

2020-2021 Student Handbook

The Arthur A. Benjamin HPHS Mission:

To provide students with an outstanding education, rich with relevant academic, application and leadership experiences - using healthcare as a theme.

They will achieve this through P.R.I.D.E:

Powerfully Prepared for College and Career
Responsible Citizens
Independent Critical Thinkers
Determined Lifelong Learners
Excellent Communicators

School Information

Address: 451 McClatchy Way, Sacramento, CA 95818

Phone/ Fax: (916) 395-5010 main line (916) 264-3245 Fax

Office hours: 8:00 am - 4:00 pm

Website: www.hphsjaguars.com

www.facebook.com/aabhphs

www.instagram.com/aab_hphs/

<https://twitter.com/HPHSJaguars>

Principal:

Dr. Iyuanna Pease

College and Career Counselors:

Amber Kadri and Lisam Moua

Office Manager and Registrar:

Elizabeth Ramos

Intervention Teacher:

Online Credit Recovery Advisor:

Stephanie LeSieur

After School Program Director:

Alex Vang

HPHS Bell Schedule 2020-2021

Monday, Tuesday, Wednesday and Friday

0	7:45 – 8:35
Breakfast	8:20 – 8:40
Warning Bell	8:45
1	8:50 – 9:49
2	9:54 – 10:53
3	10:58 – 11:57
4	12:02 – 1:01
Lunch	1:01 – 1:31
5	1:36 – 2:35
6	2:40 – 3:40

Thursday Collaborative Time

0	7:45 – 8:35
Breakfast	8:20 – 8:40
Warning Bell	8:45
1	8:50 – 9:39
2	9:44 – 10:33
3	10:38 – 11:27
4	11:32 – 12:21
Lunch	12:21 – 12:51
5	12:56 – 1:45
6	1:50 – 2:40
Collaboration Time	After School for One Hour

Shortened Day Schedule

Finals Review/Reports/Records

Breakfast	8:20 – 8:40
Warning Bell	8:45
1	8:50 – 9:30
2	9:35 – 10:15
3	10:20 – 11:00
4	11:05 – 11:45
5	11:50 – 12:30
6	12:35 – 1:15

Finals Schedule

Breakfast	8:20 – 8:40
Warning Bell	8:45
1,3 or 5	8:50 – 10:55
Nutrition Break	10:55 – 11:00
2, 4 or 6	11:05 – 1:10

Rally Schedule

0	7:45 – 8:35
Breakfast	8:20 – 8:40
Warning Bell	8:45
1	8:50 – 9:42
2	9:47 – 10:39
3	10:44 – 11:36
4	11:41 – 12:33
Lunch	12:33 – 1:03
5	1:08 – 2:00
6	2:05 – 2:57
Rally	3:00 – 3:40

Culture of High Expectations and Professionalism

At HPHS, students are being prepared from their first day of 9th grade to enter a career in the health care field and to be ready for college. Expectations for all students are high and our students have many unique opportunities related to college and career. This handbook is designed to support students academically and behaviorally as they become the professionals every HPHS staff member believes they can be. We are all committed to the success of our students and know they can meet the expectations set forth. These guidelines are here to help **all** students achieve in a safe and positive learning environment.

Students will be exposed to many professionals in the local health care community and will be able to participate in enrichment programs, college and career field trips, job shadows and internships. Many of these opportunities are open to all students but participation can be limited if students are not meeting our academic and/or behavior expectations.

Visitors

Adult visitors are welcome to sign in at the office and receive a visitor's pass. We welcome parents and guardians on campus to visit their student's classroom provided they have arranged the meeting **24 hours in advance** with the teacher. To avoid interruption to the academic environment, **students from other schools are not allowed on campus**. The only exception to this policy is for graduates of HPHS in good standing, and who have pre-arranged their visit with administration for a lunchtime office visit only.

Food delivery of any kind purchased by students is **not allowed to be delivered**.

