ORANGEBURG HIGH SCHOOL FOR HEALTH PROFESSIONS

STUDENT HANDBOOK



2024-2025

Orangeburg
High School for Health Professions
Student Handbook
2024 - 2025

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MISSION

The mission of ORANGEBURG High School for Health Professions is to improve student achievement by using rigorous academic instruction supplemented by innovative teaching, interactive learning, and professional mentoring to give students a competitive edge throughout their high school, college, and professional careers.

Core Values

Achievement ♦ Excellence ♦ Innovation

Why Not Us? Why Not Now?
A Winning Education for Champions!!!

ONE Team with ONE Goal on ONE Mission!

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Orangeburg High School for Health Professions. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the school's administration.

Table of Contents

Academic Calendar	2
Bell Schedule	3
Lunch & Learn Academic Assistance Days	3
Hours of Operation	3
Dress Code	4
Curriculum	5
Graduation Requirements	6
Health Science Requirements	6
Promotion Requirements	7
Grading	7
Report Cards & Progress Reports	7
Parent Conferences	7
Academic Assistance	7
Homework	8
Literacy	8
Cheating	9
GPA	10
Attendance	11-14
Student Behavior/Consequences	14-19
Conduct Terms	19-20
Bullying and Harassment	20-22
Technology Use/Cell phones	22-23
School-Issued Technology Devices	23
Parking	23-24
Food and Refreshments	24
Admissions	24-25
Emergencies	25
Medication	25
Textbooks	25
Handbook Signature Page	26

Orangeburg High School for Health Professions students accept academic rigor as the main focus of high school. They are expected to be college and/or career ready, have reached the maturity and skills level required to begin taking college courses early, have reached a developmental level to produce independent projects, and always seeks opportunities to learn and to grow.

HSHP is “where college and high school form a bridge” because of the numerous possibilities made available to its students. In partnership with Orangeburg Calhoun Technical College, the students of HSHP can use resources and facilities on the campus of OC-Tech College (OCTC) as well as enroll in the college’s classes. With the combination of academic rigor and college courses, HSHP produces students who can meet the demands of post- secondary institutions and/or the workplace. HSHP students become valuable contributors to the community. They make great things happen in both their school and communities by volunteering their time and talents.



2024 – 2025 Academic Calendar**

****Dates for spring break, make-up days, and last days of school are subject to change, pending state testing dates.**

High School for Health Professions
2024-2025 Bell Schedule

Regular Schedule		Early Friday Schedule		½ Day Schedule	
BREAKFAST 7:45 – 8:15 a.m.		BREAKFAST 7:45 – 8:15 a.m.		BREAKFAST 7:45 – 8:15 a.m.	
1st	8:25-9:50	1st	8:25-9:20	1st	8:25 – 9:00
2nd	9:55-11:20	2nd	9:25-10:20	2nd	9:05 – 9:40
3rd	11:25-12:50	3rd	10:25-11:20	3rd	9:45 – 10:20
A-Lunch(9th grade Only)	11:30-12:10	4th	11:25-12:20	4th	10:25 – 11:00
3rd Block(9th Grade)	12:15 - 1:40	Lunch	12:20-12:30	Lunch	11:05 – 11:15
B-Lunch(10-12 grade)	12:50-1:40		Dismissal		Dismissal
4th	1:45-3:15				

Classroom Rules

1. Come to class on time and prepared to learn.
2. Respect yourself, others, and their property.
3. No food or drinks allowed in the classroom.
4. Keep all electronics including earphones and ear pods put away until directed to use in the classroom.
5. Follow ALL school rules.

Any student missing the bus to or from Early College, YMCA, etc., is responsible and expected to alert administration as soon as possible in efforts to coordinate transportation and avoid missing instructional time.

Lunch and Learn Days (Academic Assistance):

Monday: English, Math, and Spanish
Tuesday: Science, Health Science, and Social Studies
Wednesday: Science, English, Math, Computer Science

Thursday: Science, Social Studies, and Health Science

Hours of Operation

The Main Office is open from 8:00 am - 4:00 pm, Monday - Friday.
Monday – Thursday: Classes begin at 8:25 a.m. and end at 3:15 p.m.
Friday: Classes begin at 8:25 a.m. and end at 12:30 p.m.

No loitering is allowed on the campus before 7:30 a.m. or after 4:00 p.m. (1:15 p.m. on Fridays). ALL visitors must enter the building through the front entrance and are required to proceed directly to the receptionist to obtain a visitor's pass and directions.

Dress Code

Students must arrive at school dressed properly according to the HSHP dress code and must remain in dress code until leaving campus. The standard student attire to be worn by students is:

- Pants without holes, rips, or tears above the knee**.**
- Shirts that are at least at the waist or longer (No crop tops). Shirts should not show cleavage. If the shirt is sleeveless, then the straps must be the width of 2 inches. Shirts cannot have obscene, offensive, suggestive, or vulgar language and/or pictures.
- Pants, shorts, or skirts that are **properly fitting and in good taste and must be two inches above the knee all the way around the student's legs.**
- Students will be given photo IDs and lanyards to wear during the school day. Students must wear the ID on the lanyard or on an ID clip, on the outside of their top layer (shirt, sweatshirt, sweater, etc.). Students who fail to wear the ID the correct way will be subject to consequences by the administration. Students will be responsible for replacing a lost ID badge ($5). See **pages 16-17** for other ID badge related consequences.

