

**Hermitage High School
Panther Handbook
2009-2010**

SCHEDULE - Tues & Thurs.-ODD Wed & Friday-EVEN

8:45 - 10:15 Block 1 or 2
10:21- 11:47 Block 3 or 4
11:52 - 2:14 Block 5: Lunch/Dir. Study
 11:52 - 12:22 "A" lunch
 12:27 - 12:57 "B" lunch
 1:02 - 1:32 "C" lunch
1:32 - 2:14 Panther Time
2:20 - 3:45 Block 6 or 7

SCHEDULE - Mondays-7 period day

8:45 - 9:29 First Period
9:35-10:18 Second Period
10:24-11:08 Third Period
11:14-11:57 Fourth Period
12:03-2:14 Fifth Period
 "A" Lunch 12:03-12:33
 "B" Lunch 12:39-1:09
 "C" Lunch 1:15-1:45
Homeroom 1:51-2:08
2:14-2:57 Sixth Period
3:03-3:45 Seventh Period

Leadership Team

Principal: Omega Wilson

Assistant Principals

Cheryl K. Montgomery
Diane R. Saunders
Brock Goehler

Administrative Aides

Stacey Palkovics
Jamie Rodriguez
Chris Collier

Administrative Intern

Trae Turpin

Department Leaders

Business: Laura Graham
Center for the Humanities: Bruce Marr
Driver Education: Wendy Winborne
English: Jennifer Jones
Exceptional Education: Lee Ann Warriner and Melinda Kates
Art: Janet Masterson
Foreign Language: Gail Wood and Keisha Studevart
Guidance: Sherita Dance
Library: Terry Rock
Mathematics: Pete Anderson
Music: John Sarvay
P.E.: Nancy Steiner

Science: Carrie Puryear-Wilson
Soc. Studies: Dee Halman
Student Activities Director: Chris Rollison

Important Phone Numbers

Main Office - 756-3000
Attendance - 756-3028
Guidance - 756-3010
Principal's Hotline - 501-4109 Mailbox #6411

Hermitage Websites:

www.henrico.k12.va.us/HS/hermitage/
www.highschoolsports.net (school events calendar)

STUDENT'S PLEDGE

I will

- ...be respectful, responsible and follow the rules
- ...be accountable for my actions, attitude, attendance and academics
- ...perform to the best of my ability
- ...discuss my school activities with my parents/guardian

EDUCATOR'S PLEDGE

I will

- ...be respectful and responsive to all that want to learn
- ...treat all students fairly and set them up for success
- ...be prepared to teach and care every day
- ...administer tests based on all learning objectives that have been taught
- ...work with parents as "partners in education"
- ...be "Safety First" in all we do

PARENT'S PLEDGE

I will

- ...provide a home environment that will encourage my child to learn
- ...insist that all homework assignments are completed
- ...discuss what's going on at school
- ...contact and meet with my child's teachers
- ...remind my child of the necessity of discipline in the classroom
- ...help my child appreciate and enjoy the excitement of learning
- ...work with the school as "Partners in Education"

High School is a once in a lifetime opportunity to unlock your potential...remember you only go to high school once in your life; make the most of it. High school lays the foundation for what Americans become, and what Americans become shapes the high school that serves succeeding generations.

MISSION STATEMENT

Hermitage High School's mission is to prepare students for responsible citizenship with a strong foundation for work, post-secondary education, and life-long learning.

TOGETHER **E**VERYONE **A**CHIEVES **M**ORE!

SEE YOUR GOAL.

UNLOCK YOUR TRUE POTENTIAL

CLEAR YOUR MIND OF ANY DOUBT.

CREATE A POSITIVE MENTAL PICTURE.

EMBRACE THE CHALLENGE.

STAY THE COURSE.

SHOW THE WORLD YOU CAN DO IT.

SCHOLASTIC AFFAIRS

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Hermitage High School. These policies are supported by the Henrico County Code of Student Conduct.

TEXTBOOKS AND FEES - Textbooks are provided by the county. Textbooks will be issued by the teacher and each student is responsible for the proper care of the books and other materials issued. Lost or damaged books will be paid for by the student prior to the issuance of replacements. In instances where materials for instruction and fees for services are not paid for by the county, each student is charged according to a schedule distributed the first week of school.

LAPTOPS - will be issued to every student . Additional information is provided in a contract signed by parents.

CLASS RESPONSIBILITIES - The main business of a student is school, and the most important aspect of school is the learning environment. Students should come to class prepared both materially and psychologically; that is with supplies and an alert mental attitude. Teachers generally encourage student participation in class planning, but the teacher is the final authority in all decisions.

HOMEWORK/CLASSWORK - The need for homework varies according to the content and level of courses. However, nightly homework and study are very important in the success of the student. Its value lies in practicing skills and doing research. The amount and frequency of homework will depend upon the course and class level. When homework or class assignments are missed due to absences or other reasons, students may contact classmates to get their assignments. Obtaining and completing missed assignments are the responsibility of the student.

MAKE UP WORK - It is the student's responsibility following an excused absence to meet with his/her assigned teachers for the purpose of making arrangements to complete missed assignments. The time allowed for completing these assignments is the number of class days missed plus one additional class day. Any exceptions to this policy must be handled by the grade level assistant principal. A student must also understand that if he/she is absent on the day of a previously announced homework, test, quiz, or scheduled deadline for a research paper/major project, then the student is responsible for fulfilling this academic obligation on the day of return to school. A student should be absent a minimum of three days before a parent/guardian requests make-up work through the guidance department.

TESTS AND GRADING - Tests during the four grading periods will be at the discretion of each classroom teacher. Interim reports will be provided for parents during special intervals of each nine week grading period. The grading scale used in Henrico County is: A (93-100); B (85-92); C (77-84); D (70-76); and F (below 70).

EXAMS/EXAM EXEMPTION POLICY - By county policy, every student is to be given an appropriate and comprehensive examination in every subject at the close of each semester. The exam will count one-fifth (1/5) of the

semester course grade. Semester examination guidelines and schedules will be posted several days in advance and adhered to strictly.

Henrico County Public Schools has an exam exemption policy for high school seniors only. This policy is designed to challenge seniors to improve their school attendance and their academic performance. Seniors who set the exam exemption as a goal and who meet the evaluative criteria requirements can earn the privilege of being exempt from their second semester exams. Specific guidelines are distributed to all seniors by the senior administrator.

HONOR CODE - Hermitage High School fosters an environment in which a high priority is placed upon personal honesty and integrity. The Hermitage Honor Code is based upon the following two commitments:

As a student of Hermitage High School, I accept as my responsibility the expectations implied by the principles of honesty, truthfulness, and fairness in working with the faculty, staff, and administration.

In regard to all aspects of the school program, I will not become involved with any of the following breaches of integrity as defined in Henrico County Public Schools Code of Conduct, (Section 6): cheating, plagiarism, falsification, stealing or any attempts of these violations.

Violations of the Honor Code are extremely serious. Consequences are determined by, but not necessarily limited to, the recommended dispositions listed in the Henrico County Public Schools Code of Conduct.

REQUIREMENTS FOR GRADUATION - Students will have to meet graduation requirements that have been established by the Virginia State Board of Education. These requirements provide students the opportunity to pursue two types of diplomas. Beginning with the class of 2004, students must pass six verified SOL credits for a standard diploma and nine for an advanced diploma. Requirements to qualify for the high school diploma are as follows:

22 CREDIT STANDARD DIPLOMA

(Students who graduate with an average grade of "B" or better will receive a Board of Education Seal on the 22-credit diploma.) The required units are:

English 4 units

Mathematics 3 units (at or above the level of algebra and shall include at least two course selections from among Algebra I, geometry, Algebra II, or above Algebra II)

Laboratory Science 3 units (from at least two different science disciplines: earth science, biology, chemistry, or physics)

Social Studies 3 units

World History and Geography (1)

World History to 1000 AD & World Geography or

World History from 1000AD to the Present & World Geography

U.S. and Virginia History (1)

U.S. and Virginia Government (1)

Health and Physical Education 2 units

Fine or Practical (Technical/Vocational) Arts 1 unit

Electives (Academics, Fine Arts, and

Technical/Vocational Education) 6 units

The classes of 2003, 2004, and beyond must have two consecutive fine or practical arts credits. (ex. Chorus-2 years)

Total 22 units

24 CREDIT ADVANCED STUDIES DIPLOMA

(Students who graduate with an average grade of "B" or better and successfully complete at least one advanced placement (AP) or one college course for credit will receive a Governor's Seal on the 24-credit diploma.) The required units are:

English 4 units

Mathematics 4 units

at or above the level of Algebra and shall include

at least three course selections from among Algebra I,

Geometry, Algebra II, or above Algebra II

Laboratory Science 4 units

3 credits must be earned from at least three different

disciplines: Earth Science, Biology I, Chemistry I

or Physics I. The 4th credit may be earned from

a laboratory science elective in any discipline.

