

FRESHMEN HANDBOOK



Michael Becker

2011-2012

Freshman Administrator: Laura Waterman

Administrative Assistant: Linda Crawford

Grade Level Office: (703) 810-2218

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FRESHMAN FUNDAMENTALS

Attendance

Absences:

- When you are absent, you must have your parents/guardians call the attendance line **(703) 810-2282 or 2283** that day to give the reason for the absence.
- If your parent/guardian does not call on the day of your absence, either (s)he must call the next day or you need to bring a parent note to the attendance office (Room 151, just inside Entrance 11) by 7:30 a.m. the next day. Absences not called in within two days will automatically change to unexcused.
- The following are considered excused absences:

illness of student

death in the family

medical or dental appointment

observance of religious holidays

suspensions (in most cases)

approved pre-arranged absence

other reasons accepted by the principal



Important: Car trouble, missed bus, pupil placement transportation problems, and oversleeping are not excused. Students who do not check in at the attendance office will not be excused from missed classes.

To Check Out Early:

- You cannot leave the school grounds for any reason during the school day, including breaks and lunch periods, without a check-out pass.
- To check out early, you must bring a note, signed by your parent/guardian, to the attendance office before school. The note should include: your name, date, time for check-out, reason, and a daytime phone number where your parent/guardian can be reached. Ms.Reid will then give you an early-check-out pass to show to your teacher when it's time to leave.
- You must sign out in the attendance office before leaving school grounds and meet your ride in the front of the school.

To Check In Late:

- If you arrive at school between 7:20 and 7:50, report directly to class. If you arrive after 7:50, you must check in and receive a check-in pass through the attendance office when you arrive, even if you arrive during break or lunch. You must bring a note, signed by the parent/guardian, stating your full name, date, reason for tardiness, and probable time of arrival.

***See Student Rights and Responsibilities Handbook; Herndon Student Services Handbook; FCPS website and/or Herndon Website for a detailed information regarding attendance policies/procedures AND information regarding conduct/dress code.**

Stinger Time

- Stinger Time is a 34 minute block of time that meets every day following 1st/2nd period. You return to each of your class periods on a rotating basis within a 7-day cycle.
- Stinger Time allows you to catch up on missed work, receive additional academic support, work on long range assignments, and reach your highest potential during the school day.
- Attendance is taken during Stinger Time.
- Any assigned work during Stinger Time will be graded in accordance with your class syllabus and count as a percentage of the regular classroom grade.
- **Third Block Seminar** replaces Stinger Time every eighth day. You remain in your 3rd block class for an extended period. A variety of administrative, academic, and/or guidance activities will take place during this time.

Conduct

- Observe all the rules in the *FCPS Student Rights and Responsibilities Handbook*. The handbook must be reviewed and signed by all students and parents.
- In addition, you must adhere to the following HHS conduct guidelines:

No hats in the building

No IPODS in the building

Students must have an official pass to be in the hallway during class time.

Students must be kind and respectful to each other. Follow the six pillars of Character Counts.

No cell phones during school day

Observe the HHS Honor Code

Dress Code

- Dress appropriately for a K-12 educational environment. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.
- Do not wear clothing with language or images that are vulgar, discriminatory, or obscene. Clothing must not promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia. Clothing must not indicate threats, such as gang symbols.
- Do not wear clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative. Examples of prohibited clothing include but are not limited to:

sagging or low-cut pants

low-cut necklines that show cleavage

tube tops, halter tops, backless blouses or blouses with only ties in the back

studded belts, chain belts

clothing constructed of see-through materials

- Head coverings can be worn only if required for religious or medical purposes. If you require accommodations for religious beliefs, disabilities, or other reasons, your parents/guardians must contact the principal.