Students attempting to deviate from the established code by adding or deleting items or by making changes will be required to change.

Administration will make final judgments, interpretations, and changes regarding dress code issues. A detailed description of required dress for HSHP students includes:

1. Pants should fit appropriately. Pants legs must not be too baggy or oversized as to cover shoes. Clothing must not drag the ground. All clothes must be neat and without rips, tears, or holes above the knee with skin showing.
2. Shorts and skirts must be no shorter than 2 inches from the knee all around the student's legs. **No biker shorts are allowed**. **Students in science labs are required to follow science lab rules during lab exercises.**
3. **Leggings, stretch pants, and tights of any style are not considered pants and should not be worn as such. They may be worn under pants, shorts, or skirts that adhere to the dress code. Leggings can be worn with tops that extend past the tip of the middle finger. ABSOLUTELY no see-through leggings will be allowed. NO Bodycon dresses!**
4. **Short shirts** that **expose any skin are not allowed**. If a shirt does meet your natural waistline the shirt is too short. **No razor back or racer shirts are to be worn. NO TANK TOPS of any sort will be worn.**
5. Footwear needs to be clean and tasteful and worn at all times. Sneakers and casual shoes are recommended. **House-shoes, bubble shoes and bedroom slippers may not be worn to school.**
6. No spiked bracelets or necklaces are allowed.
7. **Hats, bandanas, sunglasses, and other headwear are unacceptable. These will be taken from students and kept**

until the end of the year. Students may not wear hoods inside the building.

8. Clothing with inappropriate phrases, logos, and pictures is not allowed.
9. Students are to adhere to the dress code policy while on campus or representing the school in off-campus events or activities.
10. Field Study Dress Code may vary. Students must adhere to any additional dress code requirements for each Field Study.

Dress For Success Days

Monday	Tuesday	Wednesday	Thursday	Friday
HSHP Scrubs	***Medical scrubs of your choice***	**Medical scrubs of your choice**	**College Day/HSHP Spirit Day (adhere to general dress code guidelines)**	**Student Choice (adhere to general dress code guidelines)** **First Fridays of each month is Dress for Success**

Curriculum

Each student's program of study has a strong academic core including mathematics, science, language arts and history. Students also develop critical technology skills needed for research, written and oral communication tools, advanced study, and job readiness. South Carolina Academic Achievement Standards are used to develop curriculum frameworks and learning standards for each academic area.

A student's program of study may include additional courses not offered at HSHP. Through VirtualSC or a dual credit program, specifically Orangeburg-Calhoun Technical College, academic programs and courses may be identified as part of an individual student's program of study.

Eligibility Guidelines for HSHP Students Taking Orangeburg-Calhoun Technical College (OCTC) College Courses

- ACT/SAT scores might also qualify a student or additional alternative qualifiers.
- HSHP students must be proficient (80 or above) in all their HSHP courses and maintain a 3.0 (subject to change based on OCTC requirements).
- HSHP students must achieve proficiency (C or above) in all their OCTC courses.
- HSHP students must show other areas of responsibility. Indicators of responsibility include initiative, determination, commitment, discipline, attendance, and grades.

Students who meet eligibility guidelines will be encouraged to enroll in OCTC courses. It is our sincere desire that all students can take college courses during their tenure at HSHP. *It is at the discretion of HSHP and OCTC to limit the number and types of courses allowed.*

Other Guidelines for Students Taking OCTC College Courses

- When students are enrolled in an OCTC class**, all rules of HSHP and OCTC apply. This includes the *HSHP dress code*.**
- ***By state law, a student has 4 days to drop a semester course.* If a HSHP student withdraws from an OCTC course after the initial drop date, he/she will receive a WF or WP, be required to pay HSHP for the textbook and the class and lose the opportunity to take college classes for *one semester*.**
- **Students at HSHP must go through the Early College Coordinator at HSHP to enroll in an OCTC course. Students are not allowed to enroll for an OCTC course through the OCTC campus.**
- ***If a HSHP student earns a "D" or "F" in an OCTC course, the student loses the opportunity to take any OCTC courses for at least a semester and must retake the course at his/her own expense, pass the OCTC course, and meet all the guidelines above.***

Graduation Requirements

To participate in the graduation ceremony, the principal must certify that the student has met the following requirements:

4 units of English
1 unit of US History
½ unit of Economics
4 units of Mathematics
1 unit of Physical Education
1 unit of Foreign Language or C.A.T.E.
0.5 Personal Finance ****required beginning with the Class of 2027***
7 units of electives
3 units of Science
½ unit of Government
1 unit of other Social Studies
1 unit of Computer science

Effective 2016-2017 at HSHP, only those students receiving a South Carolina state diploma will be allowed to participate in the graduation ceremony.

