

HENRICO COUNTY PUBLIC SCHOOLS
Douglas Southall Freeman High School
8701 Three Chopt Road • Henrico, VA 23229



STUDENT HANDBOOK
2010-2011

SCHOOL WEBSITE
<http://www.henrico.k12.va.us/hs/freeman/>

CAMPUS HOURS

Supervised campus hours are from 8:15 a.m. to 4:15 p.m. Students on campus before or after these times must have a designated activity with a specific teacher, coach or sponsor. Violators will be subject to trespassing charges.

REGULAR BELL SCHEDULE

PERIOD	START	END
1	8:45	9:37
2	9:42	10:29
3	10:34	11:21
4	11:26	1:09
LUNCHES (22 minutes each)	A	11:26-11:48
	B	11:53-12:15
	C	12:20-12:42
	D	12:45-1:09
5	1:14	2:01
6	2:06	2:53
7	2:58	3:45

DOUGLAS SOUTHALL FREEMAN HONOR CODE

“As a student of Douglas Southall Freeman High School, I accept as my responsibility the principles of honesty, truthfulness, and fairness in working with other members of the student body, the faculty, and other school staff and administrators. In regard to all aspects of the school program, I will follow the integrity policy as defined in the Henrico County Public Schools Code of Student Conduct with respect to cheating, plagiarism, falsification, stealing, or any attempts of these violations.”

By accepting this responsibility, the student body, faculty, staff, and administration of Douglas Southall Freeman High School are committed to maintaining an environment that nurtures and stimulates learning, teaching, positive attitudes, service and personal development.

Pledge: I have neither given nor received help with this assignment.

If a student violates the honor code, the faculty and administrators will pursue the following:

- The teacher will retrieve and retain the test or assignment and have a conference with the student involved.
- The teacher will inform the parent(s) and the grade level administrator of the violation.
- A zero will be recorded for the student for the work involved.
- The administrator will assign disciplinary consequences.

HCPS SCHOOL CALENDAR



2010-2011 CALENDAR

IN THE FUTURE CALENDAR WILL ONLY BE AVAILABLE FOR DOWNLOAD FROM HCPS WEBSITE

JULY 2010	AUGUST 2010	SEPTEMBER 2010																																																																																																																																					
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denotes holidays for staff and/or students.

denotes date of importance to staff and/or students and parents as explained under each month.

11 Circled dates denote end of nine-week evaluation period for students. Checks will be available on the last working day of each month for contractual employees. Inform reports will be sent out during the 5th week of each nine-week evaluation period.

NOTE:
Make-up days: Jan. 31 and Feb. 21

ADMINISTRATION

Principal Mrs. Anne L. Poates

The Principal and the four Assistant Principals are available to help students, teachers, parents, and the community with problems related to the functioning of the school. In addition to handling discipline for an assigned grade level, each Assistant Principal supervises selected academic departments and fulfills other non-instructional responsibilities.

Grades 9-11 **Assistant Principal:** Mr. Andrew P. Mey
A-G

Grades 9-11 **Assistant Principal:** Ms. Jeri C. Baskerville
H-O

Grades 9-11 **Assistant Principal:** Mrs. Julia C. Rose
P-Z

Grade 12 **Assistant Principal:** Mr. R. Warren Ahrens
All

Administrative Aides Dr. Tracy Bonday DeLeon, Mrs. Suzanne Criswell,
Mrs. Laura Hollowell, Mrs. Gretchen Sweat

Director of Student ActivitiesMr. Ernest A. Bright III

SCHOOL COUNSELING

Director of School CounselingMrs. Jennifer T. Crowder

The School Counseling Office is located on the main hall. Counselors assist students with problems and provide help and information about personal, educational, and career decisions. Each counselor is assigned a portion of the student population. Students and parents desiring a conference should make an appointment. Counselors are available for crisis counseling upon student, parent or teacher request.

Student Last Name	School Counselor – Grades 9-12
A – Br	Mrs. Jennifer T. Crowder
Bu-G	Dr. Daniel J. Geary
H-Ma	Mrs. Shannon P. Edwards
Mc-R	Mrs. Elizabeth S. Metcalf
S-Z	Mr. Kevin G. Steele

For questions regarding student withdrawal, school records or transcripts, contact the Registrar at 673-3709.

TELEPHONE DIRECTORY

Main Office	673-3700
School Counseling Office	673-3709
Attendance Office	673-3706
Activities Director	282-3994
Band Director	282-5460

ATTENDANCE POLICY

For questions regarding attendance, contact the Attendance Secretary at 673-3706. Students are expected to attend school regularly to receive the maximum benefit from their experiences here at Douglas S. Freeman High School. In addition, both school and individual class attendance are recorded on the report card. The school day begins at 8:45 AM and ends at 3:45 PM. Once a student has arrived on campus, the student may not leave school grounds without a note from an Administrator or without being dismissed through the Clinic or Attendance Office.