High School Counselors

Counselor Assignments (by your last name):

A-Bre	Betsy Knoizen	(703) 810-2302
Bri-Ea	Allison Ayoub	(703) 810-2252
Eb-Hash	Christy Rappoport	(703) 810-2300
Hask-Laz	Emily Welty	(703) 810-2308
Le-More	Jimmy Vasquez	(703) 810-2307
Morf-Rai	Sandie Connelly	(703) 810-2305
Raj-Sol	Randy Gazda	(703) 810-2301
Som-Z	Kelly Winningham	(703) 810-2304

See your counselor for assistance with:

- Personal concerns
- Academic concerns, grades
- Standardized tests
- Class schedules
- Transcripts
- Change of personal information (address, phone number, etc.)
- Teacher conferences
- Tutors

How to See your Counselor:

- Come to the Student Services Office. Fill out a “Counselor Request” form. Leave it in the box on your counselor’s door.
- Your counselor will send a pass for you.

Other Student Services Offices: (703) 810- 2223

Director of Student Services	Vicki Kagan
Administrative Assistant	Linda Irons
Assessment Coach	Luanne Pickett
SIA	Roxanne Winfrey
School Psychologist	Beverly Parker-Lewis
School Social Workers	Liz Moran
Career Center Specialist	Candace Morris
Alcohol and Drug Use Services	Michael Torres
Hispanic Parent Liaison	TBA

Academic Issues

- For schedule problems see your counselor in the Student Services Office.
- Make-Up work: If you miss school and your absence is excused, your make up work receives credit. If your absence is unexcused, your make up work will not receive credit. Any exception to this practice requires the principal's approval.
- It is your responsibility to contact the teacher of each class missed to arrange make-up work on your **first day** back in school, regardless of red or black days. Therefore, if you are absent one day, work must be made up in one day; if you are absent two days, work must be made up in two days, and so on up to ten days. For absences exceeding ten days, work must be made up in ten days. Exceptions to this rule may be made by individual teachers.
- If you need extra help in a subject area, see your teacher. You can also receive tutoring support through the National Honor Society and through the Herndon Methodist Church. For the names of private tutors, see your counselor.
- If you need another copy of your report card or interim, see your counselor.
- If you need an updated grade for a particular class, see your teacher for a grade sheet.
- For a transcript for a summer program, see your counselor.
- For a work permit, see Ms. Irons in Student Services before or after school or during lunch.
- Middle school parents may request that grades for any high school credit-bearing course taken in the middle school be removed from a student's high school transcript. In that case, the student earns no high school credit for the course. In addition, the student will be ineligible for a verified credit in any course that has been removed from the transcript. *The request to remove a middle school course from the transcript must be made in writing to the middle or high school prior to the beginning of freshman year.*

Blackboard

- This is an online resource that allows you to access homework and classroom assignments, view class calendars, explore links to enrichment activities, and much more.
- FCPS 24-7 passwords have been reset. You must enter your FCPS student ID number as your username and as your password. You will have to choose a new password as soon as you log in.

Buses

- Late buses depart at 4 pm on Thursdays. Plan to stay for extra help that day.



Clinic

- Clinic Hours: 7:30 to 1:45
- Generally, students go to the clinic for emergencies only.
- Students may spend only 25 minutes in the clinic. After that time, you must return to class or a parent must pick you up.
- During class-times, students must have a clinic pass from the teacher of the missed class. During lunch, walk-ins are welcome. The clinic is closed during D lunch.
- A parent or guardian must bring in prescription medication to the Clinic and complete the proper paperwork.
- You can bring over-the-counter medications such as aspirin or Tylenol to the clinic, but you may NOT carry medicine with you during the school day.

Career Center

- This is your one-stop college, summer programs/opportunities, and career information center.
- It is open during the school day, before school, and during lunch.
- Ms. Morris, the Career Center Coordinator, is available to answer students' questions.