Social Studies 4 units

World History and Geography (2)

World History to 1000 AD & World Geography AND

World History from 1000AD to the Present & World Geography

U.S. and Virginia History (1)

U.S. and Virginia Government (1)

Foreign Language 3 units (3 years of one language or 2 years of two languages)

Health and Physical Education 2 units

Fine or Practical (Technical/Vocational) Arts 1 unit

Electives (Academics, Fine Arts, and

Technical/Vocational Education) 2 units

Total 24 units

Questions concerning the diploma requirements should be directed to the guidance counselor.

PROMOTION POLICY - Because academic success is the integral part of a student's high school career, Hermitage High School maintains a grade level promotion policy. This policy does not necessarily apply to students in special programs.

To be promoted to grade 10, a student must have earned a minimum of five (5) credits. Three (3) of these credits must be from the disciplines of English, Social Studies, Math, Science, or Health and Physical Education.

To be promoted to grade 11, a student must have earned a minimum of ten (10) credits. Six (6) of these credits must be from the disciplines listed above.

To be promoted to grade 12, a student must have earned a minimum of fourteen (15) credits. Ten (10) of these credits must be from the disciplines listed above. A student must pass English 11 in order to become a senior.

High school students must have passed the previous required level of English before being permitted to take the next required level of English; i.e., they may not be enrolled in English 11 and English 12 in the same school year. Recommendations for exceptions to the requirements regarding high school may be made by the high school Principal to the Director of Secondary Education for a decision on a case by case basis.

GPA CALCULATION - the grade point average (GPA) is calculated by adding weight to grades for honors and AP courses after the GPA has been calculated. A 0.17 value is added to the final GPA for the year for each honors/AP course taken and passed by a student. The GPA calculation for all full year courses would be A=4, B=3, C=2, D=1, F=0 prior to the added weight. Please see your guidance counselor if you have questions about the calculation of your grade.

Summer school and night school courses may be used to successfully complete course requirements necessary for promotion.

SUPPORT SERVICES

GUIDANCE - Counselors are available to students for both individual or group conferences for the purposes of interpreting state required standardized tests, for educational and vocational planning, or to discuss personal problems. Cumulative folders are maintained on each student. Transcripts and employment references may be requested by prospective employers and post-secondary educational institutions with written permission of parents or students 18 and older. Counselors have information available for college-bound students and information concerning scholarships and financial aid. Although counselors may request to see students during the year for various reasons, it is highly desirable that students take the initiative in requesting to see their counselors. Counselors are available to students before and after school, during study and lunch periods, or, with the teacher's permission, during class periods. Students should not request to leave a class to see their counselors except in an emergency situation.

COURSE SELECTION AND CHANGES Students choose their programs of studies, with parental approval, in the spring of the previous year after a thorough study of options available. After courses are selected, changes will be made only in the following cases:

1. An incorrect subject (course assigned already passed);
2. An incorrect grade level (10th rather than 11th grade);
3. Computer error (two U.S. History classes);
4. Incomplete schedules (subject requested did not appear);
5. Upgrading schedule (adding a course); or
6. Being assigned to the same teacher under which the student has previously failed.

CAREER CENTER - The Career Center is located in the guidance department. There, students will find a wide variety of information on colleges and universities, financial aid, job descriptions, and the world of work. Students are welcome before and after school and during study period with a pass from their teacher.

LIBRARY INFORMATION CENTER - The library represents the single most important resource center available to students. Hours are 8:00a.m. to 4:30 p.m. daily. The purpose of the center is for reading and conducting research, not for socializing. The staff has the authority to regulate the learning environment. Visits during the school day other than with a class require a signed pass. A student desiring to visit the library during directed study must have a research pass from a core subject teacher. For the first nine weeks of school, students may visit the library to obtain a free library card. After that time, the cost will be one dollar for the card.

ACCEPTABLE USE OF TECHNOLOGY - Students are reminded that all phases of the Hermitage High School Honor Code and the Henrico County Public Schools Code of Student Conduct apply when students use any school computer resource.

CLINIC - The clinic is located next to the guidance department and is open with a nurse on duty during school hours. Students too sick to remain in class or students needing temporary first-aid treatment must get a pass from the classroom teacher before being allowed to go to the clinic. No medication of any kind will be administered by the nurse or other school personnel except under conditions as outlined in the Henrico County Public Schools' policy manual. Daily bandaging must be done at home. Arrivals and departures through the clinic will be carefully recorded, and students who abuse the privilege will lose the right to use the clinic.

Should a student become ill while at school, he or she will be given a pass to go to the clinic. The nurse will contact the parent, and the parent will come to school and sign the student out or give permission for the student to drive home. Any student returning to school after a clinic sign-out must return through the clinic. Departure through the clinic must be within ten minutes of sign-out.

SCHOOL FOOD SERVICES - Hermitage High School is fortunate in that it is able to offer both a breakfast and a lunch program to its students. The breakfast program is offered each day from 8:10-8:35 a.m. The lunch program is broken into three sections beginning at 11:47 a.m. and ending at 1:27 p.m. Whether eating breakfast or lunch, all students are expected to abide by the following guidelines:

1. Demonstrate an atmosphere of courtesy and respect for cafeteria personnel and teachers supervising both Commons A and Commons B.
2. Students are required to eat lunch in Commons A and Commons B. Food is not to be taken to other areas of the building.
3. The library information center and guidance corridors, music and bus ramps, front entrance area of the school, academic wing, vocational wing, and gymnasium are not open for students during lunches.
4. Each student is expected to take the responsibility for disposing of trash properly, leaving the lunch table clean, and returning the lunch tray to the designated areas.
5. Cutting into lunch lines and loitering around lunch lines and entrance and exit areas of the kitchen are not allowed.
6. No exchange of money is allowed among students while waiting in the lunch lines.

Failure to comply with these guidelines can result in administrative detention, assignment to the Alternative Learning Center, or temporary loss of cafeteria privileges.

ATTENDANCE POLICIES

Students are expected to arrive at school and all classes on time every day, and students are expected to attend all assigned classes everyday. We encourage students to attend school regularly in order to obtain the maximum benefit of the curriculum being offered. Class work and teacher interaction are important to the learning process and quality instruction. Because of this, good attendance and punctuality are encouraged, taught, and considered as an accepted way of behavior. A parent or guardian should call the attendance office to report the reason when a student is absent. Utilizing the primary phone number provided by parent/guardian, an automated phone call system reports student absences on the evening of the absence. A student is considered absent unexcused if contact is not made by the parent to the attendance office. Students are not to arrive at school before 8 a.m. unless requested to do so by a teacher. The academic and vocational wings will be closed until 8:35 a.m. Students scheduled to make up work or meet with a teacher must have a pass from that teacher to enter these areas prior to that time. Students arriving before 8:35 must remain in Commons A or B, or the library.

ABSENCES - Excused absences are unavoidable absences due to circumstances such as illness, death in the family, or home emergencies. Justifiable reasons for nonattendance should be submitted to the school upon the student's first day of return after the absence. **STUDENTS ARE EXPECTED TO MAKE UP ALL WORK AND ARE TO ASSUME THE RESPONSIBILITY OF ASKING FOR ASSIGNMENTS MISSED.** Unexcused absences are those absences from one or more classes without permission from school staff. Students with seven or more unexcused absences are automatically referred to the School Social Worker who processes the student through a truancy board and possible court action. Students with unexcused absences are not given the opportunity to complete work missed and will receive a zero. Appeal of this policy may be made to the grade level principal. Three most frequent types of unexcused absences are:

Truancy - occurs when parents believe a student is in school and, yet, he/she is not. A student will be assigned disciplinary consequences for truancy.

Skipping/Cutting Classes - indicates that a student is in school, but out of class without permission. Students who skip will be assigned disciplinary consequences.

Leaving School Property Without Permission - Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled school day. To do so will result in disciplinary action. This applies to early practices and classes, and to students who arrive early for whatever reason.

Disciplinary Absences - Absences in which the student has been removed from classes by an administrator because of the student's behavior. Suspended students are provided the opportunity to make up missed work.

EXCESSIVE ABSENCES - During the school year, a student absent in excess of ten days due to illness or other medical reasons may be required to bring a professional physician's note in order for the absences to be excused. This requirement is based upon Henrico County Schools Policies and Regulations, Section 6-02-005. Excessive absences for whatever the reason have a direct impact upon a student's academic performance. Students who place themselves into this category without compliance of the stated policy will have the days missed counted as unexcused with no opportunity to make up any work. Students who are habitually absent from school without justifiable documentation can be suspended out of school pending a conference before the school Principal, referred to the Child Study Committee, or referred to the school's social worker to obtain a court petition for truancy.

TARDINESS TO SCHOOL - Students are expected to arrive at school and report to all classes on time every day. Tardiness to school whether excused or unexcused is a disruption in the student's opportunity to learn.

Students who arrive late during first or second period must report immediately to the sign-in table. Beginning third or fourth period, students tardy to school will sign in at the attendance office. Failure to sign in will result in a disciplinary consequence.

