



Heritage High School

Student Handbook

2019-2020 HHS Student/Parent Addendum to the RCPS Student/Parent Handbook

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Principal

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Principal's Message

Welcome to Heritage! We are excited and looking forward to an exciting and productive school year. This handbook is specific to Heritage High School and supplements the Rockdale County Board of Education Handbook. This is just another tool we have prepared with hopes of providing HHS students, parents, and staff with information that is needed for a successful educational experience. As administrators, our primary responsibility is to provide a safe and orderly school environment that is conducive to student achievement. Our expectations are high for all those associated with HHS; therefore, this handbook supplement addresses some of the expectations we deem important.

High school is a time where teenagers begin to transition into young adults. It's a time when teens learn to develop decision making skills and accept ownership and responsibility for their decisions. Our hope is this information will help our students make informed decisions that will enhance their high school experience. Our expectation is that every student, parent, and staff member read, retain, and refer to this handbook during the school year. I, along with the administrative staff wishes every student a successful and amazing school year.

Setting the Stage for Excellence,

L. Richards

Principal

Mission Statement

The Mission of Heritage High School is to promote student success on the world stage by fostering communication, collaboration, critical thinking and creativity to ensure college and career readiness.

Vision of Heritage High School

HHS will perform in the top ten percent of all Georgia Schools and be recognized nationally as a top performing school.

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Bell Schedule

Class Schedule

8:05 AM – 9:35 AM 1st Block (RCA Release)

9:35 AM – 9:40 AM Transition

9:40 AM – 11:10 AM 2nd Block

11:10 AM – 11:15 AM Transition

11:15 AM – 1:25 PM 3rd Block

1:25 PM – 1:30 PM Transition

1:30 PM – 3:05 PM 4th Block

Lunch Schedule

11:10 AM – 11:35 AM 1st Lunch

11:40 AM – 12:05 PM 2nd Lunch

12:05 PM – 12:30 PM NO LUNCH

12:30 PM – 12:55 PM 3rd Lunch

1:00 PM – 1:25 PM 4th Lunch

*Instructional Focus (IF) classes will either go to the 1st lunch or 4th lunch

Setting the Stage for Excellence- The HHS WAY

It will be understood that this handbook is not all inclusive, and thus, does not intend to address every situation that may occur. Likewise, these practices and expectations described herein are subject to modification, revocation, suspension, or termination by the school administration at any time with or without notice. Furthermore, the school administration has the exclusive authority to, in its discretion, interpret the practices and expectations contained herein and determine whether to apply them in any given situation.

SCHOOL HOURS

The school is open from 7:15 AM-4:15 PM. Students arriving at school before 8:00 AM are to report directly to the commons area. The school staff is not responsible for the supervision of students who arrive at school before 7:30 AM.

Students will be dismissed from the commons area at 7:55. Students must be in the classroom (*over the classroom threshold*) by the start of first period at 8:05 AM. Students arriving at school any time after the start of first period must report to the attendance desk to obtain an admittance slip.

Students assigned to in-school suspension should report there at the start of first period.

AFTER SCHOOL

Students on campus after 3:15 PM who are not participating in a school-sponsored activity must wait for their transportation in front of the building. After 4:15 PM any student not picked up is considered to be in an unauthorized area.

Students who are involved in school-sponsored activities must be picked up within 20 minutes of the completion of their activity. If this becomes a problem, the student may be removed from the team/ club or not allowed to attend school sponsored activities and may receive consequences.

***3:15 PM ALL STUDENTS WHO ARE NOT BEING SUPERVISED BY A TEACHER/ SPONSOR OR COACH MUST EXIT THE BUILDING.**

****4:15 PM ALL STUDENTS NOT INVOLVED IN A SCHOOL RELATED ACTIVITY SHOULD BE OFF CAMPUS AT THIS POINT.**

We encourage our students to be involved in HHS extracurricular activities and after-school opportunities for academic assistance. While we encourage this participation, we also strive to maintain a safe, secure and orderly campus. Please be aware that if your student fails to either report directly to a supervised school activity or leave campus by 3:15 PM, he/she is in violation of the Rockdale County Public School Loitering Policy. The policy states: RULE 24.2 - A student shall not enter any school building or school system facility after school hours without authorization from school officials. RULE 24.3 - A student shall not loiter on any school campus or school system property. Appearing on campus will result in a loitering letter for

parent notification and possibly in referral to student support services, suspension, and/or referral to law enforcement for loitering or trespassing charges.

