



## **HERITAGE HIGH SCHOOL MISSION STATEMENT**

*The mission of Heritage High School, in partnership with the entire community, is to provide an academically appropriate environment where self-disciplined, motivated students can acquire the knowledge and skills necessary to develop into responsible citizens who can obtain entry-level jobs or pursue post-secondary education.*

<http://www.lcsedu.net/schools/hhs>

**STAFF AND ADMINISTRATION  
2017-2018**

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Mrs. Robin Wrabley

**Media Staff**

Media Specialist	Mr. John Meadows
Media Specialist	TBD
Media Assistant	Mrs. DaRonda Dansby

**Secretarial Staff**

Office Manager	Mrs. Jackie Hofmann
Secretary (Main Office)	Mrs. Cheryl Brown
Bookkeeper (Main Office)	Ms. Marie Updike
Secretary (Main Office)	Ms. Kim Steger
Secretary (Guidance)	Ms. Faith Carroll
Registrar (Guidance)	Mrs. Susan Smith
Secretary (Athletics)	Ms. Edna Wimbush
Secretary (Attendance Office)	Mrs. Brenda Meeks
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## TABLE OF CONTENTS

Mission Statement	1	Minute of Silence	32
Staff Directory	2	Nat'l Honor Society	32
Table of Contents	3	Nurse	32-33
Academic Recognition	4	Obligations	33
Class Rank	4	Phys. Education	33
Dropped Courses	4	Pledge of Allegiance	33
Acceptable Use Policy	4-5	Sales & Solicitations	34
Activity Bus	5	School Resource	
Announcements	5	Officer	34
Arrival to School	5	Student Computer	34
Assemblies	5	Accounts	
Athletics	6	Students with	
Attendance Procedures	6-7	Children	34
Absences	6	Telephone	34
Early Dismissals	6	Testing Info.	35-37
Skipping	6	College Night	37
Tardy to School Policy	6	FAFSA	37
Tardy to Class	7	Textbooks	37
Discipline Procedures for Tardies		Visitors to Building	37
Early Dismissals	7		
Cafeteria Procedures	8		
Bell Schedules	9-10		
Diploma Types	11-13		
Discipline	13-21		
Driving and Parking	21-22		
Elevator	22		
Flowers, Food, Gifts (Delivery)	22		
Food and Drink	22		
Grade Reports	22-23		
Report Card Distribution Dates	23		
Senior Exam Exemption	23		
SOL Exam Exemption	23		
Graduation	24		
Guidance Information	24-27		
Hall Passes & Hall Conduct Rules	27-28		
Homework/Make-up Work	28		
Honor Code	28		
Faculty Honor Council	28-30		
Lockers	30		
Lost and Found	30		
Media Center (Library)	30-31		
Messages to Students	31		

## 2017-2018

### **Academic Recognition**

Academic recognition will be given each 9 weeks to students by means of a "Scholars' List" and an "Honor Roll."

Scholars' List - Earned All A's  
Honor Roll - Earned a 'B' average with no grade lower than a 'C'

Report cards are distributed to students at the end of each 9 weeks to advise parents of student progress. It is the responsibility of the student to deliver the report card to the parents for the first 3 report periods. The final report for the year is mailed to parents.

### **Class Rank**

Many colleges ask for the class rank of a student as part of the information requested on a transcript. Rank in class is determined at the end of each semester and is recorded on the academic record sheet that the student receives.

### **Dropped Courses**

All schedule changes must take place no later than, Friday, September 1, 2017. Any course dropped within that time period will not be recorded on a student's report card or academic record sheet. Only in extreme cases, with permission of the principal, will a student be allowed to drop a course beyond this time period.

### **ACCEPTABLE USE POLICY FOR COMPUTERS**

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all Lynchburg City Schools' students and staff members, as well as other individuals who utilize the school division's technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document. **Students will not be allowed to use the computer until the AUP has been received.**

### **ACCEPTABLE USE POLICY (Cont'd.)**

**Teacher Responsibilities:** Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of technology. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age- and topic- appropriate materials and resources. All students and staff members will receive required instruction in Internet safety using the Lynchburg City Schools' approved curriculum. Teachers will model appropriate use of the Internet and will monitor and advise students in independent Internet use.

**Discipline:** Inappropriate use of the network, which includes the Internet is a violation of school division discipline policies. Inappropriate use may result in termination of access and may result in disciplinary action, which may include suspension from school or in case of employees, termination of contract. Depending on the severity of the violation, criminal or civil liability is also possible.

### **ACTIVITY BUS**

An activity bus will run, but the schedule will change periodically as necessary. Coaches will have access to bus schedules on a weekly or daily basis and they will be on the morning announcements. The activity bus schedule is posted in the administrative offices weekly. The activity bus is only for students staying back for athletic events or who are involved with school sponsored club meetings.

### **ANNOUNCEMENTS**

Announcements are read daily and sent via e-mail to all faculty and staff. Written copies are posted in the Main Office, Guidance Office, Attendance Office, Media Center, and the Clinic. Daily announcements are posted on our school website. [www.lcsedu.net/schools/hhs](http://www.lcsedu.net/schools/hhs)

### **ARRIVAL TO SCHOOL**

Upon entering the building, no students should sit on the steps, the railings, or in the hallways because these are safety violations. Students are not to remain in the parking lot or leave the grounds once they arrive at school.

### **ASSEMBLIES**

Assemblies are conducted in the field house or auditorium. Students will receive directions from teachers concerning the nature of the assembly, where to sit, and any special instructions. **Students who do not exhibit positive audience behavior will receive school discipline.**

## **ATHLETICS**

No Heritage student-athlete who joins one athletic team may join another athletic team during the same season if that athlete either quits the original team or was dismissed from the original team. There is an appeals process for this policy. If a student and/or parent want to appeal this policy in order for a student to be allowed to be an exception to this rule, the student/parent and/or coach of the second team may appeal to the committee (composed of the school principal and athletic director). This policy does not eliminate the existing policy which allows for a student-athlete to participate on two teams in the same season as long as the Athletic Department policy guidelines are followed.

## **ATTENDANCE PROCEDURES**

The Lynchburg City Schools Student Attendance Policy (Policy 7-15) may be found in the 2017-2018 LCS Parent/Student Handbook.