Acceptable reasons for tardiness to school are as follows:

1. Personal illness verified by parent (either by phone or in person.)
2. Personal problem verified by parent
3. Doctor or dentist appointment verified by parent (either in person or by phone call) or by a professional note from the attending physician
4. Court appearance verified by parent (either by phone or in person) or a copy of the court document requesting the student's presence in court
5. Unusual circumstances approved by an administrator

Unacceptable reasons for tardiness to school are as follows:

1. Truancy
2. Oversleeping
3. Walking to school
4. Missing the bus/pre-arranged ride not showing up
5. Circumstances deemed unacceptable by an administrator
6. Vehicular problems

The school attendance office and each grade level administrator will maintain a record of excused or unexcused late arrivals on each Hermitage High School student. An unexcused tardy to school will result in the student receiving a zero for the portion of class or classes that he/she misses.

DISCIPLINE GUIDELINES - ATTENDANCE

TARDINESS TO SCHOOL OR CLASS

Please note that tardies to school or class will be cumulative for the year. Students will not be allowed to start over each nine weeks.

1 st Referral	student-teacher conference
2 nd Referral	parent contact
3 rd Referral	teacher detention and parent contact
4 th Referral	teacher detention and parent contact
5 th Referral	administrative referral - detention
6 th Referral	1 day ALC, exam exemption privilege revoked
7 th Referral	2 days ALC
8 th Referral	Saturday ALC
9 th Referral	suspension to hearing with principal

SKIPPING CLASS

1 st Referral	1 day ALC
2 nd Referral	2 days ALC
3 rd Referral	3 days ALC
4 th Referral	suspension to parent conference with AP
5 th Referral	suspension to hearing with principal

SKIPPING SCHOOL

1 st Referral	1-2 days ALC
2 nd Referral	2-3 days ALC
3 rd Referral	refer to social worker, suspension to conference with AP
4 th Referral	suspension to hearing with principal

EARLY DISMISSALS - Early dismissals disrupt a student's opportunity to learn. Parental requests for a student to be dismissed early from school should be for crucial and unavoidable situations. Requests for early dismissals should be made only when the situation is so critical that it cannot be taken care of after school hours or on a day when school is not in session. In order to prevent students from leaving school under false pretenses, Hermitage High School has established the following guidelines for releasing students from school prior to the regular dismissal time:

1. A parent reports to the school attendance office to show picture identification and personally sign a son or daughter out of school.
2. If a parent is unable to report to the attendance office to sign the student out, then the school requires the parent to submit a written note to the school attendance office two days prior to the date of the early dismissal. The written note for the early dismissal must contain the following information: the student's full name, a specific statement explaining the nature of the early dismissal request including date and time, telephone number where the parent can be reached, and the parent's signature.
3. Verification of the validity and approval or disapproval of the early dismissal will be made by either the attendance secretary or an assistant principal through contact with the parents.
4. If the early dismissal cannot be verified and approved, then permission for the student to leave school will be denied.
5. A parent picking up a student for an early dismissal should come to the front entrance of the school.
6. **Only in extreme emergencies will early dismissals be granted over the telephone. These situations must be handled by an administrator. The school has the option of denying early dismissal requests for frivolous reasons.**

Students who submit a falsified early dismissal request will be referred to the appropriate grade level administrator for a disciplinary consequence.

A student returning from an early dismissal or clinic early dismissal during the school day must sign in with the attendance secretary/clinic and go immediately to class. If a student does not return to school for classes after an early dismissal, he/she should not be on school property during or after school hours unless permission has been given to attend practice or participate in an extracurricular activity. Violators will receive appropriate disciplinary action.

PERMANENT EARLY DISMISSAL (PED) - County regulations state that only students in school-related work programs (COE, Marketing) may leave early. No student may leave before he/she has completed the specified number of daily periods of attendance designated by the Henrico County School Board. Students who are granted a PED are expected to leave school at the specified time. These students should not visit other schools, nor should they return to Hermitage after their dismissal unless they are participating in some type of school activity. Failure to abide by these guidelines will result in assignment to ALC or in suspension, loss of PED privilege, and assignment to a study hall.

"ABOVE AND BEYOND" ATTENDANCE - To be recognized for "Above and Beyond" attendance in the Underclass Honors Assembly and the Senior Recognition Program, a student must meet the following criteria:

- A. Be in attendance every day.
- B. Have no unexcused tardies to school.
- C. Any exception to the above must be approved by the Principal.

EXCELLENT ATTENDANCE - To be recognized for excellent attendance, students must have 4 or fewer excused absences during the school year and no unexcused tardies. These students will be recognized in the July newsletter each year.

Students with suspensions from school will not be considered for Above and Beyond or Excellent Attendance awards.

GENERAL BEHAVIOR STANDARDS

Hermitage High School is a quality-learning institution where courtesy prevails and respect for every individual exists. In cooperation with the faculty, students are responsible for maintaining an environment in which programs can flourish and both curricular and extra-curricular programs can go forward for the benefit of all. Students are expected to maintain courteous and acceptable conduct toward each other, and toward school personnel. Failure to do so will result in quick and firm disciplinary action. In the best interest of every student of Hermitage High School, the staff will vigorously enforce policies concerning responsible behavior as stated in the Henrico County Public Schools' Code of Student Conduct.

To establish a standard of student behavior, each school Principal is required to recommend a student's expulsion when the student:

1. Is in possession of a firearm.
2. Assaults a staff member.
3. Distributes illegal or controlled substances. (Includes look-a-likes)
4. Endangers the safety of the school community and/or any of its members.
5. Becomes a habitual offender of any component of the Code of Student Conduct.

Each category is further explained in the Henrico County Public Schools' Code of Student Conduct. Discipline guidelines for Hermitage students will be available the first week of school. Appeals to Mrs. Wilson in regard to disciplinary action must be requested within 48 hours of notification to parents.

PUPIL TRANSPORTATION - Proper behavior is required to, from, and at bus stops and while riding the bus to assure that the property rights of others, residential or otherwise, are respected.

A. The School Bus

It is important to know that riding a school bus, for whatever purpose, is a privilege. Students who do not behave on the school bus may have the privilege of riding revoked for a specified time or permanently. The driver of the bus has the authority to, and the responsibility for, maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, the schools served by the driver will render assistance.

Inappropriate Bus Conduct

Tech Center Bus

Seat assignment, ALC, suspension

School Bus

1st offense – bus suspension up to 3 days

2nd offense – bus suspension up to 3 days, hearing with principal to discuss future consequences

3rd offense – bus suspension remainder of year

B. Motor Vehicle Drivers

Only juniors and seniors who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. This entitlement depends upon the student's willingness to follow the parking and auto usage regulations as prescribed by Hermitage High School. Juniors and seniors who plan to drive to school must register their vehicle within the first ten days of school, pay for a parking permit, clear any outstanding financial obligations, and display it properly on the vehicle. Parking permits will be checked on a daily basis with specified morning checks announced for each grading period. Students whose vehicles have no parking permit will not be allowed to park on school grounds. Violators run the risk of having their vehicles towed from the premises at the operator's expense.

Students referred to the office for disciplinary action may have parking permits revoked. For example, parking privileges may be revoked if the tardy policy is abused. Parking for students is available only on the north end of the campus in front of the football stadium. The first half of the parking lot directly in front of the football stadium is designated as the senior parking lot. Vehicles parked in this area without a senior parking permit may be towed.

Student Parking Regulations:

1. Student parking stickers are nontransferable.
2. Seniors may purchase passes on fee night and during the first week of school. Passes will be available to juniors after the first week of school. Juniors and seniors may purchase either a high school pass or a tech pass if qualified. Students may not purchase both passes. The purchase must be one or the other.
3. There will be a maximum of 400 high school passes issued, and there will be no exceptions regardless of the reason.
4. Any student caught driving with an invalid pass or without a parking pass, whether permanent or temporary, will forfeit the opportunity to purchase a parking pass for the current school year.
5. Any student with two unexcused tardies to school in a nine week period will lose his/her parking privilege for the remainder of the nine weeks
6. Students are not permitted to park in the faculty lot, technical school lot, driver education range, and loading dock area.
7. Students are not to sit in cars or loiter in the parking lot.
8. Students may not return to their vehicles during the school day without permission from their grade level assistant principal.
9. Students leaving school during the school day will be required to show either a permanent early dismissal card or an early dismissal slip.
10. Students are required to lock their vehicles.
11. The playing of excessively loud music is not allowed.

12. Each student is responsible for operating his/her vehicle in a safe manner and abiding by the speed limit.
13. Passing other vehicles when exiting on the Hungary Road or Lucas Road service roads is extremely dangerous and is prohibited. Also, attempting to use athletic fields as a shortcut to enter Hungary Spring Road is not allowed.
14. No parking is permitted on sidewalk areas or on the corners of the traffic islands located directly in front of the stadium. Students are also required to park vehicles properly within the designated parking spaces provided. Angled parking of a vehicle is not allowed.

Student drivers are reminded that the scope of the Henrico County Schools' Code of Student Conduct applies to the contents of their vehicles. Any type of careless and reckless driving can result in a report being filed with the Resource Officer. Failure to adhere to these regulations could result in forfeiture of the privilege of parking a motor vehicle on school property or in the case of a parking violation, having one's vehicle towed from the premises at the operator's expense.

