MISSION

The mission of OCSD 5 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

This handbook belongs to:

Name ___________________________ Grade _______

Homeroom Teacher __________________________

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 OCSD 5 High School for Health Professions. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the administration of the school.
A OCSD5 High School for Health Professions student accepts academic rigor as the main focus of high school, expects to attend college for training or a degree, has reached the maturity and skills level required to begin taking college courses, has reached a developmental level that allows independent work, and seeks the challenge to learn and to grow. HSHP is “where college and high school come together” because of the possibilities available to its students. Located in Orangeburg with a partnership with Orangeburg Calhoun Technical College, the students of HSHP are able to use resource facilities on the Orangeburg-Calhoun Technical College Campus (OCTC) campus as well as enroll in the college’s classes. With the combination of academic rigor and technical courses, HSHP produces students who are capable of meeting the demands of other academic institutions and/or the workplace. HSHP students become valued contributors to the community and their school by volunteering their time and energies. Our students’ contributions make great things happen at HSHP and in the community.
2017-2018 Academic Calendar**

**Dates for spring break, make-up days, and last days of school are subject to change, pending state testing dates. These testing dates had not yet been determined at the time of print.

Angel H. Malone  Principal
Kevin Lewis  Assistant Principal of Guidance
Andrea Jamison  9th – 10th Grade Administrator
Serino DuBard  Middle College Coordinator/ 11th – 12th Grade Administrator
Kimberly Broughton  Curriculum Coordinator
Janie Jones  Business Manager
Linda Rushton  Principal's Secretary/Attendance Clerk
Rhonda Hook  Receptionist
Daily Bell Schedule*

<table>
<thead>
<tr>
<th></th>
<th>9th &amp; 10th Grade Bell Schedule</th>
<th>11th &amp; 12th Grade Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
<td>Tuesday*</td>
</tr>
<tr>
<td>BREAKFAST</td>
<td>7:00 – 8:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>8:05-9:36</td>
<td>8:05-9:10</td>
</tr>
<tr>
<td>5th</td>
<td>1:30-3:00</td>
<td>12:30-1:40</td>
</tr>
<tr>
<td>Announcements</td>
<td>3:00-3:10</td>
<td>1:40-1:50</td>
</tr>
</tbody>
</table>

*The 4th Tuesday of every month is an early dismissal day.

Early Out - North/Bowman 2:55 p.m. (M/W/Th/F) and 1:00 p.m. (4th Tuesday)

College Classes

Junior Class: 7:45 a.m.*-10:45 a.m.
Fall: Mon. & Wed. / Spring: Tue. & Thurs.
Senior Class: 12:10 p.m.*-3:20 p.m.
Fall: Mon. & Wed / Spring: Mon. & Wed.

*Bus Pickup time. Any student missing the bus is responsible for their own transportation to college. Student’s without transportation will report directly to Study Hall.

Assigned Academic Assistance Days:

<table>
<thead>
<tr>
<th>Day</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Science</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Spanish, Business, Art, Electives</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Math</td>
</tr>
<tr>
<td>Thursday</td>
<td>English</td>
</tr>
<tr>
<td>Friday</td>
<td>Appointment Only</td>
</tr>
</tbody>
</table>

Hours of Operation

The Main Office is open from 7:00 am until 5:00 pm, Monday through Friday. Classes begin at 8:05 a.m. and end at 3:15 p.m., Monday through Friday.

No loitering is allowed on the campus before 7:00 a.m. or after 5:00 p.m.

Upon entering the building, ALL visitors are required to proceed directly to the Main Office 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), if sleeveless, then 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 at the knee all the way around the leg.
• Students will be given photo IDs and lanyards to wear during the school day. Students must wear the ID on the lanyard, 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 and will also be assigned Friday or Saturday Detention. Administration will make final judgment, 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.
2. Shorts and skirts must be no shorter than index finger with hands resting at the side. 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.
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.
5. Footwear needs to be clean and tasteful and worn at all times. Sneakers and casual shoes are recommended. House-shoes/bedroom slippers, athletic shower shoes, or slides 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.