### **HHS Attendance Procedures**

#### **Absences**

1. Students are not allowed to participate in any after-school or night activities if a) they have been suspended, b) in ISS, c) not attended school that day, or d) students who do not complete at least half of their school day will be counted as absent.
2. After 5 unexcused absences, student and parent/guardian will be required to meet with the attendance coordinator to develop a plan to resolve the student's attendance.
3. After 7 unexcused absences, a referral will be sent to the city truancy officer.

#### **Early Dismissals**

Any student having permission to leave school early must leave the premises promptly at the time specified. Student drivers with an early dismissal may leave with valid parking permit or administrative permission. Students must wait for an early dismissal pass to arrive to their class before being released. Students who arrive to the Attendance Office without an early dismissal pass will be subject to school discipline.

#### **Skipping**

Skipping school or class will result in disciplinary action, possible suspension, possible loss of parking privileges, and a parent conference.

#### **Tardy to School Policy**

Students are expected to arrive at school and to all classes on time. All tardies decrease time from learning and have a negative personal and school impact. Students absent from or arriving tardy to school must check into the attendance office prior to going to class.

## **ATTENDANCE PROCEDURES (Cont'd.)**

### **Tardy to Class**

A detention will be issued by the teacher. Excessive tardies may result in a referral to an administrator.

Procedures:

1. At the beginning of each class, teachers record attendance in Infinite Campus.
2. Students arriving to school after the tardy bell or who miss the entire 1<sup>st</sup> period must report to the Attendance Office upon arrival. Upon receiving a pass from the Attendance Office, students who are tardy must report directly to their class.
3. Students in the hallway after the tardy bell need to report directly to class and will receive a lunch detention.
4. Students who receive more than 3 tardies will receive a disciplinary referral from their teacher.

### **Truancy Procedures for Tardies and/or Early Dismissals:**

With a combination of five tardies and/or early dismissals to school per semester, the following procedures will be used:

1. 5<sup>th</sup> tardy and/or early dismissal – warning referral
2. More than 5 tardies and/or early dismissals will result in 1 hour of Saturday School for each additional tardy and/or early dismissal over 5. Students who fail to serve Saturday School will receive an in school suspension.

## CAFETERIA PROCEDURES

Heritage has three lunch periods where a la carte and deli lines are provided for students in a food court setting. Lunches brought from home must be eaten in the cafeteria.

1. Students must report to the cafeteria by the time the tardy bell rings. If a student is found anywhere else without a pass, this will be considered skipping. If students need to leave the area, they must have a pass signed by an administrator.
2. Lunch lines should be orderly. Breaking into lunch or snack lines will not be tolerated.
3. Food, trays, dishes, and eating utensils are not to be taken from the cafeteria. All food and drinks must be consumed in the cafeteria area.
4. Glass containers are not allowed anywhere in the building for safety.
5. There will be absolutely no sitting on the floor inside the cafeteria.
6. Trash should be disposed of in containers placed for that purpose.
7. Students are restricted to the cafeteria or the patio area in the rear of the school during lunchtime.
8. Students will not be issued passes from the cafeteria. **Students who need to meet with a teacher during lunch must bring a pass with them to the cafeteria from the teacher.**
9. During lunch students are to use the restrooms located in the cafeteria.
10. No throwing of food or paper is allowed. Students throwing any objects in the cafeteria will be disciplined.
11. Students may purchase breakfast items in the cafeteria from 7:15—7:30 am. Prices for breakfast and lunch items are posted in the cafeteria.



**REGULAR BELL SCHEDULES  
(Monday, Wednesday, Friday)**

Period 1 .....	7:35-8:31
Period 2 .....	8:36-9:26
Period 3 .....	9:31-10:21
Period 4 .....	10:26-11:16 am
Period 5 .....	11:49-12:40 pm
1 <sup>st</sup> Lunch .....	11:21-11:44 am
Period 5 .....	11:21-11:44 & 12:17 – 12:40 pm
2 <sup>nd</sup> Lunch .....	11:49-12:12 pm
Period 5 .....	11:21-12:12 pm
3 <sup>rd</sup> Lunch .....	12:17-12:40 pm
6 <sup>th</sup> Period .....	12:45-1:35 pm
7 <sup>th</sup> Period .....	1:40 -2:30 pm

**ENRICHMENT SCHEDULE  
(Tuesday, Thursday)**

Period 1 .....	7:35 – 8:19
Period 2 .....	8:24 – 9:08
Period 3 .....	9:13 – 9:57
Enrichment .....	10:02 – 10:42
Period 4 .....	10:47 – 11:31
1 <sup>st</sup> Lunch .....	11:36 – 11:59
Period 5 .....	12:04 – 12:55
Period 5 .....	11:36 – 11:59 pm & 12:33 – 12:55
2 <sup>nd</sup> Lunch .....	12:04 – 12:27
Period 5 .....	11:36 – 12:27
3 <sup>rd</sup> Lunch .....	12:32 – 12:55
6 <sup>th</sup> Period .....	1:00 - 1:43
7 <sup>th</sup> Period .....	1:48 – 2:30

**BELL SCHEDULES (Cont'd.)**

**2-Hour Late Schedule**

Period 1 .....	9:35 – 10:06
Period 2 .....	10:11 – 10:42
Period 3 .....	10:47 – 11:18
Period 4 .....	11:23 – 11:54
1 <sup>st</sup> Lunch .....	11:59 – 12:22
Period 5 .....	12:27 – 1:18
Period 5 .....	11:59 – 12:22 & 12:55 – 1:18
2 <sup>nd</sup> Lunch .....	12:27 – 12:50
Period 5 .....	11:59 – 12:50
3 <sup>rd</sup> Lunch .....	12:55 – 1:18
6 <sup>th</sup> Period .....	1:23 – 1:54
7 <sup>th</sup> Period .....	1:59 – 2:30

**EARLY DISMISSAL**

Period 1 .....	7:35 – 7:53
Period 2 .....	7:58 – 8:16
Period 3 .....	8:21 – 8:39
Period 4 .....	8:44 – 9:02
Period 6 .....	9:07 – 9:25
Period 7 .....	9:30 – 9:48
1 <sup>st</sup> Lunch .....	9:53 – 10:12
Period 5 .....	10:17 – 11:00
2 <sup>nd</sup> Lunch .....	10:17 – 10:36
Period 5 .....	9:53 1 10:12 & 10:41 – 11:00
3 <sup>rd</sup> Lunch .....	10:41 – 11:00
Period 5 .....	9:53 – 10:36