Messages for Students/ Early Dismissals

Messages for your child are welcome and will be taken at the Main Office at (916) 395-5010. We will deliver the message to your child immediately. **Please do not call or text students on their cell phones as they will be confiscated if seen in class, and your student will be subject to disciplinary action.** Early dismissals must be done by calling the office and to avoid disruption to the learning environment, no early dismissals will be given in the last 15 minutes of the day except in cases of emergency.

Closed Campus

To improve student safety and neighborhood relations, **HPHS is a closed campus**. Once students arrive on campus in the morning, they must stay inside the perimeter gates at all times, including during lunch.

Regional Transit

Students who wish to ride Regional Transit to school have a few options. You may purchase your bus stickers in the Main Office or you may purchase your bus stickers at the Regional Transit Office located at 1225 R Street in Sacramento. The 51 and 38 have stops close to the school. For more information call (916) 321-2877 or visit www.sacrt.com.

Emergency Information Cards

State laws require that an updated emergency card be kept on campus at all times.

HPHS students must have a completed and signed emergency card on file to attend school events, field trips, dances, etc.

In case of emergencies, it is important that BOTH sides of the emergency card are filled out. Emergency cards will be handed out the first week of school and may also be obtained in the school office. We will use the Infinite Campus calling system in case of emergencies. It is imperative that we have correct emergency information at all times so **please call the office at 916-395-5010 if your contact information has changed.**

Requirements and Integrated Instruction

Arthur A. Benjamin Health Professions High School is nationally known for its career and technical integration into academic subjects. We are a Linked Learning certified program where students' study a rigorous, standards-based curriculum that exceeds the University of California A-G requirement list. The course sequence is an "Early College" model, meaning qualified students will begin collegiate coursework while still in high school. Students will participate in integrated curriculum units related to healthcare topics, as well as extensive work based learning with our healthcare partners. Students at HPHS fulfill their SCUSD graduation elective credits through Medical Science courses and by taking four years of math and lab science. Our industry and college partners, as well as research, show that students need to continue in these areas to be viable candidates for health care careers and college classes. Our academic and professional expectations are grounded in our P.R.I.D.E. outcomes which are the foundation of our school.

Grading Policy

Report cards are sent home four times a year as well as progress reports every four weeks. Grades are earned on an A-B-C-D-F scale. Students receive five credits per class per semester. Citizenship grades are given for conduct and behavior. Please use Infinite Campus Parent Portal to track your student's progress and grades.

https://campus.scusd.edu/campus/portal/sacramento_city.jsp. Grades are expected to be updated once a week.

Please see the registrar or the counselor for questions about schedules, transcripts, classes, course changes, or add/drop/withdrawals. They can be reached in the Main office at (916) 395-5010.

To sign-up for a Dual Enrollment College Course, you must have a 2.7 GPA and be at least 16 years old. You can take college classes during 0 period at HPHS or at any of the Los Rios Community College campuses. You must attend Dual Enrollment Night with your parent/guardian and sign up through the HPHS counselor.

Schedule Changes and Add/Drop Deadlines

All schedule change requests must go through the counselor and may be approved on a case by case basis. ***We will NOT approve schedule changes for students who are trying to avoid an F in a course.*** The **deadline** for class schedule changes is the **end of the first quarter of each semester (1st quarter and 3rd quarter)**. The **deadline** to add/drop a class is **6 weeks into the semester**.

Senior Activities and Graduation Ceremony Criteria (please see Senior Contract for more information)

As a senior at Health Professions High School, understand that you must follow all school rules as outlined in the 2019-2020 HPHS Student Handbook and the SCUSD Student Conduct Handbook. Please recognize that you are a role model on campus and that your actions and behaviors set the tone for the campus.

Seniors will **not be able to participate in senior activities and/ or the graduation ceremony if:**

- They have excessive tardies and absences (minimum 90% attendance rate to walk the stage)
- They are suspended for any reason in the 4th quarter.
- They are failing any of their second semester classes.
- They have multiple referrals for discipline issues.