8. Students are to adhere to the dress code policy while on campus or representing the school.

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 as a basis to develop curriculum frameworks and learning standards for each academic area. A student’s program of studies may include additional courses not offered at HSHP. Through a dual credit program, specific Orangeburg-Calhoun Technical College academic programs and courses may be identified as part of an individual student’s program of study. These college courses are most often taken in the 11th and 12th grades, as an alternative to high school-level academic courses at HSHP.

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

- HSHP students must successfully pass the ACCUPLACER placement test in two or more parts to be eligible to take college courses. SAT scores might also qualify a student.
- HSHP students must be proficient (80 or above) in all of their HSHP courses and maintain a 3.0 (subject to change based on OCTC requirements).
- HSHP students must be proficient (C or above) in all of 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 have the opportunity to 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 5 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 Middle 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” 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
In order to participate in the graduation ceremony, the principal must certify that the student has met the following requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>US History</td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>0.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language or C.A.T.E.</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
</tbody>
</table>

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.”

Promotion and Retention
All promotion is made by subject. Failure in a subject generally 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 also must be in compliance with the attendance policy. A student who fails to comply will not receive credit for the 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; Below</td>
<td></td>
</tr>
</tbody>
</table>

*An average of 85-100 is needed to qualify for the Life Scholarship

Report Cards and Progress Reports
Each major grading period is nine weeks in duration. Information regarding student progress is issued at the mid-point 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 Power School parent portal. Log-ins are available for students and parents upon request.

Parent Conferences
Parent/student/teacher conferences are an important 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 an afterschool tutor session where students have the opportunity to get additional help in their courses. Students can re-take tests to improve grades as well as receive extra assistance.

Academic Assistance is required as long as a student’s grade average is below 80 in any class and/or when the student has made less than 80 on a major assignment.

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 on an individual basis. 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 may be canceled.
The formula for figuring Grade Point Ratios (GPR) is:

\[
GPA = \frac{\text{Sum of quality points x units}}{\text{sum of units attempted}}
\]

example: \(
16.47 \div 7 = 2.352 \text{ GPA}
\)

(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 that has been signed by the parent/guardian and submitted within 5 school days of the absence. All written absences are kept on file.

South Carolina state law requires a minimum class attendance of 170 days during the academic school year for a student to receive credit. Absences in high school are accrued per course. Any absence in excess of ten may cause the student to lose credit for a 180-day course and 5 for a 90-day course.

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 particular 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.
- 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 juniors and seniors may be lawful for the purpose of 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 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 one week 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 main office 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 2:30 p.m. Any student 16 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 prior to the start of the school day. 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 of 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 school grounds without permission from the attendance
office.

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
8:05 bell is considered late to school and is subject to the penalties for
tardiness as mentioned in this handbook. Students reporting to school
after 8:05 must report directly to the attendance office in order to be
admitted to class. Any classes that are missed due to being tardy are
subject to the admit slip procedures. Any student that is more than 45
minutes late to class shall be counted absent for attendance credit
purposes.

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. Students are allowed 3 unexcused tardies per course per semester
and will be disciplined on the 4th tardy per course per semester.

**Seat Time Recovery**
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. Seat time recovery is held every Saturday during Saturday Detention from 9am – 12pm. Students must be present and on time. It will cost $25 per day 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. An adult should accompany the student when planning to withdraw from HSHP and complete the withdrawal process.

**Student Behavior**
All teachers have been given the authority and responsibility to ensure compliance with properly adopted rules and regulations, even though violations may occur outside the classroom. Teachers 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, in stairwells and stairways, 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 the office.** 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 (as well as 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 7:00-8:05. 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, keep to the right at all times. 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 in the event that vocal instructions are necessary.

