



**HERITAGE HIGH SCHOOL
STUDENT HANDBOOK**

**WE ARE
Pioneers!**

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

**STAFF AND
ADMINISTRATION
2019-2020**

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2019-2020

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 As
- 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 grade 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 academic school year and is recorded on the academic transcript.

Dropped Courses

All schedule changes must take place no later than Aug. 23, 2019. Any course dropped within that time period will not be recorded on a student's report card or academic transcript. 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

The activity bus is only for students staying back for athletic events or who are involved with school sponsored club meetings. Coaches will have access to bus schedules on a weekly or daily basis and they will be on the morning announcements.

ANNOUNCEMENTS

Announcements are read daily and sent via email 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 at www.lcsedu.net/schools/hhs.

ARRIVAL TO SCHOOL

Upon entering the building, no students should sit on the steps, lockers, railings, or in the hallways. **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 wants 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 2019-2020 LCS Parent/Student Handbook.

LCS TARDY PROCEDURES

Lynchburg City School policy JED and JED-RZ provides the framework for attendance. Attendance is a major factor in our schools accreditation. It's imperative that students are in class all day, every day. All students between the age of five and until they become 18 are subject to compulsory school attendance.

All students are expected to be on time to school every day. If for some reason a student is late to school and or late to a first period class, they are expected to report to the attendance office to be marked tardy and receive a pass to class.

Excused tardies For tardiness to be considered excused, the student must turn in a note signed by a parent/guardian to the Attendance Clerk that details why the student was tardy. **Excused tardies include: personal illness, family emergency, doctor appointments, and court appointments.** All notes must be turned in by the following day (with the exception of doctor's notes and notes from the court which can be turned in at any time). After 10 excused tardies, the only notes that will be accepted are from a doctor or the court.

Unexcused tardies a tardy will remain unexcused if a student fails to turn in a note from a parent by the following day. If the reason on the note does not meet the criteria for an excused tardy it will remain unexcused.

Interventions for tardiness

1st Tardy warning from the teacher or attendance clerk.

2nd Tardy warning from teacher or attendance clerk

3rd Tardy warning from teacher or attendance clerk and a phone call home.

4th Tardy, discipline referral from a teacher, and or a referral to school counselor or school social worker.

5th Tardy referral to the principal.

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/AIA, 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 is 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 a 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 to school after the 1st period tardy bell must check in to the attendance office before going to class.

Tardy to Class (Including 1st pd)

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 1st 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 will receive detentions for each unexcused tardy (up to 5) per the discipline matrix and an office referral for the 6th tardy to class.
4. Teachers will call a parent/guardian following each unexcused tardy.
5. Students who arrive to class more than 5 minutes late will receive a disciplinary referral for skipping.

ATTENDANCE PROCEDURES (CONT'D.)

Discipline Procedures for Tardies To School and/or Early Dismissals:

(Arrival after 1st pd.) With a combination of five tardies and/or early dismissals to school per semester, the following procedures will be used:

1. 5th 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.

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 st Lunch	11:21-11:44 am
Period 5	11:21-11:44 & 12:17 – 12:40 pm
2 nd Lunch	11:49-12:12 pm
Period 5	11:21-12:12 pm
3 rd Lunch	12:17-12:40 pm
6 th Period	12:45-1:35 pm
7 th 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 st Lunch	11:36 – 11:59
Period 5	12:04 – 12:55
Period 5	11:36 – 11:59 pm & 12:33 – 12:55
2 nd Lunch	12:04 – 12:27
Period 5	11:36 – 12:27
3 rd Lunch	12:32 – 12:55
6 th Period	1:00 - 1:43
7 th 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 st Lunch	11:59 – 12:22
Period 5	12:27 – 1:18
Period 5	11:59 – 12:22 & 12:55 – 1:18
2 nd Lunch	12:27 – 12:50
Period 5	11:59 – 12:50
3 rd Lunch	12:55 – 1:18
6 th Period	1:23 – 1:54
7 th 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 st Lunch	9:53 – 10:12
Period 5	10:17 – 11:00
2 nd Lunch	10:17 – 10:36
Period 5	9:53 1 10:12 & 10:41 – 11:00
3 rd Lunch	10:41 – 11:00
Period 5	9:53 – 10:36

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.

