



# **Neighbors' New Vistas High School**

**2024-2025**

**Student & Parent Handbook**

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# Welcome

To the Parents and Students of New Vistas High School,

Welcome, New Vistas High School family! We are excited for the start of another school year and pleased that you chose us for your high school experience.

New Vistas prides itself on offering a different approach to education. Our caring teachers and staff truly want the best for all of our students. We strive to make our building feel like a family.

One of our guiding philosophies is that everyone can succeed and we are committed to preparing our students for whatever future they want to pursue. Truly, the sky is the limit and we will work hard to ensure that every student has a chance to reach their potential.

So, on behalf of the teachers, counselors, support staff, and administrators, welcome to the 2024-2025 school year.

“May your future be limited only by your dreams!”

— [Christa McAuliffe](#)

Best regards,

*David Plesac*

*New Vistas High School Principal*

## **GENERAL INFORMATION**

Neighbors' New Vistas High School is run by Neighbors' Educational Opportunities (NEO), a locally managed non-profit organization that also manages NEO's Adult Education program. All of NEO's programs provide students with appropriate, accessible, and engaging learning experiences that are tailored to meet students' individual goals.

**NEO's VISION** "Forging promising futures through education."

**NEO's MISSION** NEO's mission is to provide quality and accessible educational programs to a diverse community of high school and adult students in an environment founded on personal goals and growth, respect, and accountability to oneself, to others, and to one's community.

### **NEW VISTAS' BELIEFS**

- We are a community of life-long learners
- Each person has value
- We are each capable of success
- We are responsible and accountable for our own behaviors
- We learn in various ways and at different rates
- Diversity is a source of strength and value
- Education is essential to an engaged citizen, economic growth, and self-actualization

**NEW VISTAS' PLEDGE** The NEO Board of Directors and the New Vistas team pledge to, within the best of our ability work to:

- Provide options and opportunities for students to achieve their academic goals
- Support students as they transition to work or higher education
- Prepare students to meet the employment challenges of the future
- Encourage students to develop their leadership skills and positive sense of self and self-worth
- Model ways to be civically engaged in the community
- Develop an appreciation for the diversity that exists in our school, community, and the world

We will strive to achieve this through a collective commitment to:

- High expectations for students' learning and behavior
- A relevant, rigorous, and engaging curriculum
- Support for individual learning abilities and styles
- Celebration of individual and collective success
- Encouragement of risk and creativity
- Opportunities to engage in real world collaboration, and problem solving
- Equitable decisions centered on student learning and voice
- Enforcing safe practices
- Engaging parents and the community as partners

## **ADMISSIONS AND ELIGIBILITY**

New Vistas is a free public school open to any student who has graduated from eighth grade and is an Indiana resident. Enrollment is subject to availability. If the school exceeds enrollment, the school will follow lottery procedures.

It is NEO's policy that New Vistas shall not discriminate on the basis of ethnicity, race, religion, national origin, gender, income level, disabling condition, or proficiency in the English language, in its educational programs or employment practices as required by the Indiana Civil Rights Act, (I.C.22-9-1), I.C.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

## **EXTRA-CURRICULAR OPPORTUNITIES & FIELD TRIPS**

New Vistas strives to offer a variety of extra-curricular activities that may be sponsored by faculty or volunteers. Some clubs are offered during our advisory period and others, after school. Student interest and suggestions will be used to identify which extracurricular and club activities will be offered. If a student is unable to attend school for any reason, he/she will not be permitted to participate in after-school activities. Please note that for after-school activities, supervision ends 15 minutes after the activity ends; all ***participating students must exit school premises at that time.*** All field trips are arranged through teachers with the administration's approval. All school rules are in effect during any field trip. All fees paid for field trips are nonrefundable.

## **DANCES**

School dances are for current New Vistas High School students. Guests may attend prom if they are approved in advance by the principal or designee with written permission. Dances are a privilege not a right. A student must be in attendance on the day of the dance or if the dance is on Saturday, they must have been in school on Friday. In each term, students who have over 5 unexcused absences, 5 or more behavior referrals, or have had 1 or more serious referrals (e.g., truancy, fight, harassment, etc.) may be excluded from attending school dances sponsored by New Vistas High School. The school's principal has the final approval on who will attend any school-sponsored event.

## **ANNUAL GRADUATION CEREMONY**

Students who are in good standing with the school (no excessive discipline issues) and have completed all IDOE graduation requirements\* are invited by the administration to participate in the annual graduation ceremony that is held in June. Diplomas will be issued once all required courses have been verified as completed and all state requirements have been fulfilled. All fees paid for participation in the ceremony are non-refundable.

\*Students who have two credits or fewer from completion may participate in graduation and make up those courses in summer school.

## **ANNUAL ORIENTATION AND REGISTRATION**

All students, current and new, must attend mandatory orientation and registration. A parent or guardian is required to attend with their student(s) who are younger than 18 years. Dates will be

announced. Those failing to attend orientation will be held to the same standards covered during the meetings and will receive the information during the school year.

## **ASSEMBLIES**

Periodic assemblies and in-school events are held to provide students with information and to broaden student awareness. Students will always conduct themselves in a respectful and professional manner. Teachers will be responsible for escorting their class to the assigned area and will remain with their class. Information about these events will be communicated to families via the principal's weekly phone call message and through other means.

## **CHANGE OF ADDRESS/TELEPHONE**

Communication between the school and the home is most frequently done by telephone, email and/or a letter. It is imperative that the school always has current and correct contact information for students, parents/guardians, and for emergency contacts. **Please notify the school if any of this information changes so we can make the changes in our system.**

## **CLOSED CAMPUS**

To keep students in a supervised, safe and orderly environment, New Vistas is a closed campus. Students shall not leave the school grounds once dropped off for the school day, including the morning and lunch period. The proper procedure for signing out must be observed, which is explained in further details in the attendance section. Students who leave school without authorization shall be classified as truant and will be subject to disciplinary action.

## **CODE OF CONDUCT**

Student success is directly impacted by student conduct. New Vistas' Student Code of Conduct (SCC) promotes a positive and safe learning environment for all members of the school community and is supported by Indiana Code (see appendices) and by our belief that each member of the school community is responsible for shaping the course of learning. The following expectations will be upheld by all students at New Vistas.

- Assume responsibility for your own learning. Be proactive – not reactive. Find solutions – don't make excuses or blame others. Accept the consequences of your actions and decisions.
- Develop the character qualities, social courtesies, and skills needed to function as a successful and contributing member of society.
- Maintain a school culture focused on learning by working hard and complying with school rules.
- Work cooperatively and respectfully with others while developing your own ideas.
- Use logical reasoning, critical thinking, and creativity to solve problems. There is rarely one finite solution or one approach. Take a risk and think "outside of the box".
- Be RESILIENT!!! Turn mistakes into opportunities.
- Develop empathy for others – "walk in their shoes" to better understand them.
- Become an informed and engaged citizen – take time to learn about local, state, national, and world-wide events. Develop sensitivity to social issues that face you and others. Form opinions based on real information – not just emotions and rhetoric.
- Develop your communication skills - You have ideas worth sharing – learn to do so effectively.

- Strengthen skills, attitudes, and behaviors needed for workplace success – be on time, do your work, relate to others, learn how to use technology, assess your personal, physical and mental capacities, aptitudes and interests when thinking about a career.

*\*The Student Code of Conduct shall apply to all students unless a student's Individualized Education Plan (IEP) specifies otherwise. Students with disabilities shall be disciplined in accordance with state and federal guidelines. The school administration should be involved with and informed of all discipline decisions related to students with disabilities.*

## **COMPLAINT PROCEDURE POLICY**

New Vistas' complaint procedure and process is available to allow our stakeholders who have a legitimate interest in the operations of this corporation the right to present a request, suggestion, complaint, or concern. Complaint forms are located at the school.

If the matter is specifically directed toward a professional staff member, the matter must be addressed, initially to the concerned staff member who will discuss the matter promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action with his/her authority and within administrative guidelines.

If the matter cannot be satisfactorily resolved at the first level, it should be discussed by the complainant with the staff member's supervisor. The supervisor will discuss the matter promptly with the complainant, will promptly investigate, and make every effort to provide a reasonable explanation or take appropriate action with his/her authority and within administrative guidelines.

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference should be submitted to the Executive Director. This request should include:

- The specific nature of the complaint and a brief statement of facts describing the initial circumstance.
- A description of the negative impact the issue has had on the complainant.
- A description of the desired resolution and reasons why such action is necessary.

Should the matter still not be resolved, or if it is beyond the Executive Director's authority and requires a Board decision/action, the complainant should request, in writing, a hearing by the Board. The Board, after reviewing all material relating to the case, will provide the complainant with its written decision or grant a hearing before the Board.

## **DIRECTORY INFORMATION**

The school shall provide public notice to students and their parents of the school's intent to make available, upon request, certain information known as "directory information" which includes: student's name, address, telephone number, photograph, date and place of birth; major field of study; participation in officially recognized activities and/or sports; dates of attendance; date of graduation; awards received; or listing on an honor roll and scholarships. If parents DO NOT wish to have directory information released, they must complete the DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION form in the appendices and return it to the school's office.

## **DRILLS**

All students and staff participate in a robust schedule of fire and other safety drills ("lock-down", "lock-out", tornado, etc.) to prepare for the safe evacuation and/or shelter of students and staff. Students and staff are expected to follow designated procedures, routes, and behaviors. On occasion, the school engages local law enforcement to conduct drills or walk-throughs that may include their canine unit. Parents are responsible for notifying the school if the student has documented issues that may be impacted by the presence of dogs.

## **EMERGENCY SCHOOL CLOSINGS**

New Vistas will broadcast school closings and delays over the radio (105.5 FM & Z-107.1 FM), television, and Internet. Delays and cancellations will be listed on the school's website: [www.neoadulted.org](http://www.neoadulted.org), on the school's Facebook page, and school-wide Google classroom. In addition, students and/or families will receive a robo-call on their primary listed contact phone number. This is an important reason to make sure that the office has the students' current and accurate contact information.

## **FEES**

Homeless students will not be denied any core school services or functions based on their ability to pay. Students enrolled in dual credit and CTE courses may be required to purchase specific supplies. All students are responsible for returning all books and equipment they have checked out. Students will be charged a fee to cover the actual replacement cost of the loss of or damage to any school property with no profit to the school. Fines and fees may be assessed if books are determined to be damaged beyond normal usage.

This does not apply to certification testing fees. Fees may be waived in situations of documented financial hardship.

## **FOOD PROGRAM**

New Vistas provides FREE breakfast and lunch to ALL students. Breakfast is offered between 7:45 AM and 8:30 AM. All students are expected to be in class by 8:30 AM. Students who bring lunch from home may use the school's microwave, but students do not have access to a refrigerator. The school does not allow the delivery of any food during school hours. This includes any hot food being delivered or brought in by any person. Students who wish to have restaurant food at lunchtime must bring it to school with them in the morning and reheat it at lunchtime. The cafeteria is the designated lunch area. During lunch period, all students must report to the cafeteria within 2 minutes of being released from class and must remain in the designated area during their assigned lunch period.



