



**2017 – 2018**

**Student  
Handbook**

**8301 Hungary Springs Road  
Henrico, VA 23228  
(804)756-3020**

## TABLE OF CONTENTS

Principal's Message	3
Mission Statement	3
Foreword	3
Student Expectations	4
School Calendar	4
Faculty and Staff	5
Assemblies, ASP, Attendance	6
Building and Grounds, Building Entrances and Exits, Cell Phones/Electronic Devices, Class Breaks	7
Discipline Referral System, Dress Code	8
Fees and Insurance, Fire Alarm, Grading System	9
Hall Passes, Library, Lockers, Lunch, Make Up Work, Restrooms, Safety	10
School Counselor Services, Sickness, Student Discipline and Responsibilities, Student Organizations	11
Student Supervision, Student Transportation, Suspensions, Textbooks, Tools, Time Out Program	15
Trespassing, Withdrawal From Course, Work Experience for Second Year Students	16
Signature Page To Be Returned To Teacher	17

# Principal's Message

Dear ACEC@Hermitage Families:

Welcome to the Advanced Career Education Center at Hermitage for the 2017-2018 school year. We are excited about the opportunities and challenges that lie ahead for each of our students. Our staff is committed to providing each student with a rigorous and relevant educational experience. We are ready to provide the necessary skills to start our students on the path to post-secondary education and/or the workforce. We are committed to making your transition to our center a smooth one. It is my sincere hope that each parent or guardian will maintain contact with their student's teacher so that the school and home can truly be partners in the educational process. Together we will make a difference in the lives of our students.

Sincerely,

Mrs. Allsbrooks  
Principal

## MISSION STATEMENT

The Mission of the Advanced Career Education Center at Hermitage is to provide a challenging and educational program, in a safe and secure environment for the students of Henrico County. The academic and technical focus of these courses at our center facilitates a seamless transition from secondary to post-secondary education or the world of work. The programs also seek to prepare the students to be contributors to a competitive work force in the 21st century.

## FOREWORD

This Student/Parent Handbook is designed to serve as a guide for our students and families. Its valuable information will help students have the best educational experience possible and it will allow families to support the students in this undertaking.

*Revised: August 2017*

# Student Expectations

1. Students will attend classes daily.
2. Students are to be on time for all activities.
3. Students are to demonstrate daily preparedness to participate.
4. Students will exhibit mutual respect and courtesy. Cursing, threatening, or abusive language will not be tolerated.
5. Students are expected to be aware of safety procedures at all times.
6. Students are to follow HCPS Student Code of Conduct at all times and at all activities.

## School Calendar

### September

5	School Opens
18	Back to School Night, 5:00-6:00PM
21	Student Half Day, AM students attend ACE Center

### October

9	Student Half Day, AM students attend ACE Center
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### November

6	Last Day of 1 <sup>st</sup> Quarter
7	Student Holiday/Parent & Teacher Conferences 9AM-Noon
22-24	Thanksgiving Holiday for students

### December

18-Jan 1	Winter Break
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### January

2	School reopen following Winter Break
15	Student Holiday
23	AM Mid-Term Exam
25	PM Mid-Term Exam
26	Last Day of 2 <sup>nd</sup> Quarter
29	Student Holiday

### February

19	Student Holiday
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### March

1	Student Half Day, AM Students Attend ACE Center
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### April

2-6	Spring Break
13	Last Day of 3 <sup>rd</sup> Quarter

### May

28	Memorial Day Holiday
29-31	Senior/Completer Practical Exams

### June

1	Senior/Completer Written Exams
5-7	Junior/Non-Completer Practical Exams
8	Junior/Non-Completer Written Exams
8	Last Day Buses Run
8	Completion Practice (mandatory)
11	Completion Ceremony, 7:00PM
15	Last Day of 4 <sup>th</sup> Quarter

