

Hermitage High School
8301 Hungary Spring Road
Richmond, VA 23228

October 2, 2014

PARENTS NAME
ADDRESS
CITY

RE: STUDENT'S NAME
CODE #: CODE# & CODE DESCRIPTION
GRADE: GRADE
DOB: DATE OF BIRTH

Dear PARENT'S NAME:

After a conference with STUDENT'S NAME, he has been assigned to the Saturday Alternative School Program on DATE. The reason for this assignment is: REASON.

Saturday ALC starts promptly at **9:00 a.m.** and concludes at **12:00 p.m.** Students are expected to arrive by **8:55 a.m.** to avoid being late. All students should report to the **Driver's Education Building**, in the rear of the school.

Failure to report to the Saturday A.L.C. program will result in an out of school suspension. Those who arrive late and those who arrive without books and materials will not be admitted.

Your child may not participate in any extracurricular or athletic activity during this period.

Please contact me at school to discuss this matter by calling 756-3000. If our discussion does not resolve your concerns, you may wish to contact Mr. Andrew Armstrong, principal at 756-3000.

Sincerely,

Stacy A. Palkovics, Assistant Principal

Enclosure: Procedure for Appealing In-School & Bus Suspensions

cc: Mr. Andrew Armstrong, Principal
Student File
SAP:plm

PROCEDURE FOR APPEALING IN-SCHOOL AND BUS SUSPENSIONS

A decision to suspend a student may be appealed by the student or parent/guardian. A student shall remain on in-school suspension while awaiting the appeal. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student or parent/guardian may appeal a suspension imposed by a school administrator or the principal, in the following manner:

In-School and Bus Suspensions imposed by a school administrator:

A student or parent/guardian shall submit a written letter of appeal to the principal of the school within two (2) working days of notification of the suspension. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) whether the facts warrant the suspension; (B) if the consequences were appropriate for the behavior; and (C) whether school and county procedures were followed. The principal shall review the suspension and all the evidence and render a written decision as soon as possible and within three (3) working days. The decision of the Principal shall be final.

In-School and Bus Suspensions imposed by the principal:

A student or parent/guardian shall submit a written letter of appeal to the principal within two (2) working days of the notification of the suspension, requesting that the principal forward the letter of appeal and all documentation to the Disciplinary Review Hearing Officer (DRHO). The DRHO shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. The decision of the DRHO shall be final.

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SATURDAY ALC RULES

SATURDAY ALTERNATIVE LEARNING CENTER RULES

Students assigned to the Saturday Alternative Learning Center are expected to abide by the following rules:

1. The Saturday Alternative Learning Center is opened from 9:00 a.m. until 12:00 p.m. The center is managed by a faculty member. The instructor will check student attendance and monitor their work during this time.
2. Students are expected to arrive on time and be prepared to work. This means that you must bring paper, pencil, textbooks and school related assignments to complete.
3. You may not leave your assigned seat unless permission is given by the person in charge.
4. You may not talk. If you have a question or problem, raise your hand for assistance.
5. You may not sleep or lay your head on the desk.
6. You may not eat, drink or chew gum in the ALC area.
7. You will not be permitted to leave the room except for a mid-morning break.
8. If you fail to comply with these guidelines in a satisfactory manner, you will be sent home and referred to the appropriate administrator.

I UNDERSTAND THE ABOVE LISTED RULES AND I AGREE TO FOLLOW THEM DURING MY ASSIGNMENT TO SATURDAY ALC. I UNDERSTAND THAT ANY INSUBORDINATION ON MY PART WILL BE A BREACH OF THESE RULES AND I UNDERSTAND THE CONSEQUENCES OUTLINED IN SECTION 8, ABOVE.

Hermitage High School
8301 Hungary Spring Road
Richmond, VA 23228
(DATE)

(STUDENT SIGNATURE)