Students must receive permission from a staff member to leave the designated lunch area. USDA is an equal opportunity provider and employer.

## **HEALTH AND MEDICATION ISSUES**

Health Exclusion from School: The health and well-being of students and staff is of great importance to us.

Students are expected to be in school unless they have one or more of the following health issues:

- Temperature of 100.4 degrees or higher *with* headache, nausea, cough, sore throat, etc.
- Inflammatory or infectious eye condition
- Lice or the presence of viable nits
- Skin disease including undiagnosed rashes
- Any documented, communicable (via airborne viruses or bacteria) disease
- Lack of appropriate immunizations
- Any other symptoms deemed contagious or that impair student's ability to function normally or that will cause further harm to students by attending school.

Parents are asked to keep their student home from school if he/she has any of these symptoms and to notify the school of a student's absence. When a student exhibits any of these symptoms while in attendance at school, the parent or emergency contact will be called and asked to take the student home for further appropriate medical care.

**Hepatitis B - Student-To-Student Contact:** ISDH requires Hepatitis B vaccines for all students. It is the intent of the Board of Education to protect employees and children to the greatest extent possible when dealing with situations where it may be possible for a person(s) to come in contact with substances carrying infectious disease(s). A communicable disease board policy is in effect and is obtainable on request from the central or school offices. Furthermore, students are requested to report all injuries to an adult supervisor immediately. If an underage student comes in contact with blood, the parent will be contacted immediately, and a notice will be sent home. In the instance of a student accident or illness, including but not limited to a cut, bloody nose, vomiting where there is blood or a body fluid spill present, the following procedures shall be followed:

- Take all precautions to avoid contact with body fluids.
- Notify the office immediately if you have come into contact with body fluids so the proper action can be taken.
- Immediately notify and request help from an adult (*when appropriate*).

**Immunizations:** All students are required to be current with all required immunizations including against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, hepatitis B, chicken pox, and whooping cough and provide New Vistas with current vaccination record.

**Meningococcal Disease:** A new Indiana law requires that schools inform parents/guardians each year "about meningococcal disease and its vaccine" (IC 20-30-5-18). See Appendices

**Medication in School:** School regulations require that all medication be given only by a doctor's written orders and dispensed from a pharmacy labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication must be dispensed in school, the following guidelines must be followed:

- Students must have a doctor's order for the school to dispense medication and if the student is under 18, parent/guardian must complete Medication Release Form (Appendices).
- Medication must be brought to school in original pharmacy labeled bottles with measuring tool if the medication is liquid.
- Medication must be left in school; it may not be sent home every night.
- It is the parent's responsibility to know when the dosage will run out and to supply the office staff with more, if needed.

***No medication, even non-prescription (over-the counter) medication, may be brought to school and taken by minor students without written permission from the parent/guardian. School staff may not provide medication of any kind to minor students without the expressed consent of a parent or guardian.***

## **LOCKERS**

All student lockers are the property of the school and students should have no expectation of privacy for these areas which are subject to inspection and search (I.C. 20-33-8-32). Students are not to share lockers or locker combinations. Lockers are to be locked when not in use. Backpacks, bags and purses larger than 9" are not allowed in the classroom and must be stored in assigned lockers. This is also true of coats, hats, and electronic devices (including cellphones and earbuds). New Vistas is not responsible for lost, stolen, or damaged student property. If a student has withdrawn or is expelled from school, the student should immediately remove personal items and return all schoolbooks and property to the office.

## **LOST AND FOUND**

Any item found about the school building that does not belong to you should be brought directly to the main office. New Vistas does not assume responsibility for a student's personal property. A general lost and found area is set-aside in the main office.

## **PARENT ENGAGEMENT AND PARTNERSHIP**

New Vistas values the role parents play in the success of their student and we invite parents to be a part of their student's education by participating in special events, volunteering, and by communicating with the school, teachers, and administration about your student. We invite parents to join our parent-led group to have access to the principal and share ideas and lead initiatives to benefit the school and students.

We ask that:

- Parents will know and support school guidelines and review them with their student.
- Parents will enforce the value education plays in a student's quality of life and support the behaviors, attitudes, and learning expected of all students, especially attendance
- Parents will work with their students and with school personnel to resolve any academic, discipline, and or attendance problems.
- Parents will join the school in supporting and celebrating student success.

We are looking for parents to join our parent group. This is a parent-led group which gives them the opportunity to have access to the principal and share ideas and lead initiatives to benefit the school and students.

**POWERSCHOOL** (Computer Access to Attendance and Grades Information)

Grades, assignment details, enrollment forms and attendance will be available for viewing online at <https://nnvhs.powerschool.com>. Students and parents will be given a username, password and access information as part of the registration and orientation process. A link to the PowerSchool website is provided at [www.neoadulted.org](http://www.neoadulted.org).

**SCHOOL DAY**

The table below identifies the school day schedule.

<b>Bell Schedule: Monday - Friday</b>			
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
A	7:45 am	8:26 am	41 min
P1	8:30 am	9:26 am	56 min.
P2	9:30 am	10:26 am	56 min
P3	10:30 am	11:26 pm	56 min.
P4a Lunch/Advisory	11:30 pm	12:00 pm	30 min.
P4b Lunch/Advisory	12:04 pm	12:34 pm	30min.
P5	12:38 pm	1:26 pm	56 min
P6	1:30 pm	2:26 pm	56 min.
P7	2:30 pm	3:26 pm	56 min.
<b>Evening Academy: Monday - Thursday (No Fridays)</b>			
P8	3:30	4:26	56
P9 Advisory	4:30	5:00	30
P10	5:00	6:15	75
P11	6:15	7:30	75

## SCHOOL OPTIONS

**Evening Academy:** New Vistas Evening Academy is for students who meet the program's eligibility requirements. These include, but are not limited to, student is over the age of 18, needs 6 or fewer credits, and/or has extenuating circumstances that merit placement in this program. Evening Classes are offered Monday through Thursday from 3:30 pm –7:30 pm with in-person office hours during the same time.

**Title 1:** New Vistas is a school-wide Title I school. Title I programs are designed to provide all students fair and equitable opportunity to obtain a high-quality education. Title I provides extra instructional services to support students in meeting state academic standards and performing proficiently on state academic assessments. All assistance and supports are based upon academic performance needs.

## SAFE ARRIVAL

Parents should call the school before 8:30 a.m. if they know that the student is not going to be at school or will be arriving late. If a student fails to show up for school and if the school has not received a call from the student's parent before this time, the school's automated messaging system will call and inform the parent that the student has not arrived at school. Phone calls will be made between 10:00 AM and 6:00 PM to primary student contact phone number. **Every student will be required to have an up-to-date safe arrival phone number on file.** Failure to provide the school with a number will hinder parent and school communication.

## SCHOOL VISITORS

NEO welcomes visitors who have legitimate business at the school. Visitors must register at the main office, present a photo ID, and wear a visitor's pass at all times. Movement will be restricted to designated meeting place. Requests for classroom visits must be submitted to the classroom teacher.

## SEARCH AND SEIZURE

According to Indiana law, a student shall have no expectation of privacy in a vehicle or in the contents of a vehicle operated or parked on school property, a school-provided locker, or a book/gym bag that has been brought onto school property. An administrator is authorized to conduct a search of the above locations as well as minimally search a student's person (*e.g., pockets and/or exterior "pat down"*) if there is a \*reasonable suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student. An administrator or designee shall conduct searches in a private room and a witness shall be present during the search.

An appropriately trained official may examine a student's personal electronic device and search its contents, in accordance with the law, if an administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The

search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restriction.

The administration is authorized to use canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search of contraband in school property and automobiles parked on such property. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canines. An indication by the dog that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials/designees.

Anything found in the course of a search that is evidence of a violation of law or policy may be seized, returned to the parent or guardian of the student or the student, destroyed if it has no significant value, and/or turned over to the Portage Police Department.

A student's refusal to have his person or property searched may be cause for said student to be suspended from school and/or expelled. If incriminating evidence is found, the principal or director shall determine whether to involve the police.

**\*Reasonable Suspicion:** 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 or illegal nature, stolen property, or contraband that he/she is forbidden to possess, or materials which may have been used to cause disruption to 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 a student. Any information received will be examined as to its validity and credibility prior to any action being taken.

## **SECURITY CAMERAS**

NEO has security cameras positioned throughout the interior and exterior of the NEO Center to aide in the safety and security for staff, students, and visitors. Trained administrators are responsible for overseeing and maintaining its digital camera system which monitors the hallways, common areas, and parking lots. Periodically the security staff and administrators shall be required to review various incidents that occur during the school year. In order to ensure student privacy and confidentiality, only administrators and law enforcement shall be authorized to review and record these incidents.

## **STUDENT DROP OFF and PICK UP**

Doors open at 7:30 am. No student will be permitted in the building prior to that time. Students who have a delayed or abbreviated schedule should not arrive more than 15 minutes before the start of their first class. Students and parents should plan their transportation to and from school according to their schedule.

Students must leave school property immediately after their last class. If their ride is not here when school ends, students must wait in the front of the building or the vestibule area until their ride arrives. Students MUST be picked up by 3:45. The school MUST BE NOTIFIED if there is an emergency that prevents this. Only students with teacher or staff supervision are permitted to stay beyond this time for a specific activity. To ensure the safety for all, the following guidelines must be observed:

- Student drop-off and pick-up will be just before (north of) Main Entrance 1

- Single lane pick-up & drop-off only! DO NOT pull up next to the side of another car
- No parking along front side of the school at anytime
- No student drop-off in the handicap parking lanes unless you have proper allowance.
- Loitering in the parking lot or outside the school, before or after school is prohibited.

## **STUDENTS IDENTIFICATION BADGES (ID)**

The purpose of the ID card is to maintain the security of the people in the building by identifying a person as a student or staff member associated with New Vistas. It is **mandatory** that students wear their ID badge on the school lanyard in the front of their shirt (clear and visible). Failure to do so may result in disciplinary action for students. Students will need their ID badge to obtain passes to move through the halls independently (i.e., bathroom, hall passes, lunchroom, detentions, and field trips). The first ID badge is free. Replacement IDs cost five (\$5) dollars and lanyard one dollar (\$1).

## **STUDENT RECORDS**

The request of students and parents to examine personal school records will be honored within the guidelines of existing state and federal statutes. If a student is over the age of 18, parents must obtain written consent from the student before examining student records.

## **STUDENT SERVICES**

New Vistas High School provides comprehensive student support services to address student issues including, but not limited to: academic support and monitoring, college and career planning, social, emotional, and behavioral support, and support for other primary and educational needs. The school's Student Support Services Team works closely with students and families to address issues that may potentially impede student success. Key to this team and services are:

**School Counselor:** New Vistas' School Counselor works closely with students to assess their transcripts, track their progress, identify a graduation plan, and prepare students for post-high school college and career opportunities. The School Counselor serves as a point-person for students and parents with regards to other student services and is a liaison with previous schools.