Family Connection:

- Fairfax County has a special program called Naviance, which has a Family Connection module where you and your parents can access interesting and helpful information, including a learning style and personality inventory, college and scholarship information, and resume building templates.
- You can access Family Connection via Blackboard.
- Log into your Blackboard Account. If you do not see the Family Connection Module already on the main page, then: (1) Click *Modify Content* button, (2) Scroll down and click the *Family Connection* Module, (3) Scroll down and click *Submit*.
- Please enter and keep current your email address on your Blackboard Account. To check, add, or modify your email in Blackboard: (1) Click on *Personal Information*, (2) Edit Personal Information, (3) Enter or edit your email address, and (4) Click Submit. Once the above steps are complete, click the Access Family Connection link which will take you to the Family Connection site.

Herndon High School Website

- www.fcps.edu/HerndonHS
- The HHS website contains information on everything you need to know about Herndon High. You can read the Daily Announcements on the website.

Homecoming

- It begins with Spirit Week which includes: a pep rally, class competitions, bonfire, powder puff game, parade, varsity football game, and a dance.
- Please come and help your fellow freshmen build your class float and to attend the bonfire which will be on Friday, October 21.

The date of the Homecoming football game and dance is Saturday, October 22.

IMPORTANT: Get to know Ms. Waterman, who is the Ninth Grade Administrator, and the Freshman class sponsors. To make the most of your high school experience, you should also get involved in other class/school activities besides Homecoming. Freshman elections take place in September. If you are interested in running for a class office, please see SGA sponsors, Ms. Goodwin and Mr. Gannon.

Media Center

- The Media Center is open from 7:00 to 2:45 Monday through Friday.
- You can use the computers for schoolwork and make photocopies in the Media Center.

Locker Problems

- For "Locker Malfunctions," go to your grade level office.
- If you forget your locker combination, see Ms. Crawford in the grade level office.

Lost and Found

- If you have misplaced a book or personal item, check your classrooms and the other places you have been.
- If you still can't find it, check the lost and found in the Main Office.

School Supplies

- Herndon High School does not have schoolwide supply list. Teachers will tell you the required supplies during the first week of school.

Graduation Requirements

- You must meet the minimum requirements for either the Standard Diploma or the Advanced Studies Diploma.
- You can earn an Advanced Placement Studies Diploma by taking a minimum of five AP courses and earning 3s on the corresponding exams.
- Under special circumstances and with permission, a student may earn a Modified Diploma.
- A standard unit of credit is earned by completing 140 hours of instruction and by passing the course.
- Each diploma type requires a specific number of verified credits in math, science, history, science and English.
- When you pass a course and the associated end-of-course SOL test, you earn a “verified” credit.
- In some cases, substitute tests, certifications, or the appeal process may be used to earn verified credits.
- You can receive credit toward graduation for math and foreign language high school courses taken in middle school. These courses count toward credits in the required sequences as well as toward the total number of credits required for graduation and calculation of the grade point average (GPA).
- To earn the Advanced Studies Diploma, students must earn three credits in one foreign language or two credits in each of two different foreign languages. You can test out of foreign language if you have experience outside of school with a language other than English. See your counselor if you want to take advantage of this opportunity.
- You can earn a special **Seal for Excellence in Civics Education** on your diploma by completing 50 hours of voluntary participation in community service or extracurricular activities. (Additional criteria includes earning either a Standard or Advanced Studies Diploma, having good attendance and no disciplinary infractions, and completing Virginia and United States History and Virginia and United States Government courses with a grade of B or higher.)

Grading Scale for 2011-12 School Year

Mark	Range	Quality Points
A	93-100	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	64-66	1.0
F	Below 64	0.0

If you took a high school class in middle school prior to the 2009-2010 school year, grades of B+, C+, and D+ will appear as B*, C*, and D* respectively on your transcript. Those grades will calculate as 3.5, 2.5, and 1.5 quality points.