Work Based Learning Trips and Enrichment Programs

Arthur A. Benjamin Health Professions High School offers students many opportunities to connect academic coursework with real world situations. Please encourage your student to sign-up for the different site visits and industry tours. **Updated emergency card and professional dress is required when attending these functions (dress slacks/skirts, dress shoes and dress shirts/blouses)**. Parental permission slips must be signed and in the office before a student can participate in an off-campus activity and criteria to participate needs to be met. The criterion to participate depends on the school-related activity and will be determined by the advisor (grades, GPA, behavior, etc.). SCUSD Board Policy does not allow for verbal/over the phone authorization.

Student Clubs and Leadership Activities

Clubs at HPHS (like Dance, Latino, and HOSA) are student driven and may vary year to year. To start a club, students need to find an adult advisor and their club petition must be approved by Student Government. For a complete listing of all student clubs please visit our website at www.hphsjaquars.com.

Athletics

HPHS is part of the Small Schools Sports League which competes in Co-Ed Outdoor Soccer, Volleyball, and Basketball against the other SCUSD Small Schools. Students may also play CIF sports at their home school in their attendance area. A participation eligibility contract, updated emergency card and physical must be signed and delivered to the HPHS Athletic Director before participation begins. Students must satisfy the academic (minimum 2.0 with no F's) and behavior standards of both schools to be eligible. Additionally, either the principal or the coaches may unilaterally remove a student from participation. Please see the HPHS Athletic Director for more information.

Care of Books, Supplies and Equipment

Students are expected to take care of all supplies, whether they use them on campus or they are checked out to them. Students will be held financially liable for any/all equipment that is damaged or destroyed, **especially computers and textbooks**.

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use (SCUSD BP 6161.2).
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials (SCUSD BP 6161.2 and CA Education Code 48904).
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable, the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book

Missing bar codes	\$5.00
-------------------	--------

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, transcripts, and yearbook until restitution is made or an agreement is reached with the site administration (CA Education Code 48904). The student may also be denied participation in school privileges or graduation activities (SCUSD BP 6161.2).

Acceptable Use Policy

In order to access technology at HPHS, students must follow the SCUSD acceptable use guidelines that are sent home and must be signed and returned. Students who do not follow these policies (including using proxy sites or blocked sites) can lose their access to computers and technology at school. Remember that use of technology is critical for students to be successful, but it is also a privilege. Please refer to the district handbook for specific questions regarding this policy. ***The staff at Health Professions reserves the right to, at any time, add, delete, or modify the above policies and restrictions. We reserve the right to examine and confiscate any storage device (USB flashdrive, etc.) used on campus.***

Attendance Policies

We have high expectations for the students at HPHS and believe that all of our students are capable of achieving at high levels. The staff is very dedicated to student success so in order to help your student succeed, they need to be at school, on time, every day, for the entire day. ***Students are responsible to be on time, which means to be in the right place and manner that a teacher requests in their classroom.***

Students are expected, and required by law, to attend classes on a daily basis. HPHS will maintain accurate attendance records and will notify parents and guardians if their student is absent or tardy. Students with good attendance records generally achieve higher grades, enjoy school more, and are more likely to be employed after graduation. **Parents and guardians are required to notify the school on the same day as an absence by calling the school office and speaking with the Attendance Technician.** Absences are required to be cleared within 30 days in the Infinite Campus system. We lose the ability to clear absences after one month. Parents and guardians are also expected to bring a note from their child's doctor upon the student's return to school. Frequent absences or tardies will be referred to the site SART and district SARB boards. Students who are tardy more than four (4) times will be assigned in-house suspension.

Keys to Successful Attendance

- Be inside the classroom when the bell rings to be considered "on-time" for class. Teachers have the discretion to require you to be in your seat when the bell rings to be considered "on-time" for class.
- Obtain a pass from the office before entering class if you are tardy. Note: Students who are late to class four (4) times in a semester will be placed on in-house suspension for a day to complete their coursework.
- Students who are attending after-school activities including but not limited to (dance, prom, sports contests, movie nights, etc.) **MUST** attend school for the

entire day on the day of that activity. If the school related activity falls on a weekend, students must attend Friday for the entire school day in order to participate.

- It is the student's responsibility to get make up work after an absence. Speak with your teacher immediately upon your return. Note: Refer to your class syllabus for your teachers' make up policy.
- Contact us if you are having issues with transportation, bus passes or anything that impacts attendance at school. We want to work with you before any issues begin.