Excused Absences

To deem an absence as excused, a parent may contact the school by phone or provide written documentation to the Attendance Office within 24 hours of the absence. The documentation must include one of the reasons listed below:

1. Illness of student or serious illness in the family
2. Death in the Family
3. Special and recognized religious holidays
4. Appearance in court (*Court documentation required*)
5. Other reasons (*Prior approval by Principal required*)

IMPORTANT: Make-up work will only be accepted for absences that are excused.

Tardy To School

The school day begins at 8:45 AM. Students reporting to school late must sign in at the Attendance Office. A written parental note is required when a student is tardy to school.

NOTE: Car trouble and missing a bus are not valid reasons for being late to school. Six or more unexcused tardies to school will result in disciplinary consequences.

Tardy To Class

Students are required to be in the classroom when the bell rings to start class. A student is tardy if he/she reports to class after the bell without a hall pass. Three tardies to class will result in disciplinary consequences.

Early Dismissals

Early dismissals must have a written authorization from a parent or a guardian. Phone calls will not be accepted as a substitute for written authorization. A student who does not bring a written authorization may be excused only if the parent comes in person to the Attendance Office to check the student out. In the interest of student safety, phone requests for early dismissals require Administrative approval. This authorization will be made on a case-by-case basis, depending on the reasons presented. All students leaving school for an early dismissal must sign out at the Attendance Office before leaving school. Leaving school without permission will result in disciplinary consequences.

MAKE-UP WORK

The time allowed for completing missed assignments is the number of days absent plus one. Any exceptions to this policy must be approved by the grade level Assistant Principal. Only students with excused absences per Attendance Policy will be permitted to make up work. A student must be absent a minimum of three days before a parent or guardian may request make-up work through the School Counseling Office. It is the responsibility of the student to refer to the make-up work notebook/website maintained by the teacher.

If a student is absent on the day of a previously announced test, quiz, or scheduled deadline for a research paper or major project, then the student is responsible for fulfilling this academic obligation on the day of return to school.

HOMEWORK/CLASSWORK

Out-of-class preparation time is necessary for reading, reflection, and practice of newly acquired skills. High school students should typically plan for at least two hours of homework per night; however, the amount of homework will vary according to the content and level of the coursework. When homework or class assignments are missed due to excused absences or other excused reasons, students are required to contact classmates or teacher websites for assignments. Students are urged to use this planner to organize/plan their school day and record up-coming homework assignments and projects.

STUDY HALLS

Every student has a daily 22 minute study hall during fourth period. Study halls are designed to provide a quiet time for studying and completing assignments. Study hall teachers will not permit students to leave study hall unless the student presents a pass signed by another classroom teacher requesting that student.

EXAMS

Student examinations are administered at the end of each semester in each course. Exam review is provided in each class prior to the start of the testing period. During first semester and second semester exam weeks, dismissal is at 1:00 PM.

First Semester Exams	January 25-28
Second Semester Exams	June 14-17

Students are required to be at school during these dates. Requests to change exam dates will not be honored except in the case of extreme circumstances. Parents need to plan accordingly.

REPORT CARDS

Report Cards are sent home via the student approximately one week after the close of a grading period. In addition to report cards, interim progress reports are provided at midway through each grading period. For ongoing progress information, parents should sign up for HCPS Link, a secure internet-based communication system that allows parents and students to check current grade and assignment completion at any time. Grade data is updated weekly. Parents must sign up to receive passwords. If a parent loses/forgets the HCPS Link password, password and user name information can be obtained from the HCPS Link Administrator.

PROMOTION/RETENTION POLICY

Satisfactory completion of courses determines promotion or retention on a course-by-course basis. The requirements for classification of a student at specific grade levels are indicated as follows:

10th Grade

A student must have earned a minimum of **5 credits**, 3 of which must be from the disciplines of English, Social Studies, Mathematics, Science, or Physical Education.

11th Grade

A student must have earned a minimum of **10 credits**, 6 of which must be from the disciplines of English, Social Studies, Mathematics, Science, or Physical Education.

12th Grade

A student must have earned **15 credits**, 10 of which must be from the disciplines of English, Social Studies, Mathematics, Science, or Physical Education.

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. A year long course may be deleted from a student's academic record only during the first nine week marking period. Thereafter, if a course is dropped, a WP or WF will appear on the student's transcript.