# Advanced Education Center at Hermitage Faculty and Staff

## Administrative

Mrs. Terrie W. Allsbrooks  
Mrs. Debbie Bishop  
Mr. Kevin Hurley

Principal  
Associate Principal  
School Counselor

## Secretaries

Mrs. Melissa Moran  
Ms. Brianti Murray

Principal's/Financial Secretary  
School Secretary

## Support Staff

Mrs. Jan Budryk  
Ms. Phyllis Brown  
Mr. David Grossman  
Mrs. Barbara Richardson  
Mr. Jack Strafford

Media Specialist  
Instructional Aide, Special Needs  
Technology Trainer  
Instructional Aide  
Instructional Aide

## Instructors

Mr. Tim Alvut  
Ms. Karen Bowles  
Mr. Hill Carter  
Mrs. Johnna Chandler  
Ms. Juliet Coates  
Ms. Melanie Crocker  
Mr. Anthony DeJarnette  
Mrs. Simone DeJarnette  
Mr. Sheldon Glassner  
Ms. Kim Grice  
Mr. Bryan Halstead  
Ms. Yvette Hart  
Ms. Angela Hayes  
Mrs. Tiniko Johnson  
Mrs. Jennifer Mazza  
Mrs. Margaret Nuckols  
Mr. David Osborne  
Mr. Duane Renick  
Ms. Pam Ross  
Mr. Mark Schultz  
Mrs. Caroline Sizemore  
Ms. Lauren Sledzinski  
Ms. Bobbi Southard  
Mrs. Keisha Tennessee

Precision Machine  
Veterinary Science  
Culinary Arts  
EMT  
Legal and Medical Systems  
Transition  
Automotive Technology  
Cosmetology  
Graphic Communications  
CAD and Animation  
Electricity  
Cosmetology  
Nurse Aide  
Barbering  
Greenhouse Mgmt. and Landscaping  
Practical Nursing  
Diesel Equipment Technology  
A/C, R and P  
Nurse Aide  
Automotive Technology  
Veterinary Science  
Criminal Justice  
Sports Medicine  
Web Development and Programming

## **ASSEMBLIES and PEP RALLIES**

Assemblies at the ACE Center are scheduled as needed by the Principal of the Center.

### **All Students will be allowed to participate in the home school pep rally at Homecoming only.**

Permission to attend any other home school assemblies must be granted in writing prior to the event from the parent, home school principal and ACE Center principal. Remember these programs consume valuable instructional time and may have an effect on certification requirements.

## **ASP**

Students assigned to ASP by the ACE Center or the Home School are to remain in the ASP room the entire school day(s) that are assigned. Students are expected to complete all assignments while in ASP.

## **ATTENDANCE**

Teachers will handle student attendance by recording student absences in the electronic attendance program. Teachers will record both morning and afternoon absences and tardies. A daily contact through School Messenger is sent each afternoon by the office for students who missed class. Regular attendance is encouraged. Please remember that your attendance records are official school documents and can be subpoenaed to court.

### **Absences:**

The following categories of absences are considered acceptable; although not relieving the student of the responsibility of making up missed classwork:

- Illness of student
- Serious illness in a family, which reasonably necessitates absence of a student
- Death of family member
- Special and recognized religious holidays
- Principal approved absences

Notes for absences are to be given to the ACE Center teacher upon return or the parent must call the center within 24 hours of the absence. Excused notes or the phone call are mandatory for make-up work to be permitted.

### **Late Arrivals**

Hermitage High School students who report to the ACE Center at Hermitage for a class after the tardy bell must report to the ACE Center office for a late pass to class. The late pass will be marked excused or unexcused to notify the teacher for record keeping purposes.

Missing the bus does not constitute an excused tardy, nor does it automatically give the student permission to drive to the ACE Center at Hermitage. If a student misses the bus at their home school, an administrator must be notified at the home school. If they decide to allow the student to drive to the ACE Center, then they must call a parent to get permission and notify an ACE Center administrator.

To have a tardy excused, a student must:

- Present a medical note preferably on the doctor's stationery.
- Present a court document that verifies required attendance in court.
- Have a parent accompany the student to the student at the ACE Center office.

### **Early Dismissals**

Students requesting an early dismissal during their time at the home school are to follow their home school's early dismissal approval procedure.