**BELL SCHEDULES (Cont'd.)**

**ACTIVITY BELL SCHEDULE**

Period 1 .....	7:35 – 8:18
Period 2 .....	8:23 – 9:06
Period 3 .....	9:11 – 9:54
Period 4 .....	9:59 – 10:43
1 <sup>st</sup> Lunch .....	10:48 – 11:11
Period 5 .....	11:16 – 12:07
2 <sup>nd</sup> Lunch.....	11:16 – 11:39
Period 5 .....	10:48 – 11:11 & 11:44 – 12:07
3 <sup>rd</sup> Lunch .....	11:44 – 12:07
Period 5 .....	10:48 – 11:39
Period 6 .....	12:12 – 12:56
Period 7 .....	1:01 – 1:45
Pep Rally/Activity .....	1:50 – 2:30

All students are to exit the building by 2:40 pm, unless they have a pass to stay for an activity with a teacher, coach, or sponsor. Students who are in the building unsupervised will receive school discipline. The Weight Room will be closed unless supervised by a coach. Once students complete an activity, they must leave the building and have a ride ready. Once students exit the building, they are not allowed to return.

**DIPLOMA TYPES**

**Please Note: See the Program of Studies for the specific courses that must be completed to satisfy each specific diploma requirement or contact your student’s counselor).**

<b>Standard Diploma</b>		
<b>(Entering 9<sup>th</sup> grade for first time fall of 2013 or beyond)</b>		
<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credit Required</b>
English	4	2
Math	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and P.E.	2	
F. Lang. Fine Arts or Career Tech	2	
Economics and Personal Finance	1	
Electives	4	
Student Selected Tests		1
<u>Career Technical Edu. Credential</u>		
Total	22	6

## DIPLOMA TYPES (Cont'd.)

### Advanced Studies Diploma

#### Adv. Studies Diploma (Entering 9<sup>th</sup> Grade fall of 2011 or later)

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Math	4	2
Laboratory Science	4	2
History and Social Sciences	4	2
Foreign Language	3	
Health and P.E.	2	
Fine Arts or Career Tech	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Tests		1
<u>Career Tech. Edu. Credential</u>		
Total	26	9

### ADVANCED STUDIES DIPLOMA WITH HONORS SEAL

#### (All students)

Students who wish to earn the Advanced Studies Diploma with Lynchburg Honors Seal must meet all the course and verified credit requirements for the Advanced Studies Diploma. In addition, they must meet the following additional criteria:

1. English must include a minimum of 6 semesters in courses designed for students with above average skills in reading and writing. Four of these semester courses must be taken during the junior and senior years.
2. The four math credits must include Algebra 1 and 3 credits above the level of Algebra 1. The minimum must include progress through trigonometry/functions.
3. Science credits must include choices from earth science, Biology I, Biology 2 Anatomy & Physiology, Biology 2 Ecology, chemistry, physics, AP Chemistry, AP Physics, AP Biology, and Dual Enrollment Biology.
4. Social studies credits must include Advanced World History and Geography I (to 1500 AD), Advanced World History and Geography 2 (1500 AD to Present) or AP World History, Advanced American History, AP American History, Advanced U.S. Government or AP Government, AP European History, and AP Microeconomics and Macroeconomics.
5. Students must take and pass at least 2 advanced placement or dual enrollment courses (or one of each) in different content areas during the senior year. These courses may be in English, math, science, or social studies.

## **DIPLOMA TYPES (Cont'd.)**

### **Applied Studies Diploma**

Students identified with disabilities who complete the requirements of their individualized education programs shall be awarded special diplomas by local school boards if they do not fulfill any other diploma requirements.

### **Certificate of Program Completion (all students)**

Students who have completed a prescribed course of study as defined by the local school board shall be awarded certificates by local school boards if the students do not qualify for diplomas. This is NOT a high school diploma.

### **General Achievement Diploma (all students)**

Students who exit high school without a diploma but then plan to pursue a General Achievement Diploma (GAD) must meet both the course credit and testing requirements of this program.

## **DISCIPLINE**

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### **Assault and Battery**

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

### **Attendance; Truancy**

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy P 7-15 Student Attendance) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### **Bomb Threats**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as File: JFC-R Page 2 © 2/15 VSBA Lynchburg City

## **DISCIPLINE (Cont'd.)**

Schools defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

### **Bullying**

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

### **Bus-Related Offenses**

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. (See policy JFCC—Student Conduct on School Buses)

### **Cheating**

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited: • cheating on a test or assigned work by giving, receiving, offering and/or soliciting information • plagiarizing by copying the language, structure, idea and/or thoughts of another • falsifying statements on any assigned schoolwork, tests or other school documents

### **Personal Electronic Communication Devices**

Students enrolled in grades 9-12 may have a personal electronic communication device (e.g. cell phone) in their possession before, during, or after the regular hours of operation of the school day. The device may be used in non-instructional times and spaces (e.g. in hallways, cafeteria, on buses) so long as it is not disruptive and is not used to record others when there is a reasonable expectation of privacy.

### **Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

### **Disruptive Conduct**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or

## **DISCIPLINE (Cont'd.)**

interferes with teaching and orderly conduct of school activities, is prohibited.

### **Electronic Cigarettes**

Students shall not possess electronic cigarettes or vaporizers on school premises, on school buses or at school sponsored activities. (See policy KGC Use of Tobacco and Electronic Cigarettes on School Premises)

### **Extortion**

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

### **Felony Charges**

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

### **Fighting**

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

### **Gambling**

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

### **Gang Activity**

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association).

### **Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See policy JFHA/GBA Prohibition Against Harassment and Retaliation)

### **Hazing**

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.

## **DISCIPLINE (Cont'd.)**

### **Internet Use**

Students shall abide by the Lynchburg City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

### **Laser Pointers**

Students shall not have in their possession laser pointers.

### **Other Conduct**

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

**Possession or Use of Weapons or Other Dangerous Articles** Students shall not have in their possession any firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

### **Profane, Obscene or Abusive Language or Conduct**

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

### **Reports of Conviction or Adjudication of Delinquency**

Any student for whom the Superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

### **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

### **Student Dress**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes or highlights private areas or shows an excessive amount of bare skin



## **DISCIPLINE (Cont'd.)**

- Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel,

jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes, or go home.