**Behavioral Specialist:** New Vistas' social worker works closely with individual students and also leads focus groups on a range of topics.

**Assistant Principal:** New Vistas' Assistant Principal is the main point of contact for monitoring attendance and disciplinary issues that need support.

**Advisory:** All students are assigned to and attend a daily thirty-minute advisory period either before or after lunch. The advisor serves as a consistent point of contact for students and families and help students monitor their progress toward graduation, cope with barriers, celebrate success and growth, and facilitate opportunities to develop plans for college or careers.

## **TELEPHONE USE**

The office telephone is for the transaction of school business. Only in cases of dire emergency will students be given permission to use the office telephone during advisory, lunch or before or after school. **All students must have updated emergency contact information on file which includes the most recent phone number and email addresses.**

## VEHICLES, PARKING, AND DRIVING

Students who drive are expected to adhere to all safety laws of the State of Indiana, demonstrate safe driving habits, and follow NEO's rules for vehicles, parking and driving. Drivers are responsible for the behavior of their passengers while in the vehicle and for the contents of their vehicle. Any student identified in violation of safe driving will be subject to disciplinary actions. The following is a summary of the expectations:

- All student vehicles must be parked in the assigned student parking space in a correct manner.
- Cars parked in other areas may be towed at the owner's expense – warnings will not be issued prior to the vehicle being towed.
- Vehicles entering the school zone must be parked immediately; cruising or loitering in your car in the school zone is strictly prohibited.
- Unsafe starts (burn-out) are strictly prohibited.
- All city and state noise ordinances apply to students driving vehicles on school property. Indiana law states anyone who makes "unreasonable noise and continues to do so after being asked to stop" commits misdemeanor disorderly conduct. The offense rises to the level of a felony if the noise interrupts a funeral, visitation, funeral procession or burial.
- There will be no driving during the lunch period or during the school day unless special permission is obtained from the administration or when students leave for the day.
- Drivers **MUST** abide by the 10 MPH speed limit on school property.
- Student drivers will yield the right of way to all pedestrians and operate their vehicles with due regard to the safety of all persons in the vicinity of the school. This includes all school activities.
- No riding in the back of pick-up trucks will be allowed.
- We are not responsible or liable for lost or stolen items in cars.
- Smoking is **NOT ALLOWED ANYWHERE** on NEO property. This includes while in or outside of cars in the parking lot!

**Driving Privileges and Licenses:** New Vistas adheres to House Enrolled Act 1597 of the State of Indiana. This act amends the driver's license law to:

- 1) Prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator endorsement or license, and
- 2) Invalidate a person's license or permit if:
  - A. The student is at least fifteen (15) years of age and less than eighteen (18) years of age **and is suspended for the second time during the school year.**
  - B. The student **has been expelled from school.**
  - C. The student **has been excluded from school due to misconduct.**
  - D. The student **is considered habitually truant from school during the school year.**

Periodic reviews (*at least one per year*) will be conducted to evaluate if a student's behavior or attendance has improved. If improvement is shown, the license suspension may be lifted. If a student withdraws or quits school while the license suspension is in effect, the suspension will still remain in effect. Withdrawal in an effort to circumvent the sanctions will still lead to invalidation of a person's license or permit.

**Motorcycles:** Students riding a motorcycle to school must have a motorcycle permit or an endorsement on their driver's license. Students who are under the age of 18 years must follow all motorcycle safety rules that include wearing a helmet and being properly dressed for motorcycle riding.



## ACADEMICS

### **GRADING**

Teachers will give students the specific procedures for evaluating academic progress and performance and will keep them informed of progress on a regular basis. All teachers' method for evaluating students' academic progress will:

- Be directly aligned to Indiana State Standards and College and Career Readiness Standards;
- Encourage student confidence and ability to meet the academic demands of high school and future education or training;
- Provide students the opportunity to remediate any deficiencies in a specific subject matter.

Grades will be assigned according to these percentages:

A+= 100-997%	<u>B+=89-87%</u>	<u>C+=79-77%</u>	<u>D+=69-67%</u>	<u>F=59% and below.</u>
A = 97- 93%	<u>B= 86-83%</u>	<u>C=76-73%</u>	<u>D=66-63</u>	
A-=92-90%	<u>B-= 82-80%</u>	<u>C-=72-70%</u>	<u>D-=62-60%</u>	

Students and parents can access progress and grade information on PowerSchool. Student and parent access information and training on PowerSchool will be offered at registration. Mid-term grades will be handed out to all students.

## GRADUATION

Starting with the class of 2023, all students must fulfill the Graduation Pathway requirements. Students must satisfy at least one option from each of the three required areas: High School Diploma Requirements, Employability Skills, and Postsecondary Readiness. New Vistas has already made these pathways available to students as part of their schedule.

Graduation Requirement	Graduation Pathways Option
<p><b>1. High School Diploma</b></p> <p><i>Students must fulfill the course requirements for one of the following:</i></p>	<ul style="list-style-type: none"> <li>● Core 40 Designation</li> <li>● Core 40 with Technical Honors Designation</li> <li>● Core 40 with Academic Honors Designation</li> <li>● General Designation</li> </ul>
<p><b>2. Learn &amp; Demonstrate Employability Skills</b></p> <p><i>Students must complete at least one of the following:</i></p>	<p><i>Learn and demonstrate employability skills through locally developed program. Employability skills are demonstrated by one of the following:</i></p> <ul style="list-style-type: none"> <li>● Project-Based Learning Experience; OR</li> <li>● Service-Based Learning Experience; OR</li> <li>● Work-Based Learning Experience</li> </ul>
<p><b>3. Post-Secondary Ready Competencies</b></p> <p><i>Students must complete one of the following:</i></p>	<ul style="list-style-type: none"> <li>● <b>Honors Designation:</b> Fulfill all requirements of either the Academic or Technical Honors Designation; OR</li> <li>● <b>ACT or SAT:</b> College-ready benchmark; OR</li> <li>● <b>ASVAB:</b> Earn at least a minimum score of AFQT to qualify for placement into one branch of the military;</li> <li>● <b>State and industry-recognized credential or certification;</b> OR</li> <li>● <b>Federally-recognized apprenticeship;</b> OR</li> <li>● <b>Career-Technical Education Concentration:</b> Must earn a C average in at least 2 non-duplicative advanced course (beyond introductory course within a particular program); OR</li> <li>● <b>AP / IB / Dual Credit / Cambridge International Course or CLEP Exam:</b> must earn a C average or higher in at least 3 courses; OR</li> <li>● <b>Locally Created Pathway</b> that meets the framework and earns the approval of the State Board of Education</li> </ul>

**Credit Requirements for High School Diploma:** All students are required to complete the specific 40 credits identified in the Appendices to earn a Core-40 diploma. New Vistas will evaluate all transfer credits and advise students on what classes they need to fulfill these requirements as well as those of a Core-40 with Academic or Technical Honors Diploma. Specifications for all graduation requirements are found in the appendices.

**General Diploma:** Under special circumstances, a student may meet requirements for a general diploma. The requirements for this option are listed in the appendices.

**State Required Assessments:** Student assessments depend on the career pathway of that student. For example, if a student desires to go to a trade school, they must meet the minimum required score on the SAT, ACT, or industry certification test score. Students who wish to attend a traditional college

or university must meet the minimum required score on the ACT or SAT. Students intending on enlisting in the military must score 31-35 on the ASVAB

**Waivers:** New Vistas follows the Indiana Department of Education guidelines for granting a waiver to students who do not pass required state assessments. To qualify for a waiver, students must have taken the required exam at least once every year, maintain a “C” average, and have a 95% attendance rate throughout high school.

**Early Graduation:** NNVHS requires that students attend at least 3 full years of high school to graduate. Students who wish to graduate at the end of their junior year must declare this intention to their guidance counselor at the beginning of the term/year. Graduating at the end of their junior year allows students to take advantage of the Mitch Daniels Early Graduation Scholarship (for scholarship info visit <http://www.in.gov/ssaci/2504.htm>).

**In order to graduate early from NVHS students must:**

- Complete graduation requirements: (credits, employability, and post-secondary competency)
- Maintain a 90% attendance rate
- Carry at least 2.5 GPA
- Submit a letter of intent to their School Counselor which will be forwarded to Principal
- Present your early graduation plan to the school board that includes the following information:
  - The reason you are requesting to graduate early
  - Documentation of meeting the requirements listed above
  - Documentation of your plans for post-graduation (i.e. paperwork showing acceptance into a post-secondary institution, employment verification from employer, other plans.

**All early graduates will be subject to the approval of NVHS principal.**

# ATTENDANCE

New Vistas is committed to academic excellence and recognizes that consistent daily attendance is required to make academic progress and to earn credits. Classroom attendance, even when grades are not assigned for the day's activities, provides valuable learning through direct instruction, discussion, group activities, and student interaction. When students are absent, they deprive their classmates of their contributions to the learning process and do not derive any benefits themselves from the classroom discussions and interactions among teachers and fellow students. Good attendance will help students achieve their goal of earning a high school diploma and will also help establish attitudes and behaviors that will serve students throughout life.

**Students are expected to attend school daily.** In order to do this, all appointments should be made outside of school hours whenever possible. Students and their parents are jointly responsible for the students' attendance and for verifying absences when they occur.

Indiana law mandates that every student (18 years and under) enrolled must be in attendance unless he/she is ill or there is a death in the immediate family. Excessive absences, as determined by the school administration, are to be acted upon, using due process and procedures, and will result in consequences described below and in the pages that follow.

**I.C. 20-33-2-28 Compulsory Attendance/Duty of Parents:** It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

**IC 20-33-2-25 Habitual absence from school; report to juvenile intake officer or department of child services**  
Sec. 25. The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40. Indiana Code 2015

**I.C. 20-33-2-44 Penalties:** Anyone knowingly violating this chapter commits a Class B misdemeanor, which is punishable by imprisonment and/or a fine.

## **EXCUSED AND UNEXCUSED ABSENCES**

New Vistas differentiates between excused and unexcused absences only for the purposes of record-keeping, state reports, and for purposes of makeup work and incentives. Both excused and unexcused absences count as an absence and can have a negative impact on a student's grade, learning, and record.

**Excused Absences:** Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These include:  
Illness verified by note or phone call from parent/guardian (See CALLS FOR ABSENCES below).

- Illness verified by note from Physician. A student must return to school with a doctor's note for any medical issue longer than 3 days.
- Family Funeral (See EXEMPT ABSENCES below).

- Out of class or out of school suspension: When a student is suspended from school, that student may make up work and receive credit for that work if turned into the teacher the day the student returns from suspension.
- College Visits with note upon return

**Unexcused Absences:** Unexcused absences include those absences that have not been properly verified, documented, and accepted by school administrators as meeting the requirements of Excused (described above) or Exempt (described below). Please note that ***all absences are considered unexcused until proven otherwise with documentation.*** In addition to absences that have not been properly called off or have documentation, an unexcused absence may include:

- “Skipping”/“Cutting”/ “Ditching” a class or the entire school day
- Leaving school without permission or before the dismissal bell
- Early dismissal at the request of parent, unless followed with documentation upon returning
- Being sent home for disciplinary reasons

## **EXEMPT ABSENCES**

Exempt absences refer to days that a student missed due to any of the following reasons and will not be counted against the student when determining chronic absenteeism or the “no credit” threshold.

