

Health Sciences High & Middle College

2024-2025

STUDENT HANDBOOK



Dear Students and Families of Health Sciences High & Middle College,

This handbook includes several important policies, all of which have been presented to you during past informational meetings. Please familiarize yourself with all of the information, as you are accountable for the contents of it. **Please note that on the application form and on the registration form, you have signed a statement that your family is familiar with, and will abide by, all of the policies included in this handbook. We ask that you sign and return the accompanying form stating that you have received this Student Handbook.** We look forward to an exciting school year!

Sincerely,

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TABLE OF CONTENTS

Introduction to HSHMC: “First, do no harm”

The Basics of HSHMC

- Closed Campus Policy
- Emergency Procedures
- School Privacy Policy
- Student Health and Wellness
 - Suicide Prevention
- Student Attendance and Saturday School
 - Daily Schedules
 - Medication

What You Need to Know About Learning at HSHMC

- Transferability of Credits
- Minimum Grade Requirements for Core Classes
 - Honors Credit
 - Internships
- Re-Admission Requirements
- Returning Students

Fostering a Learning Community at HSHMC

- Courtesy Policy
- Code of Academic Integrity
- Internet & Electronic Mail Usage Policy
- Intellectual Property Agreement
- Code of Conduct: Respect for Self and Others
 - Disciplinary Consequences
 - Dress Code

Other Details about HSHMC

- Student and Parent/Guardian Media Release Agreement
- Field Trip Driver Insurance Verification
 - Student Driver

INTRODUCTION TO HSHMC

“FIRST, DO NO HARM”

Every school has a student handbook. It is required by education code and in our charter agreement. It is our best attempt to communicate our basic school rules, procedures, and expectations. It is a tool to help each of you understand what actions and consequences may result from violations. We expect that this handbook will be amended with experience and input.

A Greek doctor in 400 BC named Hippocrates and his students are credited for creating the Hippocratic Oath. The oath continues to influence current medical practice. Although the oath contains many commitments and has been modernized over the years, its most famous tenet is *First, do no harm*. It seems to us that for a variety of reasons, the commitment to *do no harm* is an important goal for everyone associated with HSHMC. Our expectation is that students will behave in a manner that does no harm to themselves, others, or their environment. No harm physically or emotionally to self or others. No harm to property. No harm to their reputations as students and as moral and ethical human beings. This handbook begins to provide some basic guidelines that will help students from doing harm.

We are honored that you have chosen HSHMC as your partner in creating a high school experience that is second to none. As partners we all have responsibilities to make that so. Your high school experience is part of your amazing transition toward adulthood. You will increasingly be given more freedom in how you spend your time. Your family and your instructors will depend on you to accept these freedoms responsibly. You will be supported to make good choices and you will be held accountable for the choices you make. We all need to work together to make sure you achieve academic success, that you are physically and emotionally safe and that you behave as a caring, confident, and ethical human being. As you review the school rules, procedures, and expectations in this handbook, remember the *big idea* it represents- *First, do no harm*. Whether you are conferencing with an instructor, interacting with another student, welcoming a guest to our campus, surfing the Internet, traveling to a worksite, or at social events, think of the *big idea*. If you act in a manner to *do no harm*, chances are you will be acting responsibly.

You may feel *do no harm* just sounds like another rule, another “don’t do this” or “can’t do that” – just another thing that allows grown-ups to control kids. We don’t think so. Each HSHMC administrator, instructor, and partner is committed to, and accountable to this same standard. We believe honesty, integrity, courtesy, trust, and mutual respect are necessary for true learning and achieving one’s utmost potential. Simply stated, our actions affect those around us and affect the quality of our school. Our codes and standards should support, but not replace, your personal and ethical beliefs.

How we behave is not secondary to our rigorous educational program; it is an integral part of it. High expectations for making responsible choices are shared by HSHMC and our nation's most prestigious universities. By changing three words, **Stanford University's Fundamental Standard** (adapted below) easily serves as the preamble to the HSHMC Student Handbook:

Students at HSHMC are expected to show both within and without the campus such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from HSHMC.

By following this advice, we can all live up to our mission statement. Remember, this is why we're all here learning together. Our mission statement reads:

HSHMC is where people want to be to learn about health and healthcare as part of a world-class education. HSHMC is a home away from home, an open door, a place of rigor and academia where students earn a diploma that matters. We do what it takes, we do no harm, we set no limits on our potential to learn and grow, we do it like a family, and we LOVE what we do!

THE BASICS OF HSHMC

ACCESSING AND LEAVING CAMPUS

The health and safety of our student body is a priority of the school. It is a responsibility and concern we share with each student and family/guardian. Our liabilities for student safety do not extend beyond the walls of the campus. HSHMC is committed to work in partnership with each student and family/guardian to teach and encourage students and their families/guardians to make informed decisions while off campus, as we develop specific policies and procedures to make our campus safe and nurturing.

Sign Out and Tardies

Parents or guardians must sign students out at the front desk if students leave campus before the end of the school day. Students must check in at the front desk for a tardy slip when they return from a midday appointment or when arriving late for school. (Please see Student Attendance information).

Accessing and Leaving Campus

HSHMC operates a closed campus policy during instructional periods. That is, unless otherwise directed by their instructors, students are expected to be in the classes they are assigned as indicated on their class schedule. Students will be provided information regarding the campus configuration, and under what specific circumstances students are allowed to enter different areas of the building and its physical grounds. As part of this orientation, students will be provided information and expectations about access before and after school, during passing periods, and during lunch.

Students have unscheduled time during the day for lunch. In addition to eating, students use this time to socialize, for recreation, for informal study or organized instruction, tutoring, and club activities. HSHMC provides indoor and outdoor lunch facilities on its campus to support these educational, social, and recreational activities.

Students with Academic Recovery plans due to an Incomplete in the class may be required to attend a 20-minute tutorial with a teacher. Students attending tutorial will have a 30-minute lunch period during the first or second half of the lunch hour, depending on the scheduled tutorial time.

Students with their parent/guardian's consent are permitted to leave the school campus during their unscheduled lunch time. This allows students to access various nearby recreational park facilities and eateries within walking distance of campus. Unless otherwise arranged, this non-campus access will not be supervised or considered school supported events. The ability to leave campus is restricted to walking to facilities within a 4-block radius of the school. **Students are not permitted to leave campus during lunch in cars.** Students are expected to obey all laws during their lunch hour, respect local businesses and community members, clean up after themselves and get back to school in time for their scheduled classes. Any problems with community behavior, litter, tardiness, or absence will be cause to revoke a student's off-campus access. We expect HSHMC students while off campus to continue to follow the school's "do no harm" policies and to act in such a way that represents themselves and the school positively. This includes having the HSHMC student ID on their person at all times while off campus. By signing this student handbook, families/guardians are acknowledging that they understand that HSHMC will not prevent students from leaving campus during their lunch hour. We expect that families will discuss this policy with their HSHMC student and determine and advise them as to whether they have parental permission to leave campus. We expect that students will act according to their parents'/guardian's directions. HSHMC assumes no liability for students who leave its campus during their unscheduled lunch hour.

Parents/guardians who do not give their students permission to leave campus during lunch and want the school to attempt to assist in enforcing their wishes, must inform the school of this desire in writing. Otherwise, leaving campus during lunch is a decision to be made between parent and student and it will be the student's responsibility to comply. The school will only intervene based on a request from a parent or in response to any issues that arise in the community.

Students are not permitted to leave their internship sites for lunch and are expected to follow the policies and procedures as directed by their intern supervisors.