ADVANCED STUDIES DIPLOMA

Subject Area	26 Credit	Verified Credit
English	4	2
Mathematics	4	2
Science	4	2
Social Studies	4	2
World Language	3	
Health/P.E.	2	
Fine Arts/Career/Tech Ed	1	
Economics & Personal Finance	1	
Electives	3	
Student-Selected Test		1
TOTAL	26	9

STANDARD DIPLOMA

22 Credit



Subject Area	Course Credit	Verified Credit
English	4	2
Mathematics	3	1
Science	3	1
Social Studies	4	1
Health & P.E.	2	
World Language, Fine Arts, or Career/Technical Ed	2	
Economics & Personal Finance	1	
Electives (2 sequential)	3	
Student-Selected Test		1
Total	22	6

SCHEDULE

Red Day (Odd Periods)	Black Day (Even Periods)	Regular Schedule	3rd Block Seminar (Every 8th Day)	Two Hour Delay
1st Period	2nd Period	7:20 – 8:46	7:20 - 8:46	9:20 - 10:30
Passing Time	Passing Time	8:46 – 8:54	8:46 – 8:54	10:30 – 10:35
STINGER TIME	STINGER TIME	8:54 – 9:28		
Passing Time	Passing Time	9:28 – 9:36		
3rd Period	3rd Period	9:36 – 10:21	8:54 – 10:21	10:35 - 11:15
Passing Time	Passing Time	10:21 – 10:29	10:21 – 10:29	11:15 – 11:20
5th Period & Lunch	4th Period & Lunch	10:29 – 12:36	10:29 – 12:36	11:20 – 12:55
A Lunch	A Lunch	10:22 – 10:56	10:22 – 10:56	11:15 - 11:40
A Class	A Class	11:01 – 12:36	11:01 – 12:36	11:45 - 12:55
B Class	B Class	10:29 – 10:56	10:29 – 10:56	11:20 - 11:40
B Lunch	B Lunch	10:56 – 11:28	10:56 – 11:28	11:40 - 12:05
B Class	B Class	11:33 – 12:36	11:33 – 12:36	12:10 - 12:55
C Class	C Class	10:29 – 11:28	10:29 – 11:28	11:20 - 12:05
C Lunch	C Lunch	11:28 – 12:02	11:28 – 12:02	12:05 – 12:30
C Class	C Class	12:07 – 12:36	12:07 – 12:36	12:35 – 12:55
D Class	D Class	10:29 – 12:02	10:29 – 12:02	11:20 – 12:30
D Lunch	D Lunch	12:02 – 12:36	12:02 – 12:36	12:30 – 12:55
Passing Time	Passing Time	12:36 – 12:44	12:36 – 12:44	12:55 - 1:00
7th Period	6th Period	12:44 – 2:10	12:44 – 2:10	1:00 - 2:10

Notes:

- 3rd Period meets every day for 45 minutes.
- Red Days are Odd Periods—1, 3, 5 and 7.
- Black Days are Even Periods—2, 3, 4, and 6.
- Lunch will be determined by your 4th or 5th period class.
- 3rd Block Seminar occurs every 8 days.
- Stinger Time and 3rd Period are combined on 3rd Block Seminar Days for a total of 87 minutes.

FOOD

A Healthy Breakfast and Lunch Can Make a Difference in Your Day!

Studies have shown that people who eat breakfast perform better at school and work. Eating a nutritious lunch will help you keep your mind sharp and ready to learn all afternoon. In fact, feeling good, looking your best, and having lots of energy are just some of the benefits of eating healthy food and exercising.