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.

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).

Standard Diploma

Discipline Area	Standard Units of Credit Required	Verified Credit Required
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

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

Note: SOL CHANGE: Class of 2021 and beyond only need “5” verified credits. The academic credit requirements are the same for both advanced & standard diploma but the verified credits “SOLs” have been lowered to “5” verified credits for both diplomas.

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, AP Environmental Science, 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

DIPLOMA TYPES (Cont'd.)

senior year. These courses may be in English, math, science, or social studies.

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 Educational Development credential (GED) must meet both the course credit and testing requirements of this program.

STUDENT CONDUCT

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.

STUDENT CONDUCT (Cont'd.)

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 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.

STUDENT CONDUCT (Cont'd.)

Disruptive Conduct

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

STUDENT CONDUCT (Cont'd.)

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.

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:

STUDENT CONDUCT (Cont'd.)

- 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
- 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 includes 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 non-complying 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.

STUDENT CONDUCT (Cont'd.)

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 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

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. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student support services
9. Removal from class
10. Referral to in-school intervention, mediation, restorative practices, or community service programs

STUDENT CONDUCT (Cont'd.)

11. Tasks or restrictions assigned by the principal or his designee
 12. Detention after school or before school
 13. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
 14. Alternative Instructional Arrangement (AIA)
 15. Out-of-school suspension
 16. Referral to an alternative education program
 17. Notification of legal authority where appropriate
 18. 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
 20. 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. Students are not allowed to use tobacco products while riding in school vehicles and

STUDENT CONDUCT (Cont'd.)

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 team practice and conditioning under a coach's supervision.

Suspension Appeals

A parent may appeal a suspension to the principal and may appeal the principal's ruling 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.

HERITAGE HIGH SCHOOL ADDITIONAL POLICIES & PROCEDURES

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 and other similar distracting devices 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 is written for violating cell phone usage procedures.
 - 1st referral (warning)
 - 2nd referral (1 day of AIA)
 - 3rd referral (2 days of AIA & student placed on cell phone ban list)
 - 4th referral & beyond (5 days of AIA 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/cause a substantial disruption/create a negative image/culture of Heritage.

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 on Enrollment Day 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 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 when 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 provide the necessary vehicle information.
4. Students must park only in one parking space.
5. Students must park in a designated parking space—not at a curb or side of the road.
6. Students must drive with caution and obey speed limit of 10 mph while on school property.
7. Students are expected to lock their cars while at school.
8. **The parking lot is off limits to all students during the school day. This includes the three lunch periods.** Students are not to congregate in the parking lot in the morning or afternoon. Students arriving to school are to proceed into the building immediately 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.
9. 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.
10. Any automobile parked illegally in the handicapped areas may be assessed a \$100.00 fine by the Lynchburg Police Department.
11. Students who park in areas other than the parking lot must have special permission from the school's administration.
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.

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 trash cans.

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 20% of the semester grade.

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 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.

End of Quarter Dates:

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

End of 1 st nine weeks	-	October 10, 2019
End of 2 nd nine weeks	-	December 20, 2019
End of 3 rd nine weeks	-	March 11, 2020
End of 4 th nine weeks	-	May 29, 2020

GRADE REPORTS (Cont'd.)

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 (Subject to Change Per School Board Review)

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 graduation requirements cannot participate in any graduation exercises. Seniors who are unable to graduate will be notified prior to graduation by their school counselor. Seniors must pay all obligations prior to graduation ceremonies, or they will not participate in the graduation ceremony. Seniors who receive college acceptance notices, awards and scholarships should notify their counselor prior to the end of the year Awards Ceremony.

Class Rank and Grade Point Average will be re-calculated at the end of the academic school year and will be used for awards and recognition at graduation.