C. P.M. Student Transportation Pickup Area

When students are picked up after school, they are not to meet their rides in front of school; the designated pickup area is located behind the school in the driver's ed lot.

Parking Violations

1st referral – loss of parking privilege

FIGHTING/ASSAULTS/THREATS

Instigation – 3 days ALC to 10 days suspension , depending on involvement of the individual

Conveying the intent to cause harm to student, staff

Directed toward student – minimum 3 days ALC

Directed toward staff – administrative hearing, 10 days suspension and/or referral to DRHO and recommendation for expulsion

Unsafe Conduct

Discipline will vary depending on the nature of the incident. Minimum 3 days ALC. If willful and with intent to harm, 5 to 10 days suspension and/or referral to DRHO and recommended for expulsion.

Bullying

Verbally harassing or abusing another student on the basis of race, gender, sexual orientation is prohibited. Also, bullying to extort money or property is prohibited. It is imperative that every staff member and student feels safe.

Students should be encouraged to share concerns and concerns should be acted upon immediately.

1st offense - 3 to 5 days suspension, parent conference with AP

2nd offense – Suspension to hearing with principal, begin habitual offender process, Behavior Contract

Assault (aggressive physical contact of one student against another)

1st offense – 10 days suspension, hearing with principal, refer to SRO, Behavior Contract

2nd offense – refer to SRO, refer to DRHO, recommend for expulsion

Fighting (involving two or more parties and any exchange of physically aggressive contact)

1st offense – 10 days suspension, hearing with principal, refer to SRO

2nd offense – 10 days suspension, refer to SRO, Behavior Contract

3rd offense – refer to SRO, refer to DRHO

Physical aggression toward staff, SRO, or volunteer

1st referral – refer to SRO, refer to DRHO, recommend for expulsion

INTEGRITY

A zero will be assigned for cheating on any assignment; loss of second semester exam exemption from SOL courses.

Cheating on homework/classwork/quizzes/tests

1st offense – 2 days ALC

2nd offense – 2 days suspension, conference with parent and principal, review of student schedule

3rd offense – 3 days suspension

Cheating on exams or research papers

3 days suspension, conference with parent and principal, review of student schedule

Forgery/lying to school staff

2 days suspension

TOBACCO

1st offense – 3 days ALC, refer to SRO

2nd offense – 3 days suspension, refer to SRO

3rd offense – 10 days suspension, hearing with principal, refer to SRO, refer to Intervention Awareness Program

Subsequent Offenses – refer to SRO for intake

CHEMICAL ABUSE

Follow Code of Student Conduct.

I. Distribution – Refer to SRO, refer to DRHO, recommend for expulsion

II. Possession

1st offense – refer to SRO, hearing with principal, 10 days suspension, no extracurricular activities for 30 days, no parking for 20 days if found in vehicle, attend intervention program

2nd offense – refer to SRO, refer to DRHO, recommend expulsion (cumulative within three years)

DANGEROUS OBJECTS AND FIREARMS

Follow Code of Student Conduct.

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR-PROFANITY, VERBAL ABUSE, HARASSMENT

Not directed at any individual

1st offense – ALC, suspension, depending on severity

2nd offense – ALC, suspension, depending on severity

Directed toward staff member

1st offense – 10 days suspension, hearing with principal, option to refer to DRHO

2nd offense – suspension to hearing with DRHO

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – DRESS CODE

1ST offense –warning, contact parent to bring change of clothes or allow student to change if he/she has extra clothes. If neither is available, student reports to ALC for remainder of the day.

2nd offense – ALC or Sat. ALC

3rd offense – one day suspension, parent conference with principal before student allowed to return to school

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – GAMBLING

1st offense – 1 day ALC

2nd offense – 3 days ALC

3rd offense – suspension to hearing with AP

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – PRINT/ELECTRONIC MATERIALS – POSSESSION OR DISTRIBUTION

Printed Pornography – 5 days suspension, report to SRO

Hit Lists – Report to SRO, refer to DRHO

Other – ALC

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – UNAUTHORIZED ELECTRONIC/MECHANICAL DEVICE, INCLUDING CELL PHONES

Devices must be off and out of sight during school day.

1st offense – confiscate, parent picks up device

2nd offense – confiscate, Sat. ALC, parent picks up device

3rd offense- confiscate, 1 day OSS, parent picks up device

4th offense- confiscate, 3 days OSS, parent picks up device, student banned from possessing cell phone on campus for remainder of the school year.

Failure to give device to a staff member when asked will result in a minimum of 3 days suspension.

All electronic devices require a 24-hour turn around time before a parent may retrieve it from the administration. If the item must be returned before the end of a 24-hour time, the student will be assigned the next appropriate consequence (either Saturday ALC or suspension).

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – CURSING/ABUSIVE LANGUAGE

1st offense – 2 days ALC or suspension depending upon severity

2nd offense – ALC or suspension, parent conference

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – INSUBORDINATION

1st offense – 1 day suspension

2nd offense – 3 days suspension

3rd offense – 5 days suspension, hearing with AP and behavior contract

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR- REFUSING TO IDENTIFY ONESELF TO ANY STAFF MEMBER

1st offense – 3-5 days suspension

2nd offense – 5-10 days suspension, hearing with principal

DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR – OTHER

Detention to suspension, depending on severity of offense

SEXUAL HARASSMENT/INAPPROPRIATE SEXUAL BEHAVIOR

Consequences will vary depending on the nature of the offense. In general, the accuser must make a written statement and the principal will initiate an investigation and make an immediate report to the DRHO. Depending on the incident, consequences may include but are not limited to ALC, suspension, parent contact, referral to SRO, referral to DRHO, recommendation for expulsion

TECHNOLOGY

Vandalism – 5 to 10 days suspension, refer to SRO, restitution

Viewing inappropriate materials

1st offense – remove files, 3 days ALC

2nd offense – remove files, 2 to 5 days suspension

3rd offense – remove files, suspension, hearing with principal

Pornography

1st offense – 5 days suspension, computer scrubbing, add filters

2nd offense – 10 days suspension, hearing with principal, computer scrubbing, update filters

3rd offense – suspension, hearing with DRHO

Sales Transactions

- 1st offense – 2 days ALC
- 2nd offense – 3 days ALC
- 3rd offense – 5 days suspension, hearing with principal
- 4th offense – 10 days suspension, hearing with DRHO

Emails, etc.

- 1st offense – ALC
- 2nd offense – ALC
- 3rd offense – 2 days suspension, parent conference with AP
- 4th offense – suspension, hearing with principal
- 5th offense – suspension, hearing with DRHO

Downloading music/video onto server

- 1st offense – ALC
- 2nd offense – ALC
- 3rd offense – 2 days suspension, parent conference with AP
- 4th offense – suspension, hearing with principal
- 5th offense – suspension, hearing with DRHO

Stickers

- 1st offense – student will remove stickers from laptop
- 2nd offense – detention
- 3rd offense – ALC

Games

- 1st offense – ALC
- 2nd offense – ALC
- 3rd offense – 2 days suspension, parent conference with AP
- 4th offense – suspension, hearing with principal
- 5th offense – suspension, hearing with principal

Headphones, etc.

- Devices must be off and out of sight during school day.
- 1st offense – confiscate, parent will pick up device

Ethernet jack

- 1st offense – 3 days suspension, computer confiscated and evaluated by TST. Further code violations will result in more severe disciplinary consequences.
- 2nd offense – Suspension, hearing with principal
- 3rd offense – Suspension, hearing with DRHO

Modifying preset software

- 1st offense – 10 days suspension, hearing with principal
- 2nd offense – 10 days suspension, hearing with DRHO

Inappropriate use of technology

- 1st offense – ALC
- 2nd offense – ALC
- 3rd offense – 2 days suspension, parent conference with AP
- 4th offense – Suspension, hearing with principal
- 5th offense – Suspension, hearing with DRHO

TRESPASSING

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

A. Any student who has been suspended from attendance may be considered a trespasser if he/she appears on any Henrico County Public School property during the suspension period.

B. Students are asked not to be on school grounds prior to 8:00 a.m. without supervision.

C. No one, including students, may be on school property or in the school building after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Any student who loiters at school after the close of the school day or on a non-school day without specific reason or supervision may be charged with trespassing if he/she has been asked to leave by a school employee and has refused.

D. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.

E. No student or other person may attend or visit a Henrico County school as a guest during the regular school day without authorization from the school's administration. Visitors are expected to sign in at the front office and obtain a guest or visitor pass.

1st offense trespassing – warning, trespassing letter issued

2nd offense trespassing – charges filed

LOITERING

Loitering creates supervision and safety problems. Therefore, students are prohibited from loitering in the building and on school grounds. Students are directed not to loiter in the following areas:

1. All restrooms

2. Hallway intersections and corridors are not designed to be areas where students congregate for the purpose of socializing both prior to the start of school and during class changes. When classes change, all students need to be moving to their next scheduled class. Intersections and corridors are to be kept clear so that all students can move through the building in a reasonable manner. Students must not stop moving until they arrive at their next class.