LUNCH- \$2.75

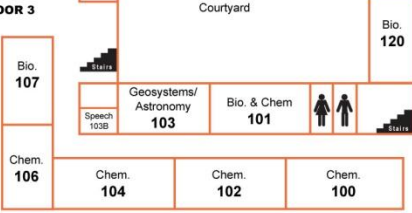
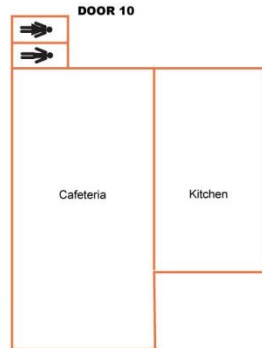
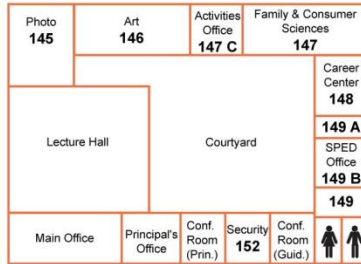
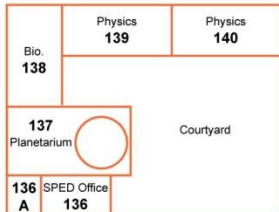
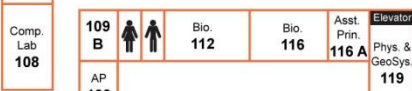
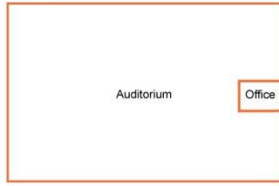
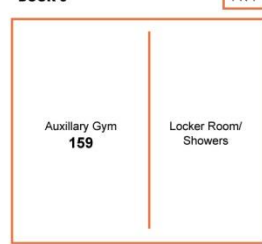
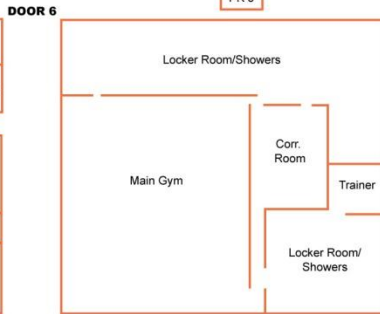
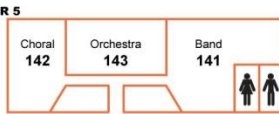
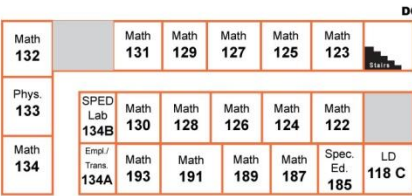
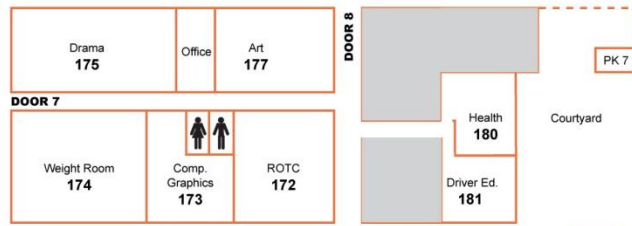
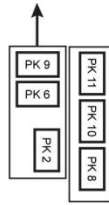
BREAKFAST- \$1.50

Free and reduced-price lunches are available to students unable to pay the full price of meals according to criteria based on household size and income.

- Applications for free and reduced price lunches are available in the Student Services office or through Food and Nutrition Services at 703-813-4800 or 703-813-4844. Applications are available in Arabic, Spanish, Korean, Vietnamese, Farsi, and Urdu.
- Fairfax County Public Schools (FCPS) offers myLunchMoney.com, an online prepayment service, to its students to pay for school breakfasts and lunches. The service enables families and employees to pay for meals with a credit or debit card, check balances, and add funds to their accounts via computer, phone, or fax.
- Lunch Card numbers and balances are transferred from your previous FCPS school.
- In compliance with federal law 108-265, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, the Fairfax County School Board adopted a wellness policy to promote student health and contribute to the reduction of childhood obesity. The Office of Food and Nutrition Services in conjunction with the office of Health and Physical Education and other affected departments, and with input from parents and students, developed guidelines to implement the policy.
- Visit <http://www.fcps.edu/parents/schlunch.htm> for more information regarding the Fairfax County School Lunch program, as well as to obtain a Wellness Brochure.