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 and the last 15 minutes of class.** In the case of an emergency, hall passes are required of students when moving from place to place in the building during class time. The following guidelines apply: hall passes will be issued for restrooms only in emergency situations; **all hall passes must include but are not limited to the following information: (a) student's name; (b) date; (c) time; (d) destination; (e) teacher's signature. It is the student's responsibility to have an appropriate 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, 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 pass when in the hallways during class.

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 for three or more consecutive days excused, a parent may request assignments through the School Counseling 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 School Counseling 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.

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.

FACULTY HONOR COUNCIL (Cont'd.)

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
- 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/her 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**.

LOCKERS (Cont'.d)

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 the Main Office.

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 administration. If items become lost, misplaced or stolen, report the missing items to an administrator 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. This information is provided on the Heritage High Media Center website. You may access this website from the HHS website and clicking on the Academics tab and then click on Library.

We provide opportunities for individual, small and large group instruction and activities, and a place 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 must have a pass after the start of first period if they are going to use the library.

Students are not permitted to come to the Media Center during Enrichment.

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 four weeks and may be renewed.

Reserve materials, reference books, and magazines are available for checkout. The checkout period for these items will range from 1 to 5 days.

MEDIA CENTER (Cont'd.)

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 may include the following consequences: an obligation, loss of library check out privileges, detention, suspension, and revocation of library privileges.

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.

This policy helps our staff to avoid 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 merits, the total of all requests would produce constant interruption of the workday.

MINUTE OF SILENCE

Teachers and students will observe 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 10th 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
- 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.

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.

PIONEER POWER & TRUE PIONEER

True Pioneer is a Heritage High School incentive program designed to encourage students to set and maintain high standards related to academic achievement, attendance, behavior, and to honor the HHS values of “Welcoming, Encouraging, Achieving, Responsible, and Engaged.” During the school year, students and staff who qualify for True Pioneer recognition will be awarded prizes as part of the Pioneer Power Broadcast. Students qualify by “Achieving” the Scholars' List or Honor Roll.

Following the first nine weeks grading period, students may also qualify by showing a net improvement of +3 on their report card. Students must also have no referrals during the grading period (“Responsible”), miss no more than two days of school or be tardy more than twice in a grading period

PIONEER POWER & TRUE PIONEER (CONT'D.)

("Engaged"). Further, students may earn recognition by earning True Pioneer status in the categories of "Welcoming" and "Encouraging." Students who qualify in those two categories are only eligible for recognition during the Pioneer Power Broadcast. Students who make Pioneer Power for two or more grading periods will be eligible for the True Pioneer Field Trip following the third grading period.

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 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 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.

SCHOOL COUNSELING PROGRAM (CONT'D.)

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 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 the counseling office.. 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.

School Counseling services constitute an integral part of the educational program. The School Counseling Department is staffed by a School Counseling Director, three school counselors, a testing coordinator, registrar, scholarship coordinator, and a secretary who provide wide-

SCHOOL COUNSELING PROGRAM (Cont'd.)

ranging guidance and counseling services to students, parents, and school staff.

College Applications

Colleges prefer that students apply online. 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 completed using Parchment (electronic transcript request system) two weeks prior to Application deadline. Students will need to create a profile in order to submit a transcript request. Current juniors (Class of 2021) and current seniors (Class of 2020) will receive their registration codes through their LCS email; registration codes are needed in order to create your profiles. If you don't receive the email, please contact the School Counseling Office for a printed copy. If your application deadline is December 19-January 6, your request for transcripts must be in the Counseling Office by 2:00 p.m. on December 4 to be mailed by the deadline.

Transcripts

All transcripts are sent using a new electronic system, Parchment, to send transcripts to any organization. Current juniors (Class of 2021) and current seniors (Class of 2020) will receive their registration codes through their LCS email; registration codes are needed in order to create your profiles. Students will need to create a profile in order to submit a transcript request. If you don't receive the email, please contact the School Counseling Office for a printed copy. All registration codes will be sent **August 30** to students.