Students must always be in class under the supervision of an adult. During internships, students remain under the supervision of hospital and/or school staff and cannot leave the premises without permission of the supervising school staff member. Contact Dr. Dominique Smith for questions regarding the closed campus policy.

Written Permission to Leave Campus

An early dismissal slip is needed for a student to leave school before the end of the day. This permission form or written note may be given in advance to Daisy Lopez-Cruz, HSHMC School Operations Specialist, at the front desk. All students will be expected to go from school to their internships and return to school unless a separate written plan is developed and signed by both home and school. Parents/guardians wishing to pick up or drop off their students at internship sites will need to both provide prior written notice

and must sign in or sign out with the HSHMC Contact Dr. Dominique Smith for questions regarding sign in and sign out or pick up procedures.

EMERGENCY PROCEDURES

The staff of HSHMC receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills, which happen at regular times during the school year. A copy of the HSHMC Safety Plan, which outlines procedures for emergencies, is available in the front office and in every classroom.

All alarms are treated as if an emergency is occurring at HSHMC. In the event of any alarm, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at HSHMC is grounds for severe consequences, including possible expulsion.

In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the HSHMC main number at (619) 528-9070 or visit www.HSHMC.org for more information. During such an emergency, HSHMC staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not directing students to leave the premises without signing proper releases and to follow set guidelines for emergency procedures.

SCHOOL PRIVACY POLICY

HSHMC will notify parents or guardians if and when the school may release student information, and the policies regarding the handling and destruction of such information. Such notification shall be provided in the parents' or guardians' primary languages if at least 15 percent of the students enrolled at HSHMC speak a single primary language other than English. HSHMC will notify parents or guardians of any changes to the privacy policy within a reasonable period after that change.

STUDENT HEALTH AND WELLNESS

HSHMC is committed to supporting the mental and emotional wellness of our students as these attributes can impact student success. Access to community pupil mental health services and resources is made available through our website at www.hshmc.org.

SUICIDE PREVENTION

Health Sciences High and Middle College (HSHMC) Board of Directors and its entire educational community is committed to the health, safety and welfare of its students and in so doing accepts its mandated responsibility to develop, implement, and make available a comprehensive suicide prevention policy, practices and resources. This includes resources to educate students and parents about available school and community resources to support students experiencing thoughts of suicide. Our intention is to increase help-seeking behavior in students and to ensure students are aware of HSHMC's mental health programs and staff. It is important that all school staff are trained to respond and refer students seeking support for themselves or a peer experiencing suicidal ideation.

Be it resolved that, suicide prevention practices and resources will be an annual topic of staff training, posted on the school's website, a component of staff development, reflected in public service announcements throughout the school, taught in all health classes, and delineated in the student handbook.

The entire school community will be aware of the following steps that will be used to adopt this policy.

1. Annual training will be provided to all staff on best suicide prevention practices and school resources and procedures. Staff will learn about recognizing warning signs and responding accordingly.
2. Students will be encouraged to approach any member of the school staff to seek help for themselves and friends. Staff in turn are responsible for immediately contacting the school principal as the point of contact for students in crisis and to refer students to appropriate resources.
3. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
4. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.

5. Students will have access to national resources which they can contact for additional support, such as:
 - a. The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
 - b. The Trevor Lifeline – 1.866.488.73.86, www.thetrevorproject.org
6. All staff and students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
7. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

In addition, the Desert Mountain SELPA and the Desert Mountain Children’s Center (DMCC) will continue to offer the Youth Mental Health First Aid to HSHMC. The following resources are also support by the DMCC:

- Proactive Schools: Key components to developing a comprehensive suicide prevention policy.
 - Model School District Policy on Suicide Prevention: <http://www.thetrevorproject.org/pages/modelschoolpolicy>
 - Model School District Policy (Webinar): on same link above.
- Suicide Prevention: Risk factors, protective factors, intervention and referrals.
 - The Lifeguard Workshop: <http://www.thetrevorproject.org/pages/lifeguard>
- Additional Trainings are available regarding student mental health through DMCC:
 - Youth Mental Health First Aid
 - Cheryl Goldberg-Diaz, Program Manager – Cheryl.Goldberg-Diaz@cahelp.org, 760.955.3607, www.cahelp.org

STUDENT ATTENDANCE

The integrated and project-based nature of the HSHMC program makes daily attendance extremely important. School attendance is a primary responsibility of every student and family/guardian. Attendance is directly related to student success and demonstrates a commitment to HSHMC and its program of study. Therefore, students are expected to maintain 100% attendance. If a student misses school, the student is expected to make up that time by attending an extended day program, such as Saturday school. Significant absences, repeated unexcused absences or tardiness will lead to academic and disciplinary consequences, which may include removal from school. We want the limited number of openings at HSHMC to be available to students who will make the appropriate effort and commitment to attend school.

HSHMC requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in student exhibitions, presentations, and examinations used by faculty as a part of their final assessments. Additionally, state accountability tests must be administered during specific dates.

When a student has a planned absence, he or she must obtain a Contract for Independent Study (CIS) in advance of the absence and must complete the contract terms. Any student who misses three or more consecutive days for a reason other than illness may not pass any course they are enrolled in without having satisfied this CIS requirement. For more information about how to request a CIS, please contact Ms. Daisy Lopez-Cruz (dlopezcruz@hshmc.org).

In the event of a necessary absence, the attendance staff needs your assistance in providing us with the following information:

- Please call the school's main office (619-528-9070) when your child is absent.
- Student absences will be verified by a call home.
- Provide a doctor's note for any student absent for 3 consecutive days.
- We encourage you to schedule appointments before or after school. However, we understand that sometimes missing school can't be helped. If your child needs to be excused early due to a doctor or dental appointment, let the attendance office know before the appointment, either by a call or a note. Your child will be given an early dismissal slip to be excused from class. Parents/Guardians: please come in to the office and sign your child out of school at the front desk. You may provide us with a doctor's excuse, which can be brought in the following school day.
- Please call the attendance staff when your child is late at (619) 528-9070.

HSHMC Saturday School Policy

Purpose

Saturday school at Health Science High & Middle College is designed to provide students with additional academic support and opportunities for learning beyond regular school hours. It aims to help students improve their academic performance and meet the academic standards set by the school.

Attendance Requirement

Students who are truant, as defined by California Education Code Section 48260, will be required to attend Saturday school. Attendance at Saturday school is mandatory for these students. For students who are absent for other reasons, attendance at Saturday school is encouraged but not mandatory. In addition, Saturday school provides an opportunity for students to make up missed work to clear incomplete grades, receive additional academic support, and maintain their academic progress.

Duration

Saturday school sessions at Health Science High & Middle College are 4 hours, from 8:00 AM to 12:00 PM. Breakfast and lunch will be provided to students while in attendance at Saturday school.

Curriculum and Activities

The curriculum and activities during Saturday school will be focused on academic enrichment, recovery, and support. Students may engage in activities such as tutoring, independent study, group work, or projects as determined by HSHMC's faculty.

Student Support

Students attending Saturday School will be supervised and supported by HSHMC's teachers and staff members who are committed to helping them succeed academically. Individualized support will be provided based on student needs.

Attendance Reporting and Documentation

Student attendance for each Saturday School session will be recorded on a Saturday School Attendance Register. Attendance reporting shall be updated in PowerSchool (HSHMC's student information system for attendance) based on the Saturday School Attendance Register.