On the day of the early dismissal, the student will submit an early dismissal note to the ACE Center office after checking into class and getting a pass to the office (this step may be completed prior to the day of the early dismissal). At the time of the early dismissal, the student will show the teacher the early dismissal pass, return to the ACE Center office with the early dismissal pass and sign out on the appropriate clipboard.

### **BUILDING AND GROUNDS**

We are proud of our ACE Center and we make every effort to keep the building and grounds clean and well kept. Each student should exhibit pride in being part of the Advanced Career Education Center at Hermitage. It is also each student's duty to help maintain a clean and healthy learning environment. Posters or signs are not to be placed on walls or bulletin boards without permission from the office. **If permission is granted, they should be placed on tiled, not painted areas.** "Willful destruction of school property is a violation of the code of conduct and will be treated accordingly."

### **BUILDING ENTRANCES AND EXITS**

Buses will arrive at the bus ramp of the ACE Center. All bus riders are to enter the building through the door closest to their classroom. Hermitage High School students are to enter from Hermitage High School. The main door will be locked at 9:00AM. Once all buses have arrived, the end door will be locked. Teachers and students are not to open the door for any person to enter.

### **CELL PHONES/ELECTRONIC DEVICES**

The ACE Center at Hermitage is part of HCPS and all students are to follow the HCPS policy on cell phones and other portable electronic devices. Phones and other electronic devices, including watches, are to be off and out of sight unless used for instructional purposes at the decision of the teacher.

### **CLASS BREAKS**

On occasion, classes may take a brief break to use the restroom, get a drink of water, etc. Teachers will supervise students during the break. Snacks and drinks will be available for purchase. If a student has a problem with a vending machine, do not shake the machine. This will be considered destruction of property and discipline will be handled accordingly. Break is a privilege so please follow the procedures given by the classroom teacher.

## **DISCIPLINE REFERRAL SYSTEM**

Teachers will contact parents to discuss problems their students are experiencing. If teachers and parents cannot resolve these problems, students are to be referred to the associate principal. Certain discipline issues are referred immediately and parent contact will occur after the situation has been diffused/handled.

## **DRESS CODE: HCPS STANDARDS OF STUDENT DRESS**

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. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment; therefore, a student's appearance that is disruptive, distracting, or hazardous is prohibited. The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant. Students may not wear the following items unless otherwise stated:

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at the sides (arms straight with palms flat). When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach the tip of the thumb.
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels, also known as "Heelys."
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is tight, skimpy, or with plunging necklines.
- Clothing that is see-through, revealing, or resembles undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (tops must be at least two inches wide at the shoulder).
- High heels or flip flops at the elementary level (Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical



Education and recess).

- Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats. Students must wear clothing as designed (buttoned, zipped, 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 basketball jerseys without wearing a t-shirt beneath the jersey.

## **FEES AND INSURANCE**

Various classes may have different fee requirements therefore students will be informed of fees by their individual teacher. Accident insurance is available to all students through their home schools. All students are encouraged to have insurance either through their home school or family hospital insurance.

## **FIRE ALARM**

When the fire alarm sounds, follow your teacher's instructions. An exit chart is located in each room. All occupants of the building must vacate as quickly and orderly as possible. Students are to stay with their teacher at all times and report to class promptly when the signal is given.

## **GRADING SYSTEM**

Students are evaluated on daily class participation (theory and practical), quality of work, safety habits, and other competencies. Letter grades are assigned on the following scale:

Grading Scale		
Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

## **HALL PASSES**

All students **must** have a pass from their instructor to leave the classroom during class time. Any student who is out of the classroom without a pass will be addressed.

## **LIBRARY**

The Library provides reference books, audio-visual materials and technical magazines that students may use to increase their knowledge in their particular field or study. These materials may be used in the library or checked out for making special reports or study. Computer technology is also available for student use.