Please understand this is a school safety issue and we can't supervise, nor should we supervise students after 4:15 PM. There is no reason for a student who is not involved in an after-school activity to be stranded at school without a ride home. All students have access to ride the bus home immediately after school. For those who have been granted special permission to attend Heritage High School, you received information that indicated "Parents of students who are crossing attendance lines must arrange transportation for the children." At Heritage High School, we require the "arranged transportation" pick students up prior to 4:15 PM.

ATTENDANCE AT HHS

Regular attendance at school is vitally important to each student since attendance affects a student's academic progress and the development of attitudes for adult life. For detailed information about student attendance, see the Rockdale County Attendance Guidelines and Procedures. This document can be found on the RCPS website www.rockdaleschools.org.

GEORGIA DEPARTMENT OF EDUCATION ATTENDANCE POLICY

Georgia State Board of Education Rule 160-5-1-10 defines the following absences as excused: State Attendance Rule 160-5-1-.10 states that students will be excused from school under the following circumstances, as a minimum:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
*Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
- A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to

attend military affairs sponsored events, provided the student provides documentation prior to absence.

***Any absences not listed above will be unexcused. Car trouble is NOT an excused absence or tardy.**

ATTENDANCE PROCEDURE

It is the daily responsibility of both the student and the parent of the student to be present and on time daily for school.

1. On the day a student returns to school, he/she is to bring a note signed by his/her parent or guardian explaining the absence from school. The note should include the date, reason, parent signature, and phone number for verification. **If a student is out more than three consecutive days a doctor's note is required.**

2. Students will be allowed **three (3) handwritten parental notes per semester for absent days.** Absences are then unexcused unless the student provides approved documentation within three days of return. E-mails will not be accepted.

* Approved (excused) documentation for absences includes- doctor's notes, funeral bulletins, or court documentation

3. The note should be brought to the Attendance Office. **Do not give the note to your teachers.**

4. The Attendance Office will classify the absence according to the policy and make all corrections in the computer daily.

5. School assignments may be made up for excused absences only. **Excuses will not be accepted after three days.** If a student returns to school without a written note within three days after returning to school, then his/her absence(s) will be considered unexcused and all missed work will result in zeros.

6. Students will be allowed to make up work for five (5) days of excused absences in each class and/or period for each semester. If students are absent more than five (5) days in a semester, make up work will not be allowed unless a parent-initiated conference is conducted with the teacher and counselor to make arrangements for makeup work.

7. Students will be allowed **five (5) parental notes per semester for a combination of check-in/checkouts/morning tardies.** Check-in/ check-outs will then be unexcused unless approved documentation is provided, at the time of check-in.

* Approved (excused) documentation for check in/check outs includes- doctor's notes, funeral bulletins and court documentation

TARDIES TO SCHOOL

1st - Warning Conference

2nd-3rd Tardy- Parent Contact

4th- Tardy - Morning Detention (Detention is from 7:30 AM - 8:00 AM on Monday - Friday)

5th - Tardy - Friday Afternoon Detention (Detention is from 3:15 PM - 4:15 PM)

6th - Tardy - Parent Meeting with Social Worker/ Administrator

7th + - Tardies - ISS/OSS/ and Privileges Revoked (Parking, Prom, Homecoming, Exam Exemption, and other special planned events TBD by administration)

TARDIES TO CLASS

Students are expected to be in class when the bell rings. In class means sitting in your seat ready to learn. Students who are not in class when the bell rings are considered tardy and will receive the following consequences.