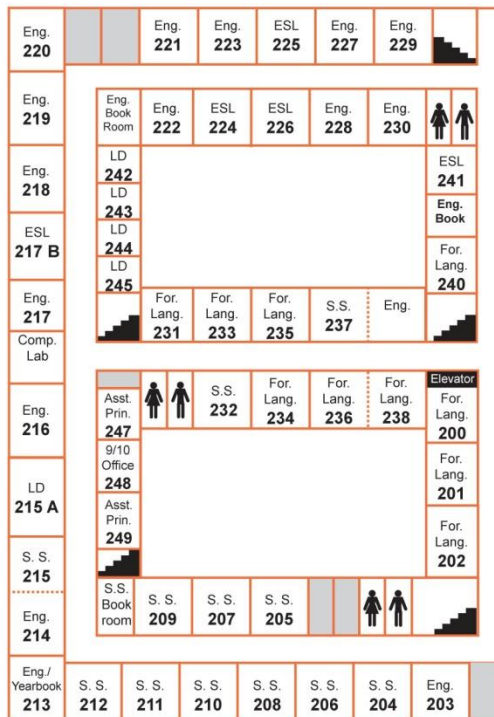
Herndon High School

700 Bennett Street
Herndon, VA 20170



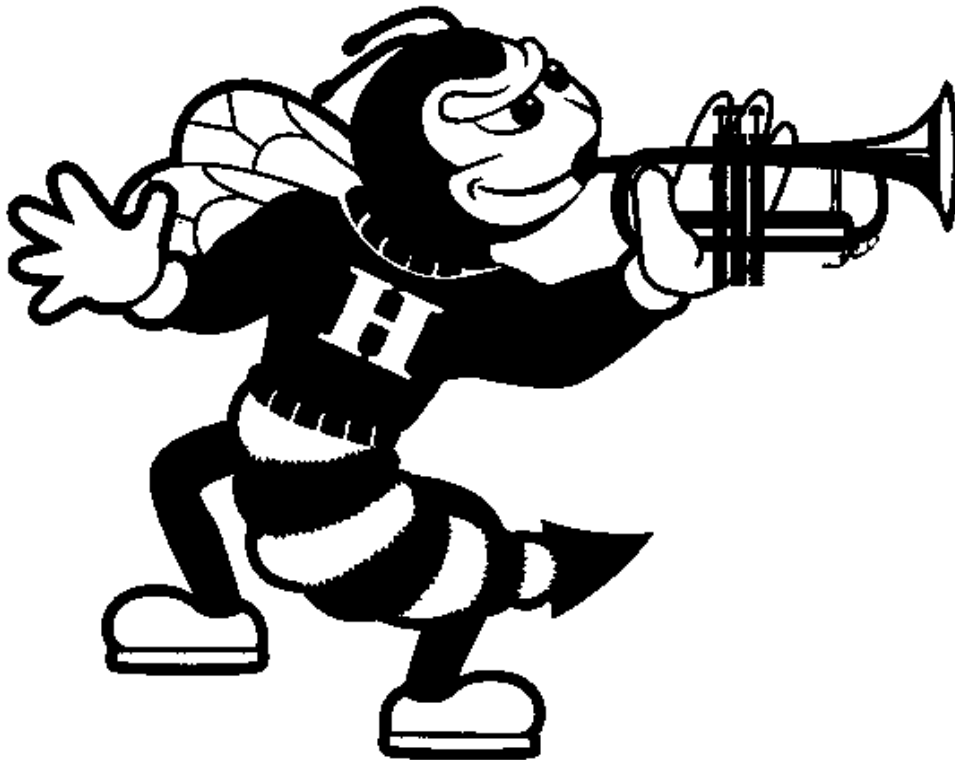
First Floor
(revi. 5/05/06)

DOOR 1
Main Entrance



Second Floor
(revi. 3/30/06)

SPORTS AND ACTIVITIES



Make new friends and discover a whole new world at school by participating in extracurricular activities. With activities that include sports, service clubs, culture clubs, and academic teams, you are bound to find something you enjoy. Try something new. You never know -- it could be your true calling. You can find out the times and locations of club meetings by watching the school's TV announcements. Check out Herndon's website to find the names of activity sponsors.