According to the South Carolina high school diploma program requirements, *"no student shall apply more than six units of credit earned in summer school and/or through approved correspondence courses, and/or through adult education programs to the twenty-four units required for the SC high school diploma."*

Health Science Requirements

Each student must take at least 3 Health Science courses while attending the High School for Health Professions. These courses are:

Health Science 1
Health Science 2
Health Science 3
Medical Terminology
Anatomy and Physiology

Sports Medicine 1
Sports Medicine 2
Sports Medicine 3

Medical Assistant
Certified Nurse Assistant
Pharmacy Technician

Promotion and Retention
All promotions are determined by subject. Failure in a subject indicates the necessity to repeat the course. Grade placement is determined by units of credit earned. To be eligible for promotion at the high school level, students must meet the following minimum credit standards:

- *Entrance to grade 10: 5 units, including English 1, one unit of math, and 3 other units*
- *Entrance to grade 11: 11 units, including English 1 and 2, two units of math, one science, and six other units*
- *Entrance to grade 12: 16 units, including English 1, 2, and 3, three units of math, two units of science, and eight other units*

Grading
To receive credit for a course, a student must complete instructional requirements in a satisfactory manner and comply with the attendance policy. A student who fails a course.
Grades earned by the student are numerical. A student's numerical average is determined by considering each unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of the HSHP grading scale:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
59 & Below	=	F

Report Cards and Progress Reports
Each major grading period is nine weeks in duration. Information regarding student progress is issued at the midpoint of each reporting period as well as at the end of each nine weeks. Progress reports are distributed to students on the dates shown in the HSHP academic calendar. Live grades can be accessed by students and parents through the PowerSchool parent portal. Log-ins are available for students and parents upon request.

Parent Conferences
Parent/student/teacher conferences are an essential element of successful student progress. Parents may initiate a conference by calling the guidance office and/or making an appointment with the teacher team.

Academic Assistance (AA)
Academic Assistance is available during **Lunch and Learn** where students can get additional help in their courses. Additionally, students may be required to remain at school on Fridays (12:30 – 1:30 p.m.) for academic support after the early dismissal.

Academic Assistance is ***required*** if a student's grade average is below 60 in any class and/or when the student has made less than 60 on a major

assignment. Academic Assistance is also ***required*** for students suspended or out for a long time.

ACADEMIC ASSISTANCE IS AVAILABLE TO ANY STUDENT REGARDLESS OF GRADE AVERAGES OR TEST SCORES.

Academic Assistance takes priority over all other activities including athletic events or practices, all clubs, etc. Students are responsible for making transportation arrangements when attending Academic Assistance. Students who know that they will need to miss an assigned Academic Assistance session must notify their teacher. If the absence is excused, Academic Assistance will be rescheduled at the earliest convenience.

Homework

Homework is an integral part of a quality education. Homework not only provides excellent opportunities for developing good study habits, but also offers the student the opportunity to progress beyond the constraints of class time. It provides a framework for the student to apply what is being learned individually. Homework should be structured to complete, supplement, and enrich regular class work. It also provides review and reinforcement of a particular skill, topic, or concept.

Parents/guardians and students must be aware that completion of outside schoolwork may be complicated by participation in extra- curricular activities, part-time jobs, and other commitments. The school's expectation is that the completion of assignments be a **high priority** for each student.

Literacy

The 21st Century has brought with it a need and demand for a change in literacy expectations. With the advancement of technology, societal and cultural changes, and the sheer pace of our world, a literate person must be able to not only read a book or a newspaper, but function in a complex community of literacies.

A HSHP student will be able to:

Write and speak effectively using a well-developed vocabulary.

Read and listen analytically and comprehensively.

Identify reliable sources and bias when researching.

Construct meaning of content on various subjects.

Understand and use present and emerging technologies.

Identify and produce quality work through a variety of methods of communication.

Independently question, explore and apply skills for

education, community, workplace, and personal success.

Appreciate and understand diverse ideas and people

Cheating

HSHP does not tolerate cheating in any form. Cheating is *representing, in any manner, someone else's work as your own.* A student who cheats may be referred to the administrator who will contact parent/guardians. The student may earn a grade of zero (0) for that assignment. If a member of the National Honor Society cheats, membership in that organization will be *terminated*.

AI (Artificial Intelligence) Usage

Students must use AI tools ethically and responsibly, ensuring their actions do not harm others or compromise the integrity of their work. AI tools should not be used to plagiarize or complete assignments dishonestly. Students must attribute If used, AI-generated content appropriately and ensure that their work reflects their own understanding and effort. AI should be used to enhance learning, not replace critical thinking or problem-solving skills. Students are encouraged to use AI as a supplementary tool to aid their education. Any misuse of AI tools or violations of this policy should be reported to school administration immediately. Misuse of AI will result in disciplinary action, which may include academic penalties, OSS or other appropriate measures as determined by school administration.