TEXTBOOKS & LAPTOPS

Textbooks and laptops are provided to students by Henrico County Public Schools. They are both ready resources and integral parts of the instructional program. Each student is responsible for the proper care of all loaned materials.

NOTE: Lost or damaged textbooks will be paid for by the student prior to receiving additional books.

Each student is required to pay a \$50 laptop user fee. Both student and parent must sign the Acceptable Use and Internet Safety Policy agreement.

MEDIA CENTER

The Media Center is open each day from 7:30 AM until 4:30 PM. Students are encouraged to use the Media Center which houses books, magazines, newspapers, and computers with internet access. School Media Specialists are available to assist students. While students may come to the Media Center before or after school without a pass, a pass is required to visit the Media Center during school hours. Passes to the Media Center are written every morning from 7:30-8:40 AM. Teachers may also issue passes to the Media Center. Since the primary function of the Media Center is for student to research, to read, or to study, the silence rule is in effect at all times. Students are also encouraged to visit the Media Center's website for online material and information at http://teachers.henrico.k12.va.us/freeman/schmid_c/index.html .

HELP DESK

The Help Desk is located on the main hall next to the Clinic. Students should visit the Help Desk if they are experiencing problems with their school issued laptop. The Help Desk is run by a full time computer technician who has the ability to conduct many repairs on site.

Help Desk Hours **Daily: 8:30-9:30 AM, 11 AM-1:30 PM, and 3-4 PM**

CLINIC

The clinic is staffed by a registered nurse. Students must have a pass from a teacher to visit the clinic. All medications must be dispensed by the nurse. Medications should be labeled and given to the nurse as soon as possible. Under no circumstances should a student carry any over-the-counter or prescription medication during school hours.

DELIVERIES TO STUDENTS

School office staff will not accept deliveries for students. Furthermore, office staff will not interrupt classroom instruction to call students to the office to pick-up deliveries. (Students who bring cakes, balloons, flowers and other such items to school should know that these items will not be permitted in classrooms.)

VISITORS

In the interest of school safety, students are not permitted to have visitors during the school day. Under no circumstances whatsoever will non-students be allowed to enter the lunch area or any other non-office area without the knowledge and approval of the office staff. Individuals discovered on school grounds without permission will be escorted off campus immediately and may be subject to trespass charges.

GENERAL BEHAVIOR STANDARDS

Douglas Freeman 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. In the best interest of every student of Freeman High School, the staff will vigorously enforce polices concerning responsible behavior. Please refer to the HCPS Code of Student Conduct for detailed information related to student conduct, disciplinary action and appeal procedures.

ELECTRONIC DEVICE POLICY

The HCPS School Board created a policy regarding unauthorized use of electronic devices during school hours.

Students who violate this policy will have their electronic devices confiscated and held for parent pick-up the following day.

Additional consequences are as follows:

First Offense	Warning
Second Offense	Saturday Detention
Third Offense	1 day OSS for Insubordination
Fourth Offense	3 day OSS for Insubordination /Device Ban

Students are not permitted to use unauthorized electronic devices at school for any reason. Items included are: headphones, CD players, MP3 players, iPods, PDAs, cell phones, etc. No vibration mode, no text messaging, no pulling out a cell phone to check the time, nor any other excuse for violating HCPS School Board policy is acceptable. No exceptions. All unauthorized electronic devices must be turned **off** and kept **out of sight** from the moment the student comes on campus in the morning until dismissal at 3:45 PM.

NOTE: The phone in the main office is available for student use if one has a need to contact his/her parents during school hours.

DRESS CODE

While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. Students may not wear the following items unless otherwise stated:

1. Hats, sweatbands, or other head coverings inside the school building unless required for religious reasons or medical reasons;
2. Hoods, bandanas, do-rags and scarves inside a school building;
3. Hair picks, wave caps, large combs, brushes, and rollers;
4. Sunglasses inside the school building unless prescribed by a physician;
5. Dresses, skirts, shorts and other similar garments that are shorter than 4 inches above the knee even when worn with leggings or tights;

6. Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could reasonably cause a substantial disruption to the learning environment;
7. Spiked jewelry, chains, and items which could cause student injury;
8. Beachwear and sleepwear;
9. Torn, ripped, or slashed clothing;
10. Clothing that reveals undergarments;
11. Biker pants, cut-off jeans and cut-off sweat pants;
12. Bedroom slippers or shoes with wheels,
13. Clothing that reveals the midriff while sitting or standing;
14. Clothing that is excessively tight or skimpy, including those with plunging necklines;
15. Clothing that is see-through, revealing, or resemble undergarments;
16. Tube tops, halter-tops, or spaghetti straps (Tops must be at least two inches wide at the shoulder.),
17. Coats inside the school building during the school day (School administrative staff will determine whether students may wear coats depending on school design. Students will store these garments in the student's locker or other appropriate location during the school day.)
18. Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks.

