the class for the duration of the field trip and return to the school with the group. Any variation to this policy must be approved by administration prior to the field trip.
3. Manner of dress, formal or informal, and appearance are at the discretion of the teacher or person in charge. It should be appropriate to the activity attended.

GRADES
Report cards are issued by the school system at the conclusion of each quarter (2 per semester). Interim Progress Reports are issued in the middle of each quarter. Questions about progress or grades should be addressed to the teachers, counselor, and/or administration.

GRADUATION REQUIREMENTS
Detailed graduation requirements are listed and explained in the “Program Of Studies” for high school classes. Students are also required to earn verified credits in order to graduate. The Standard Diploma requirements are: English-4 credits, Math-3 credits, Science-3 credits, History-3 credits, Foreign Language, Fine Arts or Career & Tech.-2 credits, Econ. & Personal Finance-1 credit, Electives-4 credits, Total-22. This is just a general explanation. Please refer to the Arlington Public Schools High School Program of Studies for specific requirements based on your situation.

HAZARDOUS WEATHER PROCEDURES
When hazardous weather or poor road conditions exists, decisions affecting morning schedules will be made by 6:00 A.M. Check local radio or TV channels for information; call the INCLEMENT WEATHER INFORMATION LINE at: 1-866-322-4277, view Comcast Cable, Channel 70, Verizon FIOS Channel 41 Community Bulletin Board, or go to www.arlington.k12.va.us.

DELAYED OPENING - If schools are on a one-hour delayed opening schedule, our classes will start at 8:50 AM and if a two hours delayed opening schedule, classes will start at 9:50 AM. No field trips will be held.

EARLY DISMISSAL - If schools are closed early, the time of dismissal will be announced by Noon. All afternoon and evening activities/ classes will be cancelled.

LOST AND FOUND
All lost items are turned in to the office. After a period of time, unclaimed articles are turned over to charitable organizations. Please see that articles are recovered as soon as possible.

OBLIGATIONS
At the end of each year, textbooks and other school materials must be returned so others may use them in the future. Students who fail to meet this responsibility will be given a notice. It is the student’s responsibility to clear all obligations each year. Neither diplomas nor transcripts will be issued until all obligations are cleared.

ONE MINUTE OF SILENCE
The General Assembly of Virginia enacted legislation regarding the Daily-observation of one minute of silence (7-1-2000). A minute of silence will continue to be observed each day. We are asking that each student respect this observance.

SCHEDULE
(Mondays through Fridays):

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<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>7:50 AM – 8:35 AM</td>
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<tr>
<td>2</td>
<td>8:38 AM – 9:23 AM</td>
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<tr>
<td>3</td>
<td>9:26 AM – 10:11 AM</td>
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<tr>
<td>4</td>
<td>10:14 AM- 10:59 AM</td>
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<tr>
<td>5</td>
<td>10:59 AM – 11:34 AM</td>
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SEXUAL HARASSMENT
Sexual harassment will not be tolerated by any teacher, student, or administrator. Any report of sexual harassment must be communicated to an administrator, so the administrator can assure that the complaint is handled properly.

SUSPENSIONS
Suspension includes temporary removal from all school activities and exclusion from school grounds (violation would constitute criminal trespassing). A student may be suspended by a school administrator or designee for no more than ten (10) days or by the Superintendent or his designees for no more than thirty (30) days. (ASD 25-5.01) Appeals may be made through the Assistant Superintendent for Administrative Services office.

When suspended, a student is not permitted on ANY Arlington Public School property without prior administrative permission.

1. Depending on frequency or severity, examples of actions which may result in out-of-school suspension are:
   a. activities that threaten the physical safety of students or staff members including fighting
   b. destruction of property
   c. disruptive use of electronic communication devices
   d. profane or obscene language
   e. forgery of notes or signatures, cheating, or plagiarism
   f. insubordination or verbal abuse
   g. sexual harassment of other students or staff

2. Actions requiring immediate out-of-school suspension and possible referral to the police and/or fire marshal are as follows:
   a. sale, possession, use, or being under the influence of alcohol
   b. physical assault on a member of the school staff
   c. setting fires or use or possession of explosives or fireworks on school property
   d. false alarms and bomb threats
   e. theft or extortion
   f. acting as a mob
   g. other activities which may violate law as well as school regulations
   3. Actions which require immediate out-of-school suspension and recommendation for expulsion:
      a. Bringing a controlled substance, imitation controlled substance, or marijuana onto school property or to a school sponsored activity (In accordance with Section 22.1-277.01:1, Code of Virginia)
      b. Possession of a weapon (also a referral to the police - in accordance with Section 22.1-277.01, Code of Virginia, Gun-Free Schools)

TECHNOLOGY USERS GUIDELINES
Technology Users Guidelines provide the expectations, responsibility and consequences for use and/or misuse of the computers and other technology within the school. Copies are provided to each student upon enrollments and are posted in each classroom.

TESTING
Many tests are necessary through the school year. Specific testing dates are announced throughout the school year. A sample of some tests given are:
September: DRP tests of reading
October: SOL English 11 writing test
January: SOL End-of-Course tests
March: SOL English 11 writing test
April: Senior SOL testing (additional attempt), SELP Test
May-June: SOL End-of-Course tests, DRP tests

VISITORS
Visitors must report to the school office. Groups desiring to visit should contact the school in advance so appropriate plans may be made to provide for their particular needs. Individuals wishing to visit classes must obtain permission from the main office.

LOCKERS
Lockers are provided for each student. Students’ backpacks, purses, clothing, lockers and person are subject to random searches. Students are required to leave all purses, backpacks, bags and hats in the school office upon arrival to school. No outside liquids allowed on school grounds. Water and juice are available for purchase at lunch.
SCHOOL CALENDAR
2015-2016

Teachers Return ........................................................................................................... August 27, 2015
First Day of School ................................................................................................. September 8, 2015
Columbus Day Holiday ............................................................................................. October 12, 2015
Professional Learning Day ....................................................................................... November 3, 2015
End-of-Quarter ........................................................................................................ November 10, 2015
Grade Prep Day ....................................................................................................... November 11, 2015
Thanksgiving Holiday ............................................................................................... November 25, 26, & 27, 2015
Early Release-Teacher Work Day .............................................................................. December 4, 2015
Martin Luther King Holiday ...................................................................................... January 18, 2016
End-of-Quarter ........................................................................................................ January 29, 2016
Grade Preparation Day ............................................................................................. February 1, 2016
Early Release-Teacher Work Day .............................................................................. February 12, 2016
Presidents’ Day Holiday .......................................................................................... February 15, 2016
Spring Break ........................................................................................................... March 21-25, 2016
End-of-Quarter ........................................................................................................ April 15, 2016
Grade Preparation Day ............................................................................................. April 18, 2016
Memorial Day Holiday ............................................................................................ May 30, 2016
Final Exams ............................................................................................................... June 17&20, 2016
Student Appreciation Day ....................................................................................... June 21, 2016
High School Graduation ........................................................................................... June 23, 2016
Summer School ....................................................................................................... July 11-August 12, 2016

THE NEW DIRECTIONS
ALTERNATIVE
HIGH SCHOOL PROGRAM

STUDENT HANDBOOK
2015-16