3. Bus and music ramp areas leading into Commons A.

4. Front entrance corridors for the main office and technical school's office during all lunches and prior to the beginning of school. This would also include the outside front entrance area to the school before and after school.

5. Guidance and library corridors during all lunches.

6. Students are not allowed to sit on the floors in the academic or technical center wings or in Commons A or B. In addition, students are not to sit on the railings or the brick walls in either commons area.

Students who consistently disregard the loitering requests will be assigned a disciplinary consequence.

Unless participating in a school sanctioned activity after the end of the regular school day, all students must leave school grounds by 4:10 p.m. Students who loiter at school after the close of their school day without specific need or supervision may be considered trespassers. Students are also requested to make transportation arrangements in order to leave school grounds within a half hour after the conclusion of extracurricular and athletic activities. The school cannot be responsible for those individuals who remain on campus beyond the half hour conclusion of these activities.

AREAS RESTRICTED TO STUDENTS

No student should be in the gymnasiums, locker rooms, field house, or stadium before, during, and after school unless under the supervision of a teacher or coach. Students are not allowed in the following areas:

-Stairways next to teachers' lounge

-Hallway from physical education in basement to stairway next to teachers' lounge

-Engine room and hallway

-Receiving area inside and outside

-Elevator and downstairs hallways leading from elevator

-Music ramp (except to students with classes on this ramp)

-Main gym, small gym, and all locker rooms (except in class situations)

-All storage rooms and storage areas

-Stadium enclosure and area across road facing end of the tech area

-Teachers' lounges

-Front entrance porch during lunch

Outside academic wing doors are for exit only. Students should not enter through these doors before or during the school day, nor should students open these doors to permit others to enter. Only main entrances are to be used by students. Failure to comply with these restrictions will result in assignment to ALC.

VANDALISM

Members of the school community are entitled to enjoy property free from the abuse of others. Vandalism is the willful marring, defacing, or destruction of property held in trust by the School Board of Henrico County, or any of the Board's employees. This section applies to the buildings, both exteriors and interiors thereof, books, school buses, private automobiles, school grounds, and property as designated above. Causing or attempting to cause damage to school and personal property of others will not be permitted.

Hermitage students are proud of the aesthetic progress that has enhanced the building and the school's grounds. By accepting the responsibility of good citizenship, Hermitage students are ready and willing to help the school maintain the pride of an attractive campus. Litter Law: Students who litter school grounds will be responsible for policing school grounds.

Administrative referral, ALC to suspension, restitution, refer to SRO, refer to DRHO as necessary

RUNNING

Students are not to run in the building. This creates a safety problem. Students violating this policy will be referred to their grade level administrator.

FOOD AND DRINK

Food and drink of any kind are only to be consumed in Commons A and Commons B before school and during lunches. Students are not to take food and drink into classrooms or other areas of the building at any time during the school day. Because they create a potential sanitation and cleaning problem with careless spills, students are not allowed to carry with them during the school day any type of liquid holding canister or container that could be used for the purpose of consuming a beverage. Students are allowed to have water in clear water bottles in their classrooms.

CHEWING GUM, CANDY, SNACK FOODS

Under no circumstances should students bring chewing gum, candy, and snack foods to school for the purpose of making unauthorized sales to other students. Students who place themselves in this type of situation will have the items confiscated and will be assigned a disciplinary consequence. Sales for clubs are restricted to before and after school.

ARTICLES CONSIDERED TO BE DISRUPTIVE TO THE LEARNING ENVIRONMENT (Radios/Tape/CD Players, Headphones, Water Guns, Hacky Sacks, Basketballs, Footballs, Playing Cards, Dice, Fad Toys, Laser Pens, and Games) - These are NOT to be brought to school. Such items will be confiscated and returned only to a parent. Repeat offenders in bringing such items to school will be assigned to ALC in addition to having the item confiscated until the end of the school year.

Headphones may be used with the iBook during the instructional day for instructional use only as assigned by the teacher. Under no circumstances should a student be listening to music on the iBook with or without headphones during the instructional day.

Students, faculty, and staff are entitled to a learning environment free of unnecessary disruption. Students need to be aware that purposely setting off any type of chemically based solution or propellant that creates noxious vapors in the school will not be tolerated. This would include, but is not limited to stink bombs, pepper spray, colognes, and mace. The dispersal of any of the aforementioned materials is disruptive to the school's environment and each has the potential to create health concerns for students, faculty, and staff. Any student who sets off such materials or is in

possession of these materials will at the very least be suspended out of school pending a conference before the Principal. The Resource Officer will be notified and legal action may be imposed.

CELL PHONES AND PAGERS or any other electronic device may not be activated, whether intentionally or not, once students arrive on school grounds. In addition, students may not hold or open a cell phone or other electronic device once they arrive on school grounds. If this happens, the device will be confiscated until a parent picks it up. The student may also receive a disciplinary consequence.

PHYSICAL DISPLAY OF AFFECTION in public is not permitted. Students who have been warned about this type of behavior, but who continue to disregard the warnings will be referred to the grade level principal.

DISTRIBUTION OF LITERATURE

No literature, leaflets, handbills, magazines, or newspapers may be distributed or made available on campus without approval of the Principal. Individuals who disregard this policy and distribute handbills, etc. that specifically announce parties will be referred to the Youth Resource Division of the Henrico County Police.

INSTIGATION OF RUMORS - Students should be reminded that the spreading of harmful rumors may result in disciplinary action.

STANDARDS OF DRESS FOR STUDENTS

Cleanliness and proper dress are required of all students. The expectations of appropriate attire are defined here for the benefit of students so that the process of learning isn't interrupted. Dress which is disruptive, distracting, and revealing will not be accepted. Because the world of fashion fads changes so quickly with teenagers, the school at anytime during the school year may decide if a type of clothing attire is appropriate or inappropriate for the school environment. Students must also realize that what a student might wear after school hours or during the weekend may not be acceptable as school attire. Again, the school reserves the right to make decisions about questionable attire. Any items of clothing or colors which are considered to be gang related or disruptive will not be allowed.

Should a faculty member feel that a student's attire is questionable, the student will be sent to the appropriate administrator. A violation of the dress code will result in an unexcused absence from class and immediate assignment to ALC if the student cannot get proper clothing. Violations will result in disciplinary action.

The following descriptions indicate appropriate and inappropriate dress for students:

PERSONAL GROOMING - Only restroom facilities and locker room areas are to be used for grooming.

HEAD COVERINGS (hats, hoods, headbands, bandanas, do rags, scarves, etc.) are not to be worn once you enter the school building. If hats, headbands, do rags, scarves, etc. are seen inside the building, they will be confiscated until a parent picks them up and the offending student will be assigned a disciplinary consequence.

CHAINS - Students are asked not to wear heavy chains as a part of their daily attire. Examples of this would be chains that are used as belts or to hold wallet pouches, etc. This type of attire has the potential to create safety problems.

TORN, RIPPED, OR SLASHED CLOTHING - This type of clothing is inappropriate and can't be worn.

SPAGHETTI STRAPS - The straps of any top should measure at least two finger widths on both sides.

REVEALING CLOTHING - Bare midriffs should not be visible at any time. Tops must be worn so that movement will not cause exposure. In addition, skirts, shorts, or pants must meet the same requirement. Clothing should not be worn that is excessively tight or skimpy, including those with plunging necklines. Clothing that is see-through, revealing, or resemble undergarments should not be worn.

VULGAR, PROFANE OR SUGGESTIVE CLOTHING - Tobacco and alcohol products are not allowed on school grounds, and students are prohibited from using these products by state law. Therefore, it is inappropriate for students to wear clothing that advertises these and other illegal products. An example of this would be a shirt with beer advertisements. Students are also prohibited from wearing clothing with nudity or vulgar expressions. Undergarments should be covered at all times.

WARM-UP SUITS - Athletic warm-up suits if worn properly are permissible. An appropriate shirt must be worn under the warm-up jacket, and warm-up pants cannot be worn pulled down below the waist. Also, the length of the pant legs must stay at ankle length.

TIGHTS AND LEGGINGS - Tights, leggings, and long johns can only be worn with a long covering top that is mid-thigh length and appropriate for school.

PAJAMAS - Pajamas of any type are not appropriate attire for school. This includes pajama pants, pajama tops, and slippers.

T-SHIRTS - Unquestionably, T-shirts are popular attire. However, many t-shirt designs display prints that are vulgar, profane, suggestive, offensive, visually graphic, or convey an inappropriate message. Students are not to wear t-shirts or any other type of clothing that display expressions of this nature. The Henrico County Code of Student Conduct prohibits the possession and use of tobacco and alcoholic beverages on school grounds, and students are prohibited from using these products by state law. Therefore, it is inappropriate for students to wear clothing that advertises these and other illegal products.

SHORTS - Students who attend Hermitage High School are allowed to wear shorts. However, the school expects students to adhere to the following guidelines regarding shorts: Cut-off/unhemmed shorts, shorts with holes in them, gym shorts, boxer shorts, soccer shorts, tightly designed shorts such as biking/aerobic styles are inappropriate for school attire.