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 are shared out on our scholarship bulletin board in front of the Counseling office along with paper copies of scholarships. Additional information is announced on morning announcements, the HHS website, Scholarship Google Classroom, 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

SCHOOL COUNSELING PROGRAM (Cont'd.)

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 4th, 5th, or 6th 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 accordance with the 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 4th, 5th, or 6th period.

SCHOOL COUNSELING PROGRAM (Cont'd.)

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.

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 username 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 jtdoe34. The student's email address is their username followed by [@lcsedu.net](mailto:jtdoe34@lcsedu.net). In the example from above, John Doe's email address is jtdoe34@lcsedu.net. Students will be using Google Drive on their chromebook.

Chromebooks for storing and creating files. If a student has a problem with their login information, they should contact Karen Bell bellkw@lcsedu.net for assistance.

STUDENT FEES, FINES & CHARGES

(This policy was revised and adopted by the School Board, April 2019. The entire policy may be found on the LCS website.)

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

- a. Parking
- b. Extra-curricular activities
- c. Field trips that are not part of the required instructional activities

STUDENT FEES, FINE & CHARGES (CONT'D.)

- d. Musical instrument fees in which the instrument is not part of the required curriculum
 - e. Distance learning classes not required for a diploma
 - f. Summer school classes that are not required for remediation
 - g. Materials fees for courses not required for graduation
- Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies for a fee adjustment and a reduced fee is determined, then the fee is due two weeks from notification of the review of the fee adjustment request.

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge.

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.

2019-2020 TESTING SCHEDULES

2020 AP Exam schedule			
Week 1	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2pm Local Time
Monday, May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 5, 2020	Calculus AB Calculus BC	German Language & Culture Human Geography	
Wednesday May 6, 2020	English Literature and Composition	European History Physics 2: Algebra- based	
Thursday, May 7, 2020	Chemistry Spanish Literature and Culture	Japanese Language & Culture Physics 1: Algebra- based	
Friday, May 8, 2020	United States History	Computer Science Principles A Art History	
	Studio Art — last day for coordinators to submit digital portfolios (by 8 p.m. ET) 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.		

2020 AP Exam schedule			
Week 2	Morning 8 a.m.	Afternoon 12 noon	
Monday, May 11, 2020	Biology	Chinese Language & Culture Environmental Science	
Tuesday, May 12, 2020	Seminar Spanish Language & Culture	Latin Psychology	
Wednesday, May 13, 2020	English Language and Composition	Microeconomics Music Theory	
Thursday, May 14, 2020	Comparative Government and Politics World History	Italian Language and Culture Macroeconomics	
Friday, May 15, 2020	Computer Science Principles French Language & Culture	Statistics	

SAT (Saturdays)

August 24, 2019 (deadline to register: July 26)

October 5, 2019 (deadline: September 6)

November 2, 2019 (deadline: October 3)

December 7, 2019 (deadline: November 8)

March 14, 2020 (deadline: February 14)

May 2, 2020 (deadline: April 3)

June 6, 2020 (deadline: May 8)

ACT (Saturdays)

September 14, 2019 (deadline: August 16)

October 26, 2019 (deadline: September 20)

December 14, 2019 (deadline: November 8)

February 8, 2020 (deadline: January 10)

TESTING SCHEDULE (CONT'D.)

April 4, 2020 (deadline: February 28)

June 13, 2020 (deadline: May 8)

July 18, 2020 (deadline: June 19)

PSAT

October 30 (Wednesday) PSAT is administered to all 10th graders and 11th graders who would like to qualify for the National Merit Scholarship Program who sign up and pay \$18.00. **PSAT scores are not used by colleges as part of their admissions criteria.**

COLLEGE NIGHT

September 11, 2019 @ E.C. Glass High School – 7-9 pm

FAFSA NIGHT

October 17, 2019 @ Heritage High School-5:30-7:30pm

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 the parking lot. Parents who wish to sit in on a student's class are asked to contact the Principal 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