1st - 3rd Tardy - Warning/ Parent Conference

4th-Tardy - Morning Detention (Detention is from 7:30 AM - 8:00 AM on Monday - Friday)

5th -Tardy - Friday Afternoon Detention/ Reverse Discipline (Reverse Discipline - In lieu of a consequence parent(s) spend the day at school shadowing his/her students. Parents must notify administration of their attendance and must sign in at the front office. Parents must receive and wear a visitor's badge at all time.) (Detention is from 3:15 PM - 4:15 PM)

6th-Tardy - ISS

7th+ - Tardies - ISS/ OSS and Privileges Revoked (Parking, Prom, Homecoming, Exam Exemption, and other special planned events TBD by administration)

LOCKOUTS

Random tardy lockouts will take place during the school year. Procedures for lockouts are as follows: once the tardy bell rings all teachers have been instructed to close and lock their doors. Tardy students will have to report to the commons area to receive a tardy detention. The detention will be scheduled for Friday afternoons, 3:20 until 4:20 PM. If you do not serve your detention, you will be given one day of ISS.

RESTROOM PASSES

Restroom passes will not be given the first 10 minutes or the last 10 minutes of class. Restrooms are open during each class change and are to be used during that time. The student will be dismissed from class only if he/she becomes ill or if circumstances arise which prevent the

student from using the restroom between classes or if medical documentation is provided. Students will not be allowed to take their cell phones with them into the restroom.

ID CARDS AND LANYARDS

As a way to improve school safety, **ALL HHS students will be required to wear their ID card and lanyard during the school day.** ID cards will be used to purchase lunch, check out books in the media center and participate in other school functions. ID cards should remain on the school issued lanyard paid for with the class dues. **Lost ID cards will be replaced for a fee of \$5.00.**

SKIPPING

Skipping is defined as “being absent without official leave from school or class.” A student may not leave school grounds after his/her arrival on campus without the permission of a duly authorized school official. Students who leave campus without checking out or who are absent without their parent's knowledge will be considered AWOL/ skipping from school. Students who do not have permission to be out of class are considered SKIPPING from class. **Students are not allowed to leave campus for lunch.**

PARKING ON CAMPUS

Parking

All STUDENTS, including DUAL-ENROLLED, that park on HHS campus MUST PURCHASE a PARKING PERMIT. Students who park on campus must follow the parking regulations as printed in the Rockdale County Student Handbook and on the parking application. Failure to follow rules and regulations will result in parking privileges being revoked with no refunds. Only students with current valid permits will be allowed to park on campus. Parking permits are issued in the office for a fee, and they are not transferable.

Students are to park only in their allotted area. Spaces are available for a yearly fee of \$50.00 cash only. The speed limit on campus is 10 mph. Students are to leave their cars immediately upon parking. No student is to remain seated in a student's car upon arrival at school or remain seated and parked in the afternoon when it is time to depart from school. All students who have seven (7) or more tardies to school or seven (7) or more tardies to class will have their parking privileges revoked. A student's parking permit may be revoked without refund for disciplinary infractions. Permits will be revoked upon withdrawal from school. Parking permits are non-transferable. CARS WITHOUT PERMITS, CARS PARKED IN UNAUTHORIZED AREAS, AND STUDENTS IN VIOLATION OF THE TARDY/ DISCIPLINARY POLICY CAN BE TOWED AT OWNER'S EXPENSE. All items necessary for school, including but not limited to, lunch money, books and projects, need to be brought in from cars when you enter the building in the morning. Trips to the student parking lot will not be allowed during the school day, including lunch without administrative approval.

Note: Children of RCPS employees may not use the RCPS hangtag that was issued to their parent in order to park on campus without purchasing a decal. If a vehicle with a RCPS hangtag is parked on campus, it is expected that the RCPS employee to whom the tag was issued is also on-campus the entire time the vehicle is parked here.