### **Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

### **Threats or Intimidation**

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

### **Trespassing**

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

### **Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as

## **DISCIPLINE (Cont'd.)**

anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require a student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division Superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### **Vandalism**

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school sponsored events. When a student injures, destroys, or defaces school property, including school buses, the student and his/her parent or guardian shall be required to pay for the damage.

### **Corrective Actions/Interventions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Reprimand
3. Loss of privileges, including access to the School Division's computer system
4. Parental conferences
5. Modification of student classroom assignment or schedule
6. Student behavior contract
7. Referral to student support services
8. Removal from class
9. Referral to in-school intervention, mediation, restorative practices, or community service programs
10. Tasks or restrictions assigned by the principal or his designee
11. Detention after school or before school

## **DISCIPLINE (Cont'd.)**

12. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
13. Alternative Instructional Arrangement (AIA)
14. Out-of-school suspension
15. Referral to an alternative education program
16. Notification of legal authority where appropriate
17. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
18. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

Adopted: July 12, 2016

### **Saturday School**

The following guidelines apply to the implementation of the Saturday School Program:

1. A student can be assigned up to 3 hours of Saturday School.
2. A student can be given more than one day of Saturday School depending on the severity of the offense.
3. A student not reporting to Saturday School when assigned will be subject to further disciplinary action.
4. A student not complying with the rules and regulations or refusing to do assigned work will be sent home and face further disciplinary action.

Students must arrive to Saturday School by 9 am, regardless of the number of hours needing to be served. During SAT and ACT administration, the hours of Saturday School will be 2 – 5 pm. Students must complete a writing assignment based on the number of hours assigned. Students must be in compliance with the dress code. Students may have cell phones/electronic devices but they cannot use them during Saturday School.

### **School-Student Property**

No student should bring anything to school, which is prohibited by statute, policy, or school rule. The administration has the authority to search school property, student property (including cars) and student's person when there is reason to believe a student has violated a statute, policy, or rule.

### **Smoke-Free Building**

The use or possession of tobacco products, in any form, within school buildings or on school grounds is prohibited at all times. In addition, students are not allowed to use tobacco products while riding in school

## **DISCIPLINE (Cont'd.)**

vehicles and attending school events. Violating the above policy will result in disciplinary actions.

### **Students Remaining After School**

When the 2:30 p. m. bell rings, all students are to be out of the building or with an approved activity. Students remaining after school for make-up work, club activities, and other necessary reasons must report to their sponsor no later than the 2:40 p. m. bell. Any student staying back should take all necessary books, etc. to the activity area. Students should remain with their sponsor and secure a pass from the sponsor. **Any student found on the grounds unsupervised after the 2:40 p. m. bell will be subject to disciplinary action.** The gym and weight room are off limits except for practice and conditioning for a team under a coach's supervision. .

### **Suspension Appeals**

A parent may appeal a suspension to the principal and may appeal the ruling of the principal to the Director of Student Services. A student who questions the direction of a staff member should first comply with a reasonable request and then follow with an appeal to an administrator. Any student who is suspended may be required to return with a parent for a re-admittance conference.

### **ADDITIONAL HERITAGE HIGH SCHOOL EXPECTATIONS**

In addition to the policies and expectations listed above, Heritage High School students will also adhere to the following:

- Blankets are not allowed in the building.
- Fidget spinners/cubes are not allowed during instruction.
- For safety reasons, students should have only one earbud/earphone in use if using electronic devices in the hallways, between classes, or during lunch.
- Cell Phones/Electronic devices may not be used/displayed during instructional time.
- Students may use cell phones before school, between classes and during lunch.
  - A referral will be written for violating cell phone usage procedures.
    - 1st referral (warning)
    - 2nd referral (1 day of ISS)
    - 3rd referral (2 days of ISS & student placed on cell phone ban list)
    - 4th referral & beyond (5 days of ISS for every subsequent offense)
- An out of school suspension for cell phone use will occur if students record an altercation or use a cell phone in a negative way (i.e. causing a substantial disruption, promoting a negative image or

## **DISCIPLINE (Cont'd.)**

culture of Heritage, recording other students in an unwarranted or negative way).

### **DRIVING AND PARKING**

It is a privilege for students to drive private vehicles to school. The Lynchburg City School Board has determined that students must purchase a school parking decal for \$50.00 and agree to observe school safety/parking regulations. The decal should be purchased during Registration or in the Main Office within the first week of school. Students are encouraged to obtain their school parking decal as soon as possible. Students are expected to cooperate with faculty supervising the parking lot and to follow all school regulations, including the additional regulations which follow:

1. Parking tag must be hung from the rear view mirror of the vehicle to which it is registered.
2. Change of vehicle must be reported within 14 days and the old decal must be turned in to avoid having to purchase a new decal. New parking tag must be purchased if you cannot provide the old tag showing the tag number. The old tag does not need to be in good condition—just legible.
3. It is understood there may be times a student will need to drive an alternate vehicle to school. When this is necessary, students must notify the Main Office that they are driving a vehicle other than the one originally registered, and it is also necessary that vehicle information is provided.
4. Students must park only in one parking space.
5. During the school year, students will be assigned a specific parking space and may not park in another space.
6. Students must park in a designated parking space—not at the curbs or side of the road.
7. Students must drive with caution and obey speed limit of 10 m.p.h. while on school property.
8. Students are expected to lock their cars while at school.
9. The parking lot is off limits to all students during the school day. Students are not to congregate in the parking lot in the morning or afternoon. Students arriving to school are to proceed immediately to the front of the building and students leaving school are to proceed directly to their cars and leave the premises. Students who arrive on buses are not to go to the parking lot.
10. Any vehicle parked in the wrong location, illegally in the fire lanes, administrative or maintenance parking, or other posted no parking areas will be assessed a \$20.00 fine.
11. Any automobile parked illegally in the handicapped areas may be assessed a \$100.00 fine by the Lynchburg Police Department.
12. Students who park in areas other than the parking lot must have special permission from the school's administration.

## **DRIVING AND PARKING (Cont'd.)**

12. Failure to purchase a parking decal, parking in unauthorized areas or lack of cooperation with faculty supervising the parking area may result in a fine or loss of parking privileges.