Shorts worn to school should be mid-thigh length even when worn with leggings or tights and appropriate for school. Students will not be allowed to wear shorts to school that are inappropriately revealing and disrupt the environment of the school.

SUNGLASSES - Sunglasses are designed for outdoor use. Sunglasses are not to be worn inside the building nor should sunglasses be visibly displayed as a part of a student's physical attire during the school day.

SWEAT PANTS - Athletic sweat pants with elastic or a drawstring at the waist and elastic gathers at the ankle are not appropriate attire for school.

HOODED SWEATSHIRTS/JACKETS - Sweatshirts and jackets with hoods are appropriate attire, but pulling the hood over one's head while inside the building isn't acceptable.

SKIRTS AND DRESSES - Skirts and dresses must be worn at mid-thigh length even with leggings and tights and appropriate for school. Clothing with slits, splits, and body conforming skirts and dresses that are inappropriately revealing and disrupt the environment of the school will not be allowed. Sun Dresses must be worn with an outer covering (sweater or jacket).

BEACH WEAR - Opensided T-shirts, mesh athletic shirts, and cut off T-shirts that bare the midriff are not to be worn. Thin spaghetti-like t-straps and tops with one shoulder strap are not allowed.

Students must wear clothing as designed (buttoned, zippered, etc.) Students must wear pants on the hips, secured above the buttocks. Students may not:

- Drape towels, shirts or shorts around the neck;
- Roll down waistbands on shorts, pants, and skirts;
- Wear clothing in any manner that reveals undergarments at any time;
- Wear athletic jerseys without wearing a t-shirt beneath the jersey;

Every student has the responsibility of respecting school rules and the rights of each member of the student body. A student is expected to maintain a standard of conduct (representative of good citizenship at all times) both in and out of the classroom. Whenever a student fails to meet his obligations as a good citizen, or does not practice self-discipline, he can expect corrective action from the faculty or the administration. All faculty members have the right to correct any student and to expect a proper response when doing so.

IMPORTANT INFORMATION ABOUT DISCIPLINE

The next step for any offense that has already gone to an AP will automatically go to the principal. In addition, when VA/Federal law is violated, SRO will be notified and legal action may be taken. In addition, the student will be suspended to a hearing with the Disciplinary Review Hearing Officer where a recommendation for expulsion may occur. In one school year, a student may not be assigned to ALC more than five times or a total of 10 days. Any violations of the Code of Student Conduct beyond this will result in out-of-school suspension.

Laptops remain with students who have been suspended from school to allow the student to continue with school work. Laptops must be returned to the school once a recommendation for expulsion has been forwarded to the school board.

DETENTION - A classroom teacher may require that a student serve an afternoon detention for unacceptable behavior. The teacher will contact the parent, explain the situation, and establish a time and location for the detention to be served under the supervision of the assigning teacher.

ADMINISTRATIVE DETENTION HALL - The purpose of this detention hall is to monitor unexcused tardiness to school and violation of school rules after a student has been asked to correct his/her behavior. The detention hall will meet every Wednesday afternoon in Room 309 from 3:55 - 4:40 p.m. At times detention is also held on Thursday mornings from 7:50 a.m. to 8:35 a.m. in room 309. Students assigned to this detention hall will be expected to bring class assignments to complete. Failure to serve the detention will result in the assigning of an additional consequence.

TOP (Time-out Program) - The primary purposes of TOP are to provide an alternative to our teachers for preventive and corrective measures of discipline, to provide consequences for minor classroom violations and to provide a cooling-off period for potentially explosive situations. This program is supervised by our teachers and serves as one part of the school-wide emphasis on student conduct and prevention. TOP will hopefully assist students in developing improved positive attitudes. After four trips to TOP, the student is referred to his/her grade level principal for assignment to Saturday ALC. Students are allowed only one assignment to the TOP room per school day. When a student reports to the TOP room for a second assignment during the same school day, the TOP teacher on duty will notify the student's grade level administrator. This administrative intervention will be used to review with the student the circumstances for the second assignment and to provide an alternative disciplinary consequence. A major incident of insubordination/ defiance, disruptive behavior, and/or disrespect would continue to be an immediate referral to the grade level principal.

TOP LUNCH - T.O.P. may be used at lunch time if a student must be removed from the Commons area for disciplinary reasons. The grade level administrator may assign one or more days for the student to eat lunch in the T.O.P. room rather than in Commons A or B.

ALC (Alternative Learning Center) - Students are assigned to this center for a specific number of days and must complete lessons prepared by the classroom teachers. Students are supervised by an Alternative Education Technician. An assignment to the Alternative Learning Center allows the student to keep up with classroom assignments while the student is removed from the normal classroom setting and continues to complete school work under the direct supervision of the school staff.

When a student is assigned to the Alternative Learning Center, a set of attendance, behavior, and work expectations is reviewed with the student. These guidelines are also included as part of the letter to notify parents of the assignment to ALC. If a student assigned to ALC fails to comply with the established guidelines of the program, then the time assigned to ALC can be extended or converted to out of school suspension.

SATURDAY ALC PROGRAM - Students are assigned to report on Saturday mornings from 8:30 a.m. until 12:30 p.m. This is a supervised study program. Students are expected to arrive on time and to bring appropriate school assignments to work with during the program. Students are not allowed to go to their lockers.

When a student is assigned to the Saturday Alternative Learning Center, a set of attendance, behavior, and work expectations is reviewed with the student. These guidelines are also included as part of the letter to notify parents of the assignment to Saturday ALC. If a student assigned to Saturday ALC fails to comply with the established guidelines of the program, the student will be sent home and a referral will be made to the student's grade level administrator. Failure to serve Saturday ALC will result in suspension for one day. A second offense of failure to serve will result in suspension for two days.

SUSPENSION - According to adopted School Board policy, a student may be suspended from school attendance for violations of the Code of Student Conduct. The student may not return to campus until the suspension is complete. It is the responsibility of the student to meet with his teachers upon return to school to arrange for make-up work. Make-up dates must be recorded in the student's Panther Planner .

SUSPENSION INTERVENTION PROGRAM - Under codes 4 (Disruptive Behavior) and 5 (Fighting/Assault) for suspension of five or more days, a student in grades 4-12 may participate in this program which allows the

maintenance of the core academic subjects in addition to anger/conflict management and other problem-solving strategies.

SUSPENSION PENDING A CONFERENCE BEFORE THE PRINCIPAL - At any time during the school year, when a student has repeatedly violated the Code of Student Conduct, that student is suspended out of school until a conference can be scheduled with the Principal of Hermitage. Parents can schedule a conference day and time by calling the Principal's secretary. Participants in the conference will be the Principal, the appropriate grade level principal, the student's guidance counselor, the parent, and the student.

SUSPENSION PENDING A HEARING BEFORE THE DISCIPLINARY REVIEW HEARING OFFICER - In serious cases and in cases where a student is a habitual offender, the Principal or assistant principal may suspend a student and require a hearing with the Disciplinary Review Hearing Officer before the student may return to school. The Disciplinary Review Hearing Officer coordinates and enforces the school division's efforts to maintain safe, healthy learning environments in each of its schools. The Disciplinary Review Hearing Officer conducts interviews and hearings that are required due to the severity of a student's behavior.

AN HABITUAL OFFENDER - An Habitual Offender is one who violates one or more sections of the Code of Student Conduct with no improvements seen in the student's behavior after the behaviors have been addressed. After the student has been brought to a conference before the Principal, the student (if labeled as habitual) may be referred to the Disciplinary Review Officer with a recommendation for expulsion. If a student has had at least five violations, primarily focusing on disruptive classroom behavior or non-compliance to teacher direction, along with two face-to-face conferences (student, parent, and administrator), then that student based upon Principal discretion can be brought forward as an Habitual Offender. A student with at least one violation which resulted in a ten-day suspension may also be brought forward as an Habitual Offender.

EXPULSION - The immediate and permanent cessation of all services, including Adult Education and the G.E.D. program, may be imposed by the School Board of Henrico County. Students may be expelled only by a majority vote of the School Board of Henrico County. After 180 school days, the parent of an expelled student may request a review by the School Board in order to seek approval for re-enrollment of the student.

GENERAL INFORMATION

STAFF IDs - In the fall of each school year all staff of Hermitage High School and Hermitage Technical Center will be issued an ID badge. The ID pass will display an individual photograph. A visitor's pass will be issued by the front office and must be worn by visitors and substitute teachers.

LIBRARY CARD -During the first nine weeks, a student may visit the library to obtain a library card for the purpose of checking out materials. After the initial nine weeks, the cost of the card will be one dollar.

OFFICE - All visitors on campus during school hours must report to the office. Students are not permitted to bring friends or relatives of high school age or younger to classes. Permission for any visitors to be in the building must be given by an administrator, and a campus pass must be carried at all times. Visitors are to use the teachers' parking lot during school hours.