10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

The formula for figuring Grade Point Ratios (GPR) is:

GPA = Sum of quality points x units' example : 16.47

sum of units attempted 7 = 2.352 GPA

(A Carnegie unit is a course that counts toward high school graduation requirements.)

Attendance

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at HSHP are designed to help students learn responsibility and increase their potential for success. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. *Attendance is primarily the responsibility of the students and parents/guardians.*

To be recorded, all absences require written documentation signed by the parent/guardian and submitted within 5 school days of the absence to the attendance clerk. All written absences are kept on file.

South Carolina state law requires a minimum class attendance of 120 hours of seat time during the academic school year for a student to receive credit. Absences in high school are accrued per course. Any absence over 5 unexcused days may cause the student to lose credit for a semester course and 3 unexcused days for a quarter.

Lawful absences

Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others

* Verified by a written statement from a physician or a written statement from the parent within five days of the student's return to school. Absences for chronic or extended illness will be approved only when verified by a physician's statement for that date.

Absence due to an illness or death in the student's immediate family verified by a statement from a parent within five days of the student's return to school

Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the administration in writing.

Absences due to activities that are approved in advance by the administration. This would include absences for extreme hardships, including parental military deployment.

Unlawful absences

Any student who fails to provide a verified statement for personal or serious illness within the time established by law (within five days of student's return to school) will have his/her absence counted as unlawful.

A student with three consecutive unlawful absences or five unlawful absences is considered TRUANT.

Any absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful.

Student "cuts" from class or school will be considered unlawful absences and will be subject to disciplinary action, most likely suspension.

College visitation

Absences for high school students may be lawful for visiting college campuses. When applying for college visits, students must adhere to the following:

Requests for approval of absences for college visits must be submitted in writing by a parent at least one week in advance of the scheduled visit

Approval will be granted for no more than two visits per school year

Each request should specify the duration of the visit and travel time, which may be approved at the discretion of the administration

Absences approved for college visits will be lawful absences and students will be allowed to make up classroom work

Procedures following an absence

It is the *student's responsibility* to request all make-up assignments from teachers on the day the student returns to class following an absence. Work should be submitted, and tests made up no later than 5 days (Lunch and Learn or After-school) after the excused absence.

If absences are not cleared upon return, the student will receive an "unlawful absence." Students must remember that it is their responsibility to have their parents prepare and send documentation to verify excuses for absences *on time*. Falsely representing a parent/guardian's documentation in any way will result in disciplinary action.

Re-admittance notes (excuses) **must contain the following**: student's full name, specific dates and class periods of absence, reason for the absence, and signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work.

Early dismissals

Early dismissals before the end of the regular school day are discouraged. Early dismissals for appointments must be arranged *prior* to departure. Early dismissal notes may be taken to the receptionist desk before classes begin in the morning. Students will then be given a dismissal slip from the office that will serve as their pass out of class at the appropriate dismissal time. A written note must contain the student's full name, the reason for dismissal, a signature of the parent/guardian, and a parent/guardian contact number as well as the name of the adult who is picking up the student.

No early dismissals will be granted by telephone. All requests for early dismissals must be in writing. No early dismissals will be

approved after 2:00 p.m.

Any student 15 years of age or younger must be picked up by a parent/guardian or other designated adult**. Car drivers must present written permission slips for early dismissal before the school day starts.**

A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time. Certified copies of any court orders or divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be maintained in the attendance office. If anyone seeks the release of a student from school, he/she must report to the Attendance Office and present satisfactory identification.

Students are not to leave the school grounds without permission from the attendance office or administration.

All early dismissals are classified as either lawful or unlawful absences. Time missed because of early dismissals count against a student's attendance record in the class(es) missed. **Any student missing more than 45 minutes in a block period shall be counted absent.** The following are classified as lawfully excused dismissals:

- Medical appointments with doctor's statement
- Illness of student, as verified by school personnel (nurse) and contact established with the parent
- Illness in immediate family, as verified by a parent or doctor for extended period of time
- Death in immediate family
- Dismissals which comply with the SC Attendance Law and confirmed with the administration

Early dismissals due to illness

Any student that becomes ill at school must report to the nurse with a pass from their teacher. If a student is too ill to return to class, the nurse will contact the parents and dismiss the student. Students are to only visit the nurse when they have a pass secured by their teacher. Students are not to stop by the nurse's office between classes. **Students who are ill are not to use the front desk phone or cell phone to call parents about a dismissal for sickness. The nurse or receptionist will call the parents.**

Tardiness

Students are expected to arrive at school on time in the mornings. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. Any student who is not present in first period by the 8:25 bell is considered late to school and is subject to penalties for tardiness as mentioned in this handbook. Students reporting to school after

8:26 a.m. must report directly to the front desk to be admitted to class. Any classes that are missed due to being tardy are subject to the admit slip procedures. Any student missing more than 45 minutes in a block period shall be counted absent

Students are also expected to get to individual classes on time throughout the day. Students have three (3) minutes to move from one class to the next. Three (3) unexcused tardies equal one (1) unexcused absence.