13. Vehicles parked on school grounds are subject to search based on reasonable suspicion or observation of illegal contraband.

14. Be advised that unpaid parking tickets result in obligations and a loss of driving privileges.

15. Failure to stop for a stopped school bus with flashers on will result in disciplinary action and possible fines and/or loss of driving privileges.

## **ELEVATOR**

Elevator use is restricted to students who are injured or disabled. Any student requiring permission to use the elevator must present a letter to the nurse, in the clinic, from his/her doctor stating the nature of the injury and the length of time that the student will need to use the elevator.

## **FLOWERS, FOOD, AND GIFTS**

The delivery of flowers, food and gifts to students during the school day is not allowed because of the disruption to the school day. The Attendance Office will not send for students to pick up any flowers, food, or gift deliveries.

## **FOOD AND DRINK**

Food or drink is allowed in the classroom at the discretion of the teacher. Glass bottles are not allowed in school because of the potential safety hazard. Paper and other trash must be placed in trashcans.

## **GRADE REPORTS**

All reporting is done by letter grade:

A	-	Excellent (90 – 100)
B	-	Above Average (80 – 89)
C	-	Average (70 – 79)
D	-	Below Average (60 – 69)
F	-	Failure (0 – 59)
I	-	Incomplete

The grade may be explained more completely by the use of “plus” and “minus” values after the letter. Semester grades will be obtained by averaging the numerical grades for the two nine-week Periods and the semester examination. The exam grade currently accounts for 10% of the semester grade but is under review.

When an “I” is received indicating incomplete, it becomes the responsibility of the student to make contact with the teacher of the subject involved to arrange for make-up work. All work missed must be completed within two weeks after the end of a marking period. If

## **GRADE REPORTS (Cont'd.)**

work is not made up, the "I" may change to an "F." The numerical equivalent the teacher records will depend upon the weight of the incomplete work.

### **Report Card Distribution Dates (Tentative):**

Students will receive report cards approximately eight days after the end of each nine weeks as noted:

End of 1 <sup>st</sup> nine weeks	-	October 5, 2017
End of 2 <sup>nd</sup> nine weeks	-	December 15, 2017
End of 3 <sup>rd</sup> nine weeks	-	March 15, 2018
End of 4 <sup>th</sup> nine weeks	-	June 1, 2018 (report cards mailed home)

### **Senior Exam Exemption**

The Lynchburg School Board has approved a Senior Exam Exemption. Seniors must have a semester grade that ranges between 90-100 percent and they cannot have more than five absences, excused or unexcused, in the class during the second semester in order to be exempt.

### **SOL Exam Exemption**

Students who pass their SOL for a given course will be exempt from their exam and assigned an exam grade based on the criteria below:

A 90 will be assigned as an exam grade if the student passes the SOL for that class with a score between 400-499.

A 100 will be assigned as an exam grade if the student passes the SOL for that class with a score between 500-600.

For students in AP courses that also are SOL courses - If a student passes the SOL test, the student may choose to be exempt from the course exam and take the grade they make from the average of the four quarters, or they may choose to have their exam grade assigned based on the criteria listed above.

Students who pass an SOL test do *not* need to report to school on exam day and their final grade for a year long course will be determined by applying 20% weight to each of the four quarters and 20% for the final exam. Semester course – The course grade for a semester course is computed by applying 40%weight to each of the two quarters and 20% to the exam.

## GRADUATION

Students who do not complete all course requirements cannot participate in any graduation exercises. ONLY those students who CANNOT graduate will be called the day prior to graduation. Seniors must pay all obligations prior to graduation, or they will not participate in the graduation ceremony. Seniors who receive college acceptance notices, awards and scholarships must notify their counselor prior to Awards Night.

**Class Rank and Grade Point Average** will be re-calculated at the end of 2<sup>nd</sup> semester and will be used for awards and recognition at graduation.

## GUIDANCE

### **Guidance and Counseling Program**

The Lynchburg City School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

Definition: For the purpose of this policy, the following definitions apply:

**Academic Guidance** - Guidance which assists students and their parents in an effort to acquire knowledge of the curriculum and to explain choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

**Career Guidance** - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

**Personal/Social Counseling:** Counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

*Note: Above may be guidance activities.*

### **Implementation Procedures**

At least annually, parents shall be notified in writing about the academic and career guidance programs, and the personal/social counseling programs which are available to students within the



## **GUIDANCE (Cont'd.)**

school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the students' participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not be disclosed to third parties without prior parental consent or as otherwise provided by law.

Each year at registration, parents may review the entire counseling program of Lynchburg City Schools, a copy of this policy, and the opportunity to opt their child out of personal/social counseling. Opt-out forms are available in guidance. Parents who do not sign and submit the opt-out request form will be presumed to have allowed their child to participate in the program. Parents who wish to change their permission for their child to participate in the program must notify the school division in writing.

Counselors and teachers may choose to inform parents, who opt their child out of personal/ social counseling, of small group individual counseling opportunities that may be available at their school and to seek written permission from such parents for their child to participate in specific activities or groups. These parents also may, on their own initiative by written request, reinstate their child into any specific activity or group. However, parental consent is not required for short duration personal/social counseling which is needed to maintain order, discipline, or a productive learning environment.

Guidance services constitute an integral part of the educational program. The Guidance Department is staffed by a guidance director, three counselors, a testing coordinator, registrar, scholarship coordinator, and a secretary who provide wide-ranging guidance and counseling services to students, parents, and the school staff.

### **College Applications**

Colleges prefer that students apply on-line. If you do not apply on-line write the Director of Admissions of the college(s) to secure an application and catalog. It is the student's responsibility to complete applications and mail them directly to the colleges. The transcript request form, which is completed by the student, must be brought to the Guidance Department in time to allow at least one week for completion and mailing. A fee of \$3.00 will be charged for each transcript requested for all students and alumni. If your application deadline is December 19-January 6, your request for transcripts must be in guidance by 2:00 p.m. on December 9 to be mailed by the deadline.

## **GUIDANCE (Cont'd.)**

### **College Classes**

Students who wish to enroll in college-level classes must obtain written permission from the principal to do so. Such requests should be first discussed with your counselor. Note: Central Virginia Community College will not accept students who wish to enroll to make up credits for a failed course. Students should have a "B" average to enroll in classes at CVCC prior to high school graduation.