Students may not:

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

The administrative team in each school shall have discretion regarding dress code decisions. Students who violate the dress code will face disciplinary consequences. All high schools will follow these disciplinary guidelines:

1st Offense	Warning with corrected dress code violation
2nd Offense	Saturday Morning Detention with corrected dress code violation or 1 day ASP with corrected dress code violation
3rd Offense	1 day out of school suspension with corrected dress code violation

HCPS CODE OF STUDENT CONDUCT

Every student receives a revised copy of the HCPS Code of Student Conduct each year. The grade level Administrators review the information contained within the booklet with every student during special assemblies held at the start of each semester. The HCPS Code of Student Conduct is available on the HCPS web site at <http://henrico.k12.va.us>.

EXPLANATION OF DISCIPLINARY ACTIONS

We believe that the first line of school discipline should be the classroom teacher. However, if the teacher's efforts prove unsuccessful, a referral will be made to an Administrator. The following list of disciplinary consequences may be assigned:

Teacher Detention

A teacher-assigned, monitored period of confinement for minor classroom disruptions.

Administrative Detention (AM/PM)

An administrator-assigned, monitored period of confinement before or after school for a disciplinary referral.

Saturday Morning Detention

An administrator-assigned, monitored period of confinement on Saturday morning from 9-11 AM in the library. Please note: If a student fails to report for this detention, they will serve a 1 Day Suspension (OSS) following their return to school.

Alternative School Program (ASP)

An all day in-school suspension consequence assigned to a student for serious infractions of the HCPS Code of Student Conduct. ASP is served in a single, monitored classroom where the student may work on class assignments.

NOTE: If a student is absent on an assigned ASP date, the ASP Coordinator will reschedule the day.

Suspension (OSS)

An administrator may place a student out-of-school for up to 10 days for major infractions of the HCPS Code of Student Conduct. During the time of the suspension, the student is not to be on any Henrico County Public School property. It is the responsibility of the student to meet with teachers and get assignments upon returning to school.

Suspension Pending A Hearing Before The Principal

An administrator may place a student out-of-school until a Hearing before the Principal for certain violations of the HCPS Code of Student Conduct. The parent schedules the Hearing by calling the Principal's Secretary at 673-3700.

Suspension Pending A Hearing Before The Disciplinary Review Hearing Officer

In certain cases, the Principal or designee may suspend a student for ten days pending a Hearing before the Disciplinary Review Hearing Officer who will decide the consequence of the student infraction.

Recommended Expulsion To The School Board

Expulsion is defined as the permanent exclusion of a student from the Henrico County Public Schools system, including Adult Education and the GED program for a period of one year after which the student may apply for re-admission which is not automatic.

NOTE: Only the School Board can expel a student.

RECOMENDATION FOR EXPLUSION

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 over-the-counter drugs, prescription drugs, or illegal substances;
4. Endangers the safety of the school community and/or any of its members;
5. Becomes a habitual offender of any component of the HCPS Code of Student Conduct.

NOTICE OF POLICY AVAILABILITY

The HCPS Policies and Regulations Manual is available online at <http://webapps.henrico.k12.va.us/policy/> .

ATHLETIC TEAMS & COACHES

Athletic Trainers: Barry Simon*, Dennis Spurrier*

Fall Sports

Cheerleading (V)	Carter Smiley
Cheerleading (Competition)	Emily Oliff*
Cross Country - Boys & Girls	Brian Reutinger Mark Harvey*
Field Hockey	Annie Crouch John Bennett*
Football (9)	Frank Scott
Football (JV)	Preston Ailor
Football (V)	Robert Brinkley
Golf	Robert Peck
Volleyball (9) – Girls	Carol Campfield
Volleyball (JV) - Boys	Thomas Bailey*
Volleyball (JV) - Girls	Gee Murphy*
Volleyball (V) - Boys	David Calvert*
Volleyball (V) - Girls	Dickie Hulcher*

Winter Sports

Basketball (9) - Boys	TBA
Basketball (JV) - Boys	Tim Weathers*
Basketball (V) - Boys	Larry Parpart*
Basketball (V) - Girls	Avery McGilvary*
Gymnastics - Girls	Sharon Kelly*
Indoor Track - Boys	Brian Reutinger
Indoor Track - Girls	Sherry Edwards
Wrestling (JV)	Jimmy Butcher*
Wrestling (V)	Preston Ailor