SPORTS & ACTIVITIES

Herndon competes as a Virginia AAA High School in the Northern Region, Concorde District. The other schools in our district include Centreville, Chantilly, Oakton, and Westfield.

Herndon is a member of the Virginia High School League (VHSL). See their website (www.vhsl.org) for more information.

Fall Sports

Cheerleading (coed)	Football	Volleyball (Girls)
Cross Country (coed)	Golf (coed)	Field Hockey (Girls)

Winter Sports

Basketball (Girls and Boys)	Gymnastics (Girls)	Wrestling (coed)
Swim and Dive (coed)	Indoor Track (coed)	



Spring Sports

Lacrosse (Girls and Boys)	Soccer (Girls and Boys)	Baseball
Tennis (Girls and Boys)	Track and Field (coed)	Softball

NON-VHSL Activities:

Dance Boys Volleyball (Club/Fall) Step Team

Please Note: Each athlete is required by Virginia High School League (VHSL) to have a current physical exam in order to compete in athletics. The physical must be completed after May 1. This one physical is good for all three sports seasons during the current school year. However, for each new school year, you must complete a new form.

Also, if you have a current physical, you are, as a 9th grader, automatically eligible to participate in a sport 1st semester. **HOWEVER**, after 1st semester, you must abide by the VHSL Eligibility Rules.

To be **eligible** to participate in a VHSL activity you must have passed a minimum of five classes in the prior semester.

Activities Hotline: 703-749-8133

Athletic Office: 703-810-2275

Herndon Student Activities Website: herndonathletics.org

Director of Student Activities: Jonathan Frohm (703)810-2211

Asst. Director of Student Activities Greg Miller (703) 810-2276

Admission to all athletic contests is \$5.00.

HHS offers a wide variety of Clubs and Activities. The HHS website lists the clubs currently available. If you have questions about a

Learning Tips From Upper Classmen

Successful Students Always...

- Prepare for Class
 - Have needed materials
 - Complete all assignments and homework
 - Study for tests and quizzes (Even Einstein had to study!)
 - Be focused during class
 - Take extensive notes
 - Make up missed work, whether teachers award credit or not, because it will prepare you for future instruction.
- Prioritize
 - Use your time wisely
 - Do your hardest homework first (before you become too tired)
 - Stay organized
 - Balance academics and extracurricular activities
- Take Breaks
 - RELAX!!!
 - Take ten minute breaks now and then
 - DON'T BURN YOURSELF OUT!!!

Reasons For Getting Low Grades... And How to Avoid Them

- Distractions (Computer, TV, video games, family, friends)
 - Schedule in your relaxation time
 - Self-control, RESIST!!!
- Lack of Study
 - Have someone quiz you to see if you really know the material
 - Form study groups
- Not getting enough sleep
 - Take 10-15 minute power naps
 - Use weekends to catch-up
- Bad time management
 - Plan ahead
 - Make a schedule for what you will do each day
 - Utilize the weekend wisely
 - PRIORITIZE!!!
- Lack of Motivation
 - Take interesting classes
 - Find a passion
 - Talk with friends/peers
 - Competition
 - Seek good teachers
- Problems with Teachers
 - Get to know your teacher's expectations and personality
 - Be a respectful student
- Problems at Home
 - Talk with your counselor, who can help support you or refer you to someone who can help you.
 - Talk with the school social worker or psychologist.
 - Talk with a relative who knows you and your family.
 - Talk to someone at your church.