TELEPHONES – A public pay telephone is located in the entrance foyer adjacent to the office. Only in the event of an extreme emergency are students to use the telephones in the office, and then only with permission of an administrator. **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY** All calls of this nature must be channeled through the grade level assistant principal.

FLOWERS - The delivery of flowers and/or balloons will not be accepted during the school day. These deliveries tend to be disruptive to the school day in the classroom, office, and halls. In addition, these items are not allowed on the school buses.

FIRE DRILLS - In accordance with the State Department of Education, the Henrico County Fire Department, and the Henrico County School Board policies, fire drills are also held throughout the school year. These drills are for the protection of all students and teachers and should be executed in a serious and orderly manner. During fire drills:

-no talking, no running, walk briskly, but carefully

- use the exit indicated by the teacher
- stay together at all times in sight of the teacher

Students who depend upon a wheelchair for their mobility should utilize the most appropriate exit based upon their location at the time of the fire drill. Each section of the building has accessible exits for these students. The law requires that everyone move at least 50 feet from the building and remain outside until the official "all clear" is given.

Setting off false alarms is a violation of the Henrico County Code of Student Conduct. This type of behavior can result in a Recommendation for Expulsion and a referral to the Resource Officer.

SEVERE WEATHER DRILLS - In accordance with the State Department of Education and the Henrico County School Board policies, severe weather drills are held throughout the school year. During severe weather drills:

- students in unsafe areas will be moved to interior halls
- all students will drop immediately into the protective position. (See diagram)

VENDING MACHINES - Vending machines located adjacent to Commons A are accessible to students after school. Food and drinks purchased from these machines are to be consumed in the commons area or on the bus ramp, but not carried to any other areas of the building or onto the buses.

LOCKERS - Locker assignments are given out individually by homeroom teachers during the first week of school. Students are strongly discouraged from sharing the locker combination and the use of their locker with other students. Having the use of a locker is a student privilege. Therefore, students must understand they are responsible for using the locker properly and keeping it clear from graffiti and all kinds of decal stickers. Students who can't utilize the locker properly will have the privilege taken away. Any mechanical problems with the locker should be reported to the office immediately.

Lockers in the physical education department do not have a lock built into them. This requires the use of a combination padlock sold by the school to students. The combination lock sold by the school is the only authorized lock. Lockers contained in the buildings and grounds of Hermitage High School are school property; therefore, the scope of the Henrico County Code of Student Conduct applies to these lockers.

BULLETIN BOARDS and POSTER DISPLAYS- Two portable bulletin boards are located in Commons A for the displaying of posters and other similar materials. Posting of these materials must have prior approval from the sponsor of the particular student organization. No literature, leaflets, handbills, or similar items may be distributed on campus without approval of the principal. Once approved, displays may be posted on these bulletin boards or cork strips in Commons A and B. Displays should not be posted on painted surfaces, windows or doors.

DAILY ANNOUNCEMENTS Announcements pertaining to school-related activities and information are read over the intercom in first/second block each day. A calendar of all school events and activities can be found at www.higschoolsports.net.

MINUTE OF SILENCE - The General Assembly of Virginia has enacted the daily observance of one minute of silence in public schools. This will take place in conjunction with the morning announcements and pledge.

STUDENT ACTIVITIES

High school is a very unique period in one's life and full advantage should be taken of the many opportunities available. The varied program of activities offered gives students a chance to grow in all phases of school life. All students are encouraged to participate in activities in which they have a talent or interest. Fraternities and sororities (including membership solicitation and initiation on campus) are prohibited by School Board policy.

STUDENT GOVERNMENT - The SCA promotes student unity, participation, communication, and understanding between students and faculty. The SCA also exercises control through its elected officers of all student organizations, with the exception of class organizations.

CLASS ORGANIZATION - Each grade has its own class organization with elected officers and faculty sponsors. It is within this framework that class activities are planned and implemented. Dues are \$3 per year. The responsibilities of each class are outlined under Traditions.

INTER-CLUB COUNCIL is a standing committee of the SCA and is comprised of the SCA officers and the vice-president of all classes and all clubs. The council correlates club activities and assists the SCA in major projects and decisions.

ACTIVITY ELIGIBILITY - All interscholastic athletic and all other organized activity groups, including speech, drama, forensics, band, choral, etc. carry enrollment, attendance, and academic requirements. For a student to be eligible to practice or perform in a competition or presentation, he/she must:

- have passed five subjects the previous semester
- be enrolled currently in subjects carrying five academic credits
- be in attendance for at least two class blocks that day
- be in good standing with the school, i.e., not on suspension

The administration also has the authority to prohibit any student's participation in non-class activities on the basis of poor citizenship or due to infraction of the honor code.

EXTRACURRICULAR PARTICIPATION - A student must be in attendance at least two class blocks on the day of the practice or event in order to participate. This includes all extracurricular activities, both sports and non-sports activities.

FUND RAISING - All school-related fund raising projects, on or off campus, must have sponsor and principal approval. Fund raisers are not permitted to be sold in any classes. Selling is permitted only between classes and before and after school.

CURRICULUM ORIENTED CLUBS have their nucleus in the subject area classes. Participation encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Among these are

World Language Clubs, Core Curriculum Clubs, Mimesis, FBLA, DECA.

SPECIAL INTEREST CLUBS AND ACTIVITIES are comprised of a cross-section of the student body, each sharing a common interest. They seek members who are anxious to learn and to participate in the various functions. Among these are

Academic Team, Debate, SADD, Forensics, Human Rights, and Literary Club.

SERVICE CLUBS - Every student is encouraged to become affiliated with one of the service clubs on campus. These organizations provide for individual development and constructive community activities. Among these are

SODA, Interact, AIM, United Sisters, Peer Helpers, Triangles I, II and III.

HONOR SOCIETIES

National Honor Society - Membership in the Katherine V. Earnest Chapter of the National Honor Society is by invitation; induction takes place during grades 11 and 12. Consideration for membership is extended to those students outstanding in the areas of scholarship, leadership, service, and character. Equal importance is attached to all four areas. Students not inducted into the National Honor Society have the right of appeal. Qualifications to be invited to membership are:

- a cumulative grade point average of 3.5 (unrounded)
 - considerable participation and service in school and community activities with a minimum of 10 hours of documented service.
 - leadership as defined by successfully holding school offices or school-related positions of responsibility
 - a high level of scholarship, leadership, service, and character as evaluated by the National Honor Society; special attention is given to input by the faculty at large
 - enrollment at Hermitage High School a minimum of one semester prior to induction
- National Beta Club** - The National Beta Club promotes high ideals of honesty, service, and leadership among high school students. To be eligible for membership one must either be a junior or senior and maintain a 3.0 grade point average.

Latin National Honor Society - Latin III and IV students who have maintained a 90 or above average and have shown dedication to the classical ideals of honor and excellence are eligible for membership in Latinam Honoris Societatem.

Spanish National Honor Society - Spanish III, IV, V, and VI students who have maintained a 3.5 average for the past three semesters in Spanish and who promote ideas of honesty, character and scholarship are eligible for membership. A recommendation from the current Spanish teacher and one other current teacher are also required. Members should have a genuine interest in Hispanic culture.

French National Honor Society - Students who have completed French II and have maintained an 3.5 in French and an overall 3.0 average may apply for FNHS. This organization promotes high scholastic achievement while creating enthusiasm for the study of French.

Thespians - Thespians is an honor society for those students who meet outstanding criteria in drama.

Quill and Scroll - Induction into the International Honorary Journalism Society is based upon the following:

- a student is ranked in the top one-third of his/her class

- student is recommended from the journalism sponsor

Mu Alpha Theta - Mu Alpha Theta is a math honor society. Criteria for induction into the David L. Howe Chapter of Mu Alpha Theta are:

- 3.5 grade point average in math classes

- academic track enrollment in math classes beyond the sophomore year

- qualities of scholarship, leadership, service, and character

National Art Honor Society - This is an honor society for advanced art students who meet outstanding criteria including a cumulative 3.0 average in art, faculty approval, and membership in the Art Club.

PERFORMING GROUPS - There are many opportunities for students to perform individually and in groups. Each of these groups has its own selection process for choosing participants. Examples of these activity groups are: Drama and Forensics groups, Flag Line, Marching and Performing Bands and Orchestra, Vocal Ensembles, Choral groups and Steppers With Pride.

PUBLICATIONS GROUPS - Three major publications report and record life at Hermitage High School. Students contribute the writing, the art work, and much of the photography. The business affairs are handled by students involved in CPD (Combined Publications Drive).

The Panthian (yearbook) records the year's activities and all facets of student life at the school. A professional photographer, provided by the school, takes individual student pictures in the early fall. The staff, composed of students with faculty sponsors, works all year to produce a yearbook of lasting memories.

The Panthianette (newspaper) published periodically, contains articles written by students concerning recent happenings and topics of general interest.

The Scroll (literary magazine) contains poems, lyrics, stories, and other works written and artistically illustrated by students. Students of all grade levels are selected from their English classes to assist in the publication of this magazine. Illustrations and cover designs are products of student art works.