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.
<table>
<thead>
<tr>
<th>Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; offense</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
<td>PC, 0 on the assignment</td>
<td>PC, 0 on the assignment, SS 3 hours</td>
<td>PC, 0 on assignment, FN 3 hours</td>
<td>PC, 0 on assign, ON</td>
</tr>
<tr>
<td>Classroom misbehavior/disruption</td>
<td>LD by the teacher</td>
<td>SS 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>ON, PC</td>
</tr>
<tr>
<td>Cutting class,</td>
<td>SS 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>ON, PC</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>Defacing an ID badge</td>
<td>Replace the ID badge</td>
<td>Replace the ID badge, LD</td>
<td>Replace the ID badge, SS</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>Display of affection</td>
<td>Warning, PC</td>
<td>SS 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>ON, PC</td>
</tr>
<tr>
<td>Disrespect to teacher</td>
<td>SS 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>OSS 1 day</td>
<td>OSS 2 days, PC</td>
</tr>
<tr>
<td>Disturbing school</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Warning, change clothes</td>
<td>SS, 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>Excessive tardies</td>
<td>Tardy 4 – PC by teacher</td>
<td>Tardy 5-7 SS 3 hours, PC</td>
<td>Tardy 8-9 FN 3 hours, PC</td>
<td>Tardy 10-10+ OSS 1 day each offense</td>
</tr>
<tr>
<td>Failure to report to LD</td>
<td>SS 3 hours, PC</td>
<td>SS 3 hours, PC</td>
<td>FN 3 hours, PC</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>Fighting/inciting a fight</td>
<td>OSS 3 days</td>
<td>OSS 5-10 days</td>
<td>RE</td>
<td>N/A</td>
</tr>
<tr>
<td>Forgery</td>
<td>LD, PC</td>
<td>SS 3 hours</td>
<td>FN 3 hours</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>ID Violation/Lost ID</td>
<td>Temporary ID badge as warning</td>
<td>Replace the ID badge ($10) and LD</td>
<td>Replacement ($5) and SS 3 hours</td>
<td></td>
</tr>
<tr>
<td>Intimidation of other students or employees</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Leaving campus</td>
<td>OSS 1 day</td>
<td>OSS 3 days</td>
<td>OSS 5 days</td>
<td>OSS 10 days</td>
</tr>
<tr>
<td>Loitering in off limits areas</td>
<td>PC</td>
<td>SS 3 hours</td>
<td>FN 3 hours</td>
<td>OSS 1 day</td>
</tr>
<tr>
<td>Violation</td>
<td>1st offense</td>
<td>2nd offense</td>
<td>3rd offense</td>
<td>4th offense</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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<td>------------------------------</td>
<td>------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Obscene behavior or materials</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Use of electronic device (cell phone)</td>
<td>Confiscation of device to admin, PC</td>
<td>Confiscation of device to admin, PC, SS 3 hours</td>
<td>Confiscation of device to admin, PC, SS 3 hours</td>
<td>Confiscation of device to admin, PC, FN 3 hours</td>
</tr>
<tr>
<td>Profanity</td>
<td>SS 3 hours, PC</td>
<td>SS 6 hours, PC</td>
<td>ON, PC</td>
<td>OSS 1 day, PC</td>
</tr>
<tr>
<td>Possession of drugs</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
</tr>
<tr>
<td>Refusal to obey</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Theft</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Tobacco/Vaping products</td>
<td>OSS 1 day, PC</td>
<td>OSS 3 days, PC</td>
<td>OSS 5 days, PC</td>
<td>OSS 10 days, PC</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
<td>Discretion of admin</td>
</tr>
<tr>
<td>Possession of weapons</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
<td>RE and notify law enf.</td>
</tr>
</tbody>
</table>

**Legend:**
- LD: Lunch Detention
- PC: Parent Contact
- SS: Saturday School
- OSS: Out of School Suspension
- RE: Recommend Expulsion
- FN: Friday Night

**Public Conduct on School Property**
HSHP expects a high standard of conduct from its students, faculty, and support staff. No less 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. Any person who is 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.
• 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 into any private office of an 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 in such a manner as 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 or not 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 High School for the school year. Under the laws of the state of South Carolina, once a student is expelled from the Charter School, the student may not apply to 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/guardian or another student’s signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in anyway will result in disciplinary action.