Seat Time Recovery (STR)
The objective of seat time recovery is to allow students who are *currently passing a course or just below passing* and have more than the maximum number of absences the opportunity to recover class hours by attending STR. STR will enable participants to make up the hours required to receive credit for a course. Students must be present and on time. It will cost $50.00 per class that you exceed in absences.

Truancy
Student absences without the knowledge and consent of the parent/guardian are considered truancy. Students that are truant are subject to disciplinary measures imposed by both the school and Family Court.

Withdrawal from School
Students must follow withdrawal procedures through the attendance/registrar's office. Students planning to withdraw from HSHP should be accompanied by an adult when completing the withdrawal process.

Student Behavior
All faculty and staff have been given the authority and responsibility to ensure compliance with properly adopted rules and regulations, even though violations may occur outside the classroom. Faculty and staff may and should take appropriate action wherever they find a violation on the school grounds. The administration reserves the right to determine the appropriateness of behavior and dress. Authority to suspend students is prescribed by South Carolina Law.

Off Limits Areas
Loitering in front of the school building, in hallways, in restrooms, outside buildings, and anywhere on the HSHP campus during the school day is prohibited. **Students may not enter the parking lot during the school day without permission from administrators**. Those who are dismissed early MUST leave the building and the campus promptly.

Hallway and Campus Pedestrian Movement Regulations

The following regulations for student pedestrian traffic at HSHP (and in any HSHP facility or campus area) will ensure that movement of students to and from classes and activities is orderly and non-disruptive to the educational atmosphere.

Students are permitted to enter the school building though the front doors from 7:00-8:25 a.m. All students should exit the building through the front doors. Students are not permitted to leave campus through the cafeteria doors, or hallway doors, unless accompanied by school personnel.

When walking in the halls and on campus sidewalks, always keep to the right. Refrain from standing in the middle of hallways, and in hallway intersections.

No running or loud talking in the hallways, corridors, or sidewalks.

During class times **no student should be in the hallways or other areas outside the classroom without a hall pass**, **signed by a teacher**, **stating the time excused and the destination**. The student must go only to the stated destination and return promptly. Hall passes are checked.

Emergency drills at HSHP are a serious matter. Students should be familiar with fire drill instructions posted near the doors in classrooms. When the signal for an emergency drill is given, students must move quickly, quietly, and in an orderly fashion to the location designated by the teacher. Silence is essential if vocal instructions are needed.

Discipline policies included in this handbook are based on information at the time of printing. Listed in the following table are consequences for the violation of *selected* school rules. **Disciplinary actions for violations of other school rules are similar in nature and will also depend on the violation and the number of offenses.**

Violation	1st offense	2nd offense	3rd offense	4th offense+
Cheating, plagiarism, unacceptable use of AI	0 on the assignment, No make-up PC	0 on the assignment, No make-up, OSS PC	0 on assignment, No make-up, OSS, PC, Discretion of Admin	0 on assign, No make-up, OSS, PC, Discretion of Admin
Classroom misbehavior/disruption	PC, Warning	PC, Warning, Overnight OSS	PC, OSS 1 – 3 days	PC, OSS 3-10 days
Cutting class	PC, Warning	PC, Warning, Overnight OSS	PC, OSS 1 - 3 days	PC, OSS 3-10 days
Defacing an ID badge	Replace the ID badge	Replace the ID badge, LD	Replace the ID badge, SS	OSS 1 day, PC
Display of affection	PC, Warning	PC, Warning, Overnight OSS	PC, OSS 1 day	PC, OSS 3-10 days
Disrespect to faculty/staff	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE
Disturbing school	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE
Dress code violation	PC, Student sent home	PC, 1 Day OSS	PC, 1 - 3 Days OSS	PC, OSS 4 -10 Days Discretion of admin
Excessive tardies	1- 3 tardies PC, Warning	4-5 PC, Overnight OSS	6-7 PC, OSS 1 day	8 - 10 PC, OSS 2-10 Days (AIP)
Fighting/inciting a fight	OSS 5 -10 days, RE	OSS-10 days, RE	RE	RE
Field Experience Discipline	Discretion of admin, RE, No future participation	Discretion of admin, RE, No future participation	Discretion of admin, RE, No future participation	Discretion of admin, RE, No future participation
Forgery	PC, Warning	PC, Warning, Overnight OSS	PC, OSS 1 day	PC, OSS 3-10 days
ID Violation/Lost ID	Replace the ID badge ($5)	Replace the ID badge ($5)	Replacement ($5)	Replacement ($5)
Intimidation of other students or employees	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE	Discretion of admin, RE
Leaving campus	OSS 3 days	OSS 5 days	OSS 10 days with RE	RE
Loitering in off limits areas	PC, Warning	PC, Warning,	PC, OSS 1 day	PC, OSS 3-10