Behavior Guidelines

HPHS is a school of choice. Given this choice, students at HPHS are expected to rise to a standard above the typical high school student, and must meet the school standards of behavior and professional conduct to remain enrolled. The idea of being a professional is the guiding principal behind all of our policies, expectations and consequences. We frequently have visitors and industry partners on campus and send our students into the community for job shadows, field trips, and internships; we expect that they will show their professional preparation. Students are the most important representatives of HPHS and are all capable of behaving as positive ambassadors. At HPHS, students and staff elect to work through disciplinary situations in ways that are based in the culture of professionalism and respect in order to ensure a positive learning environment. If a student's conduct is inconsistent with professional, respectful behavior, we aim to implement restorative justice and the following adult responses are likely but not limited to:

- Teacher conference and call home
- Logical consequences- including financial restitution for damages/theft or loss of privileges
- Teacher/Advisor/Parent/Student conference
- Referral to BAAP (Behavior and Academic Assistance Program) and Intervention Teacher
- Referral to Principal/VP
- Community Service (before, during or after school)
- Lunch/Before or After school detention
- In-house suspension (no in-house suspension one (1) week before finals)
- Independent study contracts
- Shortened class schedule/half day attendance
- Parent required to come to school with their student (Ed Code 48900.1)
- Suspension and/or Expulsion as the last resort

Positive behavior begins in the classroom and students need to follow all classroom expectations. When problems arise, teachers will use progressive discipline in the classroom to ensure that students correct negative behaviors and do not disrupt the learning environment. When there are issues, students will be referred to the most logical intervention and teachers will contact parents. Parent/guardian involvement is the key to students overcoming challenges they face at school. Whenever possible, the administration is proactive when students start to struggle. We hope that early intervention will prevent a more serious problem down the line.

In the classroom **students are expected to:**

- Remain on task and follow teacher directions.
- Work collaboratively with other students as assigned, including integrated unit projects.
- Be respectful and use professional language when speaking to teachers and other students.
- Keep cell phones and electronic devices off and in their bags to avoid confiscation.
- Keep food and beverages in their back pack to eat during passing period and at lunch (no baked goods or liquid is allowed).
- Refrain from arguing with teachers, staff or other students at any time.

When teacher interventions are not successful and negative student behaviors persist, teachers will send students to the office with a referral. The administration will work with students, teachers and families to correct issues and to find solutions together. Missed homework during a suspension is the student's responsibility to obtain **on the day they return from their suspension** unless other arrangements are made with the teachers. Please allow the teachers a 48 hour turnaround on requests for three or more days' worth of assignments during a suspension.

Please note that it is up to the discretion of the administrator, and the severity of the infraction, to determine the consequences. Please refer to the discipline matrix below for more details and guidelines.

Violations of professional behavior expectations include, but are not limited to:

- Class disruption and defiance towards a staff member, including leaving class without permission
- Inappropriate language used in the classroom or directed at a student or school employee
- Possession of or use of a weapon or look-alike weapon (including scissors, screwdrivers, shanks, knives, firearms, etc.)
- Violating acceptable technology and internet usage policy (including bypassing school network filter), including any use of cell-phone or other electronic device on campus
- Leaving school grounds without permission
- Bullying and/or threats towards other students or staff (either verbally or online)
- Sexual harassment of a student or staff member
- Possession of stolen property or attempting to steal property of other students and/or school property
- Being in possession, under the influence, or sale of controlled substances, tobacco, or alcohol (including possession of drug paraphernalia)
- Possession of or use of fireworks or any explosive device or flammable agent, including lighters
- Fighting, promoting a fight, or refusal to disperse during a fight and/or causing physical injury to others
- Assault or battery a school employee (attempting to or hitting, striking, or pushing any staff member)

- Plagiarism or cheating
- Attempt to damage or damaging school property (includes textbooks, desks, tables, graffiti, etc.)
- Violation of dress code policy, including wearing any gang-related or inappropriate clothing on campus
- Play-fighting, food fights, or horseplay
- Cutting in the lunch line

Students who choose to violate behavior expectations will be held responsible for their choices. In accordance with CA Education Code 48900 & 48915, SCUSD board and administrative guidelines and a progressive discipline policy, the following discipline guidelines are in effect, and are applied at the discretion of administration with regard to the severity of the offense. Students who are suspended **will not be allowed on any campus or at school activities** during the suspension. Seniors who are suspended can **lose the ability to participate in senior activities and/or graduation**. See the Senior Contract for more details.