Conclusion

Saturday school at Health Science High & Middle College is an important part of our commitment to academic excellence and student success. It provides students with additional opportunities to enhance their learning and achieve their full potential.

CHRONIC ABSENTEEISM AND TRUANCY

Chronic absenteeism is defined by:

1. Students who have missed 10% or more of the school year to date; or,

2. Students who have been absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or otherwise expressing their intent to have their student attend the school.

Truancy is defined by students who are absent from school without a valid excuse and are marked unexcused for the day. Any student who is absent from school for 3 days or more without a valid excuse is **truant**.

As a school, we firmly believe in the importance of students being at school on time, every day. Chronic absence and truancy are violations of our code of conduct as it causes harm to the student and their educational progress. Students who choose to not regularly attend school are choosing to not participate in our school's program. California makes parents responsible for their children to attend school. Chronic absence not only impacts a student's work, but can have long-term effects on a student's future academic success.

The school will reach out to the student and their parent(s)/guardian(s) in order to prevent and respond to chronic absence and truancy. As absences accumulate, students will be required to:

1. Meet with their school administrators, and their parent(s)/guardian(s), to discuss the absenteeism, and appropriate next steps for addressing the issues
2. Comply with the school's attendance policies including participation in intervention classes and programs
3. Sign a written agreement and obtain parent/guardian signatures to the agreement acknowledging and re-affirming their commitment to the terms of the HSHMC Attendance Policy

Students who are deemed chronically tardy or chronically absent may not be permitted to receive credit for the course(s) in which they have been chronically tardy or absent, or may jeopardize their position and privileges associated with attending HSHMC. The school will make every reasonable attempt to work on a plan to support the student to succeed and work with the student and their parent/guardian on a plan to attend school regularly and consider a range of intervention and program options including independent study. Students and their parents will have an opportunity to meet with school administration to discuss potential consequences to address chronic tardiness and/or absenteeism. If the situation continues, the school may, at its discretion, deem a student to have voluntarily dropped from school enrollment. The school may also address the matter through further actions including the disenrollment process and referring the student back to the home school district in accordance with applicable law. Consistent with state law, a student who is habitually truant may be referred to their home district Student Attendance Referral Board (SARB), which requires removal from HSHMC.

Please realize there are four effective ways to avoid this process:

1. Attend school regularly
2. Participate in school interventions as offered and/or required
3. Work with the school attendance team to make a plan for success
4. Obtain independent contracts in advance of known absences
5. Elect to voluntarily enroll in ISP when circumstances prohibit regular school attendance

INTERVENTION CLASS ATTENDANCE POLICIES

Students are required to attend all intervention classes as assigned. Students who have incompletes are required to attend zero period tutorial, lunch tutorial, and Friday Academic Recovery and Advancement Classes until incompletes are cleared. Additional intervention programs and services may be offered. Students and families/guardians will be notified of additional intervention programs and services and students with incompletes may be required to attend.

Supplemental Instruction Policy

If a student is assigned an additional class period, that student is required to attend the supplemental instructional hours from 7:45 to 8:20 AM or 3:10 to 3:30 PM, Monday through Thursday, unless alternative arrangements are approved in advance. Students who do not attend their supplemental class will be marked absent. Parents of students who are consistently absent will be notified, and if necessary, a corrective action plan and contract will be developed and signed by the school, student, and parent.

Please realize:

1. HSHMC, as part of its LCAP process, has developed intervention classes to support students who are currently not meeting course competencies or who have identified intervention needs.
2. These intervention classes are designed to build student skills and allow students to complete their previously assigned tasks so they can succeed. This is not a punishment. In fact, many students voluntarily choose to attend intervention classes in order to receive extra help to advance their progress and improve their performance.
3. The approved school schedule includes:
 - a) 20 minutes of time is provided during lunch such that any student has time to both eat lunch and seek additional help to learn a concept or complete their work.
 - b) Students are encouraged to study and complete work after school and on weekends by accessing classes through Canvas.
4. Students and their families are invited to meet with school administration to discuss intervention needs and alternatives in order to best meet each student's educational needs.

Friday Academic Recovery and Advancement (ARA) Class Policy

Students who are assigned to Friday Academic Recovery and Advancement (ARA) are required to attend ARA class on the first Friday of every month from 12:45 to 2:45pm, unless alternative arrangements are approved in advance. Students who do not attend their ARA class will be marked absent. Parents of students who are consistently absent will be notified, and if necessary, a corrective action plan and contract will be developed and signed by the school, student, and parent.

INDEPENDENT STUDY POLICY

Independent Study is an option available to students as approved by the San Diego Unified School District in HSHMC's current charter. In addition, Independent Study is currently being implemented consistent with the HSHMC board approved (8/31/2023) Continuity of Learning Plan.

HSHMC's Independent Study Program (ISP) is an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent Study shall offer a means of individualizing the educational plan to serve students whose health or other personal circumstances make classroom attendance difficult. As necessary to meet student needs, independent study may be offered on a full-time or part-time basis in conjunction with part- or full-time classroom study.

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction (Education Code 51747; 5 CCR 11700). The option will be provided to all families at least annually as part of HSHMC's student enrollment process.

HSHMC's Principal or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course-based independent study exist for each participating student as prescribed by law. (Education Code 51747, 51749.5)

ISP consists of both synchronous and asynchronous learning as follows:

- An individualized class schedule is developed for each student in the ISP program
- It is expected that students meet with each of their teachers daily as outlined in their individualized online class schedule.
- Students are required to meet with each of their teachers at least once weekly.
- Daily attendance is taken by the instructor of each course a student is enrolled in.
- If a student is marked absent for any period, an auto-dialer home is sent home to notify their family/guardian of the absence.
- Attendance Team Members make personal phone calls home to families for any student who is absent for either an entire day or more than two periods.

- Students who miss 60% of instruction or more within a week receive phone calls home to schedule an in-person meeting and/or a home visit to discuss supports needed and/or the need to return to the regular classroom mode of instruction as a form of academic support and intervention. If this situation persists, students will be considered chronically absent and subject to the consequences of chronic absenteeism as outlined in this handbook.
- Live interaction and asynchronous learning are documented using per period attendance as well as work collected for each course.
- Students are given daily work to track engagement and weekly assessments are given to track growth in learning.

DAILY SCHEDULES

The daily schedule at HSHMC is unique. As we have noted, school operates between the hours of 8:30 AM and 3:10 PM. Within those hours, students are expected to be in their assigned classes, completing assignments or working in internships. Our school provides students with significant responsibility and students are expected to keep, and update, a personal calendar that reflects the meetings and appointments they have. A school calendar will be issued to each student during the first week of school.

MEDICATION (Prescribed or Over-the-Counter)

HSHMC does not have a nurse on staff. The school's front desk staff has a first aid kit and will be your *health center* point of contact. We can store a supply of prescription medications for your child to keep on hand in case of an emergency. A form must be completed prior to HSHMC storing any medications. All medications must be in their original container and clearly marked with the name of the student, name of medicine, doctor's name, and appropriate dosage instructions as prescribed by the doctor.

Students may keep inhalers for asthma conditions, over-the-counter medicines (i.e. Tylenol, Motrin, etc.) and supplements like glucose tablets in their possession if their parents have signed the medical consent form included in the enrollment packet. Students who are responsible for their own medications (prescribed or over-the-counter) may not dispense their medications to other students. Students in need of basics (e.g., acetaminophen, ibuprofen, cough drops) may see Ms. Daisy Lopez-Cruz, School Operations Specialist, at the front desk. Medication will only be dispensed if the medical consent form has been signed. Parents/guardians may contact Ms. Lopez-Cruz to make arrangements regarding medications and or consent forms.