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election
- When subpoenaed to testify in court
- Serving with the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for up to 5 days
- Serving In-school or Out of school suspension
- Participating in a school sponsored or approved educationally related activity
  - A required court appointment or hearing with documentation from the court.
  - An absence caused by extraordinary circumstances (e.g. jury duty, military duty, service on election-day, mandated disciplinary absences\*) as documented and approved by the principal or permitted by law for good cause.
  - Death in the immediate family.
  - Religious holidays
  - Other emergencies and unusual circumstances as approved by principal.
  - Military examinations (arrangements must be made in advance and appointments must be verified)
  - Driver’s examination.
- **1-3 Day Parent/Guardian calls in- will be excused**
- **3 days or more absent in a row must have doctors note or documentation in place to be excused.**

## **TARDY**

New Vistas High School students are expected to be on time for school as they would be for the workplace. Students who are late to class miss valuable instruction and review and interrupt the

lesson for all. Students not in their classroom when the bell rings, will be marked tardy. A student more than 20 minutes late to class without a tardy pass will be marked truant for that class period.

Students who report to school and have missed over half of the class period must sit in the main office and will be allowed to the start of the next class. They will have the opportunity to receive instruction and classroom materials during advisory or after school tutoring. They will be marked absent for that class unless they have a written or approved excuse.

### **Consequences for tardiness:**

**3 tardies= Parent phone call**

**5 tardies= Parent phone call/Detention**

**3 or more Detentions = Parent conference/attendance contract/ISS**

## **TRUANCY AND TRUANCY COURT**

According to compulsory attendance laws, more than 10 unexcused/nonexempt absences are considered excessive by the state of Indiana. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences.

Habitual truancy can result in:

- Assignment to an alternative placement with loss of participation in school activities and events;
- A loss of driver's license through the Bureau of Motor Vehicles;
- A report to juvenile authorities;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

The principal is required to report to a student's status of a habitual truant to the Indiana Bureau of Motor Vehicles. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of student's record at least once per school year.

Additionally, students who are found to be in violation of this law, along with a chronic history of excessive tardies may be referred to the Lake/Porter County Truancy Court. A citation will be sent to your home with a date to appear in court. Failure to appear could ultimately result in a bench warrant for your arrest, along with educational neglect charges being filed with the Lake/Porter County Prosecutor's office.

Upon being designated as habitually truant, the student is entitled to the same statutory procedure as a student who is being expelled. Students who are truant may receive no credit for schoolwork that is

missed. Students may make up missed work but may not receive full credit. Habitual truancy could result in expulsion.

- No phone call from parent (parent has 72 hours to call from time of absence). No exceptions.
- Truancy from class/school. A student is considered truant if they are 15 minutes or more late to class.
- Fifth (5th) absence with or without a parent phone call.
- After 10 unexcused absences a student may be referred to Lake/Porter County Truancy Court.

## **ATTENDANCE PROTOCOL**

**Calling in Absences (Excused Absences):** Only a parent or legal guardian is allowed to call a student off from school if the student is under the age of 18. The parent or guardian must call the school's attendance hotline (219-850-4448) no later than 8:30 AM if a student is going to be absent, tardy or leave school for an appointment. If the parent explains on the student's first day of absence that they will be gone for an extended period-of-time due to a prolonged illness or situation, there is no need to call back every day.

- Absences without a parent phone call will be considered unexcused or a truancy. Calls can be received on a 24-hour automated voice system.
- Calls must be received within one day of the absence. Documentation for excused absences must be received within 2 days of the absence.

**Sign-out Procedure:** If a student is under the age of 18, the custodial parent or legal guardian must sign the student out of school if leaving before scheduled departure time. No student under the age of 18 will be allowed to be signed out by an adult other than their custodial parent or guardian without express consent from an authorized adult. If none, the school will contact the parent of record using the contact information on file to obtain verbal permission if needed. Written notes and/or phone contacts must be verified. Students over 18 should only leave the building for a scheduled appointment or due to a rare work schedule conflict which can be documented. All other reasons will be treated as unexcused absences.

All students who leave the building prior to dismissal must sign-out with the main office. Students who leave the school for any reason other than a documented appointment will not be allowed to sign back in on that same day. Students returning from documented appointments must sign back in" prior to returning to class.

Failure to sign out from the Main Office before leaving the building may result in a suspension. All students must sign out at the Main Office. Students under 18 must have a parent, guardian or someone on their contact list sign them out.

Failure to sign out before leaving the building will result in comprehensive disciplinary actions. The first offense will result in one lunch detention. The second offense will result in two lunch detentions. The third offense will result in ISS. The fourth offense will result in OSS. Parent contact will be made after each offense. A parent conference with the student, parent, and administrator will be requested after each offense.

**Leaving School Because of Illness:** If a student becomes ill at school and needs to leave, he/she must:

- Report to the main office, regardless of age;
- Have an administrator contact a parent or other authorized person if student is under 18.
- Sign out or have parent sign student out;
- Obtain official documentation of illness from a physician, medical professional, or hospital to validate an excused absence;
- Understand that if they leave the school without following these procedures, they will automatically accrue an unexcused absence.

**Requests for Extended Excused Absence:** Occasionally, circumstances may require that a student miss school for an extended period-of- time. These instances may include medical issues/procedures, treatment programs, out-of-state funerals, or other family emergencies, etc. An extended excused absence is a pre-approved absence that exceeds **five** consecutive days. If a parent believes that a student should be excused from school because of extraordinary circumstances, he/she should submit an *Extended Absence Request Form* (Appendices) to the school's Principal or Assistant Principal at least five days, but no less than two days prior to the date of absence in non-emergency situation. The form is available at [www.neoadulted.org](http://www.neoadulted.org), under *Forms for Students and Parents*. Extended absence request must be accompanied by supporting documentation.

The principal's decision is final and no further appeals will be accepted. Makeup work will be provided for all excused and approved absences.

**Makeup Work:** After an absence of any length, students are expected to meet with each teacher to communicate the reason for the absence and to make arrangements to complete any missed work.

- For all absences, the student will be allowed to do makeup work for full credit. He/She must ask the teacher for missed work and must complete it in a day-for-day timeline (*i.e., it is due within 24 hours, or according to the teacher's preference*).
- Students who serve out-of-school suspension must receive make-up work. The make-up work will include only written daily work, tests, and major projects. Some classwork and instruction cannot be reasonably duplicated and cannot be made up.

## **ATTENDANCE APPEALS**

A student who exceeds the maximum 10-day absence allowed (8-day absence allowed for evening students) may request an exception to the removal from class schedule policy. The student or parent may provide a written request to appeal the situation to the school's Principal or Assistant Principal. The request must be signed by a parent/guardian and returned to the Principal or Assistant Principal within two (2) days after the student has been informed of his/her status.

The Attendance Appeals Board will set a time and date for the hearing. The student and parent(s)/guardian(s) will be notified of the scheduled hearing by email and mailed letter. The student must be present at this appeal hearing. Failure to appear will result in automatic denial of appeal. Parents/guardians of students under 18 must also attend.



At the hearing, reasons and/or evidence for all previous absences must be provided. An explanation of extenuating circumstances as to why an exemption should be made may be presented at that time. The burden of proof/documentation will rest with the student and parent/guardian.

After hearing the appeal, the Attendance Appeals Board will confer and then inform the student and parent(s)/ guardian(s) in writing the outcome of the hearing within one business/school day.

The Attendance Appeals Board will consist of a high school administrator and three (3) teachers. All members will be voting members. Two (2) members and an administrator will constitute a quorum

## STUDENT BEHAVIOR AND DISCIPLINE

Neighbors' New Vistas High School utilizes a tiered level of responses to infractions of our school's Code of Conduct, policies, rules, and procedures with the intent of achieving the following goals:

- Protect the rights of all to work and learn in a safe and respectful environment
- Keeping students, staff, and all members of the school community safe
- Instill in students the skills to self-monitor, self-control, and self-correct
- Provide clear guidelines for assigning appropriate responses & consequences to infraction

All NEO employees are expected to know and consistently follow and enforce established school rules and discipline protocol. This includes effective classroom management, respectful interactions with students, communication with parents, implementation of appropriate responses, documentation of infraction and response, and referral to appropriate persons.

Students will be expected to comply with the direction of any school employee and cease or correct the behavior immediately. Every attempt will be made to diffuse the situation and guide the student to complying with the rules and/or ceasing or correcting behavior.

New Vistas has in place, a number of student support practices aimed at developing in students the skills they need to manage their own behavior while maintaining their right and the right of all others to a safe learning and work environment. These programs include:

**Behavioral Contracts:** The behavior contract is a positive behavior intervention support that is utilized to reinforce desired positive behaviors within the school building. This is a formalized process that involves our MTSS and PBIS school wide procedures. The contract will outline the behavior(s) of concern and action items to decrease the target behaviors. This document will be kept in the student's folder. A parent meeting will be held for the behavioral contract.

**Conflict Resolution:** Conflict Resolution is used when there is a dispute among students to help de-escalate the situation. The program is used to help students recognize that conflict is a natural part of life and that it can be resolved peacefully, develop awareness of their own unique responses to conflict and to understand the diversity with which others respond, learn and practice the principles of conflict resolution and the skills of peaceful problem-solving processes, empower themselves to be individually and cooperatively responsible for resolving conflicts peacefully, and integrate this responsibility in their daily lives. When implemented it promotes a positive school climate. A conflict resolution program is not always an instant solution. If students are not able to resolve the situation in one setting, additional conflict resolution sessions are scheduled until the situation is resolved. It is mandatory that all students involved sign a Behavior Contract which is kept in the student's file. If a student refuses to participate in conflict resolution or subsequent follow up sessions, the student will be placed on a Supervised Movement Schedule. The student is also required to meet with the Social Worker individually once per week. This will include, but not limited to, limited extracurricular activities, structured passing periods, supervised lunch periods, no locker passes and monitored independent transition time. Refusal to comply with these procedures will result in additional consequences such as detentions, ISS and out of school suspension on a case by case basis. All efforts will be made to employ conflict resolution.

**In-School Suspension (ISS):** In School Suspension is an in-school alternative classroom setting. Students who violate the Student Code of Conduct may be placed in ISS for certain offenses that disrupt the learning environment and school culture and climate. Students assigned to ISS will have a structured day by following all classroom procedures, which could include the following:

- Review of the In-School Suspension room rules.
- Completing ALL assignments sent by the classroom teacher.
- Complete behavior reflection activity during In-School Suspension.
- Restorative Justice activities

It is the student's responsibility to stay current with their scheduled classwork, tests, homework etc. by retrieving missing assignments from their teachers. Teachers and staff will log all violations of the Code of Conduct in PowerSchool on the same day of the offense.