DRESS CODE

Our students are required to dress in a manner that demonstrates their commitment to a professional and productive future. Therefore, business casual is the preferred form of standard dress for our students. Each career pathway participates in Dress for Success days and many require more specific dress to promote both professionalism and safety within our labs. Your individual instructors will provide more specific guidance pertaining to dress within your pathways. **While complying with the school system's entire dress code policy, there are some particular areas of dress that will be strictly enforced in order to promote professionalism:**

- No clothing, particularly jeans, with holes, shreds, rips, or tears of any type, even if skin is not visible, will be allowed
- Skirts and/or shorts must be fingertip length and any slits must not come above the knee
- Undergarments must not be worn outside of clothing for any reason; therefore, pants and shorts must be worn at the natural waistline at all times and not below the hips
- No oversized or baggy clothing shall be worn. This is an issue of professionalism and safety
- Low cut or sheer shirts and blouses are not permitted
- No midriff shirts are allowed
- No tank tops/halter tops or layered spaghetti strap camisoles
- No hats, hoods, visors, bandanas, doo-rags, bonnets or head wraps
- Leggings may not be worn without a shirt that reaches finger tips
- No off the shoulder tops
- No Biker Shorts
- No bedroom shoes or pajamas
- Clothing may not depict any type of contraband (i.e. alcohol, drugs, tobacco, weapons) nor may it depict obscenity, profanity, or lewd content (literal or implied).

This is not an all-inclusive list and dress considered inappropriate by the administration will also be given consequences.

Students who are in violation of this dress code may be given the opportunity to correct the violation through a phone call to parents to have appropriate clothing brought to school or may be issued alternate clothing options (**one time only**) before being admitted to class. **Repeat offenses will be dealt with individually by an administrator using the consequences outlined in the RCPS Parent Handbook which includes in-school and potential out-of-school suspension.**

1st offense - warning and student allowed to change clothes

2nd + offense - In school suspension/ Out of School Suspension

ELECTRONICS AND CELL PHONE POLICY

The focus at HHS is to provide a safe and orderly learning environment. As students no longer need cell phones for instructional use (Laptops fill that void), students are strongly encouraged not to bring electronics or cell phones to school. Students will continue to be allowed to use their cell phone in the morning before first period, during lunch, and during class transition. Students are NOT allowed to play music for others to hear (earbuds are appropriate). If a student needs a hall pass to go to the restroom, the media center, etc., the student will not be allowed to take his/her phone with them.

Students WILL NOT be allowed to use cell phones in class. **If a cell phone is out or visible in class** the phone will be collected from the student by the teacher and logged in the front office. Only a parent/guardian will be allowed to pick up the phone after 3:15 PM in the front office or the following school day. **Students who refuse to turn a phone over to a school staff member when a phone is requested will receive disciplinary consequences.**

Parents and guardians, please do not call or text your son or daughter while he/she is in school. This puts students in an awkward situation where they must decide between answering you and complying with school rules/expectations. If there is an emergency, please call the front office at 770-483-5428.

~1st - 3rd offense- Phone collected and turned into the front office. Only a parent or guardian will be allowed to pick up the cell phone/ technology from the front office.

~4 or more offenses- Phone collected and ISS/OSS given

Bringing personal technology to school is strongly discouraged and is done so at the student's own risk. Cell phones and other devices will not be investigated or searched for if lost or stolen by administrative staff.

Students are also warned not to video other students during the school day or post any videos on social media of other students or school personnel during the school day.

PROHIBITED ITEMS

Problems arise each year because students bring items which are hazardous to the safety of others or that interfere with learning or school procedure in some way. The following are examples, but not all inclusive, of such items: playing cards, laser pointers, e-cigarettes and vapes and masks. Any item, in the opinion of the principal or the principal's designee, that would interfere with learning, cause a disruption to the educational environment, or be a health or safety hazard are prohibited. If such items are brought to school, they will be impounded and disciplinary action will be taken. **Items will not be returned.**

LOST AND FOUND

Students who find lost articles should turn them into the attendance office. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations.