All students who are taking prescription medication on a regular basis (i.e., diabetes or asthma) must advise school personnel. It is recommended that an emergency supply of his or her medication should be kept at the health center in case of emergency.

WHAT YOU NEED TO KNOW ABOUT LEARNING AT HSHMC

TRANSFERABILITY OF CREDITS

All HSHMC High School core courses are approved or are in the process of being approved by the University of California.

HSHMC does not offer the same courses or the same sequence of courses as many other schools. In some instances, this may cause 11th and 12th grade students transferring to other schools to need to make up courses that were not offered in the traditional sequence. Students and parents/guardians are advised to take the unique academic program into account when making decisions to enroll at HSHMC, or if considering a transfer to another school.

Consistent with the California State Content Standards, this course may include controversial topics. The faculty does not endorse particular political or social agendas and will present a sensitive, balanced, and objective approach to these topics, with a goal of developing informed and responsible attitudes toward people, cultures, religions, societies, sexual orientations, gender identities, and environments in the spirit of scholarly inquiry.

HSHMC Grading Policy

Consistent with our mission and vision, as well as our middle college identity, students at HSHMC, Inc. receive the grade of “incomplete” when their performance does not meet the standard of quality established by the instructor and based on state standards. If a student's overall performance in any given 9-week term falls below the level of earning credit (C-), the student will earn an incomplete in the course. An incomplete in any course requires the development of an **academic recovery plan**, which must be approved by the teacher, parent, and principal. When the student completes the work outlined on the academic recovery plan, the student is assigned a grade for the course. However, if the student leaves HSHMC, or one year elapses after the development of the contract, the course grade will be recorded as “F” and no units will be awarded.

Furthermore, at HSHMC our expectation is that each student's academic performance is of the highest quality. Students who believe their performance in any 9-week term does not represent their best capabilities and competence will be permitted to petition their teacher to negotiate a **work quality plan**. The proposal must be submitted within two weeks of the close of the grading period. If the plan is approved by the teacher, parent, and Vice President for Academic Affairs, the student will be assigned an incomplete for the course. When the student completes the work outlined on the **work quality plan**, the student is assigned a grade for the course. However, if the student leaves HSHMC, or the contract expires, the course grade will be recorded as the grade the student would have been assigned at the completion of the term.

GRADED ASSIGNMENTS

It is the expectation at HSHMC that teachers update grades in Powerschool each week. In addition to competencies, you will be able to see your students' progress on weekly assignments (that will be excluded from their final grade) that will indicate engagement, content understanding, potential academic intervention(s), and overall readiness prior to your student taking a competency.

Midterms and Finals. In addition, all high school classes will have comprehensive mid-terms and finals. These assessments are comprehensive for the semester preceding the assessment and can improve students' overall grades (as determined by the teacher). Poor performance on these assessments can result in a reduction of student grades as follows: 60-69% will result in 5% reduction in grade and below 60% will result in a 10% reduction in grade, but not lower than C-. In cases when the midterm or final negatively impacts the overall grade, the student may petition to retake a comparable test within two weeks of the posting of the results. After this two-week window expires, retakes for midterms and finals are not permitted. This retake policy does not apply in cases when the student's grade has remained the same or has improved. Our motto for midterms and finals is: *Mastery requires maintenance.*

HONORS CREDIT

We are pleased to offer honors credit in each of our core courses at HSHMC. Honors credit is awarded based on students' successful completion of an individualized honors contract. All students are eligible for honors credit. It is our expectation that students identified as gifted and talented will complete honors-level work. Honors contracts are developed during the first four weeks of attendance and are signed by the student, the instructor, a parent/guardian, and the Vice President of Academic Affairs. When students complete the items in the contract, their transcript reflects the fact that their work was honors level. Colleges appreciate this distinction of academic excellence and are known to weigh this information in their admission decisions. As noted in the University of Alabama guidelines for honors credit, there are a number of characteristics of honors-level work. These include:

- Additional readings chosen to enhance and deepen the student's understanding of course content;
- Guided research involving specialized library resources, fieldwork or community projects, internship sites, or laboratory work resulting in a substantial end product for the student;
- Extra written work designed to develop critical skills and independent thinking; and
- Regular private meetings with the instructor to discuss the progress of the various projects undertaken to fulfill the contract.

INTERNSHIP EXPERIENCE

Internships in health care settings are an important component of the educational program at HSHMC. We consider internship placements to be a tremendous student opportunity, responsibility, and privilege. The internships place students in sensitive professional settings. Our intern partners work closely with us to provide our students rigorous and relevant educational experiences. Their expectation is that students will act accordingly and that students will adhere to all rules and procedures established at the intern sites. Our intern partners reserve the right to terminate the internship of a student based on inappropriate behavior. The inability to continue an internship based on behavior may lead to further disciplinary action.

Each semester, students participate in an internship program that provides them nearly 100 hours of experience. We believe that attending every internship day is crucial to ensuring that students receive the full benefit of these programs. For our hospital internship, we make attendance as convenient as possible and offer a bus service that departs from our school campus at 9 am and returns at 2:45 pm.

If a student misses an internship day, we will notify parents/guardians via phone and/or email through Powerschool. Given the importance of real-world experiences in the medical field, fire science and technology as well as our ability to engage and service our nearby community, we closely monitor students' attendance and punctuality as these are only offered once a week. In regards to our health internship, if a student is late and misses the bus to internship, they will be required to stay on campus for the day and will not be allowed off campus for lunch. If a student is late to fire science or community engagement, it will be up to the discretion of the instructor to either stay in at lunch or afterschool on a designated day to make-up the instruction and missed.

If a student misses more than 4 days (10%) of their internship experience and the absences are unexcused, we will schedule a parent meeting to determine the next steps for the student.

We recognize that each internship experience may not be the right fit for every student, and we offer the option to change hospital placements during the first two weeks of quarter one or three. Additionally, students may change their pathway

experience at the beginning of each semester. The internship experience for our 9th grade students is exploratory and each student will be able to experience each internship that HSHMC offers at the end of each semester. When a student reaches 11th grade, we will discuss changing pathways with appropriate staff and administration to determine the best fit and will inform parents/guardians accordingly.

We are committed to providing our students with a valuable, real-world experience in healthcare and emergency medical response. We appreciate your support in ensuring their attendance and participation in the program. Thank you for entrusting us with your child's education and professional development.

RETURNING STUDENTS

HSHMC retains the option, at its sole discretion, to re-enroll students who have previously left. If you wish additional information about this matter, please contact the Principal, Dr. Dominique Smith.

INCLUSION – AB 1266

California Assembly Bill 1266 (School Success and Opportunity Act) went into effect on January 1, 2014. This law requires that schools respect students' gender identity, which may be different from the gender assigned at birth. AB 1266 makes sure that transgender students can fully participate in all school activities, sports teams, programs, and use of facilities, such as restrooms, and lockers room, that match their gender identity. HSHMC understands our responsibility for the success and well-being of all students, including those who identify as transgender. Students who identify as transgender are encouraged to meet with Dr. Dominique Smith so that HSHMC can ensure the safety and inclusion in all school activities.

DROWNING PREVENTION – AB 1445

California Assembly Bill 1445 (The Neng Thao Drowning Prevention Safety Act) This bill would authorize specified organizations to provide informational materials, in electronic or hardcopy form, to a public school regarding specified topics relating to drowning prevention. The bill would authorize, beginning with the 202425 school year, upon receipt of the informational materials, a public school to provide the informational materials to parents, legal guardians, or caregivers of pupils at the time the pupil enrolls at the school and at the beginning of each school year.