### **Scholarships and Financial Aid**

Scholarship bulletins will be given out in government classes quarterly during the year. Additional information is announced on morning announcements, on the HHS website, and through Government and English 12 classes.

Information concerning applications for financial aid and filing deadlines will be provided at appropriate times to seniors. It is the responsibility of the student to meet all deadlines. Please notify the scholarship coordinator of any scholarships received so that you can be recognized at Senior Awards. The school is usually not notified of scholarships or college acceptance by the institutes offering the award or acceptance.

### **Senior Student Course Load Waiver**

According to School Board Policy (P7-24), rising or current senior students who are on track to meet all graduation requirements by the end of the senior year may apply for a waiver of the student course load requirements. The waiver would allow the student to be dismissed from school after the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> period during the senior year. Seniors who are eligible and who are approved for early dismissal must leave school property promptly at the early dismissal time unless under the direct supervision of a school staff member; the student may return at the end of the instructional day for after school activities. The student shall provide for his or her own transportation from school. Students in activities under the Virginia High School League must be enrolled in at least 5 classes and have passed at least 5 classes the previous semester to be eligible to participate. If the student is not in good academic standing at the end of each nine-week grading period or is in violation of the attendance policy, the waiver may be revoked by the principal and the student may be required to attend the full instructional day.

### **Student Records**

Heritage High School maintains scholastic records for each student. Records are stored in a secure central location under the supervision of the principal. The scholastic records are limited to data needed by the school to assist the student in his/her personal, social, educational, and career development. Parents/guardians have the right to review and challenge the content of scholastic records in

## **GUIDANCE (Cont'd.)**

accordance with Management of Student's Scholastic Record in the Public Schools of Virginia.

All records are maintained in a confidential manner and are released only with written permission from the student's parent/guardian. Individuals and/or agencies approved by state and federal law are exceptions to this regulation.

To obtain information on policies for reviewing student records, fees for copies, and obtaining a copy of the LCS written policy, etc., contact Mr. Tim Beatty, Principal. Note: State law allows student records to be transferred to requesting school divisions without written notice to parents.

### **Student Schedules**

All students are required to take seven classes with the exception of work experience students. Seniors on track to meet all graduation requirements by the end of their senior year may apply for a **Senior Student Course Load Waiver**. If approved, a waiver would allow a senior to be dismissed from school after 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> period.

### **Student Assistants/Elementary Teacher Assistant**

To qualify for a student assistant or elementary teacher assistant position, student (s) must have a 2.5 overall GPA; no more than 5 absences the past semester, and no discipline referrals.

## **HALL PASSES**

Students will use the time between classes to go to the restroom and lockers. **Teachers have been instructed not to allow students to leave the classroom the first 15 minutes nor the last 15 minutes of class.** Any movement during instructional time requires use of the clipboard hall pass.

### **HALL CONDUCT RULES**

Students are to observe the following posted rules at all times:

- Students will not run or engage in horseplay.
- Hugging and kissing will not be allowed.
- Students may not sit on floors, stairs, lockers, or stair rails.
- Loud or disruptive behavior is not allowed.
- Students should not block entrances to the restrooms.
- **Students are not allowed to loiter in the hallways between classes**
- Students must have a clipboard pass when in the hallways during class.

### **HALL CONDUCT RULES (Cont'd.)**

The consequences, depending on the severity of the offense, are as follows:

- Warning
- Detention
- Parent Conference
- Suspension/ISS

### **HOMEWORK/MAKE-UP WORK**

It is the responsibility of the student to see their teachers on the day he/she returns to school to receive assignments and schedule make-up work at the teachers' convenience. When students are absent for short periods of time, they should secure homework assignments from classmates in order to keep up with their work. All work must be completed within 3 school days from return to school or as agreed upon with the teacher/principal. If a student is absent three or more consecutive days excused, a parent may request assignments through the Guidance Department. If a student is absent three or more days due to suspension, assignments may be requested through the appropriate grade level administrator or principal. The assignments should be available at the end of the school day following their request depending upon teacher availability. Assignments can be picked up in the Guidance Department. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence.

### **HONOR CODE**

Students are responsible for completing their own assignments and following the honor code: *"ON MY HONOR AS A STUDENT OF HERITAGE HIGH SCHOOL, I HAVE NEITHER GIVEN NOR RECEIVED ANY HELP ON THIS ASSIGNMENT."*

### **FACULTY HONOR COUNCIL**

**Purpose:** To establish parameters to deal with instances of violations of the Heritage High Honor Code, to review individual cases, and to make recommendations to the associate principal for disposition. All teachers will require students to sign an Honor Code on every assessment and individual assignment as chosen by the teacher.

**Membership:** The Faculty Honor Council will be comprised of faculty members appointed by the principal.

**Meeting:** The Faculty Honor Council will receive referrals from the faculty on possible violations of the Honor Code. The FHC will meet on the Monday following the date of the referral. The associate principal will be notified on that day of the recommendation of the council. The associate principal will then notify the parents and student of the final decision.

## **FACULTY HONOR COUNCIL (Cont'd.)**

**Definition of Cheating:** A violation of the Honor Code is alleged in the following instances:

If the teacher directs students to work independently on homework or daily assignments, the student violates the Honor Code if he/she receives unauthorized help in such work.

If the teacher directs students to work independently on tests and quizzes, the student violates the Honor Code if he/she uses notes, talks, uses the internet, uses an electronic device, or receives any other unauthorized help during the test or assessment period. A student violates the Honor Code if he/she plagiarizes written work.

Plagiarism is defined as using someone else's words or ideas and not giving them credit. This could also mean to steal and pass off (the ideas or words of another) as one's own or to use (another's production) without crediting the source (definition based on plagiarism.com).

**Teacher Responsibility:** When a teacher has determined that a violation of the Honor Code has possibly occurred, the following steps will be taken:

1. The teacher is to verbally notify the student that a possible violation of the Honor Code has occurred. The teacher is to explain to the student why he/she feels that such a violation has occurred.
2. The teacher is to contact the parent/guardian of the student the same day if possible and certainly within 24 hours of the determination that a possible violation of the Honor Code has occurred.
3. If the student admits to the violation, and the parents agree, the student will sign a statement saying they are in agreement with the teacher. The student will also receive a 0 on the assignment and the student's name will be submitted to the Honor Council to go on record. Disciplinary action is at the teacher's discretion.
4. If a student or parent disagrees or disputes the violation, a referral to the Faculty Honor Council will be made by the teacher. The student and parents will be invited to a meeting where the details will be discussed.