PUBLIC DISPLAY OF AFFECTION

Kissing and any physical contact deemed inappropriate by the administration is prohibited. A few examples, that are not all inclusive, are: extended hugs, sitting on another's lap, and leaning up against each other on a wall

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill or has an accident and is injured, the parent or guardian is to be notified immediately. The student will be sent to the clinic aide for any necessary assistance. The parent or guardian must come in person and sign the student out. All students who have a fever, have vomited, and or are contagious in any way will not be permitted to school for 24 hours.

WORK PERMITS

Laws require that all persons under sixteen years of age must secure a work permit for each new job in which they are engaged after school hours, on Saturdays and Sundays, and during vacation. Permits may be obtained in the main office during the year upon presentation of proof of age.

LUNCHROOM EXPECTATIONS

The following procedures are to be followed in the lunchroom:

1. Students will pick up all milk containers, napkins, and excess material and return their trays to the designated carts as soon as they finish eating. Students will keep the area in which they eat neat and clean.
2. Students will remain in the lunchroom during their lunch period and talk quietly.

Failure to comply with lunchroom expectations will result in disciplinary action.

Federal Food Guidelines states that students are not to sell candy or food on the school campus without Board approval. Food items brought to school to be sold will be confiscated and the student will receive consequences according to the handbook. County/Federal policy prohibits food deliveries to students, which would compete with the lunchroom program; that includes all food, brought from outside the school.

ATHLETIC/ACADEMIC COMPETITORS

Students participating in athletics or extra-curricular activities are held to a high standard in and out of school. The administration and athletic director reserve the right to incur probation

or remove a student from an HHS team or organization if a student has demonstrated behavior that is misrepresentative of Heritage High School standards.

Athletic Meetings

If an HHS student is privileged to participate in any HHS sport, the student and parents must comply with the head coach's expectations. Playing time is not guaranteed in high school for team sports. If a parent wishes to have a conference concerning their child with the head coach concerning their child (other than playing time) the parent must schedule an appointment with the Athletic Director. Each coach will provide a student athletic code of conduct.

COUNSELING DEPARTMENT

The Counseling Department, which is basically an extension of the classroom, exists to help with the students' growth and development through school. These services are designed to provide help in physical, educational, vocational, social, and emotional development. The counselors handle student advisement and give individualized help in planning for the present and the future. They work with students individually and in groups to solve personal problems and provide information so that intelligent decisions can be made. The counselors also conduct meetings in the fall and spring concerning course registration for the upcoming year, college planning and financial aid.

Appointments

Students who want to make appointments to see a counselor should give their names to Ms. Bohannan. Appointments will be scheduled in a timely manner. Since the counselors have an extensive schedule of group and classroom activities, **PARENTS SHOULD CALL AHEAD TO SET UP AN APPOINTMENT WHEN THEY NEED TO SPEAK WITH A COUNSELOR OR FOR A TEACHER CONFERENCE.**

Transcripts: Students may obtain transcripts from the counseling office.

Unofficial Transcripts: The counselors will print unofficial transcripts at the parent's or student's request; however, parents and students may also print unofficial transcripts from Infinite Campus.

Official Transcripts: The counselors will also print and/or submit official transcripts at the parent's or student's request. There is a nominal charge of \$3.00 for each official transcript. Please note: All graduating seniors will receive one free official transcript and one unofficial transcript at graduation along with their diploma packet.

HHS INSTRUCTIONAL PROGRAM

Our goal is to ensure that our students have access to "world class" instruction. For high level learning to take place, we need to make sure that our students are putting forth their best

instructional effort each day. Students are expected to adhere to the following instructional policies:

Grading Scale:

A = 90 - 100

B = 80 - 89

C = 79 - 75

D = 74 - 70

F = 69 or lower

Grade Reporting Period

Deficiency/ Progress Reports	Grade Cut-Off Date	Grades Posted to Infinite Campus
August 23	September 27	October 11 (Progress Report)
November 8	December 20	January 10 (Report Card)
February 7	March 13	March 20 (Progress Report)
April 17	May 22	May 29 (Report Card)

Georgia Milestone Assessment

The state of Georgia requires all students enrolled in second semester **Coordinate Algebra, Analytic Geometry, 9th Grade Literature, American Literature, US History, Economics, Physical Science and Biology** to take the Georgia Milestone Assessment. The GA Milestone Assessment counts 20% of the student's final grade. Any student enrolled in any of the above courses must take the GA Milestone in order to finalize credit for this course. GA Milestone scores cannot be "banked." Students must complete the course first if enrolled in a second semester section of the courses listed above.