FOSTERING A LEARNING COMMUNITY AT HSHMC

COURTESY POLICY

Courtesy is a code that governs the expectations of social behavior. Each community or culture defines courtesy and the expectations for members of that community or culture. As a learning community, it is our responsibility to define courtesy and to live up to that definition. As a school community, we must hold ourselves and one another accountable for interactions that foster respect and trust. At HSHMC, we recognize, value and celebrate difference. Discourteous behaviors destroy the community and can result in hurt feelings, anger, and additional poor choices.

In general, courtesy means that we interact with one another in positive, respectful ways. Consider the following examples of courteous and discourteous behavior:

Courteous	Discourteous
<ul style="list-style-type: none"> ● Saying <i>please</i> and <i>thank you</i> ● Paying attention in class ● Socializing with friends during passing periods and lunch ● Asking questions and interacting with peers and teachers ● Asking for, accepting, offering, or declining help graciously ● Allowing teachers and peers to complete statements without interruption ● Throwing away trash after lunch ● Recycling materials and placing all trash in appropriate bins ● Cleaning your own workspace ● Reporting safety concerns or other issues that require attention to a staff member 	<ul style="list-style-type: none"> ● Using vulgar, foul, abusive, or offensive language ● Using an electronic device during a formal learning situation such as during a lecture or while completing group work ● Text messaging or talking on a cell phone during class time ● Bullying, intimidating, teasing, or harassing others ● Corporal punishment ● Hogging bandwidth and/or computer time ● Not showing up for your scheduled appointments or completing tasks ● Failing to communicate when you're not coming to school

At HSHMC, it is expected that students treat each other, the faculty and staff, administration, every adult, with respect, courtesy and cooperation. Further, HSHMC teachers will treat one another, the students and their families, and the administration in a courteous fashion.

Consequences for engaging in discourteous behavior may include restoring the environment, meetings with staff or administrators, the development and implementation of a behavioral contract, removal of privileges, or further disciplinary action.

SCHOOL CELL PHONE POLICY

The purpose of this policy is to create a safe and productive learning environment by regulating the use of cellphones and other electronic devices during school hours.

General Policy

1. Cellphone Use in Classrooms: Cellphones must be turned off or set to silent mode during all classes. - Cellphones may only be used in the classroom with explicit permission from the teacher for educational purposes. *Unauthorized* use of cellphones during class will result in the device being confiscated. If a student leaves the classroom during instructional time, their phones and backpacks must remain in the classroom.
2. Cellphone Use in Common Areas: Cellphones may be used in common areas such as hallways, cafeterias, and outdoor spaces during designated times (e.g., before school, after school, and during breaks). - Use of cellphones should not disrupt the school environment or the activities of others.
3. Prohibited Uses: Taking photos or videos without permission. - Bullying, harassment, or any inappropriate behavior using cellphones. - Accessing or sharing inappropriate content. - Using cellphones during tests or exams unless expressly permitted by the instructor.

Accountability for Violations

1. First Offense: The cellphone will be confiscated and returned at the end of the school day. A warning will be issued to the student, and parents will be notified.
2. Second Offense: The cellphone will be confiscated and returned only to a parent or guardian. - A meeting will be arranged with the student, parents, and an administrator.
3. Third Offense: The cellphone will be confiscated for a period determined by the school administration. A behavior contract will be created.

Responsibilities

Students: Adhere to the cellphone policy and respect the learning environment.

Teachers: Monitor and enforce the policy within their classrooms.

Parents/Guardians: Support the school's policy and discuss appropriate cellphone use with their children.

Review and Revisions

This policy will be reviewed annually by the school administration and may be revised as necessary to address emerging issues and technological advancements.

HSHMC Student Computer Policy

Purpose

Computers provide important functionality for specific purposes, allowing students to have a computing resource at hand for completing academic tasks and succeeding in their learning. Along with the privilege of using an HSHMC owned computer comes additional responsibility to safeguard them from potential theft or damage. If a computer is stolen or lost there are additional security

implications for any data that might have been stored on that computer. This policy addresses actions that must be taken in order to minimize the risk of theft of or damage to an HSHMC-owned computer and the associated costs.

All HSHMC-owned computers are governed by this policy including systems made available as primary workstations, assigned within a department, or purchased through grant dollars for specific projects. The purpose of this policy is to govern the use and liability of HSHMC-owned computer equipment. This policy should be read and thoroughly understood prior to acquiring, and continuing the use of an HSHMC-owned computer.

Scope

This policy is applicable to all HSHMC students who are using computers assigned to them by HSHMC. HSHMC-owned computers may be used for the following school-related purposes, including but not limited to:

- Using the computer as the primary workstation computer on campus.
- Using the computer as part of school sponsored clubs and extracurricular activities.
- Using the computer to make a presentation on or off campus.
- Using the computer for any other academic related task.

In addition, the policies in the *Data Security* section apply to both HSHMC-owned computers and privately owned computers that connect to the school's systems.

Policy

Liability

- All students are personally responsible for the security and safety of their assigned computer.
- A student may be responsible for partial or full cost if the computer is damaged or made inoperable by gross misuse or negligence at the discretion of administration.
- Failure to follow this policy and these procedures may result in disciplinary action at the discretion of administration.
- Students are responsible for returning the laptop with normal wear and tear, yet in fully functional condition at the end of their enrollment in HSHMC.
- Families will be responsible for paying fees according to the following:
 - First damage/loss/theft incident - \$0
 - Second damage/loss/theft incident - \$100
 - Third incident - disciplinary action at the discretion of administration, potentially resulting in the student losing the privilege to have an assigned school computer.

Reporting Damage

- Students must report physical damage to their assigned computers to the technology team immediately.
- Students should report to the technology team any suspicions of malicious activity on their assigned computer. This includes malware, spyware, or unwarranted browser add-ons that present odd behavior.

Reporting Loss

- In the case of an on-campus loss or theft the student should notify school administration immediately.
- In the case of an off-campus theft the student should immediately notify the appropriate law enforcement authority, and school administration. The student should provide administration with a copy of the report filed with law enforcement.

Physical Protection and Reasonable Care

- Each student is responsible for the security of their assigned computer, regardless of whether the computer is used in the school, at one's place of residence, or in any other off campus location
- Students are expected to provide reasonable care and effort to protect the computer.
- Students assigned an HSHMC-owned computer must use the provided protective case to further protect the computer from physical, and wear and tear damage.
- If the case is damaged, the student should report it to the technology team for replacement.
- Students must only travel with their computer on school sponsored trips.
- The computer may not be transported as checked luggage on public transportation such as airplanes, trains, and buses. The student will keep the equipment in their possession at all times while traveling.
- If a student will travel, they are responsible for securely storing their computer. Students may turn in their computer to the technology team for safekeeping while on personal travel.
- Computers should be labeled accordingly so in the event of a loss the equipment might be returned. All computers must have an HSHMC-provided identifying label.
- Special care should be taken with the security of the computer. Computers must not be left unattended in public areas.
- Students should not store computers in a car or car trunk, as severe temperatures may damage it, and the computer may be stolen if the car is broken into.
- Students should be aware of their computer's surrounding area and be cautious of containers of liquid or other elements that may damage the computer if spilled.