		Overnight OSS		days

Violation	1st offense	2nd offense	3rd offense	4th offense
Obscene behavior or materials	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Use of electronic device (cell phone)	Confiscation of device to admin, PC	OSS 1 day, PC	OSS 3 days, PC	OSS 5-10 days, PC
Parking Violation	Warning, PC	Revocation of lunch privileges for one week, PC	Revocation of lunch privileges for two weeks, PC	Parking permit revoked for the school year, PC
Profanity	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Possession of alcohol	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.
Possession of drugs	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.
Refusal to obey	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Sexual Misconduct	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Speeding on Campus	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Theft	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Tobacco/Vaping products	PC, OSS 5 days	PC, OSS 10 days with RE	RE	RE
Vandalism	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin
Possession of weapons	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.	RE and notify law enf.
Material Disruption	Discretion of admin	Discretion of admin	Discretion of admin	Discretion of admin

Legend:

PC: Parent Contact **AIP**: Attendance Improvement Plan **OSS:** Out-of-School Suspension

RE: Recommend Expulsion

Public Conduct on School Property

HSHP expects a high standard of conduct from its students, faculty, and support staff. The same is expected from its visitors. HSHP teachers, staff, and administrators will enforce the rules and policies outlined in this handbook. This code of conduct governs the conduct of all persons authorized upon any premises or property that is under the control of the school for use in its teaching as well as at other locations where HSHP students and employees are participating in administrative, cultural, recreational, athletic, and any other programs and activities. Anyone not authorized by the school is trespassing and subject to arrest.

Strictly Prohibited and/or Illegal Conduct

No person, either alone or with others, shall:

Cause or threaten physical injury to any other person for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to perform, or to perform any act that he/she has a lawful right not to perform.

Use, possess, sell, or distribute alcohol, illegal drugs, and drug paraphernalia. Violation will result in **recommendation for expulsion**.

Use or possess tobacco products/vaping products.

Physically restrain or detain any other person or remove such person from any place where he/she is authorized to remain.

Damage or destroy school property or property under its jurisdiction or remove or use such property without authorization.

Enter any private office of an administrator, faculty member, or staff member without expressed or implied permission.

Audio or video recording of any administrator, faculty member, or staff member without expressed or implied permission.

Enter and remain in any building or facility for any purpose other than its authorized uses or to obstruct its authorized use by others.

Remain in any building or facility after it is normally closed without authorization.

Refuse to leave any building or facility after being required to do so by an administrator, member of the faculty, or staff member or obstruct the free movement of persons and vehicles in any place to which these rules apply.

Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.

Have in his/her possession upon any premises to which these rules apply any rifle, shotgun, piston/air rifle, revolver, or other firearm or weapon without the written authorization of the principal, whether a

license to possess the weapon has been issued to such person. (South Carolina Safe School Law states that once on school property, all vehicles are subject to search.)

Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

Violate any law, regulation, or Board policy.

Penalties: *Anyone who violates any provisions of these rules is subject to appropriate penalties up to and including reprimand, suspension, expulsion, arrest, and/or prosecution.*

Definitions of Conduct Terms

Assault and Fighting: A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to immediate disciplinary action. Assault or fighting is defined as verbal or physical altercation causing a disruption of the educational process.

Expulsion: Expulsion is the permanent exclusion from HSHP (charter school) for the school year. Under South Carolina laws, once a student is expelled from the charter school, they may not apply for admission to another South Carolina public high school. See the South Carolina state statute on "Expulsion."

Forgery and Plagiarism: Theft is not limited to physical property, but also includes ideas of others.

Forgery is a form of theft. The forging of parent's/guardian's, another student's, school employee's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

Plagiarism is also a form of theft. Using another person's works either in part or without proper bibliographic citation is plagiarism. Submitting a computer-generated file or document either in part or without proper references is also a form of plagiarism. Students who use plagiarized papers or projects are subject to disciplinary action.

Search and Seizure: Pursuant to state and federal law any person—student or adult—entering a school campus voluntarily suspends certain rights and may be subjected to search and/or seizure by the appropriate authorities. Vehicles and people in parking areas are included.

Student Property: HSHP assumes no responsibility for loss of the personal property of students. Students may not have any item(s) that interfere with the learning climate at school. The following items are prohibited:

1. Cell phones (may not be used during instructional class time) and electronic games.
2. Dangerous objects such as knives, spike wristbands, sharp objects, lighters, matches, or any device that can harm others.
3. Items of distraction such as toys, water guns, whistles, balloons, stink bombs, fireworks, confetti, offensive spray, rubber bands, permanent markers, fingernail polish, e-cigarettes, vapor devices, etc.
4. Gum, sunflower seeds, candy, or any food items which detract from learning and teaching

These items do not contribute to academic achievement and are prohibited in the building.

Gaming consoles, radios, and tape recorders are not to be brought to school without prior permission. Such items are disruptive and are an invitation to theft.

Prohibited items taken from a student may be returned to a parent/guardian. Items that are harmful or dangerous are given to school security officials.

***Suspension**:* Suspension means a student has *temporarily* lost the right to attend school or enter HSHP grounds during a set period as determined by the administration according to the offense. The student is also suspended from all extra-curricular activities at HSHP or their locally zoned feeder school.
The suspended student may not return to school without being accompanied by a parent/guardian.