### **Faculty Honor Council Responsibility:**

To hear disputed violations.

To hear cases of repeat offenders.

The following are punitive actions that the FHC can recommend to the associate principal. Keep in mind that each case is considered individually and that the FHC determines the validity of each case:

Zero on the assignment

Referral to guidance

Removal from activities for a specified length of time

Saturday School

## **FACULTY HONOR COUNCIL (Cont'd.)**

Referral to the National Honor Society  
Referral to the athletic director, class, or activity sponsor  
Other actions as deemed appropriate by the FHC

**Principal Responsibility:** The associate principal will receive recommendations of punitive action from the Faculty Honor Council. The associate principal will inform the student, teacher, and parents of his decisions. The associate principal will handle all appeals.

## **LOCKERS**

Locker assignments are listed on student schedules and at the beginning of school. All articles should be removed from lockers at the end of the school year or upon a student's withdrawal from school. Lockers and desks are the property of the school and are made available to students for their convenience. Each student is responsible for the contents and security of his/her locker.

**Lockers are not to be shared with other students.** Lockers should be kept locked at all times. Each student is responsible for locking his/her locker after use and no student should reveal the combination to anyone else. Students needing their locker combinations should request the combination from the **Main Office**.

The administration has the authority to inspect all lockers at any time. The school is not responsible for items taken from lockers. The school is not responsible for items left in lockers when a student is dropped, withdraws, or at the end of the school year following the announced locker clean out. Any mechanical problems should be reported to Attendance.

## **LOST AND FOUND**

Lost and Found is located in the main office. All articles should be turned in promptly to the main office or the assistant principals. If items become lost, misplaced or stolen, report the missing items to an assistant principal as soon as you discover them missing, and at the same time, file a lost/damaged report. All items unclaimed at the end of each semester will be donated to Goodwill or discarded.

## **MEDIA CENTER (LIBRARY)**

The HHS Media Center houses a wide variety of print and non-print materials as well as three computer labs. We provide opportunities for individual, small and large group instruction and activities, and a place

## **MEDIA CENTER (Cont'd.)**

to research, study, read and browse. Doors are open from 7:20 am to 3:50 pm. Policies of the Center are as follows:

All persons using the Media Center are expected to act in a courteous, respectful manner. Failure to do so may result in the loss of Media Center privileges.

Students will not be permitted to enter the Media Center without a pass that has the date, time, and signature of an administrator or faculty member. This applies to the entire school day, including lunch periods.

Students are not permitted to come to the Media Center during Enrichment except in the café area.

Students are expected to have a *planned* assignment or activity when entering the Media Center.

Student assistants assigned to teachers should be given permission to come to the Media Center only in an official capacity, with a pass.

Food/drinks are only allowed in the café area.

Library books are checked out to students for two weeks and may be renewed.

Reserve materials, reference books, and magazines are available for overnight checkout. These items must be returned by the following day.

It is the responsibility of all patrons to take care of ALL Media Center property including facility equipment, technology, and books. Any borrowed materials should be returned promptly. Consequences of the misuse, damage or loss of Media Center property can include: an obligation, loss of library check out privileges, detention, suspension, and revocation of library privileges.

Kindles and Nooks are available for students to check out. A contract must be signed before checking one out.

### **MESSAGES TO STUDENTS DURING THE SCHOOL DAY**

We ask parents' cooperation in limiting interruptions of students, teachers, and other staff members. We will deliver emergency messages. Please be sure to inform the receptionist of the specifics. Our problem is in coping with the hundreds of possible interruptions that would be produced if we accommodated all requests. Please do not ask to receive messages or specific items during the school day. While each individual request has its own merit, the total of all requests would produce constant interruption of the workday.

### **MINUTE OF SILENCE**

Teachers and students will be observing a daily minute of silence in accordance with Virginia State law. During that one-minute period of silence, students are to remain seated and silent without making any distracting display to the end that each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other students in the like exercise of individual choice (Virginia Code 22.1-203). Disciplinary action will result if students fail to adhere to the policy.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to second semester juniors and seniors who fulfill the following requirements:

- Maintain a 3.25 GPA or higher, complete a survey packet, and have the recommendation of the faculty
- Show active membership in at least two school/community activities during each year of his/her high school career
- Have already performed at least ten verifiable service hours to the school and/or community during his/her eleventh grade year

NHS members embody the precepts of the organization – knowledge, scholarship, leadership, character, and service by having a positive attitude, adhering to a strict honor code, showing leadership and responsibility, and maintaining high moral standards. Members are required to complete 24 hours of community/school service.

### **NURSE**

A registered nurse is on duty in the clinic daily during the school day. Students needing her services are required to secure a pass to the clinic from the classroom teacher except in emergency cases. In addition to handling student illnesses and providing first aid, the nurse is responsible for the following:

- Health appraisals and follow-up of all deficiencies reported by physical education teachers
- Visual and hearing screenings of all 10<sup>th</sup> grade students as well as new LCS students
- Individual testing of any student suspected of having a hearing or visual problem (a student may refer himself/herself or be referred by a teacher.)
- Acting as a resource person for any teacher who desires instructional assistance with a health-related topic, including drugs and personal hygiene
- Collection/maintenance of student emergency medical forms & maintenance of all medical records, including immunizations
- Providing pertinent medical information at staffings when students are being considered for special school programs or community services



## **NURSE (Cont'd.)**

- Supervision of all medicine to students as prescribed by a physician or bought over the counter – **all medication must have a consent form signed by the doctor and parent.** Medication must be in the original prescription container and over the counter medication must be unopened.

## **OBLIGATIONS**

(Note: LCS is currently working on a new fees and payment policy that has been approved by the LCS School Board. Implementation will begin in the 2017-18 school year. Additional information will be forthcoming.

## **PHYSICAL EDUCATION**

All students are required to wear appropriate clothing for physical education classes and to participate unless they are excused by a doctor for health reasons.