Data Security

- Students should not download, store, or record data that includes any personally identifiable information such as: student/faculty/staff/alumni/vendor Name, Address, SSN, account number, credit card number, etc unless the employee's

role requires the possession and manipulation of such data. Should the computer be lost or stolen, this could be used for Identity Theft. The user is responsible for the security of all school data stored on, or carried with, the computer.

- Do not alter any system software or hardware configuration unless instructed to do so by the technology team. This includes any and all software applications.
- Additional application software should not be loaded onto the computer unless approved by the technology team, this includes VPN clients, torrent applications, and other Peer 2 Peer clients.
- Students should safeguard the device and data by ensuring the computer is “locked” or the user is logged off when not in use.
- Students are responsible for backing up their files using the Google Drive account provided by the school.

Inventory Tracking and Disposal

- Upon graduation or un-enrollment, the computer and all peripherals need to be returned either to an administrator or the technology team on or before the last day of enrollment.
- School-owned computers are not for resale. All school-owned computers are to be returned for proper disposal by the technology team.

CODE OF ACADEMIC INTEGRITY

The students of HSHMC, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity. Violations of the Code of Academic Integrity may take several forms. For example, plagiarism is the “direct duplication, by copying (or allowing to be copied) another’s work, whether from a book, article, Web site, another student’s assignment, etc.” Any of the following, without full acknowledgment of the debt to the original source, counts as plagiarism and violations of academic integrity:

- Duplication in any manner of another’s work during an exam, Haiku discussion boards, projects, or other tasks;
- Allowing another to duplicate your work;

- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of another into a new whole;
- Producing assignments in conjunction with other people (e.g., another student, a tutor), which should be your own independent work.

HSHMC uses TurnItIn, an originality checking program, to provide feedback to students, assist with revisions, and prevent the kinds of plagiarism listed above. Students are encouraged to screen their written work prior to submission using this service to improve their writing and prevent plagiarism.

Consequences for not following the academic code of integrity may include receiving a zero on the assignment, meeting with the Dean of Academic Affairs, completing further instructional tutorials, failing the exam or course, and/or further disciplinary action. Restorative practices are viewed as the first and proactive measure for addressing problems with plagiarism.

Artificial Intelligence

During the 2022–23 school year, artificial intelligence (AI) evolved from an experimental technology few had heard of into readily available technology that has become widely used by educators and students. There are many ways educators can use AI that may positively revolutionize education to benefit classroom instruction, support data use and analysis, and aid in decision-making. Major disruptions, however, will accompany the biggest potential upsides of AI for education, and schools will need time for thoughtful consideration to avoid some of the worst possible pitfalls.

The U.S. Department of Education's Office of Educational Technology (OET) released a new report, "[Artificial Intelligence \(AI\) and the Future of Teaching and Learning: Insights and Recommendations](#)" that summarizes the opportunities and risks for AI in teaching, learning, research, and assessment based on public input. This report is part of the Biden-Harris Administration's ongoing effort to advance a cohesive and comprehensive approach to AI-related opportunities and risks.

The report addresses the clear need for sharing knowledge, engaging educators and communities, and refining technology plans and policies for AI use in education. It recognizes AI as a rapidly advancing set of technologies that can enable new forms of interaction between educators and students, help educators address variability in learning, increase feedback loops, and support educators. It also

outlines risks associated with AI—including algorithmic bias—and the importance of trust, safety, and appropriate guardrails to protect educators and students. In considering this report, HSHMC has developed the following guidelines for the ethical and appropriate use of artificial intelligence (AI) and AI-powered tools within the High School Health Sciences High and Middle College (HSHMC) environment, ensuring its deployment aligns with the school's educational goals, values, and commitment to student privacy and safety.

1. General Principles

- 1.1. **Ethical Use:** AI must be used ethically, upholding the values of honesty, integrity, and respect for all individuals. Discrimination or bias via AI is strictly prohibited.
- 1.2. **Educational Purpose:** AI tools or applications used should have a direct educational purpose. They should support, rather than replace, the traditional learning process.
- 1.3. **Transparency:** Students should have a clear understanding of how AI tools work, especially if they affect their educational outcomes.

2. Specific Guidelines

2.1. Classroom and Homework Use:

- 2.1.1. Students must seek approval from their teachers before using AI tools to assist with assignments or projects.
- 2.1.2. AI should be viewed as a supplementary resource, and students should ensure they understand the material rather than merely relying on AI-generated answers.

2.2. Data Privacy:

- 2.2.1. Students should be cautious when sharing personal data with AI platforms and seek guidance if unsure.
- 2.2.2. Utilizing AI tools to access, share, or manipulate another student's data without consent is strictly prohibited.

2.3. Bias and Fairness:

- 2.3.1. Students are encouraged to critically assess AI tools for any biases and discuss findings with teachers or peers for a holistic understanding.

2.4. Safety and Digital Well-being:

- 2.4.1. Students should report any AI tool or platform that seems invasive, manipulative, or inappropriate to school authorities.

2.4.2. They are encouraged to balance their screen time, ensuring AI interactions do not negatively impact their physical and mental well-being.

2.5. Collaboration and Sharing:

2.5.1. While AI can enhance group projects, all students in a group must be aware and in agreement of its usage.

2.5.2. Students should give credit to AI tools used in projects or assignments, similar to any other resource.

23

3. Training and Awareness

3.1. HSHMC will offer periodic workshops and guidance sessions to educate students about the safe and beneficial use of AI in an educational context.

4. Violations

4.1. Violations of this policy may result in academic penalties, restricted access to school tech resources, or other appropriate disciplinary actions, as determined by school administrators and in line with HSHMC's general disciplinary policies.

INTERNET AND ELECTRONIC MAIL USAGE POLICY

We are pleased to offer the students of HSHMC access to the school computer network for electronic mail and Internet access. Access to e-mail and the Internet will enable students to explore thousands of libraries and databases, while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, HSHMC supports and respects each family or guardian's right to decide if their child should not have Internet access. Your signature of the student handbook grants permission for your child to access the Internet. HSHMC staff will teach and promote students' responsibilities to use the Internet appropriately and safely, which includes immediately backing out of inappropriate sites that might pop up during web searches and reporting inappropriate pop-ups. Students will be held accountable if they intentionally visit or utilize inappropriate websites.

28

Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are everywhere in the school environment. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others about academic and school matters. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Networks are limited in bandwidth and HSHMC must ensure that our network is first and foremost used to support our academic program. Therefore, downloading of non-instructional games, programs, and other media is not permitted on campus. In addition, to the extent possible, students are encouraged to download educational programs, web casts, and other large files from home or other non-school settings in order for our network to limit the demand of our server.

Individual users of the computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with school standards. Beyond the clarification of such standards, HSHMC is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be accessed by network administrators to review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on HSHMC servers will always be private. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, computer networks, or digital files and records.
- Violating copyright laws.
- Using another's password.
- Trespassing another's folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

- Using proxies to circumvent HSHMC security parameters.

Violations may result in a loss of access as well as other disciplinary or legal action, including suspension and/or expulsion, as detailed in Education Code 48900.

