



September 2011

Solutions For Transportation

Transportation will be provided by your school division. At many schools, buses take students to both the Hampton - Butler Farm Campus and the Newport News - Woodside Lane Campus. Be careful to get on the bus that is going to the campus where you have been assigned.

If you choose to drive to New Horizons, you must obtain a parking decal by September 24th. Protect your right to drive by obeying all the driving and parking regulations as well as the attendance policy. This also means you are expected to arrive in class on-time.



Newport News - Woodside Lane Campus

Bruce Schaffer, Principal

13400 Woodside Lane
Newport News, Virginia 23608
(757) 874-4444



Hampton - Butler Farm Campus

David A. Creamer, Principal
Dr. Robert Parsons, Assistant Principal

520 Butler Farm Road
Hampton, Virginia 23666
(757) 766-1100



Welcome to New Horizons Career and Technical Education Center (CTEC)

Be Sure to Attend



Orientation Night will be held on Wednesday, August 31, 2011 at 6 P.M. for both the Butler Farm and Woodside Lane Campuses. Only students and parents who were not able to attend in June 2011 are asked to attend these sessions. However, all students are invited. Important information about programs will be given to students, thus permitting them to be better prepared for success at our school. It is also a great opportunity to meet New Horizons instructors and administrators.

What's Going On



It is our pleasure to welcome Dr. Robert Parsons as the new

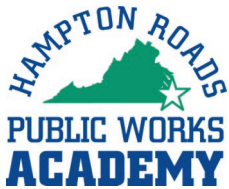
Assistant Principal for the Butler Farm Campus Dr. Parsons comes to us from Denbigh High School.

Mr. Bruce Schaffer, former Assistant Principal at the Butler Farm Campus, was appointed as the new Principal at the Woodside Lane Campus.

We also welcome Lt. Karen Bell as the Criminal Justice Instructor at the Butler Farm Campus while Mr. Archie Duncan has relocated to the Woodside Lane Campus

Cell Phones

• "If a cell phone is used, seen, or heard during a time in which the student should not be using the cell phone, then the student will be referred to the office and the cell phone will be confiscated."



HRPWA

New Horizons has a partnership with the Hampton Roads Public Works Academy (HRPWA) Cadet Program. HRPWA's Cadet Program is a

two-year, hands-on endeavor teaching the basics of thirty-two major areas of work within the Department of Public Works and Utilities. Twenty New Horizons students from both campuses, will meet twice a month during class time. Each class will be taught by a subject matter expert from that particular area of public works or utilities. Public Works Academy cadets are required to complete a paid

summer internship program with Public Works or Utilities, or a member organization of the Public Works Academy. Debbie McHugh, New Horizons Public Works Academy coordinator explained about HRPWA cadets: students will receive a certificate that affords them first priority in interviewing for public works and utilities positions. Applications will be available at NHREC Orientation Night on Wednesday, August 31, 2011 from 5:00-7:00 p.m. If you have any questions, please contact Debbie McHugh at (757) 766-1100 press 9, ext. 3364.

http://

INSTANT ACCESS TO YOUR STUDENTS GRADES and ATTENDANCE via the Internet.

HTTP://216.54.86.13/public; enter your user name and password. If you have lost you

login information please contact the appropriate administrator by e-mail.

Dave.creamer@nhrec.org Bruce.schaffer@nhrec.org

Check Out Our Website
www.nhrec.org/careertechnical

First Day Procedures

Staff will greet you as you arrive and provide directions to your class. We will be ready to assist; so don't hesitate to ask for help.

Parking

New Horizons requires all students driving/riding to have parental permission to transport other students to and from New Horizons. Parking fees are as follows:

One full year \$25.00
One week pass \$ 5.00
Replacement \$15.00

Cell Phone Use Prohibited

Any portable communications devices brought on school grounds are subject to all school rules outlined in the Students Rights and Responsibilities Handbook. Each student will be provided with a handbook during the first week of school.

All cell phones must be **turned off** and **not visible** inside the building under any circumstances.

Violation Consequences •

First Offense: The student's cell phone/communication device will be confiscated by school personnel and will be returned at the end of the school session. The student will receive a written warning specifying consequences for further cell phone violations. If the student fails to return the letter on the next school day signed by the parent/guardian, the student will receive in-school suspension and parent/guardian will be contacted.