Course Registration and Schedule Change Procedures

In the spring of each academic year, all students and parents will have the opportunity to select courses for the upcoming school year. We will make every effort to provide students with their course requests. We will not make changes to your student's schedule based on teacher or class preference. We will only change a schedule if there is a scheduling error (for example: if a student is scheduled for a class, he/she has already passed, if a student is scheduled for a course, he/she has not had the prerequisite course needed, etc.) No teacher or staff member will attempt to facilitate a schedule change.

Advanced Placement and Excel Courses

We encourage our students to complete a rigorous course load. It is important for parents and students to know that Advanced Placement (AP) courses are taught on a college level and require an average of 1-2 hours of homework each night. Excel courses also require additional

time each night and are taught in greater depth than regular level courses. Once students are registered and enrolled in AP and/or Excel, they are expected to complete the course. If a student feels she/he has been misplaced in an Advanced Placement and/or Excel course, parents/students should contact the student's counselor to begin the AP and/or Excel academic appeals process. This contact should be made immediately as to begin interventions for the student. *Note: Going through the appeals process does not mean the student will be removed from the AP/Excel course. Appeals will only be granted at the first 9-week grading period or the end of the first semester.

Credit Recovery Opportunities

Some students may need to make up a course that he/she has failed during high school. Students are only awarded credits for classes they pass with a grade of 70 or higher. Students must see their counselors prior to enrolling in any credit recovery option. Contact your student's counselor to discuss options for your student. NOTE: The NCAA does not accept all forms of credit recovery. * See the note below regarding Off-Campus Work.

Online Credit Recovery

There will be times when students will need to recover a credit they have failed. We offer online credit recovery options. A student can only complete one credit recovery opportunity at a time during a 9-week period. For example, if a student is in need of English 9 credit recovery and Biology credit recovery, we will enroll the student in English 9 and upon successful completion of that course at the 9-week period, we will then enroll the student in Biology for the next 9 week period. Students will not be enrolled in credit recovery after March 31st as students will not have time to complete the course prior to the end of school. Students who are in an online credit recovery for 9th Grade Literature and Composition, American Literature and Composition, Biology, Physical Science, Coordinate Algebra, Analytic Geometry, US History and/or Economics must take the Georgia Milestone Assessment which will count 20% of the final grade.

Off-Campus Work

Heritage High School will not accept credit for off-campus work taken for duplicate course credit. Students cannot be dually enrolled in duplicate high school courses at the same time. *Note: We will not accept the duplicate credit from the outside agency and students are subject to withdrawal from the Heritage High School course.

Dual Enrollment

The Georgia Department of Education defines "dual enrollment" as a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements. Contact your counselor prior to enrolling in any dual enrollment opportunity.

Off-Campus Study Hall Period

Students are only granted the opportunity to have off-campus study hall period for first and fourth blocks. Students are only allowed an off-campus study hall period if on track with all graduation requirements. All off-campus study hall periods must be completed off-campus. Students who are physically on campus during their assigned off-campus study hall time will be given consequences for being in an unauthorized area. If students do not have transportation to and/or from school, the off-campus study hall period will be removed from his/her schedule and the student will be assigned to a course within the building.

Intercession

Intercession is offered to students who failed a core academic class between 60-69. The core class must be offered in our online Edgenuity course program. Intercession will be offered during the October and February break. Students can only take one course during the October break and one during the February break. Intercession does not guarantee a passing grade. Students must complete and demonstrate mastery of the content. If the student successfully passes the course, the failing grade will be replaced with a 70. Parents/students should see their counselor for more information regarding intercession.