**Restorative Practice & Justice:** Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. Restorative practices can also occur between teachers and students.

The process for Restorative Justice conversations will follow a structured script and will be facilitated by the School Social Worker, Counselor, Principal or Assistant Principal, or any other member of the administrative staff and will include the following:

- Explanation of the process
- Build empathy
- Grounding exercises
- Conversation
- Paraphrasing and guided apology (all sides; repeat as needed)
- Conclusion

**New Vistas Tiered or Leveled Approach to Discipline:** The following descriptors are meant to serve as a *guide* for teachers and administrators to use when identifying the level of offense and when assigning an appropriate response and consequence to the infraction. Teachers and administrators will use their professional discretion and consider a range of factors when assigning an appropriate response or consequence, including but are not limited to:

- Student's status with regards to privileges
- Number of or frequency of accumulated infractions of school rules
- Threat to or impact infraction has on the safety and/or well being of self or others
- Student's response to intervention
- Mitigating circumstances

**Level 1 Infractions:** Level 1 infractions include but are not limited to the following and are typically handled by the teacher or general staff with documentation in PowerSchool, possible referral to Student Support Team, and notification of parent(s):

- Disrespectful, vulgar, argumentative and/or profane language and/or behavior
- Cheating
- Food or drinks in class
- Off-task, not working, not listening, talking when teacher is talking, sleeping

- Inappropriate correctable dress-code violation
- Unauthorized use of electronic device
- Public displays of affection beyond what is allowed

**Level 1 Responses and Consequences:** Level 1 Responses and Consequences include, but are not limited to the following. Administrators will use their professional discretion to assign one or more of the following consequences as noted above.

- Detention (Lunch, after-school, Friday)
- Loss of privileges (e.g. no “free time” or music)
- Parent meeting or parent contact
- Restorative Practice

**Level 2 Infractions:** Level 2 Infractions include, but are not limited to, the following infractions, are typically handled by the Principal, Assistant Principal, Director of School Safety & Facilities and include documentation in PowerSchool, possible referral to Student Support Team, notification of parent(s), assignment of appropriate Level Two consequences:

- |  |  |
|--|--|
| • Bullying                                   | • Possession of pornography or hate material |
| • Defiance                                   | • Repeat Level one infraction(s)             |
| • Fighting                                   | • Sexting and/or Sexual Harassment           |
| • Harassment                                 | • Smoking                                    |
| • Possession of tobacco or illegal substance | • Technology Violations                      |
|  | • Vehicle and driving violation              |

**Level 2 Responses and Consequences:** Level 2 responses and consequences include, but are not limited to the following. Administrators will use their professional discretion to assign one or more of the following consequences as noted above:

- |                                      |                        |
|--------------------------------------|------------------------|
| • 1-3 days in-school suspension      | • Expulsion            |
| • Behavior contract                  | • Parent meeting       |
| • 1-10 days out of school suspension | • Probationary Status  |
| • Alternative placement or schedule  | • Referral to Services |
| • Behavior Contract                  | • Restitution          |
| • Community Service                  | • Restorative Practice |
| • Counseling- School Social Worker   | • Restitution          |
| • Detention                          |                        |

**Level 3 Infraction:** Level 3 Infractions include, but are not limited to, the following infractions, are typically handled by NEO’s Executive Director, and law enforcement with support from the Principal, Assistant Principal and Student Support Team. All protocols including documentation in PowerSchool, possible referral to the Student Support Team, notification of parent(s), assignment of appropriate Level Three consequences will be enforced.

- Obscene or threatening language directed at teacher

- Assault
- Dealing Drugs
- Possession of a weapon
- Obscene, hateful, or threatening language or behavior
- Theft
- Trespassing
- Vandalism and/or destruction or misuse of school property

**Level 3 Responses and Consequences:** Level 3 responses and consequences may include one or more of the Level 1 or Level 2 responses and responses at the time of the offense and/or when the student returns to school after an expulsion. However, expulsion and referral to law enforcement will be the standard response to a Level 3 infraction.

### **PBIS**

New Vistas High School wants to celebrate its students' positive behavior. That includes citizenship, grades, attendance, and self-improvement. That is what Positive Behavior Interventions and Supports are all about. We are going to celebrate our graduates every term (students can finish Term 1, 2, and 3), our honor roll students, and students that have improved throughout the school year.

### **The Phoenix Awards**

The Phoenix Awards are a way for students to receive recognition during the trimester for their outstanding achievements and improvements. Students are recognized for attendance, grades, citizenship, and improvement every month.

## DESCRIPTION OF SPECIFIC VIOLATIONS OF CODE OF CONDUCT

### **ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES**

New Vistas strictly prohibits students from possessing, using, being under the influence of, and/or supplying to others any substance which is or contains alcohol, amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance that closely resembles any of the listed substances. Nor are students allowed to be in possession of any drug paraphernalia or items designed for storing, delivering, or consuming illegal substances. These rules apply while the student is at school, on school grounds, in vehicles on school property, on the way to or from a school activity, or during any school sponsored event. Administrative discretion will be used to determine consequence:

<b>1st Infraction</b>	<ul style="list-style-type: none"><li>● Items confiscated.</li><li>● Notification of school resource office and civil authority</li><li>● 1-10 day out of school suspension with possible recommendation for expulsion</li><li>● If the student is not expelled, the student will be placed on a discipline contract</li></ul>
<b>2nd Infraction &amp; Beyond</b>	<ul style="list-style-type: none"><li>● Same as above with the exception that the student will automatically be placed on a 10 day out of school suspension: pending expulsion hearing</li></ul>

### **BULLYING/ CYBERBULLYING/HAZING/ RACISM** I.C. 35-42-2-2, Sec. 2 – Hazing I.C. 20-22-8-0.2 –

**Bullying:** New Vistas prohibits any act of bullying as defined as obvious, repeated acts of gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by a student or group of students against another student with the intent to harass, coerce, ridicule, humiliate, intimidate, threat and malicious behavior or harm others. Students are also prohibited from urging other students to engage in such behavior. Comments made or items created at home and/or off school grounds that adversely affect the educational environment will be handled according to these guidelines. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used for school purposes; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

**Cyberbullying:** Cyberbullying is defined as overt, repeated acts or gestures, including use of Internet, cell phones, and other forms of digital technology; committed by a student or group of students against another person with the intent to harass, ridicule, humiliate, intimidate, or harm the other person. This includes but is not limited to electronic harassment, text and voicemail messages, Instagram, Twitter, Facebook, snapchat and other social networking sites, etc. that affects the school environment and/or creates a substantial disruption to the environment.

**Reporting of and Response to Bullying Incidents:** Students, parents, or staff members who suspect that repeated acts of bullying are taking place should report the matter to the Director of Safety, the Dean or the Principal or other school personnel. School personnel will investigate all reports of bullying in a timely matter and in a manner focused on protecting the safety and wellbeing of individuals involved. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator(s). Educational outreach and training will be provided

to school personnel, parents, and students concerning the identification, intervention and response to, and prevention of bullying. Administrative discretion will be used to assign one of the following for incidences of bullying:

- 1-10 day suspending; pending expulsion hearing
- Notification of local authorities

### **CHEATING/PLAGIARISM**

Cheating occurs when students submit work as their own that is a result of copying another student's work or using other external sources when not permitted. Allowing another student to copy is also considered cheating. Healthy collaboration between students is encouraged – this is not cheating.

Plagiarism occurs when students represent another person's "intellectual property" (writing, research, information, or ideas) as their own without proper acknowledgment of the source. Plagiarism also occurs when a student copies verbatim or closely paraphrases a chart, illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained.

Teacher discretion will be used to assign one of the following actions for cheating or plagiarism.

- Loss of grade / credit for assignment
- Assignment of additional work
- Parental notification
- 1-3 days ISS

### **PUBLIC DISPLAY OF AFFECTION**

Normal affectionate relationships between individuals are understood at New Vistas. However, an overt show of affection is out of place and in most instances offensive to others. Any display of affection beyond holding hands is inappropriate at school. Gestures such as kissing or overly sexual or indecent behavior such as will result in consequences ranging from detention to expulsion. The administration, faculty, and staff will have final determination as to whether an act is improper or not.

### **DRESS POLICY**

New Vistas' Dress Policy is designed to model a professional, respectful, and safe learning environment while respecting and appreciating individual expression of style. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. This policy shall apply to all students in the school building during the regular school day, on field trips, and when students represent the school at events and off premises. The school will make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.

In support of these goals and expectations the Board established the following dress code for students to ensure that clothing enhances the professional learning environment and the safety and well being of all students. The term clothing is all encompassing and includes garments, jewelry, shoes, book bags, or other accessories. The following summarizes the school's expectations for student dress.

- Clothing must be appropriate for a *professional* work and learning environment; students will remain covered from shoulders to mid-thigh.

- Undergarments, gym shorts, and other garments under pants or shorts will remain covered
- Pants/shorts will be worn at the waist with pockets on the buttocks (No sagging)
- Leggings must be worn with long tops that cover the buttocks
- Pants must not contain holes larger than palm and not higher than fingertips (mid thigh).
- Crop tops, cat suits or clothing worn in such a manner that reveals underwear, cleavage, or bare skin between the upper chest and mid-thigh or is excessively revealing or provocative is not permitted
- No spaghetti straps, (tanks and shirts must have straps at least 2 fingers thick)
- Skirts/shorts bottom hem will reach mid-thigh (below fingertips)
- No clothing will be allowed that is offensive or threatening to others or that promotes illegal activities or product and/or that:
  - Depict profanity, vulgarity, sexual innuendoes, racial/religious slurs, gang symbols, illegal/inappropriate activity, obscenity, or violence
  - Promote the use or abuse of tobacco, drugs, or alcohol
  - Are associated with intimidation, violence or violent groups may create a significant risk of disruption to the educational process or to the operation of the school
- Clothing must not present a safety risk, real or perceived, to others
  - Bare feet, bedroom slippers or other unsafe foot garments are not allowed
  - Sunglasses, hats, caps, hoods, sweatbands, bandanas, head wraps, scarfs, or other headwear are not to be worn inside the school
- No Blankets allowed.

Teacher & administrative discretion will be used to assign one of the following actions for dress code violations:

<b>Correctable offense</b>	<ul style="list-style-type: none"> <li>● Change or correct clothing at school</li> <li>● Removal of item to office</li> </ul>
<b>Uncorrectable offense</b>	<p>Parent contact will be made and an attempt to have an alternate clothing option brought to school. If this is not possible, the school will make an attempt to provide an alternate item of clothing. A coaching conversation will occur between student, parent and administration about the importance of following the school dress code. Student may be referred to ISS for the remainder of the school day at the discretion of the administrative staff.</p>
<b>Repeated violations</b>	<p>A repeated violation is defined as more than 2 dress code violations in one term. A refusal to comply with school policy will result in out of school suspensions. Multiple out of school suspensions could lead to an expulsion.</p>



## **ELECTRONIC DEVICES**

**Students are NOT allowed to bring their own devices for classroom use.** All electronic devices: i.e. phones, hand-held games, ipods, and MP3 players are to be left in the locker. Students may retrieve during their lunch period and use them and return them to their lockers before the start of afternoon classes. Violation of this policy will result in the following consequences.