***Vandalism**:* Any student involved in any type of vandalism on or involving school property is subject to severe disciplinary action. Full restitution, alternative HSHP.

Vandalism (which includes hacking and other malicious activities) to computer software, computer hardware and peripherals, files, networks, and operating systems is included in this policy and may be subject to additional legal action.

Weapons and Dangerous Instruments: Dangerous weapons include all automatic or semi-automatic weapons, all knives, as well as any offensive weapon or object considered dangerous or capable of inflicting serious bodily harm. Violation will result in *recommendation for expulsion.*
Any questions about whether an object is a dangerous weapon will be referred to law enforcement agencies and the school's legal counsel. However, questionable objects will be confiscated until determination is made and will be reported immediately to school administrators.
Police and other law enforcement officers can carry weapons in the performance of their duties.

Bullying and Harassment
HSHP is committed to providing a safe learning environment for all students. To this end, HSHP is dedicated to eradicating bullying and harassment in its school by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, employees, visitors, or volunteers.

A. It is the policy of HSHP that all its students have an educational setting that is safe, secure, and free from harassment and bullying of any kind. HSHP will not tolerate bullying and harassment.
B. Bullying and Harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

Bullying may involve, but is not limited to:

1. Teasing
2. Social exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property
11. Cyberstalking
12. Cyberbullying

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

1. Places a student in reasonable fear of harm to their person or damage to their property.
2. Has the effect of interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of disrupting the orderly operation of school

Bullying and Harassment also encompasses:

1. Retaliation against a student by another student or for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not done in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying and harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
3. Incitement or coercion
4. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, computer network, electronic or wireless devices on or off school grounds to bully or harass that jeopardizes student or school employee safety or disrupts the learning environment within the scope of the district school system.
5. Acting in a manner that has an effect like the effect of bullying or harassment.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or with electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of an individual using electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person.

Bullying, Harassment, Cyberbullying, and Discrimination (as referred to and defined herein) encompasses, but is not limited to, unwanted harm towards a student based on or with regard to actual or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-•-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. This policy prohibits bullying or harassment of any student by any student, or other person in the school or outside of the school at school-•- sponsored events, on school buses, programs sponsored by HSHP. For counsel and assistance in resolving matters of this nature, contact the administration.

Technology Use

All students at HSHP will review the Student Technology Policy during first period with a staff member. A electronic copy of the policy will be completed by parents/guardians during registration. This form must be signed to receive a school-issued technology device or to use any school technology equipment.

Technology resources include (but are not limited to) desktop and laptop computers, network equipment, Smart Boards, Interactive Flat Panels, projectors, printers, copiers, Internet access, calculators, still and video cameras, audio equipment, iPads, laptops, computers, etc.

All school technology equipment is provided as a learning tool for academic research and growth, not for entertainment purposes. Students are expected to use school technology appropriately, for educational purposes, obeying all rules and regulations of the school and individual teachers. Inappropriate or unethical use of technology resources and the Internet is prohibited. Students must abide by all school policies regarding technology use and local, State, and federal laws.

All students and parents/guardians are hereby notified that all technology use is monitored. All files, documents, and programs that are stored, created, or transmitted through or on HSHP technology are subject to search. Violations of these rules or laws will result in immediate disciplinary action. Questions about technology use or policies governing technology use should be brought to your teacher or the principal.

Cell phones/Electronic Devices

(Please see Cellphone Zone Policy) All personal electronic devices are prohibited during school hours without the permission of school personnel. Students are not permitted to use a cell phone during class time, unless given the teacher's permission. Teachers may confiscate student cell phones during class if necessary.

Then, the student may lose the privilege to have the device at school. If a student must contact a parent, they can use the front office phone between classes. In case of an emergency the parent/guardian may contact the main office. Office personnel will notify the student. Students are not allowed to wear ear buds or headphones in the classrooms unless permission from school staff. The school is not responsible for lost, stolen, or damaged personal technology or cell phone devices.

School-issued Technology Devices

Technology devices are issued to students. Each year there is a yearly Technology Fee. Students are responsible for the care and upkeep of their school-issued technology. Students may not store technology in the common areas of the school. Damaged, lost, or stolen school-issued technology devices are the student's responsibility. Reimbursement for damaged devices, cases and/or lost technology devices is charged to the student using HSHP replacement costs.

Student Parking and Driving Regulations

Driving a vehicle to school is a privilege. At the beginning of *each* school year all students driving to school must purchase either a *parking permit* or a *renewal permit* at the cost of **$30 and $5** daily for a temporary pass. Violation of any of the following parking regulations will result in disciplinary consequences. Repeated failure to abide by parking regulations will result in the revocation of the driving privilege. The information in this section of the student handbook constitutes the **ONLY** warning given for violation of the following regulations.