## **LOCKERS**

Lockers are assigned within the various departments. Students must use the lockers to store individual uniforms, materials, books, etc. Locker regulations are determined by the teachers. Security of this area is a must. All lockers must be kept locked when not in use. Sharing is prohibited unless approved by teacher. The student is responsible for the condition of the lock and locker. Any damage will result in a replacement fee being charged. In addition, if a teacher permits a student to use a personal lock, the combination must be kept on file with the teacher.

## **LUNCH**

The ACE Center does not have cafeteria facilities. Students will eat lunch at their home school.

## **MAKE-UP WORK**

The student is responsible for making up all work missed due to an excused or school related absence. Teachers should remind the student of missed work but it is the student's responsibility to request and complete the missed assignments. No grades will be given for make-up work assignments when the absence is unexcused. All work must be completed within the number of days missed plus one day, not to exceed six days. Additionally, students can use their laptop to access their Schoology accounts for assignments and daily lessons.

## **RESTROOMS**

Students are required to use the restroom nearest to their classroom or lab area. Students are not permitted to use the restrooms until all buses have arrived and should use the restroom during the class break. If you must go to the restroom other than break times, check with your teacher, get approval, then *secure a hall pass*.

## **SAFETY**

Laboratory activities involving the use of machines and equipment present possible injury situations. Therefore, students are required to follow all safety rules and regulations as given within their trade area. All students must obtain a 100% pass rate on the safety test prior to lab activities.

Safety glasses must be worn by all students and all visitors in designated areas.

Walk - Do not run in the ACE Center.

## **SCHOOL COUNSELING SERVICES**

In addition to the school counseling services available to students from their home school counselors, the ACE Center provides additional services through the ACE Center Counselor. Students are encouraged to use these services.

## **SICKNESS**

If a student becomes ill or injured at the Center, their teacher will have them report to the ACE Center office. Depending on the nature of sickness or injury, the student will be sent to the clinic or arrangements will be made for their parents or guardians to pick them up at the Center. If the student leaves school, it can be seen by the home school in PowerSchool attendance. In event of an emergency, the office will contact the Henrico Rescue Squad and parents will be notified immediately.

## **STUDENT DISCIPLINE AND RESPONSIBILITIES**

Students are expected to follow the guidelines set forth in the Henrico County Public Schools Code of Student Conduct, as well as the specific rules of Advanced Career Education Center at Hermitage. Recommended dispositions are included in the Code for violators of county policies. One or more of the dispositions will be imposed when the HCPS Code of Student Conduct is violated. Disciplinary action may range from student conference to in-school suspension, or out-of-school suspension. Other violations of a classroom teacher's rules will be handled by the teacher.

## **STUDENT/YOUTH ORGANIZATIONS**

Student organizations are an integral and active part of each career and technical education program. All students enrolled in an ACE Center class are provided opportunities to participate in instructional activities of the appropriate student organization. **Every teacher has an active student chapter, and students have the opportunity to participate in local, district/regional, state, and national competitive events.** One hundred percent participation is encouraged. Classes elect class (student organization) officers. These officers work with their teacher to plan and conduct at least one classroom student organization meeting each quarter. Copies of the meeting agendas are kept on file with the teachers and with the Youth Activity Coordinators.

### **FCCLA: Family, Career and Community Leaders of America**

#### **Culinary**

FCCLA is a student organization for students enrolled in Culinary Arts courses. The club elects officers who plan program activities, fund raisers, and prepare for regional and state competitions. FCCLA helps persons understand their role in society in areas of personal growth, family life, career preparation and community involvement. The purposes of FCCLA are:

- To provide opportunities for self-development and preparation for family and community living and for employment.
- To strengthen the function of the family as a basic unit of society.
- To encourage democracy through cooperative action in the home and community.

- To become aware of the multiple roles of men and women in today's society.
- To improve national and international relations.
- To provide opportunities for decision making and for assuming responsibilities.
- To involve youth with adults in individual and group activities to develop an interest in related occupations.