**1<sup>st</sup> Violation:** The Principal, Assistant Principal, or School Resource Officer escort students to place the phone in their locker.

**2<sup>nd</sup> Violation:** Phone brought to main office, phone call home, student picks up phone at the end of the school day.

**3<sup>rd</sup> Violation:** ISS will be assigned and student will need to leave phone at main office before school and is subject to a search.

**4<sup>th</sup> Violation:** Student is no longer allowed to bring their phone to school. And subsequent discipline will be assigned.

Teachers will document in PowerSchool anytime a student violates the cell phone policy. Administrators will monitor PowerSchool log entries. Students identified as repeat offenders will be subject to disciplinary actions.

## **FALSE REPORTING/FORGERY**

Students must not provide false information (written or oral). Examples include but are not limited to knowingly filing false charges against an employee or student, tampering with school documents, forging names, or document, or reporting false fire or evacuation alarms. Administrative discretion will be used to assign one of the following consequences for false reporting or forgery depending on severity:

- 1-3 days ISS
- 1-10 day suspension; pending expulsion hearing
- 1-5 day suspension
- Notification to civil authorities

## **FIGHTING**

Any physical altercation is defined as any action that includes but is not limited to punching, kicking, pushing, slapping, or pulling hair. Fighting of any kind will be designated battery and school suspension, expulsion, and/or arrest will be the consequence. Posturing and threatening behavior in the school, on school grounds, or in route to and from school and at school-sponsored activities are also grounds for suspension and/or expulsion. Students failing to comply with staff member's instructions to stop fighting or using physical/verbal violence will be subject to expulsion. Also refer to Verbal Altercations. Administrative discretion will be used to assign one of the following consequences for fighting:

- 1-5 day out of school suspension
- 1-10 day out of school suspension; pending expulsion hearing
- Counseling and/or Restorative Practices
- Notification of civil authorities

## **GAMBLING**

Gambling is prohibited on school property. This includes but is not limited to any form of wagering (Using cards, dice, coins, computer technology or other instruments) whether or not the action is for

money or items of monetary value. Administrative discretion will be used to assign one of the following consequences for gambling:

- Detention and parent notification
- 1-5 day out of school suspension
- Community service
- 10-day suspension; pending expulsion hearing
- Referral to outside agency

## **HARASSMENT**

The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation, and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- causes mental or physical harm to the other student; and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student. The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions.

### **Other Protected Forms of Harassment**

1. **Verbal:** Written and/or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's sexual orientation, gender, gender identity, national origin, race, religious beliefs, or disability, etc. toward a fellow student, staff member, or third party.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or third party by refusing to have any form of social interaction with the person.
3. **Nonverbal:** Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or third party.
4. **Physical Contact & Posture:** Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or third party.

***The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students, members of the staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.***

## **INSUBORDINATION & DISRESPECT**

New Vistas expects students to treat each other and all employees with respect and to comply with rules, requests, and direction. Students are advised that any NEO employee including administrators, faculty, or staff, has the authority to direct the actions of a student while school is in session, when a school activity is in session, or when a student is on NEO property. Language and behavior that interferes with school functions or environment, has the potential to do so, and/or shows a lack of respect to others include, but are not limited to:

- Incessant talking or making noises when students have been directed to remain quiet
- Vulgar, profane, disrespectful, or obscene language
- Refusal to work or to follow teacher, staff, or administration directions
- Misuse of property
- Any other action that prevents a teacher, school personnel, or other student to conduct the educational function of the school

Students are welcome to ask questions and offer opinions in an appropriate manner, time, and place. However, insubordination, disobedience, non-compliance, defiance, and disrespect will not be tolerated and will result in disciplinary action and may result in suspension or expulsion from school.

Classroom teachers will implement specific rules that students will be expected to follow. When an individual or a group of students challenge the teacher's authority to conduct meaningful instruction through disruptive acts, abusive language, or threats of bodily harm, the teacher will report such activity at once to the Principal or Assistant Principal, who will take appropriate action:

- Referral to Principal or Assistant Principal
- Restorative Justice; Behavior Contract
- In our out of school suspension

### **PROFANITY, PORNOGRAPHY & OBSCENITY**

New Vistas prohibits the use of profanity, obscene gestures and/or the depiction or possession of pornography or other inappropriate materials anywhere in school or on school property or event. This includes verbal, signs, writing or graphics. Any disparaging remarks aimed at an individual or group due to personal appearance, socioeconomic status, race, ethnicity, religion, sex, or sexual orientation will be taken very seriously. If foul, disrespectful, threatening, or offensive language is used inside or outside the classroom, the offending student will meet with the principal or director to discuss the seriousness of this infraction. Upon a second offense, the student will be suspended or expelled, depending on the seriousness of the offense. Administrative discretion will be used to assign one of the following consequences for profanity, pornography, or obscenity depending on severity and frequency of infraction:

- Warning
- 1-5 day out of school suspension
- 1-3 days in school suspension
- 1-10 days out of school suspension; pending expulsion hearing

### **"SEXTING" AND SEXUAL HARASSMENT**

It is New Vistas' policy that a student may not possess, view, send, or share sexual material of any form (pictures or text) including hard copy or electronic or digital form contained in a cellular telephone, camera phone, personal device, or personal digital assistant or transmitted by text message, e-mail, or any electronic communication device while the student is on school grounds, at school sponsored events, or on school buses or other vehicles provided by the school.

Additionally, it is a violation of Indiana criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography.

School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. It is imperative that all students are safe at school and are treated with respect. Sexual harassment, including but not limited to, sexual comments, gestures, or innuendo, touching of breasts, buttocks or crotch, imitating or suggesting or requesting sexual acts, or unwanted and repeated sexual advances will not be tolerated. Administrative discretion will be used to assign one of the following consequences for sexual harassment:

- Victim restitution
- 1-10 day suspension with recommendation for expulsion
- Notification of local authorities and possible legal action

**SMOKING, VAPING & POSSESSION OF SMOKING MATERIALS**

P.L. 125-1998, Ser.5 I.C. 35-46-1-10.5 I.C. 34-4-32-4 (c)

New Vistas is a tobacco-free campus; smoking and/or vaping and/or possession of or use of tobacco products is not permitted ANYWHERE in the building or on school property including inside of vehicles or on the street in front of the building. Students who violate this rule will be subject to disciplinary action; students under the age of 18 may also face legal consequences. Administrative discretion will be used to assign one of the following consequences:

<p><b>1st Infraction</b></p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Item confiscated and items will not be returned</li> <li>• 1-3 day suspension</li> </ul>
<p><b>2nd infraction</b></p>	<ul style="list-style-type: none"> <li>• Same as above- plus:</li> <li>• Increased suspension days</li> <li>• Referral to outside agency</li> <li>• Student placed on behavior contract</li> </ul>

**TECHNOLOGY VIOLATIONS**

The following will be considered violations of the permitted use of school technology for educational purposes at New Vistas and will result in disciplinary action:

- Accessing pornographic, vulgar, violent, or illegal images
- Gambling/wagering of any kind
- Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, email, voice mail, and other behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment
- Record, upload, or post fights
- Accessing the internet for the purpose of cheating

Students who misuse technology may face cell phone check in with security or an administrator upon entering the building, suspension, recommendation for expulsion, fined, and/or referred to local police authorities, depending on the findings.

**THEFT/VANDALISM**

Students causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property is against the law and a severe violation that will not be tolerated and will be cause for suspension, expulsion, and arrest. This also includes falsely pulling a fire alarm or removing a fire extinguisher. Restitution will be required. Administrative discretion will be used to assign one of the following consequences for theft or vandalism depending on severity:

- 1-5 day out of school suspension

- 10-day out of school suspension; pending expulsion hearing
- Financial restitution
- Notification of law enforcement

### **TRESPASSING**

Students who are in the school building during unauthorized time (suspension, expelled, weekends, holidays, etc.) will be considered trespassing and subject to disciplinary action. This also includes being in or on an unoccupied part of the building during the school day. Administrative discretion will be used to assign one of the following consequences for trespassing depending on reason and frequency of occurrence:

- 1-10 day out of school suspension
- Notification of civil authority
- Parent conference
- Referral to social service agency

### **UNAUTHORIZED ORGANIZATIONS/GANGS**

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students and staff of New Vistas. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activities include, but are not limited to, verbal and nonverbal communication (gestures, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing, or other adornment representing a gang or unauthorized organization; promotion of gang or unauthorized organization through distribution of literature or other material, recruitment of gang members or teaching others to represent or act like a member of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities. NOTE: Two or more people gathered for a common interest can be considered a gang. Administrative discretion will be used to assign one of the following consequences:

- 1-5 day out of school suspension
- 10-day out of school suspension; pending expulsion
- Notify local authorities

### **WEAPONS**

Weapons of any kind are prohibited at New Vistas High School. No student shall possess, handle, or transmit a weapon, including, but not limited to guns of any kind (real or not), knives, razors, box cutters, martial art weapons, brass knuckles, tools (i.e. saws, hammers, etc.), explosive devices, chemical substances, or any other item that could reasonably be considered as or used to make a weapon and potentially causing serious bodily injury and/or incapacitation.

Any actual or potential weapon will be immediately relinquished to school authorities and removed from the school building.

- 10-day out of school suspension with recommendation for expulsion
- Notification of School Resource Officer and civil authority

**Firearms:** In accordance with Indiana Code 35-47-9-2, a student who is identified as bringing a firearm on school property must be expelled for a period of at least one (1) calendar year, with the

return of the student to be at the beginning of the first school semester after the end of one (1) year period. According to IC 35-47-1-5, "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. It includes any weapon, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, as well as:

- The frame or receiver of any weapon describe above
- Any firearm muffler or firearm silencer
- Any destructive device which is explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or similar device
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- An antique firearm
- A rifle or a shotgun, which owner intends to use for sporting, recreational, or cultural purposes

NEO's Executive Director or Director of Safety and Facilities shall notify the appropriate local law enforcement agency when a student is found to be in possession of such a weapon and when expelled under this rule.