ATHLETICS - In order to be eligible for participation (including practice) in the sports programs representing Hermitage High School, a student must be currently enrolled in five subjects and must have passed at least five subjects the preceding semester, be in attendance that particular day for two class blocks, and be under the age of 19. Participation also requires parents' written permission and a doctor's consent form. As in all school activities, permission to participate depends on overall good citizenship on the part of the student.

The following sports are offered:

Football, Tennis, Cross Country, Softball,

Golf, Basketball, Track, Soccer, Cheerleading,

Wrestling, Volleyball, Baseball, Field Hockey

TRADITIONS

Recurring high quality events have a way of becoming traditional at any school. Because students look forward to these events which bind them together in a spirit of unity, they are continued each year.

The Expectations of Excellence Assembly, the Underclass Awards Assembly, and the Senior Recognition Program each recognize outstanding student achievement in the academic curriculum, extracurricular activities, and service to the school. Listed below is a sampling of the awards given to students in these assemblies:

ABOVE AND BEYOND ATTENDANCE - See criteria p. 15

EXCELLENT ATTENDANCE - See criteria p. 15

HONOR ROLL - Honor Roll is calculated at the end of each marking period, based on the grade earned in that marking period. It is calculated using the weighted quality points method (A=4, B=3, etc. for all courses except honors, where A=5, B=4, etc.) To be eligible for honor roll, students must meet the following criteria:

1. Students must be enrolled in a minimum of five credits to be eligible for Honor Roll.
2. Students with a "D" or "F" in the marking period are not eligible for Honor Roll.
3. Students with a GPA of 3.0000 to 3.4999 are considered to be on the 3.0 Honor Roll.
4. Students with a GPA of 3.5000 to 3.9999 are considered to be on the 3.5 Honor Roll.
5. Students with a GPA of 4.0000 or above are considered to be on the 4.0 Honor Roll.

HERMITAGE SCHOLAR - Honor roll for first three nine weeks and first semester. The student must be enrolled for five credits. The student may not have a "D" in any class for a nine weeks or semester.

EXCELLENCE IN EDUCATION SCHOLAR (Seniors Only)- Honor roll for all nine weeks and both semesters in first three years. Honor roll for first three nine weeks and first semester in the senior year.

HERMITAGE ACADEMIC LETTER- A student must qualify for end of year honor roll. These students are sophomores, juniors, and seniors recognized at the fall Expectations of Excellence Assembly.

OUTSTANDING STUDENT AWARDS -For academic excellence in one or more subjects.

SUPERINTENDENT'S SCHOLAR -Top 100 SAT scores in verbal and math categories in Henrico County. (Seniors)

PRINCIPAL'S SCHOLAR -Top 100 PSAT scores in Henrico County. This is a combined score that is used for National Merit selection. (Juniors)

EXPECTATIONS OF EXCELLENCE ASSEMBLY - Hermitage High School begins each school year with an opening assembly on learning. This assembly is designed to demonstrate that learning is the first priority at Hermitage. Maximum learning is accomplished by the student and parent establishing specific high academic goals at the beginning of the school year; these goals are best met by the student, the parents, and the school staff working very hard together.

ASSEMBLIES - Hermitage has one of the finest programs of assemblies of any high school in Virginia. During the school year, the assembly format may feature musicals, serious dramatic presentations, inspirational speakers, musical groups, science presentations, dance groups, comedies, or a variety of Hermitage's own outstanding performing groups.

UNDERCLASS AWARDS ASSEMBLY - At the end of each year, students are recognized for outstanding achievement. Awards and/or recognition are given for achievement in all subjects, attendance, and overall achievement.

GYMNASIUM PEP RALLIES - The pep rallies held in the gym feature the band and cheerleaders, and honor all of the sports teams during the season.

DANCES - During the school year, the school in cooperation with students, extracurricular sponsors, and parents plan and sponsor three dances. The first of these is the fall Homecoming Dance, followed by a late winter dance, and

culminating in the spring with the Junior Class sponsored Prom. Each of these dances has earned the reputation of being enjoyable quality activities for our students. The attire for each dance is as follows: Homecoming Dance semi-formal, winter dance casual, and Prom formal. Clothing which is considered by the administration to be inappropriate, scanty, or too revealing will not be allowed.

CLASSES

The four grade levels at the school form what are known as "Classes." Each class operates within the guidelines of the constitution of the SCA. The organization of each class is similar in that each has its own officers and a class council. A mutual feeling of identity exists among members of the same class.

FRESHMAN - The class sponsor organizes the class council so that it may prepare for the election of its officers in September. The council also plans and develops a float to carry its homecoming princesses in the annual parade and sets up chairs for the Commencement in June. Throughout the year, the officers and council plan activities which provide methods of fund raising and a spirit of fun, fellowship, and unity.

SOPHOMORE class members, having acquired experience, plan the float for their homecoming princesses, serve refreshments at the Homecoming Dance, and sponsor the winter dance. Activities are planned for participation by class members, and ideas are collected for the next year's prom. Class rings are ordered during the fall for delivery before Christmas.

JUNIOR year is a year filled with many activities. The Homecoming float, the spaghetti supper, and the Junior-Senior Prom are the big projects which face juniors. Many fund raising activities provide opportunities for classmates to work together and to strengthen friendships.

SENIOR class members set the atmosphere of the school. Since seniors are close to the adult world, their actions are a reflection on the school in which they gain their education. Seniors hold most of the student leadership offices and are frequently called upon to represent the school at community functions. They devote thought and time in preparation of their Homecoming float and the graduation activities. It is a tradition of Hermitage High School to have the highest quality graduation activities in the state. Each graduating class is expected to further improve the three major graduating activities: Senior Honors Assembly, Baccalaureate Service, and the Commencement Exercise.

SENIOR PRIVILEGES - Each year, the senior class president negotiates senior privileges with the Principal and the assistant principal assigned to the senior class. The courtyard is available for senior students during all lunches. Use of the courtyard during lunch is dependent upon the respect shown the area.

GRADUATION ACTIVITIES - Hermitage High School takes great pride in having the most beautiful and dignified graduating activities in the Commonwealth of Virginia. Each of these activities and the practices that precede them are required. Each graduating class is challenged to further improve the graduating activities.

SENIOR RECOGNITION PROGRAM - Just prior to graduation, the graduating seniors are honored at a formal assembly for which they wear their caps and gowns. With family and friends in attendance, sponsoring organizations in the school and community recognize individual accomplishments; scholarships and Above and Beyond attendance are announced, and the Principal's Medallions and Hermitage Scholar Awards are presented.

COMMENCEMENT EXERCISE - This event is the final gathering of the senior class. The Commencement Exercise features the participation of the entire faculty in an academic procession, three elected members of the graduating class delivering the Commencement speeches, recognition of special awards, and the charge to the graduating class.

Our Motto: Building the Pride, One Panther at a Time

Our Winning Colors: BOLD BLUE and STRIKING RED

ALMA MATER

Thee we love, Our Alma Mater,
And thy name we praise
Hail to thee! Our Alma Mater,
This our song we raise.

Honor, love and faith to you,
As the years go by.
We will follow all thy standards,
Hail, Oh! Hermitage High.

Thee we love, Our Alma Mater,
Glory to thy name.
From your name forever after
We will gain our fame.

Still our hearts shall weave about thee
Love that cannot die.
We will follow all thy footsteps,
Hail, Oh! Hermitage High.

FIGHT SONG

We're Panther born and Panther bred
And when we die we'll be Panther dead.
So ray, rah for Panthers, Panthers,
Ray, rah for Panthers, Panthers,
Ray, rah for Panthers, Ray, rah, ray!
The red and blue will wave on high,
We'll win this game tonight or die.
So ray, rah, for Panthers, Panthers,
Ray, rah for Panthers, Panthers,
Ray, rah for Panthers, Ray, rah, ray!

The Hermitage High School Seal as it relates to our Unity of Purpose and our COMPASS plan:

- The outer shield with its Bold Blue and Striking Red represents our strength in our Unity of Purpose.
- Within the shield are five symbols which represent our five concentrations of COMPASS.
- The winged foot is the symbol of Hermes, the messenger of the Gods. It represents our Center for the Humanities.
- The athlete represents physical strength and our concentration in Health and Human Services.
- The nuclear model represents our concentration in Science, Engineering & Industrial Technologies.
- The scales represent our concentration in Business, Finance, and Marketing. It also represents equality in the manner in which all of our students are to be taught.
- The lamp represents our concentration in Communications & Fine Arts, where the flames of creativity burn brightly.

- On the top is the mighty Panther, symbolizing the unified spirit that we all must have, whether we are faculty, staff, student, or patron.

COMPASS - Choices Offering Multiple Paths for Achieving Student Success

COMPASS provides our students an opportunity to graduate from an accredited, high-performance high school with a regular or advanced diploma which identifies a concentration in a specific field of study. Students who attain a COMPASS concentration/specialization will receive recognition for having a focus within their elective studies. These studies can assist in college acceptance because of the transcript recognition. Concentrated studies can also help students acquire employment upon graduation.