Tips for Studying Math:



- Each day in class listen actively, take good notes, and ask questions as needed.
- Some students find it helpful to read in advance the section in the book that will be discussed.
- Attempt every problem given in class. Make all necessary corrections, putting comments and reminders to yourself in the margin.
- When doing homework, first review your class notes. Then read through the examples for that lesson in the book before you begin working problems.
- Attempt each homework problem on the evening of the day you have had class. Be sure to show all steps. After you have worked the problems, check those which have answers in the back of the book. If your answer does not agree, find your mistake and correct it with notes, indicating your error. If you cannot find your mistake, call a classmate and ask for help. If you still do not understand, see your teacher the next day for an explanation.
- Memorize any definitions, theorems, or rules that are given during the lesson as if you were having a test on them the next day.
- Be sure you can explain the process used to solve the problems. When possible, explain a problem to a classmate who doesn't understand. Teaching someone else is a good way to enhance your own understanding.
- Be a class participant. Ask questions. Volunteer to put a problem on the board. Remember that math is *not* a “spectator sport.”
- To study for a math test, review your notes and the highlighted material in your books. Select sample problems to practice and check answers.

Courtesy of Mrs. V. Andrews and Herndon High School Math Department

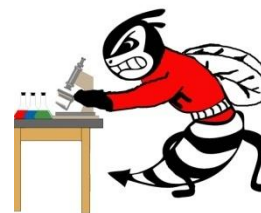
Tips for Studying Foreign Language:

- Try to study an average 30 minutes every day, rather than attempting to catch up or cram before exams.
- Pay attention to all class activities, including the responses and recitation of other students. In many cases the class period is your only exposure to the target language.
- Make an effort to think in the language and avoid translating to English when hearing, reading, or speaking the language.
- Do homework carefully and thoughtfully, making special effort to understand what you write, rather than merely manipulating grammatical patterns.
- Study the corrections on homework, tests, and quizzes.
- Study vocabulary by means of assorted devices such as. flashcards, lists, oral repetition and copying.
- Read for meaning without translation unless words are encountered that you cannot understand from context. Make a list of new words to learn from your reading.
- Use online translators only as dictionary writing resources.
- Continually review material covered earlier in order to maintain all skills.

Courtesy of Dr. J. Fujita and Herndon High School Foreign Language Department

Tips for Studying Science:

- Use a planner!
- Think one week in advance, and do as much work as possible on the weekend prior to due dates.
- Split up large tasks into several smaller ones. Schedule the small tasks on a planner and spread them out so you don't have to deal with one large homework time block.
- Set up study groups. Exchange e-mail addresses and IM user names so that you can get in touch quickly.
- Use note cards.
- Ask for extra help
- Access Blackboard regularly.
- Keep an organized notebook and grade sheet.
- Just do the work.



•Courtesy of Herndon High School Science Department



Homework

Tips for Studying at Home:

Schedule

- Make a schedule of after school hours available for homework.
- Plan to complete the most difficult subject's assignments first.

Location

- Study in the same location every day.
- Study somewhere other than your own room, if possible.
- Study in a quiet place with no one talking, including television.
- Music without words may be helpful if not too loud.

Use of Time

- Study for 20-30 minutes at a time.
- Take a break, go for a walk or have a snack (no sugar) for ten minutes—no longer.
- Resume studying for another block of time.
- If you find that you can not finish your homework within a reasonable amount of time, see your teacher and/or counselor.

Methods

• Visual:

Rewrite the notes you hurriedly took in class. (Save room on the page to add additional information the teacher may give you while covering the lesson in class or reviewing for a test.)

• Auditory:

Read the chapter or story aloud to yourself.

Read class notes aloud while studying and rewriting them in clearer form.

Use a tape recorder to dictate vocabulary words and then play back words and definitions.
Tape formulas, language notes, etc. then play back the notes and listen.

• Kinesthetic:

Draw pictures, make posters, or highlight with bright colors words, rules, formulas, etc.
That you need to remember.

Using the index finger of the hand with which you write, underline the text as you read.

Courtesy of Mrs. S. Connelly and Herndon High School Student Services Staff