## APPENDICES

<b>Appendix I</b>	2024-2025 New Vistas School Calendar
<b>Appendix II</b>	School Administrative and Faculty Roster and Information-
<b>Appendix III</b>	Graduation Credit Requirements for: - <ul style="list-style-type: none"><li>● Core 40 Diploma</li><li>● Academic and Technical Honors</li><li>● General Diploma</li></ul>
<b>Appendix IV</b>	Indiana State Codes
<b>Appendix V</b>	Project Attend Partnership Information
<b>Appendix VI</b>	Request for Extended Absence Form
<b>Appendix VII</b>	Medical Release Forms
<b>Appendix VIII</b>	Community Eligibility Provision Letter
<b>Appendix IX</b>	Parents' Right to Know Letter
<b>Appendix X</b>	Release Forms <ul style="list-style-type: none"><li>● Directory Information</li><li>● Acceptable Technology Use</li><li>● Handbook Acknowledgement Document</li><li>● Media Release</li></ul>

APPENDIX I: 2024-2025 NEW VISTAS HIGH SCHOOL CALENDAR



Board Approved 2.21.24

Jul-24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Aug-24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Sep-24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Oct-24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Nov-23						
S	M	T	W	Th	F	S
					1	2
3	4	5/EL	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25*	26	27	28	29	30
Dec-24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<b>AUGUST</b>	5,12,19	9 AM Student Reg. & Orient.
	6 & 13	5 PM Student Reg. & Orient.
	11	Back to School Bash 2:30 PM
	<b>20</b>	<b>Fall Term Begins</b>
<b>SEPTEMBER</b>	<b>2</b>	Labor Day - No School
<b>OCTOBER</b>	<b>4</b>	Teacher PD - No School
	25 & 28	Fall Break- No School
<b>NOVEMBER</b>	<b>5</b>	<b>E-Learning Day</b>
	<b>15</b>	<b>Fall Term Ends</b>
	18	No School - Student Orientation
	<b>19</b>	<b>Term 2 Begins</b>
	27-29	Thanksgiving Break No School
<b>DECEMBER</b>	23-31	Winter Break - No School
<b>JANUARY</b>	1-3	Winter Break - No School
	6	School Resumes
	20	MLK Day - No School
<b>FEBRUARY</b>	7	Teacher PD - No School
	17	Presidents' Day - No School
<b>MARCH</b>	<b>4</b>	<b>Winter Term Ends</b>
	5	No School - 9 AM New Student Registration & Orientation
	<b>6</b>	<b>Spring Term Begins</b>
	24-28	Spring Break - No School
<b>APRIL</b>		
<b>MAY</b>	<b>2</b>	Teacher PD - No School
	26	Memorial Day - No School
<b>JUNE</b>	<b>6</b>	<b>Term 3 Ends, / Field Day, Early Release</b>
	18	Graduation

Fall Term
Winter Term
Spring Term

**180** Total Student Days

Jan-25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
Feb-25						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
Mar-05						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Apr-24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May-25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Jun-25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
16	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Make-up days if needed: February 17, March 5, or May 2



### **New Vistas Day Class Schedule**

- A 7:45: 8:30 AM (breakfast, open study lab for homework help, Plato, etc.)
- 1** 8:30: 9:26 AM
- 9:30 - 10:26
- 2** AM
- 3** 10:30 - 11:26 AM

- 4a** 11:30 AM - 12:00PM (Lunch/Advisory)
- 4b** 12:00 - 12:30 PM (Lunch/Advisory)
- 5** 12:30 - 1:26 PM
- 6** 1:30 - 2:26 PM
- 7** 2:30 - 3:26 PM

### **New Vistas Evening Academy**

Monday - Thursday:  
3:30 - 8:00 PM

## APPENDIX II: New Vistas High School Administration, Teachers and Staff

**Executive Director:**

Rebecca Reiner  
[rreiner@neoadulted.org](mailto:rreiner@neoadulted.org)

**School Counselor:****Business Manager**

Jennifer Jennings  
[jjennings@neoadulted.org](mailto:jjennings@neoadulted.org)

**Admin. Assistant & Registrar:**

Melissa Alvarado  
[malvarado@neoadulted.org](mailto:malvarado@neoadulted.org)

**English:**

Shelly Schmidt  
[sschmidt@neoadulted.org](mailto:sschmidt@neoadulted.org)

**Geometry:**

Joseph Posavac  
[jposavac@neoadulted.org](mailto:jposavac@neoadulted.org)

**Special Education:**

Aleshia Williams  
[awilliams@neoadulted.org](mailto:awilliams@neoadulted.org)

**Social Worker:****Principal:**

David Plesac  
[dplesac@neoadulted.org](mailto:dplesac@neoadulted.org)

**Facilities Manager:**

Rodney Willis  
[rwillis@neoadulted.org](mailto:rwillis@neoadulted.org)

**IT Coordinator:**

Collin Majszak  
[cmajszak@neoadulted.org](mailto:cmajszak@neoadulted.org)

**Algebra I and II:**

Theartris Childress  
[tchildress@neoadulted.org](mailto:tchildress@neoadulted.org)

**Science:**

Angela Kochan  
[akochan@neoadulted.org](mailto:akochan@neoadulted.org)

**Paraprofessional:**

Isabel Cano  
[icano@neoadulted.org](mailto:icano@neoadulted.org)

**Assistant Principal:**

Theresa Jacobs  
[tjacobs@neoadulted.org](mailto:tjacobs@neoadulted.org)

**Food Services Manager:**

Marsha Halford  
[mhalford@neoadulted.org](mailto:mhalford@neoadulted.org)

**Compliance & Complaint Coordinator**

Teisha Knight  
[tknight@neoadulted.org](mailto:tknight@neoadulted.org)

**Art:**

Bernetra Grayer  
[bgrayer@neoadulted.org](mailto:bgrayer@neoadulted.org)

**Social Studies:**

Scott Cvelbar  
[scvalbar@neoadulted.org](mailto:scvalbar@neoadulted.org)

**Paraprofessional:**

Anita King  
[aking@neoadulted.org](mailto:aking@neoadulted.org)

## APPENDIX III: Graduation Requirements



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students (not required for students with an IEP).

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

\*\*SAT scores updated September, 2017

\*\*\*WorkKeys assessment titles updated, 2018

### CORE40 with Academic Honors (minimum 47 credits)

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.\*\*
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### CORE40 with Technical Honors (minimum 47 credits)

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.\*\*\*
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

## Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### Course and Credit Requirements (Class of 2016 & Beyond)

<b>English/Language Arts</b>	<b>8 credits</b>
	Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits (in grades 9-12)</b>
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <b>General diploma students are required to earn 2 credits in a Math course or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</b>
<b>Science</b>	<b>4 credits</b>
	2 credits: Biology I 2 credits: Any science course <b>At least one credit must be from a Physical Science or Earth and Space Science course</b>
<b>Social Studies</b>	<b>4 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b>	<b>6 credits</b>
	Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities
<b>Flex Credit</b>	<b>5 credits</b>
	Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b>
	Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

### 40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

(Updated Dec., 2011)

## Appendix IV: Indiana State Codes

### State Code Concerning Student Attendance 20-33-2-14-17

**Compulsory attendance; exceptions.** These are the only absences that will ever be considered excused and will not show up on the student's attendance record as an *unexcused absence*.

#### **Sect. 18**

(a) Service as a page for or as an honoree of the Indiana general assembly constitutes a lawful excuse for a pupil to be absent from school. For each day of page service or as an honoree of the Indiana general assembly, verified by the certificate of the secretary of the senate or the chief clerk of the house of representatives, a student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The section applies to all pupils, whether they attend public, private, or parochial schools.

(b) The governing body of each school corporation and the chief administrative official of each private secondary school system shall authorize the absence and excuse of each secondary school student who serves on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. A student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner.

(c) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.

(d) The governing body of each school corporation or the chief administrative officer of each private school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance under this subsection shall not be recorded as being absent on any date for which the excuse is operative, nor shall the student be penalized by the school in any manner.

(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1977, P.L. 243, SEC.1; P.L.211-1983, SEC.1; P.L.197-1985, SEC.4; P.L.200-1995, SEC.1; P.L.146-1999, SEC.3.

#### **20-33-2-20 Attendance Records Sec. 23.**

(a) An accurate daily record of the attendance of each child who is subject to compulsory school attendance under section 17 of this chapter shall be kept by every public and private school.

(b) In a public school, the record shall be open at all times for inspection by attendance officers, School officials and agents of the department of labor. Every teacher shall answer fully all lawful inquiries made by an attendance officer, school official, or agent of the department of labor.

#### **20-33-2-27 Compulsory attendance; parent's responsibility Sec. 33**

(a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.

#### **20-33-2-44 Penalty**

Sec. 37. Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor.

(Formerly: Acts 1973, P.L.218, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2006.

### **20-33-2-47 Verifying Student Absences**

System for parental notification of nonattendance of students; development and Implementation

Sec. 1. A school corporation may develop and implement a system of notifying the parent or guardian of a student when:

- (1) the student fails to attend school; and
- (2) the student does not have an excused absence for that day. *As added by P.L.12-1994, SEC.13.*

### **20-33-2-47 Telephone notification to parents of student nonattendance**

Sec. 2. If a school corporation implements a notification system under this chapter, the attendance officer or the attendance officer's designee shall make a reasonable effort to contact by telephone the parent or guardian of each student who has failed to attend school and does not have an excused absence for that day. *As added by P.L.12-1994, SEC.13.*

### **20-33-2-47 Immunity from liability where reasonable efforts to notify are made**

Sec. 3. If an attendance officer or an attendance officer's designee has made a reasonable effort to contact a parent or guardian under section 2 of this chapter, the school corporation is immune from liability for any damages suffered by the parent or guardian claimed because of failure to contact the parent or guardian. *As added by P.L.12-1994, SEC.13.*

### **20-33-8-12 Adoption of discipline rules; publicity requirement; discipline policy regulations and rulemaking powers of school corporation governing body**

Sec. 7. (a) The governing body of a school corporation must do the following:

- (1) Establish written discipline rules, which may include appropriate dress codes, for the school Corporation.
- (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:

- a. Making a copy of the discipline rules available to students and students' parents; or
- b. Delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule. Students are expected to act responsibly at the high school. In the absence of self-discipline, the appropriate member of the educational team will serve preventive and/or corrective actions to assist the growth and development of students.

### **20-33-8-14 Grounds for suspension Section 8.**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) 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;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

*As added by P.L.131-1995, SEC.10.*

Suspension means disciplinary action where a student is separated from school attendance for a period not longer than 10 days.

In the case of out-of-school suspension, the student will be given the number of school days the suspension was assigned after return to make up work missed. It is the student's responsibility to solicit make-up work from his/her teachers. Make-up work on tests and major projects will be counted in full; however, homework and class assignments will only be given half credit. Major projects such as research papers are due upon the first day of return from a suspension. During the suspension period, students are not allowed to be in attendance at any New Vistas High School function or on any New Vistas High School property.

## Appendix V: Project Attend Partnership Information

# PORTER COUNTY JUVENILE SERVICES

1660 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385



**JUVENILE PROBATION**  
CHRISTOPHER BUYER, CHIEF  
DEANA HARRIS, ASSISTANT CHIEF  
PHONE: (219) 465-3475  
FAX: (219) 465-3600

HON. MARY A. DeBOER, JUDGE  
HON. KRISTEN MULLIGAN, MAGISTRATE  
AMY K. BEIER, EXECUTIVE DIRECTOR

**JUVENILE DETENTION**  
ALISON M. COX, DIRECTOR  
BECKY D. LUTZ, ASSISTANT DIRECTOR  
PHONE: (219) 465-3520  
FAX: (219) 465-3623

Dear Parent/Guardian,

Congratulations on enrolling your child in Kindergarten! What an exciting time for you and your child. These initial school years are so important in the growth of critical skills (educationally, socially, and developmentally) for your child and the key to your child's ongoing success is regular attendance at school. As you start this adventure with your child there are a few things we would like to explain to you regarding school attendance.