INTELLECTUAL PROPERTY AGREEMENT

All intellectual property that is generated at school or related to school, including, without limitation, all equipment, documents, books, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or prepared by any student in the course of learning at HSHMC, belong to HSHMC

CODE OF CONDUCT: RESPECT FOR SELF AND OTHERS

Behavior: HSHMC students and staff are expected to respect others and support teaching and learning. Prohibited behavior includes offensive language, ignoring a staff request, threats, slander, sexual harassment or misconduct, lying, theft, and fighting. Willfully causing physical or emotional harm to another member of the HSHMC community, including bullying and cyber-bullying, will lead to further disciplinary action. Any student who steals from the school, another student, or a staff member will be subject to further disciplinary action.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexually harassing behaviors are not acceptable at any time and may be grounds for expulsion at HSHMC. Any unwelcome conduct directed toward a student or employee because of gender, sexual orientation, gender identity, or gender expression may constitute sexual harassment. Examples of sexually harassing behaviors may include inappropriate touching, verbal comments about a person's body or gender, name calling, spreading sexual rumors about a person verbally, through graffiti, e-mail, notes, or social networking sites. Suggestive gestures or sounds, pranks such as pulling down a

person's pants/skirt or pulling on the waistband of a person's underwear, and sexual assault (from groping to rape). Students are responsible for immediately reporting concerns, issues, and incidents that relate to sexual harassment. Sexual harassment may result in further disciplinary action. Reports will be handled and tracked by Dr. Dominique Smith.

Vandalism: No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all. Vandalism will be dealt with severely and may result in further disciplinary action. All students and staff are urged to treat the building with care and respect.

Parents/guardians will be responsible for paying for any damage done to the building or school property by their child. People with any information about damage done to the building or its contents should report it to the school dean or principal. Writing or spraying inappropriately on or around campus (graffiti), carving on school furniture and/or building fixtures, breaking a window, destroying equipment or damaging materials are all infringements on the right to the HSHMC community.

Weapons: Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, or at any off or on campus school function. Violations can lead to suspension or in some cases an expulsion hearing.

Drugs, alcohol, and tobacco: Drugs, alcohol, and smoking are prohibited in the school, on the campus, or at any off or on campus school function. Violations can lead to further disciplinary action.

Personal electronics: Cell phones, smartphones, pagers and/or beepers, PDAs, iPods, digital/camera phones, tablets, and similar devices must be used in a way that is consistent with the school courtesy policy, the code of behavior, and the code of academic integrity. Failure to comply with these school policies will result in suspension of the use of personal electronics. Repeated failure to comply with the courtesy policy can result in further disciplinary action. HSHMC is not liable for these devices if they are lost or stolen. By signing this handbook, you acknowledge that personal electronics are brought to school at your own risk.

Search and Seizure: The administration of HSHMC reserves the right to search any student and that student's personal belongings while on school grounds or at any school activity when such a search is necessary to maintain order, discipline, and safety. If possible, the student's consent prior to the search will be obtained but is not necessary when the administration has reasonable cause or suspicion. We reserve the right to contract with security services, including search dogs, in order to add to the safety of our campus and to keep it free from contraband. In some circumstances, these services may result in the need to reasonably search a student. By signing this handbook HSHMC is granted prior consent to search for contraband and harmful or dangerous substances. In determining whether there is reasonable cause, the following factors will be taken into account: the prevalence and seriousness of

the problem; the need to avoid delay; and the probable value and reliability of information on which suspicion is based.

Bullying and Cyberbullying Prevention - HSHMC believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Specifically, *Education Code* Section 220 prohibits discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, actual or perceived nationality, ethnicity, or immigration status, or any other characteristic that is contained in the definition of hate crimes as described in Penal Code Section 422.55.

HSHMC will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation, and misuse of digital and social media to cause similar harm (cyber bullying).

HSHMC expects students and staff to immediately report incidents of bullying and cyberbullying to the school principal. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying or cyberbullying shall be promptly investigated and tracked in order to monitor and intervene. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. The school offers an anonymous reporting service for students who are being bullied or who have witnessed bullying.

To ensure bullying and cyberbullying does not occur on our school campus, HSHMC provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

HSHMC has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying or cyberbullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying or cyberbullying, whether as a victim or as a witness, to the school principal.
- Students can rely on staff to promptly investigate each complaint of bullying and cyberbullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the school principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying and cyberbullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying or cyberbullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and cyberbullying and the results of investigation confidential.
- Staff who witness acts of bullying or cyberbullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Students can rely on staff to promptly investigate each complaint of bullying and cyberbullying in a thorough and confidential manner. A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying will be developed.

DISCIPLINARY CONSEQUENCES

The purpose of disciplinary action at HSHMC is to ensure that both individual students and the HSHMC community stay focused on growth and learning and cause no harm to themselves or others. Prompt resolutions of the problem or issues are expected. Discipline may include a conference and warning to the student, parent/guardian notification, and a written commitment by the

student to improve his/her behavior and/or performance. In addition, depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate:

SUSPENSION/EXPULSION

HSHMC regards suspension and expulsion as a last resort. As such, our first and proactive response is to implement restorative practices that seek to restore relationships that have been violated, property that has been damaged, and to repair the school culture. Our goal is to maximize time spent learning for each student. However, in some cases restorative practices may not be sufficient or appropriate due to the nature of the violation.

Student discipline is a critical factor in maintaining a safe environment for students and staff. Many student discipline issues are resolved through one-to-one counseling with a teacher, counselor or school administrator.

While it's important that students be held accountable for their conduct, it is equally important that students and families know of their right to appeal and understand the appeal process in order to be better prepared for it.

SUSPENSION/EXPULSION

Criteria for suspension and expulsion of students are consistent with all applicable federal statutes and state and federal constitutional provisions. Governing law includes *the procedures by which pupils can be suspended or expelled—California Education Code Sections 48900 and 48915*. In addition, attention is focused on ensuring due process for students and their families. HSHMC follows expulsion and suspension guidelines as outlined in its charter. All related hearings will conform to the state and federal laws regarding discipline, special education, confidentiality, and access to records (IDEA 2004, California Education Code 47605). The school Principal may suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and referred for expulsion to the HSHMC Governing Board upon recommendation of the School Principal.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to a school activity or school attendance, occurring at the School or at any other school, or a School sponsored event at anytime including but not limited to: a) while on school

grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Enumerated Offenses

These enumerated offenses reflect 2015 changes to California Education Code 48900:

A pupil shall not be suspended from school or recommended for expulsion, unless the Executive Director or Principal of the charter school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the school principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

- (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - a. (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (s)
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or school principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or school principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Expulsions

i. Expulsion Hearings

If the school principal (or designee) determines that consideration of expulsion is warranted, either the principal (or designee if in his/her/their sole discretion determines that another neutral hearing officer should hear the matter) will hold an expulsion hearing where one of the school principals (or designee) shall serve as the hearing officer (“Hearing Officer”). The student shall have the right to representation and the right to present evidence at the expulsion hearing. The Hearing Officer shall consider evidence and/or testimony as appropriate and shall render a decision that shall be in the best interests of the student and the HSHMC school community.

If the Hearing Officer determines that a student is to be expelled, the Hearing Officer shall inform the student’s parents/guardians of his/her determination in writing including the reasons for expulsion (“**Expulsion Determination Letter**”). The hearing officer’s written notification to the parents/guardians shall also include information about the appeal and due process rights in regard to the hearing officer’s determination.

ii. Right to Appeal Hearing Officer’s Determination

The parents/guardians (or, if at least 18 years of age, the student) shall have ten (10) days from the Hearing Officer’s Expulsion Determination Letter to submit a written request of appeal (“**Written Appeal Request**”) to the Chief Executive Officer (“**CEO**”) of HSHMC.

In response to the Written Appeal Request, the CEO shall convene a committee of at least four members including at least one board member. The committee may consist of up to two members of the HSHMC Board, principal, a vice principal, the Dean of Students, and the CEO of HSHMC or designee(s). The committee members appointed will be knowledgeable about HSHMC’s basis for expulsion and the procedures regarding expulsion. The committee shall have the right to rescind or modify the expulsion.