1. All vehicles parked anywhere on the school campus must display a parking pass. Parking passes are to be visible from the rearview window. All vehicles parked on campus are checked routinely throughout the day.
2. HSHP students must park their vehicles within marked spaces in the parking lot. Failure to park properly will result in Saturday Detention, loss of lunch privileges, and campus parking privileges. Student parking in any other area is forbidden.
3. Students are not allowed to park in Faculty or Staff designated parking.
4. Students must park their vehicles in the student parking area immediately upon arrival at school. **Under NO circumstances should a student remain in the parking lot in a car after the**

vehicle has been parked or sit in a parked vehicle before school, during lunch, after-school or other break times. Windows should be closed, doors locked, all needed books and other items taken from the vehicle upon arrival on campus. Students and passengers are expected to drive and behave responsibly upon arrival and departure from the campus in any vehicle.

5. Students are not allowed to enter the parking lot during the school day without permission from the office. Students are not allowed to visit, sit in, or stand near any other car in the parking lot. This policy is designed to provide security and protection for students and of their vehicles and property from theft and vandalism.
6. **Students are not allowed to leave campus in a vehicle during the school day unless they have early dismissal through the attendance office. Seniors and Juniors (with permission) may leave off campus for lunch. Students must sign out before going to lunch and sign in after coming from lunch. Any student violating this procedure by leaving early, arriving late, or signing in or out for another student will be subject to OSS and revocation of parking privileges.**
7. The only students that may leave campus for lunch are those with a valid parking decal and are Seniors or Juniors.
8. Illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to guns and knives), whether in sight, discovered, or confiscated as the result of a search by school or law enforcement officials, will result in immediate recommendation for expulsion of the student.
9. No vehicle should be operated recklessly on campus or leaving campus (this includes speeding).
10. Students are responsible for keeping the parking lot clean and litter free. **(Driving privileges can be revoked at the discretion of administration at any time.)**

Food and Refreshments

The following rules pertain to eating and drinking:

1. Snacks, candy, and soft drinks are to be consumed in the cafeteria and picnic area only.
2. No snacks, candy, soft drinks, or food can be taken into the classroom during instructional time.
3. **Parents, Guardians, and/or Visitors may NOT bring food for students during lunch**. Students must bring a bag lunch from home that does not require heating in a microwave. Students will not be allowed to consume this food on school property.
4. **Food delivery (Door Dash, UberEATS, Postmates, etc.) is STRICTLY PROHIBITED.** Students will not be allowed to consume this food on school property.

Admission Procedures

To attend HSHP each prospective student must first complete a basic application form. The parent/guardian must sign the admission application form. Applications are available at **www.hshpsc.org** Applications for admission are accepted throughout the school year; however, the month of January is the open enrollment month for freshmen. All students applying for admission must have all academic and any other required records sent to HSHP. If the number of freshmen applications received exceeds the number of seats available, a lottery will be held. Those applicants' names will be placed on a waiting list in the order in which their name was drawn in the lottery. All applications that exceed the number of seats available will be placed on a waiting list in the order in which they were received by date and time. Any change to a student's address must be reported to the office within fifteen days to assist in the accuracy of the school's database.

In the Event of Emergencies

Emergency numbers are kept on file in the attendance office.

In an emergency or emergency drill, students will evacuate buildings under the direction of their teacher, line-up for roll call, and then be given further instructions. Fire and crisis drill help prevent injuries and deaths in case of an emergency evacuation.

If school is closed for inclement weather or any emergency, please listen to local radio stations, check the school website (www.hshpsc.org), and social media for announcements. *HSHP will follow Orangeburg County School District closings as close as possible for inclement weather.*

Medications

Any student under the care of a physician and taking medication during school must have his/her parent/guardian and physician complete forms for administering medication. Prescription medications require parent/guardian ***AND*** physician written permission. Over-the-counter medications require parent/guardian written permission. Forms can be found at **www.hshpsc.org.** State law only allows a nurse, school physician, or authorized personnel to dispense medication. All medications must be supplied to school in the original container and delivered by the parent/guardian or a designated adult. Students are not allowed to have any medications on campus in their possession.

Textbooks

Textbooks are loaned free of charge to students. Students are responsible for the care and upkeep of their textbooks. Students may not store textbooks in the common areas of the school (i.e., offices, hallways, library, etc.) Damaged, lost, or stolen textbooks are the responsibility of the student to whom they were issued.

Reimbursement for lost or damaged textbooks, computer software,

classroom-set library books, or other school property is charged to the student using current replacement costs. If the damaged or lost fee is not paid at the end of the assigned school year, the fee MUST be paid before participation in graduation or completion of transfer paperwork if the student transfers to another school. No final transcripts will be sent on behalf of any student if financial obligations are not cleared.

Orangeburg
High School for Health Professions Student Handbook Contract
2024 - 2025

Student Name: _____

1st Block Teacher: _____

Grade: _____

My signature below indicates that I have read the HSHP Student Handbook. I understand the policies and procedures outlined in pages 1-25. I also understand the consequences for breaking academic and behavioral policies at HSHP.

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please return this page signed by you and your parents to your 1st Block teacher by the date provided. Please be certain to take time to read this book in its entirety.