In Porter County there is a program called Project Attend. This preventative program is managed by the Porter County Juvenile Probation Department and is designed to address attendance problems without the direct involvement of the Court. If your child begins to accumulate too many unexcused absences and/or tardies, you may receive a letter or phone call from the school saying that further attendance issues will result in a referral to Project Attend. So what does that mean? First, we would like to explain what the law says about school attendance.

In Indiana, there is something called the Compulsory School Attendance Law. It states that a child must attend school every school day, unless legally excused until the age of 18. Although Kindergarten is not "technically" required, the law states a student is bound by this requirement if they are formally enrolled in school. So now that you have enrolled your child in Kindergarten, this law applies to you.

Next we would like to explain what the law says about absenteeism. The law defines absenteeism two ways: Habitual and Chronic. Habitual truancy means a student has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. In other words, ten unexcused absences within a school year. Chronic absenteeism means the student has been absent from school for ten percent or more of a school year for any reason. In other words, since there are 180 school days a year, the student was absent (excused or unexcused) for 18 or more days.

If your child falls into either of these two categories, the school has a responsibility to refer the issue to the Juvenile Probation Department's Project Attend program because you are in violation of Compulsory School Attendance law.

Once a referral is received, the staff with Project Attend will work with your child, your family, and the school to resolve the attendance issues in every way possible. However, if the issue is not improved by working with the program, the Project Attend staff will have to refer the matter to the judicial system. Because Project Attend focuses on elementary aged children and their families, a referral can mean a few things. You, as the parent, can be charged with Education Neglect (a felony). Possible outcomes of this charge can range from fines to jail time. The Project Attend staff may also have to refer the matter to the Department of Child Services for neglect. These outcomes do not happen often and only occur after every other avenue to help you and your child is exhausted.

Attendance is vital to your child's success in school. Here are a few tips to reduce your child's absences. Keep vacations and/or appointments scheduled when school is not in session. Limit sick days to when the child is having a real issue and keep open communication with the school nurse regarding chronic and/or ongoing medical issues. Plan your morning and nighttime routines in order to ensure your child gets on the bus and to school on time every day. And always, speak with the school staff and your child's teacher to keep them informed of any changes that may affect your child's attendance.

Thank you for your attention and have a great school year!

Appendix VI: Request for Extended Absences Form



New Vistas High School
Extended Absence Request Form

INSTRUCTIONS: Complete this form and forward to the main office for evaluation. Please attach all supporting documentation. This form is not for family vacation requests.

Note: ONLY THE PRINCIPAL OR DESIGNEE HAS THE AUTHORITY TO APPROVE THE EXTENDED ABSENCE.

Student's Name: Today's Date:

Student ID Number:

Reason for Extended Absence:

- Bereavement (relation) Must provide original obituary or original document from funeral director
Family Illness (relation) Must provide original letter from physician
Personal Illness Must provide original letter from physician
Other Must provide official and appropriate documentation

Explanation:

Total School Days to be Missed: Dates Absent: From to

If approved, student and parent/guardian, if applicable, understand their obligations to provide appropriate documentation and to complete all assignments.

Student Signature
Parent/Guardian Signature (required if student is under 18) Acknowledgement of Receipt of Request Form: Date:

THIS SECTION IS FOR ADMINISTRATIVE COMMENTS
Request: Approved Not Approved By: Date:
Signature of Principal or Designee
Comments:
Student/Parent/Guardian notified on (date) by (staff)



Appendix VII: Medical Release Forms

**New Vistas High School**  
**Medical Distribution Policy**



**Form A-1 PHYSICIAN'S FORM FOR MEDICATION AND ADMINISTRATION**

Both state law and all public schools in Indiana require the following information when children need administration of prescriptions at school. Physician must complete the following information and have the parent/legal guardian bring this form to the school with the medication.

**Name of Student:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School:** Neighbors' New Vistas High School 5201 US Highway 6, Portage, IN. 46368

**Name of Medication:** \_\_\_\_\_

**Oral Dosage:** \_\_\_\_\_ **End Date of Administration of Medication** \_\_\_\_\_

**Time(s) and frequency of administration of medication:** \_\_\_\_\_

**Special Instructions: (e.g., cold storage, sterile conditions, etc.)** \_\_\_\_\_

**Side effects, which should be reported to the physician:** \_\_\_\_\_

\_\_\_\_\_  
*Physician's Name (Please Print)*      *Signature*      *Date*

\_\_\_\_\_  
*Phone*      *Emergency Phone:*

**CONSENT TO SHARE INFORMATION**

New Vistas High School and Dr. \_\_\_\_\_ have my permission to share information concerning medication prescribed to me/ my child.

\_\_\_\_\_  
*Student's Name*      *Date of Birth*

\_\_\_\_\_  
*Student's Signature if 18 or older*      *Date:* \_\_\_\_\_

\_\_\_\_\_  
*Parent/Legal Guardian's Signature if student is under 18*      *Date:* \_\_\_\_\_

**New Vistas High School**  
**Medical Distribution Policy**

**FORM A-2 MEDICATION CHANGE REQUEST**

**Name of Student:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School:** Neighbors' New Vistas High School 5201 US Highway 6, Portage, IN. 46368

**Name of Medication:** \_\_\_\_\_

I request the following change in medication administered at the school:

\_\_\_ Medication \_\_\_\_\_ \_\_\_ Dose \_\_\_\_\_

\_\_\_ Time of Administration \_\_\_\_\_ \_\_\_ Other \_\_\_\_\_

\_\_\_ Discontinue Medication completely (with physician approval – signed below)

\_\_\_ Discontinue Medication completely (without physician approval or consent)

*I, the student or parent/legal guardian, am making this request to discontinue medication. The prescribing physician has not been consulted.*

**Date change is to begin** \_\_\_\_\_

\_\_\_\_\_  
*Student Signature (if 18 or older)*

**Date** \_\_\_\_\_

\_\_\_\_\_  
*Parent/Legal Guardian's Name (if student is under 18)*

**Date** \_\_\_\_\_

\_\_\_\_\_  
*Parent/Legal Guardian's Signature*

**Please Note:** *Physician's signature must be obtained if this is a change in prescription medication.*

\_\_\_\_\_  
*Physician's Name*

Date \_\_\_\_\_

\_\_\_\_\_  
*Physician's Signature*

## VIII: Community Eligibility Provision Letter

### Community Eligibility Provision Notification

Dear Parent or Guardian:

We are pleased to inform you that Neighbor's New Vistas High School will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2023-2024 school year.

All students enrolled at Neighbor's New Vistas High School are eligible to receive a healthy breakfast and lunch at school at no charge each day of the 2022-2023 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact Teisha Knight.

Sincerely,  
Jennifer Jennings

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**New Vistas High School**  
**Parent Right to Know Letter**

Rebecca Reiner, Executive Director  
David Plesac, Principal

5201 US Highway 6  
Portage, IN 46368

SY 2024-2025

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) this *PARENTS' RIGHT TO KNOW* notification is to every parent of a student attending New Vistas, a Title I school to inform you of your right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers that shall include information regarding the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact me at the school, 219-850-4448.

Sincerely,

***David Plesac***

David Plesac, School Principal



### New Vistas High School Directory Information

**Student's Full Legal Name** \_\_\_\_\_  
Please print *Last First MI Birth/Maiden*

**Primary Legal Guardian** \_\_\_\_\_  
Please print *Last First MI Birth/Maiden*

### New Vistas High School Acceptable Use of Technology Policy

I have received, read and understand Neighbors' New Vistas High School's Acceptable Use of Technology Policy (located in the Student & Parent Handbook) governing access to and use of the school's network and the Internet through school resources and agree with its terms. I understand that this access is being provided for educational purposes only. I also understand that violation of this policy may have consequences ranging from revocation of access to privileges to suspension or expulsion and those violations may be reported to local, state, and /or federal legal authorities.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Student & Parent Handbook Acknowledgement Receipt

Please acknowledge that you have received a copy of the New Vistas High School Student and Parent Handbook (hard copy or electronic copy) and have read it or will accept the responsibility to read, understand, and comply with the school's policies and procedures and expectations along with the Parents Right to Know letter.

**Student Signature** (if 18 or older) \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** (if under 18) \_\_\_\_\_ **Date** \_\_\_\_\_

### New Vistas High School

## Media, General & Military Release of Information Form

Each section must be completed and signed by the parent/legal guardian if the student is under 18 years of age.

Today's Date: \_\_\_\_\_

Student's Full Legal Name \_\_\_\_\_  
Please print Last First MI Birth/Maiden

Primary Legal Guardian \_\_\_\_\_  
Please print Last First MI Birth/Maiden

### **MEDIA RELEASE OF INFORMATION**

I give permission for the name and photograph(s) and/or video images of student to be released to school approved media sources including school's webpage and school's Facebook for the purpose of coverage and promotion of school-related events and student success including graduation, honor roll, and other noteworthy points of recognition.

Student Signature (if 18 or older) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

### **GENERAL RELEASE OF INFORMATION**

I give permission for Neighbors' New Vistas High School to release information regarding my enrollment status, academic progress, attendance and assessments to the following:

- Colleges, Apprenticeship, Training programs     Courts, Probation     Work One
- Military     Media for graduation, honor roll, scholarship, and other notable scholastic accomplishments     Other:

Student Signature (if 18 or older) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

### **MILITARY "OPT – OUT" INFORMATION**

Section 9528 of the *No Child Left Behind Act of 2001* requires us to release family's private information to military recruiters unless we "Opt-Out" in writing.

- As a parent, I am exercising the right to request that you do not turn over the name, address, telephone listing and school records to the Armed Services, Military Recruiters or Military Schools of this student. As a student of the age of majority, I request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters or Military Schools.

Student Signature (if 18 or older) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX XI: HOUSING QUESTIONNAIRE



### HOUSING QUESTIONNAIRE

Name of LEA: Neighbors' New Vistas High School  
Name of School: Neighbors' New Vistas High School  
Name of Student: (Last, First, Middle) \_\_\_\_\_

Gender:  Female  Male

Date of Birth: \_\_/\_\_/\_\_\_\_\_

Grade: \_\_\_\_\_ ID#: (Optional)

Address (if available - primary location student stays):  
\_\_\_\_\_

Phone: \_\_\_\_\_

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): \_\_\_\_\_
- In permanent housing

\_\_\_\_\_  
Parent / Guardian Name (PRINT)

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Student Name (PRINT) (for unaccompanied homeless youth only)

\_\_\_\_\_  
Student Signature (for unaccompanied homeless youth only)

Date: \_\_\_\_\_