### **FTC: FIRST ( For Inspiration and Recognition of Science and Technology) Tech Challenge**

#### Advanced Programming & CAD II

FTC is a student organization for students enrolled in Advanced Programming and CAD II. The mission of *FIRST* is to inspire young people to be science and technology leaders, by engaging them in exciting Mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. Each year students are given a new robotic challenge that requires the use of the engineering design cycle, computer aided drafting, electrical wiring, and programming. Thus, providing students an opportunity to apply a multitude of skills in a fun and rewarding environment that embodies *gracious professionalism*.

### **FBLA: Future Business Leaders of America**

#### Legal Systems, Medical Systems, Web Development, Programming

A local chapter of Future Business Leaders of America may be established in any school with a Business and Information Technology program. The teachers in the Business and Information Technology department serve as chapter advisers. FBLA is a co-curricular organization, and its activities are an integral part of the instructional program. The local chapter, operating under a charter granted by FBLA-PBL, Inc., conducts activities within the framework of the state and national organizations. To ensure that all students benefit from FBLA activities, a local chapter may be organized into mini- or subchapters. These mini-chapters may be organized by special interest groups or by periods of the school day.

#### Goals

- To develop competent, assertive business leadership
- To strengthen the confidence of students in themselves and their work
- To create more interest in, and understanding of, American business enterprise
- To encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- To develop character, prepare for useful citizenship, and foster patriotism
- To encourage and practice efficient money management
- To encourage scholarship and promote school loyalty
- To assist students in the establishment of occupational goals
- To facilitate the transition from school to work

### **FFA: Future Farmers of America**

#### Greenhouse Management

Active membership—To be eligible for active membership in a chartered FFA chapter, a student must be enrolled in a secondary agricultural education program. The Virginia FFA Association

considers “secondary agricultural education programs” to be grades 6-12. The goals of this organization are to:

- Prepare students for a wide range of careers in agriculture, agribusiness, and other agriculture related occupations.
- To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment of entrepreneurship in the agricultural industry.
- To provide agriculture-related programs and activities which will develop pride responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift, and which will improve economic, environmental, recreational, and human resources of the community.
- To encourage and recognize achievement in supervised agricultural experience programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.

### **HOSA: Health Occupation Students of America**

Nurse Aide, Vet Science, Sports Medicine and Practical Nursing

HOSA is a student organization designed to meet the specific needs of the students enrolled in health occupation education programs. The primary purpose of HOSA is to serve the needs of the member in the following ways:

- To foster programs and activities which will develop physical, mental, and social well being of the individual, leadership, character, and citizenship; and ethical practices and respect for the dignity of work.
- To foster self-actualization of each member which will contribute to meeting the individual’s physiological, social, and economic needs.
- To build the confidence of students in themselves and their work by learning to assume responsibility.
- To develop personal and occupational competencies and social skills which lead to realistic choices of careers and successful employment in the field of health occupations.
- To promote inter-organizational relationships with professional groups, business, and other student organizations.
- To recognize individual achievement in scholarship, occupational skills, or services rendered by providing awards.
- To promote involvement in current health care issues, environmental concerns, and survival needs of the community, the nation, and the world.
- To promote the establishment of state student associations and encourage state student associations to affiliate with Health Occupation Students of America.

### **SkillsUSA**

AC & Refrigeration, Automotive Technology, Barbering, Computer Systems Technology, Cosmetology, CAD, Criminal Justice, Electricity, Graphic Communications, Precision Machining

The SkillsUSA Club is a student organization for students enrolled in Trade and Industrial Education courses. Duly elected officers head the club from the student body. The purposes of SkillsUSA are:

- To unite in a common bond all students enrolled in trade, industrial, technical, and health education.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the Dignity of Work.
- To assist students in establishing realistic career goals.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in business and labor a sincere interest in and esteem for trade, industrial, technical, and health education.
- To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.

### **TES: Tech Ethics Society**

The Tech Ethics Society is affiliated with the "Ethics for Life" program sponsored by the CAPER and PEER Tech Prep Consortia.