Spring Sports

Baseball (JV)	Kevin Steele
Baseball (V)	Ray Moore
Lacrosse Club	James Roney
Soccer - Boys	Andrew Feller
Soccer - Girls	Kent Dohrman*
Softball (V)	Ted Grivetti*
Tennis - Boys	Jeff Given Patrick Gee*
Tennis - Girls	Bridget Reichert* Larry Parpart*
Track & Field - Boys & Girls	Sherry Edwards Brian Reutinger

**Denotes that this coach is a non-DSF staff member.*

GROUPS & SPONSORS

Honor Societies

Art National Honor Society	Mary Taylor Baker-Neal Rebecca Field
BETA Club	Angie Smith
French National Honor Society	Evelyne Schulhoff
German National Honor Society	Irene Roberts
International Thespian Society	Mary Spears
Latin National Honor Society	Carter Smiley
Mu Alpha Theta (Math Honor Society))	Saleena Washington

	Carol Pugh
National Honor Society	Elizabeth Metcalf Katie Striker
Spanish National Honor Society	Sam Peterson
Tri-M (Music Honor Society)	Rob Blankenship Amy Hruska
Performing Groups	
Band	Robert Blankenship Mat Groves* Sandra Mistler*
Chorus	Amy Hruska
Dance Team	Kryste Aidif* Beth Braun
Drama	Mary Spears
Strings	Robert Blankenship
Publications	
The Educator (Magazine)	Sharon Boyles
The Commentator (Newspaper)	Lauren Dean
The Historian (Year Book)	Megan Corker
Service Clubs	
Key Club	Ann Harper Pittman Carolyn Schmid
Peer Helpers	Shannon Edwards
Rebelettes 2011	Ann-Harper Pittman
Rebelettes 2012	Sandy Faw
Rebelettes 2013	TBA
Rebelettes 2014	TBA
SODA	Terry Donahue
Special Interest Clubs	
Art Club	Mary Taylor Baker-Neal Rebecca Field
Career Pathways	Lourie Sledd
Debate Team	TBA
DECA	Sabrina Rabon
FBLA	Angela Skaggs Laura Hollowell
FCCLA	Carrie Yeatts
Future Educators of America	Heather Hunt
Film Club	Andrew Feller
French Club	Evelyne Schulhoff
Friends of the Earth Club	Robert Peck Patrick Foltz
German Club	Irene Roberts
History/Human Rights Club	Ryan Burgess Rebecca Field
Interact Club	Dr. Daniel Geary
International Students Club	Kevin Kubota
Japanese Club	Kevin Kubota
Latin Club	Carter Smiley
Model Building Club	Jim Gilmer
Model UN	Katie Striker
Pep Club	TBA
Photography Club	Steve Zanetti
Robotics	Patrick Foltz

SADD	TBA
Science Club	TBA
Spanish Club	Andres Cifuentes Kapunahele Wong
Student Talent Night	Brian Durrett
Technology Student Association	Frank Scott
Student Government	
SCA	Marcie Shea Sam Peterson
VHSL (Non Athletic) Groups	
Academic Competition	Sharon Boyles
Forensics	Laurie Kaplan

CLASS SPONSORS & SCA OFFICERS

Senior Class Sponsors	Stephanie Gutierrez Laura McKinney
Senior Class SCA Officers	
<i>President:</i>	<i>Treasurer:</i>
<i>Vice President:</i>	<i>Historian:</i>
<i>Secretary:</i>	<i>SCA Rep:</i>
Junior Class Sponsors	
	Carter Smiley Greg Townsend
Junior Class SCA Officers	
<i>President:</i>	<i>Treasurer:</i>
<i>Vice President:</i>	<i>Historian:</i>
<i>Secretary:</i>	<i>SCA Rep:</i>
Sophomore Class Sponsors	
	Brianne Conway
Sophomore Class SCA Officers	
<i>President:</i>	<i>Treasurer:</i>
<i>Vice President:</i>	<i>Historian:</i>
<i>Secretary:</i>	<i>SCA Rep:</i>
Freshman Class Sponsors	
	Heather Hunt Christina Koshak
Freshman Class SCA Officers	
<i>President: TBD</i>	<i>Treasurer: TBD</i>
<i>Vice President: TBD</i>	<i>Historian: TBD</i>
<i>Secretary: TBD</i>	<i>SCA Rep: TBD</i>
*Freshman Class Officers are elected in October	
Executive Committee	
	Marcie Shea Sam Peterson
<i>Chairman:</i>	<i>Secretary:</i>
<i>President:</i>	<i>Treasurer:</i>
<i>Vice President:</i>	<i>Historian:</i>