The committee shall convene a hearing on the appeal within ten (10) school days of receipt of a timely written request for an appeal.

At the hearing on the appeal, the student shall have the right to representation and the right to present evidence. The committee will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interests of the student and HSHMC. That decision shall be final.

DRESS CODE

The purpose of the HSHMC dress code is to foster a professional, safe, and respectful environment at school. The dress code is in effect during school hours. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. When a student fails to demonstrate that their alternative clothing selections are appropriate for school, a parent meeting will be scheduled to develop a plan of action. We want you to be respectful of yourself and those around you.

In all cases, students are expected to dress in ways that meet the following guidelines:

- Text or clothing that promotes violence, vulgarity, alcohol, tobacco, or drugs is prohibited.
- Beach sandals and similar footwear are not allowed during internships.
- Hats, hoods, and bandannas are acceptable if they do not interfere with learning or represent gang activity.

Appropriate attire for academic internships varies by workplace and may be different than required by the HSHMC dress code. For example, internship sites require that all students wear hospital scrubs and closed toed shoes. Artificial fingernails are prohibited due to infection control regulations. In addition, students with body piercings will not be allowed to wear jewelry in visibly pierced areas (other than small earrings) when attending internships.

Consequences for Dress Code Violation

Parents/guardians of a student who violates the dress code will be notified immediately. Students who fail to exercise clothing choices that are appropriate for school will lose his or her opportunity to vary from a strict interpretation of the dress code for at least one week. After one infraction of the dress code, the student will be asked to come to school for one week in a collared white shirt and long khaki pants or shorts. Any infraction thereafter will result in at least two weeks of wearing the official school uniform. Students who violate the dress code are not allowed on campus unless the student is wearing this uniform. Repeated infractions will also be grounds for further disciplinary action.

HSHMC STUDENT ON-CAMPUS EXPECTATIONS

Backpacks

HSHMC prides its ability to provide backpacks to its students for both personal and academic use if a child cannot afford one or needs a replacement. In-class learning is extremely important and the use of backpacks to hold electronic and other personal equipment is essential to bring to school each and every day. Backpacks will be required to stay in the classroom when a student leaves to use the restroom during class time to ensure safety both of personal affects and to reduce the ability to potentially make poor decisions by having non-school items in their bags.

Tardy from Lunch

Punctuality is imperative during each period, each day. If not required to attend tutorials, HSHMC students are given a 50-minute lunch period and they are able to travel within a four-block radius to purchase food and/or snacks during their lunch time. Students are required to be in class starting at 12:15p to ensure accurate attendance tracking and readiness to learn. If a student returns late from lunch, a tardy slip must be retrieved from the front desk and off-campus lunch privilege will be suspended for the next day. During this time, students will be required to attend lunch tutoring with a staff member. Additionally, an autodialer will be sent home informing families if their child is absent from their third period class for communication purposes.

Off Campus Passing Period

HSHMC has a four period bell schedule with each period totaling one and a half hours. After each period, students will be given a five-minute passing period to use the restroom or talk with teachers. During this time, students are not allowed to travel off campus for any reason as breakfast and snacks are provided on campus at all times. If a student leaves campus during this time, a phone call home will be made and their off campus lunch privilege will be suspended either the day of, or the day following, depending on the time the student left campus.

35

Building Accessibility

HSHMC offers an open and welcoming facility to students, families, and community members. The doors of the school will open promptly at 7:30a. Until that time, students are able to sit at the brown benches near our parking structure or pending inclement weather students will have access to the building at 7:00a. School dismissal is at 3:10p with teachers on campus until 3:30p or later if meetings with students are scheduled. Students are invited to stay on campus until 5:00p but will be required to stay in our cafeteria. In addition, Kippy's Sportsplex will be open until 4:00p for recreational purposes.

OTHER DETAILS ABOUT HSHMC

STUDENT AND PARENT/GUARDIAN MEDIA RELEASE AGREEMENT

Often times during the school year, HSHMC holds or takes part in events in which the news media and publishing sources feature the school and its students in print and electronic press, including interviews, pictures, books, video, and other media outlets. HSHMC reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph, electronic storage, and print any student's name, grade, voice, picture, likeness, and actions as an individual in connection with these school activities. By signing this handbook, you give parental consent for your child to participate in any and all of these events for the promotion, advertisement, and benefit of HSHMC and its staff.

FIELD TRIP DRIVER INSURANCE VERIFICATION

Parents/guardians volunteering to drive for a school field trip will be asked to provide the following information: (Forms are available at the school's front office.)

- Parent/Guardian Name
- Address
- Telephone Number
- Driver's License Number
- Make of Vehicle, Model and Number of seatbelts in car
- Insurance Company, Policy Number and Expiration date

Minimum liability recommended by HSHMC to be carried by field trip drivers is a combined single limit of \$300,000 for bodily injury, property damage, and uninsured motorists.

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle, but only students on a required field trip and students participating in approved after-school activities. The parent or guardian understands that any other children of the driver are not covered by the school's insurance. They may be covered by the driver's insurance.

By law the number of people in the vehicle should total no more than the number of seats and seatbelts with maximum of eight passengers, including the driver.

Everyone in the vehicle, including the driver, must wear seatbelts. There are no exceptions to this requirement.

Transportation

Unless a special arrangement for transporting students to and from school is contracted and signed by both home and school, HSHMC is not responsible for home/school transportation. However, it is the responsibility of parents/guardians to review and decide on a reliable safe means of transport. We will help families connect to other families to establish carpools and means of transportation. Any arrangements and responsibilities for the transportation of students to and from internship sites or community college classes will be communicated through signed permission agreements.

STUDENT DRIVERS

Students who drive their own vehicles to and from school must comply with all school rules and California state law. Student drivers must remain on campus during school days, including the lunch period. Student drivers may not leave campus in their cars to run errands or pick up lunch. Failure to follow these rules will result in an immediate disciplinary meeting. *Please note: We have an allocation of parking spaces, and students must obtain permits to use one of those spaces.*

Parking

Students will be issued parking permits in HSHMC parking spaces on a space available basis. Forms, parking permits, and ID tags for student drivers can be obtained from Dr. Javier Vaca.

Students who drive to and from school will be asked to provide the following information in order to obtain a permit:

- Name of student and signature
- Student's Driver's License number
- Parent/Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

Student Passengers

State law requires that drivers under 18 refrain from transporting passengers under 20 years of age at any time, for the first twelve months after receiving a license. In addition to this law, HSHMC students are not allowed to drive unrelated students to their academic internships or community college classes.

We, the undersigned, acknowledge receiving a copy of the 2024-2025 HSHMC Student Handbook. We agree to read and discuss the Student Handbook as soon as possible, and will contact HSHMC administration if questions or concerns arise. We agree to follow the guidelines and policies set forth in the Student Handbook.

Health Sciences High & Middle College (“HSHMC”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, including in admission and employment. HSHMC has designated the following individual as its Title IX Coordinator:

Dr. Javier Vaca
Director of Human Resources
3910 University Avenue, San Diego, CA 92105
619-528-9070 ext. 322
jvaca@hshmc.org

To report information about conduct that may constitute sex discrimination under Title IX or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or to the Office for Civil Rights at the U.S. Department of Education, or both. HSHMC’s Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures are available on the school’s website at: <https://hshmc.org/title-ix/>

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date