Plagiarism is also a form of theft. Using another person’s works either in part or as a whole without proper bibliographic citation is plagiarism. Submitting a computer-generated file or document either in part or as a whole 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 persons 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), pagers, electronic games, and other electronic devices.
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 make any contribution to academic achievement and therefore 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 considered to be 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 of time as determined by the administration according to the offense. The student is also suspended from any and 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 any and all automatic or semi-automatic weapons, any and 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 or not 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 are allowed to 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 of 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 his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits.
3. Has the effect of substantially 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 made 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 substantially similar to 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 through the use of 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 through the use of 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, socioeconomic 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 written copy of the policy will be sent home to be signed by students and parents/guardians. This form must be returned to receive an iPad or to use any school technology equipment.
Technology resources include (but are not limited to) desktop and laptop computers, network equipment, SmartBoards and projectors, printers, copiers, Internet access, calculators, still and video cameras, audio equipment, iPads, 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 strictly prohibited. Students are expected to abide by all school policies regarding technology use as well as 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
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 teacher permission. Teachers may confiscate student cell phones during class if necessary. On the first offense, a confiscated item/object will be returned to the student after a parent conference by the administrator. On the second offense, the confiscated item/object may not be returned for 30 calendar days with a parent conference by the administrator. On the third offense, and subsequent offenses, the confiscated item/object may not be returned for 60 calendar days and a parent conference by the administrator. At this time, the student may lose the privilege to have the device at school. If a student needs to 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 permitted to wear ear buds in the classrooms unless they have permission from school staff.

Student Parking 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 $25 and $5 daily for a temporary pass. Violation of any of the following parking regulations will result in a Friday or Saturday Detention. 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 inside of the drivers’ 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 Friday or Saturday
Detention and possible loss of campus parking privileges. Student parking in any other area is forbidden.

3. Students are not allowed to park in Faculty/Staff/Reserved 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. 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. This policy is issued to provide security and protection for students as well as security and protection 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. Students may leave off campus for 11th and 12th grade lunch at 11:13 a.m. (10:33 a.m. on 4th Tuesday) Students must sign out before going to lunch and sign in after coming from lunch before 11:53 a.m. (11:13 a.m. on 4th Tuesday).** Any student violating this procedure by leaving early, arriving late, signing in or out for another student, or bringing food on campus for other students will be subject to Friday or Saturday Detention and possible revocation of parking privileges.

7. 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.

8. No vehicle should be operated in a reckless manner while on the campus.

9. Students are responsible for keeping the parking lot clean and litter free. Parking privileges may be revoked for this violation.

**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.

**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.hshp.ocsd5.net. Applications for admission are accepted throughout the school year; however, the month of October is the open enrollment date 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 of a student’s address must be reported to the office within fifteen days to keep the school database accurate.

**In the Event of Emergencies**
Emergency numbers are kept on file in the attendance office. In the event of 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 drills help prevent injuries and deaths in case of an emergency evacuation.

If school is closed for inclement weather or any emergency, listen to local radio stations or check the school website for announcements. *HSHP will follow Orangeburg Consolidated School District Five closings for inclement weather.*

**Medications**
Any student who is under the care of a physician and taking medication during school must have his/her parent/guardian and physician complete forms for administration of 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.hshp.ocsd5.net. 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. The year-end report card will be withheld until the school’s business office receives reimbursement monies.
Student Name ________________________________

1st Period Teacher ________________________________

Grade __________

My signature below indicates that I have read this HSHP Student Handbook in its entirety. I understand the policies and procedures outlined in pages 1-24. I also understand the consequences for breaking academic and behavioral policies at HSHP.

Student Signature ________________________________

Parent Name______________________________

Parent Signature ________________________________

Date __________________________

Once you and your parent have read the student handbook together, this page is to be torn out of your student agenda, signed by you and your parent, and returned back to your 1st Period teacher.