## **PLEDGE OF ALLEGIANCE**

### **(SB 1331, amendment to 22.1-202 of the code of Virginia):**

State regulations require that students stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. However, no student can be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge must remain quietly

### **PLEDGE OF ALLEGIANCE (Cont'd.)**

standing or sitting at their desks while others recite the Pledge and must not make any display that disrupts or distracts others who are reciting the Pledge. School board codes of conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of similar behavior.

## **SALES AND SOLICITATIONS**

No sales, solicitations, collections, advertisements or distribution of notices shall be allowed without prior permission of the principal or the student activities director. All fund-raising projects must be approved by the student activities director and the principal. Projects which will take place only on the school campus may be approved by the principal. Projects which involve community contacts must be approved by the school.

## **SCHOOL RESOURCE OFFICER**

A school resource officer has been assigned to Heritage High School for this school year. This officer will assist in establishing and maintaining a close working relationship between school staff, faculty members, students, parents, and law enforcement agencies in the resolution of school related problems.

The School Resource Officer will be a resource speaker for school classes, parent groups, clubs, and other organizations regarding youth. The School Resource Officer may also be utilized in investigating certain situations and in conferencing with students, parents, and faculty members concerning law enforcement and crisis prevention. The School Resource Officer will assist in school safety programs and related assemblies.

## **STUDENT COMPUTER ACCOUNTS**

Each student is assigned a username and password to be used on LCS computers. This username and password will stay with students throughout their years in LCS. The student user name is set up as follows: first initial of first name, first initial of middle name, full last name (no hyphens) and last 2 digits of LCS student number. For example, if your name is John T. Doe and your student number is 7801234, your username will be jt DOE34. The student's email address is their username followed by [@lcsedu.net](mailto:jt DOE34@lcsedu.net). In the example from above, John Doe's email address is [jt DOE34@lcsedu.net](mailto:jt DOE34@lcsedu.net). Students will be using Google Drive on their Chromebooks for storing and creating files. If a student has a problem with their login information, they should contact Karen Bell ([bellkw@lcsedu.net](mailto:bellkw@lcsedu.net)) for assistance.

## **STUDENTS WITH CHILDREN**

Students are not allowed to bring their children on school grounds for any reason.

## **TELEPHONE**

Telephones in offices are for school use only. These phones may not be used by students for personal calls except in emergencies.

### 2017-2018 TESTING SCHEDULES

The schedule shown below will apply to the last week of the 9 weeks grading periods. Adjustments may be made if days are lost due to inclement weather. The date of the end of each nine-week period and the dates during which we will follow the test schedule are as follows:

Nine-Week Period	Ending Date	Test Schedule Dates
1	10/5/17	9/29-10/5
2	12/15/17	12/11-15
3	3/15/18	3/9-15
4	6/1/18	5/25-6/1

2018 AP Exam schedule		
Week 1	Morning 8 a.m.	Afternoon 12 noon
<b>Monday, May 7, 2018</b>	Chemistry Spanish Literature and Culture	Psychology
<b>Tuesday, May 8, 2018</b>	Seminar Spanish Language and Culture	Art History Physics 1: Algebra-Based
<b>Wednesday, May 9, 2018</b>	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
<b>Thursday, May 10, 2018</b>	United States Government and Politics	Chinese Language and Culture Environmental Science
<b>Friday, May 11, 2018</b>	German Language and Culture United States History	Computer Science Principles
<p>Studio Art — last day for coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.</p>		

**2017-2018 TESTING SCHEDULES (Cont'd.)**

<b>Week 2</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>	<b>Afternoon 2 p.m.</b>
<b>Monday, May 14, 2018</b>	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
<b>Tuesday, May 15, 2018</b>	Calculus AB Calculus BC	French Language and Culture Computer Science A	
<b>Wednesday, May 16, 2018</b>	English Language and Composition	Italian Language and Culture Macroeconomics	
<b>Thursday, May 17, 2018</b>	Comparative Government and Politics World History	Statistics	
<b>Friday, May 18, 2018</b>	Human Geography Microeconomics	European History Latin	

**SAT (Saturdays)**

August 26, 2017 (deadline to register: July 28)

October 28, 2017 (deadline: September 8)

November 4, 2017 (deadline: October 5)

December 2, 2017 (deadline: November 2)

March 10, 2018 (deadline: February 9)

May 5, 2018 (deadline: April 6)

June 2, 2018 (deadline: May 3)

SAT Score Labels: If students enter the high school code when they register to take the SAT's, students are authorizing schools to put SAT scores on their transcripts and the scores will be sent as a part of the transcript.

## **2017-2018 TESTING SCHEDULES (Cont'd.)**

### **ACT (Saturdays)**

September 9, 2017 (deadline: August 4)  
October 28, 2017 (deadline: September 22)  
December 9, 2017 (deadline: November 3)  
February 10, 2018 (deadline: January 12)  
April 14, 2018 (deadline: March 9)  
June 9, 2018 (deadline: May 4)

### **PSAT**

October 25 (Wednesday) parent grants permission. PSAT scores are not used by colleges as part of their admissions criteria.

### **COLLEGE NIGHT**

September 13, 2017 @ Heritage High School – 7-9 pm

### **FAFSA NIGHT**

October 17, 2017 – 5-8 pm

### **TEXTBOOKS**

Students are responsible for books issued to them and charges for lost, stolen, or damaged books must be paid to the bookkeeper in the main office. All lost textbooks are turned into the main office.

### **VISITORS TO THE BUILDING**

ALL VISITORS must report to the Attendance or Main Offices to secure the appropriate visitor's pass and show a valid state-issued ID. Parents coming to the school to pick up their child must come into the Attendance Office. We will not dismiss a child to go the parking lot. Parents who wish to sit in on a student's class are asked to contact the appropriate teacher to make prior arrangements. For security purposes, all doors will remain closed and locked during the school day. Any student who opens a door for a visitor or props a door open, will be subject to disciplinary action. Students will not be allowed to bring friends or relatives from another school to visit as it is a disruptive influence in the class.

### **WEATHER**

School remains in session unless the Superintendent announces an early dismissal. Only students whose parent comes to Heritage to pick up the student personally will be released during inclement weather. Weather closings/delays will be announced through local radio and television stations, WLCS Channel 17, school division voice mail at 515-5080, and via email at [www.schoolsout.com](http://www.schoolsout.com)