The purpose of TES is:

- To assist the Tech Ethics Society members and peers in their growth and development by the display of good ethical behavior on a daily basis.
- To unite in a common bond without regard to race, sex, religion, creed or national origin.
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities.
- To foster a deep respect for one's self and others.
- To serve as a positive influence on those around them.
- To assist students in establishing realistic goals.
- To help students attain a purposeful life.
- To promote high standards in all phases of one's education or occupational experiences with emphasis on trade ethics, workmanship, scholarship, and safety.
- To enhance the ability of students to work cooperatively, organizing and carrying out worthwhile projects.
- To create among students, faculty members, and persons in industry a sincere interest in and esteem for values, morals, and integrity.
- To create enthusiasm for constant learning.

## **STUDENT SUPERVISION**

No student will be allowed in the building without appropriate supervision.

## **STUDENT TRANSPORTATION**

The Henrico County Department of Transportation will provide buses to transport students to the Center and return to their home school. If a student misses the bus at either location, they must immediately report to their respective school office. They are not to drive to the ACE Center.

Only adult students and CDS students are eligible to apply for a permanent parking pass. These students do not have bus transportation provided for them. A fee of \$50.00 will be charged. Student vehicles parked on the school campus must be parked in the assigned areas and may not be occupied or driven during the students' regular school day.

If a student has an early dismissal which necessitates the need for the student to drive for one day, a temporary pass must be secured from the associate principal prior to the day of the early dismissal by submitting a request in writing to the associate principal. ACE Center students may not ride to the center with other students. Disciplinary action may be taken if the student fails to follow the appropriate procedure.

## **SUSPENSIONS**

Students suspended from their home school or the ACE Center will not be permitted to attend either school or a worksite.

## **TEXTBOOKS**

Certain courses will have textbooks assigned to students by subject area teacher. Each student is responsible for the return of any books that are assigned to him/her. Damaged or lost textbooks must be paid for by the student. For some courses, it is required that the student purchase a textbook.

## **TOOLS**

Tools and course related supplies issued to the ACE Center students give the students an opportunity to learn in a real world setting. It is the student's responsibility to handle and secure these items in a safe and proper fashion. Reparations are expected for lost or damaged items.

## **TIME-OUT PROGRAM (TOP)**

Students who are disruptive to the classroom environment (keep learning from occurring) may be sent to the Time-Out room. The student is to take assignments with him/her to the Time-Out room. At the third referral to the Time-Out Program, the Coordinator will submit an office referral for that student to the Associate Principal. After the third TOP referral, the student will receive ASP at the home school.

## **TRESPASSING**

Students are not permitted to be on any other school campus in HCPS while assigned to the ACE Center at Hermitage. This includes Hermitage High School. Although we share a building, ACE Center students are only permitted to be in the ACE Center building while in attendance. If an ACE Center student chooses to cross over onto the Hermitage High School campus, he/she may be charged with trespassing. This includes students whose home school is Hermitage High School.

## **WITHDRAWAL FROM A COURSE**

If a student withdraws from the center, a “student withdrawal” form must be completed by the teacher, prior to leaving for the day to ensure the accuracy of students’ records at the ACE Center. The ACE Center school counselor is the contact person for the withdrawal form. Teachers must ensure that the ACE Center school counselor is aware of any student seeking to withdraw from the center.

## **WORK EXPERIENCE FOR SECOND YEAR STUDENTS**

If a second year student is eligible to participate in the work experience program, he/she must complete the packet prior to being permitted to begin the program. Instructors who have work experience programs have the packets for students who meet the requirements for participation.

**All students are to follow  
HCPS Student  
Code of Conduct at all times.**



# Understanding of Expectations

Please return this page to your instructor.

As a student at the Advanced Career Education Center at Hermitage, I agree to abide by all guidelines stated in the ACE Center at Hermitage Student Handbook and by all guidelines set forth by Henrico County Public Schools.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Date

As the parent/guardian of a student at the Advanced Career Education Center at Hermitage, I understand that my student is to abide by all guidelines stated in the ACE Center at Hermitage Student Handbook and by all guidelines set forth by Henrico County Public Schools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian (Printed)

\_\_\_\_\_  
Date