Saturday School

Saturday School is an opportunity for students to come in on Saturdays and work with teachers and peer tutors to make up assignments, tests, and/or quizzes. This is an opportunity to allow students to have academic progress in their classes. Saturday School will take place twice a month (the data, time and specific locations are to be determined and will be posted on our website)

Mid-Term and Final Exams

Exams are given at the end of each semester. The exam counts as 20% of the student's overall grade for the course. Students in Biology, Physical Science, Analytic Geometry, Coordinate Algebra, US History, Economics, 9th Grade Literature and American Literature are **required** to take the Georgia Milestone Assessment at the end of the course. These assessments must be taken each time a student is enrolled in the course. GA Milestone scores cannot be "banked."

Exam Exemption

Students may exempt their mid-term exam and final exam if they meet the following criteria:

- Grade of 80+ in the course;
- 10 or fewer total tardies in all classes
- 3 or fewer unexcused absences by block
- 3 or fewer office referrals in the semester

Students must obtain and submit a completed exam exemption form in order to be able to exempt an exam for a course.

NOTE: STUDENTS CANNOT EXEMPT THEIR STATE MANDATED GEORGIA MILESTONE ASSESSMENT FOR THE FOLLOWING COURSES: Biology, Physical Science,

Analytic Geometry, Coordinate Algebra, US History, Economics, 9th Grade Literature and American Literature.

Early/Late Mid-Term and Final Exams

Students who do not exempt their mid-term or final exam are expected to take their exam on the designated exam day. We do not give early exams. In case of an emergency, the parent or guardian must contact the principal or his/her designee for prior approval to make-up the exam. All make-up exams must be taken on the designated date for exam make ups.

MAKE UP WORK/ LATE WORK

Make Up Work for Absences

Students are expected to make up assignments and tests after any excused absent days. Make-up work must be provided in accordance to RCPS Board Policy, [JB-R Student Attendance](#).

One day of makeup time should be provided for each excused day of an absence. Students will be allowed to make up work for five (5) days of excused absences in each class and/or period for each semester. If students are absent more than five (5) days in a semester, make up work will not be allowed unless a parent-initiated conference is conducted with the teacher to make arrangements for makeup work.

1. When student absences are excused, per state regulations, students shall be allowed to make up their work during their absence. Students who have an **excused** absence must initiate arrangements for completion of missed assignments with teachers on the first day they return. The teacher will determine deadlines for completion of assignments at this time. **Students, not teachers, are responsible for obtaining missed assignments.**
2. Once the deadline established by the teacher to turn in missed work is exceeded by the student, then it becomes late work.

LATE WORK

Late work is defined as any assignment that is not submitted on its due date, with the exception of makeup work for absences or approved school activity. The expectation is for students to complete all work assigned in an effort to demonstrate mastery of standards.

****See each teacher's syllabus for their classroom policy on late work.**

Tutoring

All teachers will hold tutoring hours twice a week. See your individual teacher for tutoring days and hours.

Academic Dishonesty

We expect our students to adhere to the highest level of academic honesty. When a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and

notify the parent. If a technology device was used for cheating, additional consequences may be given.

Graduation

The graduation ceremony will be a formal and dignified ceremony. Therefore, high expectations for dress and behavior will be strictly enforced. Seniors will be provided with detailed information at the senior meeting. Additional information will also be posted on the school website concerning dress code and cords for graduation. **Seniors arriving late to graduation and who do not meet the expectations will not walk with their class. Additionally, any fees/fines must be cleared before a student can participate in the graduation ceremony.**

Withdrawal from School

In order for all necessary records to be completed, a student is requested to bring to the counselor's office a written notice from his/her parents or legal guardian stating the student's intention to withdraw from school. However, only the person who enrolled the student can withdraw the student from HHS. The student is required to turn in all books, technology and pay any outstanding debts the last day present at school. Until all obligations to Heritage have been cleared, a student's record will not be released.

CLASS DUES & FEES

PBIS FEE

Each student will be required to pay a \$10.00 PBIS fee. This fee will cover positive incentives for students and stakeholders throughout the school year.