Second Offense: The student's cell phone/communication device will be confiscated by school personnel for a one week period specified by an administrator.

Third offense: The student's cell phone/communication device will be confiscated by school personnel for a two week period specified by an administrator. The student will receive a two-day suspension.

Any further offenses: Any further offenses will result in the student's loss of his/her cell phone for a designated length of time and additional disciplinary consequences, including, but not limited to suspension and long-term suspension.

Students refusing to relinquish their cell phone/communication device to school personnel will receive a minimum of 3 days of out of school suspension for insubordination.



It's probably one of the most overused phrases in job-hunting, but also one of the most under utilized by job-seekers; dress for success. In job-hunting, first impressions are critical. Remember, you are marketing a product -- yourself -- to a potential employer, and you are the first thing the employer sees. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the business and educational settings.

Unacceptable dress includes, but is not limited to:

Halter Tops, Tube Tops, Tank Tops, Low cut/revealing dresses and blouses, Bare midriffs, Pajama bottoms, Sunglasses, Flip-flops, Bike shorts, Bandanas, Display of gang colors, Low hanging pants, Offensive wear, Short skirts/dresses/shorts (no higher than mid-thigh). If the item is deemed inappropriate the students will be denied entrance to the class until the situation is resolved. Repeated violations will result in disciplinary action. See Students Rights and Responsibilities Handbook for more information -- a copy is given to each student during the first week of school and can also be found on-line at www.nhrec.org

New Horizons High School Classes Offered at Thomas Nelson Community College

Due to a U.S. Department of Labor grant, some New Horizons students will have an opportunity to take their high school classes at Thomas Nelson Community College as taught by college instructors. The programs scheduled to participate in this arrangement are Welding and CNC Machining. Please check with the applicable New Horizons instructor for more details.

Student Excused Absences

At New Horizons, we are preparing students for careers. Part of that preparation is instilling in students the importance of showing up at work on-time, on a regular basis. As such, in order for an absence to be excused, official documentation other than a parent note must be submitted within 5 days of the absence. This documentation includes notes and emails from the home school as well as doctor's slips. For questions consult the Student Rights and Responsibilities Handbook (online and given to students the first week of school).



School Closings

New Horizons Regional Education Centers follows Newport News Public Schools for **full day closings**. However, all Peninsula school divisions will be considered in making decisions regarding delayed openings and early releases. On closed days, the Centers will not be open to students even if their home school is conducting classes. The closing information will be carried on the local television stations and on our website. If the weather permits the phones to work, a message will be posted on

the school phone message system. Access is gained as follows:

Butler Farm Campus
766-1100 - Option #1 or
766-3991 Option #1

Woodside Lane Campus
874-4444 - Option #1 or
369-5939 Option #1

Also visit our webpage:
<http://www.nhrec.org/careertechnicalcenter>

Current Events and Announcements

Schedule of Events

August 22 - New Teachers Report
August 25 - All Teachers
September 6 - All Students Report
October 10 - Interim Reports Issued
October 14 - Staff Development - 1/2 day Students
November 7 - End of the 1st Quarter
November 8 - Teacher Work Day - No Students
November 23- 25 - Thanksgiving Holidays, School & Offices Closed
December 14 - Interim Reports Issued
December 22 - Winter Break - Schools and Offices Closed 1/2 Day
December 23 - **January 2** - Winter Break, Closed
January 3 - School & Offices Re-opens
January 16 - Martin Luther King Day - Schools & Offices Closed
January 19-20 - NHREC Exams
January 26 - End of 2nd Quarter
January 27 - Teacher Work Day - No Students
January 30 - Reg. Prof. Dev. Day - Closed
January 31 - Second Semester Begins
February 20 - President's Day - Schools Closed
March 5 - Interim Reports Issued
March 09 - Teacher Work Day - 1/2 day Students
March 30 - End of 3rd Quarter - Teacher Work Day - 1/2 Students
April 2 - **April 9** - Spring Break, School Closed
April 25 - Regional Holiday
May 14 - Interim Reports Issued
May 28 - Memorial Day - Schools & Closed
June TBA - NHREC Exams
June 14 - End 4th Quarter - Last Day for Students

Hours of Instruction

AM 7:40 -10:00

PM 12:15 - 2:35