CLASS DUES

Freshman Class Patriot Package	Cost
Freshmen Class T-Shirt	\$12.00
Student Planner and Locker	\$6.00
*Block Party	\$4.00
Lanyard	\$3.00
Draw String Bag	\$5.00
Total	\$30.00

Sophomore Class Patriot Package	Cost
Sophomore Class T-Shirt	\$12.50
Class Pop Lock	\$4.50
Fall/Spring Catered Luncheon	\$15.00
Lanyard	\$3.00
Draw String Bag	\$5.00
Class Flash Drive/Stylus Combo	\$5.00
Total	\$45.00

Junior Class Pride Package	Cost
Jr. Class T-Shirt	\$12.50
Class Tumbler	\$7.00
Spring Activity	\$20.00
Lanyard	\$3.00
Draw String Bag	\$5.00
Spring Activity T-Shirt	\$12.50
Total	\$60.00

Junior Class Patriot Package	Cost
Jr. Class T-Shirt	\$12.50
Class Tumbler	\$7.00
Spring Activity	\$20.00
Lanyard	\$3.00
Draw String Bag	\$5.00
Spring Activity T-Shirt	\$12.50
Jr. Class Long Sleeved Shirt	\$20.00
1 Prom Ticket	\$70.00
1 Homecoming Ticket	\$20.00
Total	\$170.00

Senior Class Packages

Basic Package \$150	Patriot Package \$300
Official Senior Shirt	Official Senior Shirt
Fall Activity Shirt	Fall Activity Shirt
Drawstring Bag	Drawstring Bag
Senior Breakfast	Senior Breakfast
2020 Lanyard	2020 Lanyard
Cap/Gown	Cap/Gown
Diploma	Diploma
Decision Day	Decision Day
	Six Flags Spring Picnic
	Official Senior Blanket
	Senior Sweatshirt
	Tumbler
	Rain Jacket
	2020 Slides

MEDIA CENTER

Let us help you learn!

@ **the library**, we can connect you with:

- a good book! Heritage has E-books, Interactive books, Audiobooks and Lightbox Reference E-books. Login into Destiny with your RCPS username/password to access and download our vast E-book library from anywhere
- magazines and newspapers
- online databases to use at school or at home
- personal research consultation and searching tips
- documentation advice (how to cite!)
- interlibrary loan (get materials from other libraries)
- reference books
- DVDs, CDs
- note sheets, organizers, and bibliography formats for preparing research projects
- resources for and help with multimedia production and presentation: scanners, digital cameras
- and much more!

Library Rules

Be considerate of others who are working • Use a quiet voice • No food or drinks • Appropriate language only • Show care when using all library resources • Students must have a pass signed by a teacher to visit the media center during class time. • Students must sign in and out at the circulation desk. Study hall students are allowed a maximum of two media passes per week with an assignment from their curriculum teacher • Students must stay until the end of the class period unless the teacher states for the student to return to class • A substitute teacher may not sign a pass to the media center unless the teacher has contacted the media specialist in advance.

Loan period

- Books: 2 weeks (E-books check in automatically)
- Magazines: overnight
- DVDs/CDs: overnight
- Reference: library use only!

Students must have an ID to checkout materials

Fines and Fees

- 10¢ per day for overdue titles
- 25¢ per day for overnight items
- Photocopies: 10¢ per page for black and white
- 50¢ per page for color
- Lost books are \$20.00 for replacement of the title

COMPUTERS/TECHNOLOGY

Do NOT download and/or install ANYTHING that would bypass the firewalls on your laptop (I.e. ultrasurf, Psiphon, etc.).

Ultrasurf Logo: 

Psiphon Logo: 

THE CONSEQUENCES FOR DOING SO WILL BE THE FOLLOWING:

1st Offense - Laptop taken away for 2 weeks and the administration notified.

2nd Offense - Laptop taken away PERMANENTLY!

NO LOANER LAPTOPS WILL BE GIVEN TO THOSE WHO VIOLATE THESE RULES, NO EXCEPTIONS.

ALWAYS REMEMBER TO SAVE YOUR WORK.