Infraction		Consequence†
Class Disruption Beyond Steps in Classroom Management System	1 st Violation	Administrative in-house at school, call home
Failure to show for detention	1 st Violation	1Day In-House Suspension
Class Walk-out	1 st Violation	In-house for subsequent class, call home
	2 nd Violation	1Day In- House Suspension
Abusive or Profane Language in class	1 st Violation	Administrative in-house at school, call home
	2 nd Violation	Removal from class for subsequent days, call home
	3 rd Violation	1Day Suspension, parent conference
	Further Violations	3-5 Day Suspension, student behavior contract
Profanity Directed Toward Staff	1 st Violation	1Day Suspension, parent contact
	2 nd Violation	3-5 Day Suspension, student contract
Violating Acceptable Use Policy, Visiting Inappropriate Internet Sites	1 st Violation	Detention, removal from computers for one week
	2 nd Violation	1-3 Day Suspension, removal from computer for one week
	3 rd Violation	Loss of technology privileges
Leaving School Grounds without Authorization (includes parking lot during school hours)	1 st Violation	In-house Suspension, call home
	2 nd Violation	1-3 Day Suspension

† Minimum consequence

Forgery	1 st Violation	In-house Suspension
	2 nd Violation	1-3Day Suspension
Throwing Objects that Present a Danger to Physical Safety	1 st Violation	In-house Suspension for remainder of class or entire day
	2 nd Violation	1-5 Day Suspension
Open Defiance towards a staff member		1-5 Day Suspension, parent conference
Possession of fireworks	1 st Violation	1-3 Day Suspension, referral to fire marshal and SRO, call home
	2 nd Violation	3-5 Day Suspension, referral to fire marshal and SRO
Use of firework		5 Day Suspension, referral to fire marshal, request for expulsion, referral to SRO
Harassment/Bullying/ Cyber Bullying/ Hate Crimes	1 st Violation	1-3 Day Suspension, parent conference, student contract
	2 nd Violation	3-5 Day Suspension
	3 rd Violation	Referral to Hearing Office and possible involuntary transfer
Sexual Harassment	1 st Violation	3-5 Day Suspension, referral to SRO, possible expulsion request
	2 nd Violation	5 Day Suspension, referral to SRO, possible expulsion request
Possession of Stolen Property	1 st Violation	3 Day Suspension and referral to SRO
	2 nd Violation	5 Day Suspension and referral to SRO
Theft or Attempted Theft of Private or School Property		3-5 Day Suspension, restitution or replacement, police report
Promoting a fight/Refusal to disperse during a fight		1-5 Day Suspension
Activating Fire Alarm		3-5 Day Suspension, referral to fire marshal
Committing an Obscene Act		3-5 Day Suspension
Possession of weapon/dangerous object		5 Day Suspension, possible request for expulsion, referral to SRO, removal from school
Threatening with weapon/dangerous object		5 Day Suspension, request for expulsion, referral to SRO, removal from school
Extortion or robbery		5 Day Suspension, possible request for expulsion/removal from school, referral to SRO

Causing Physical Injury to Another Person (Except in Self-Defense)		5 Day Suspension, possible expulsion request, referral to SRO
Fighting	1 st Violation	5 Day Suspension
	2 nd Violation	5 Day Suspension, referral to hearing office, request for expulsion or involuntary transfer
Vandalism, Defacement, Destruction of Property		3-5 Day Suspension, restitution, referral to SRO (depending on circumstances)
Attempting to Set or Setting a Fire		5 Day Suspension, referral to SRO, request for expulsion
Threatening Students		3-5 Day Suspension, referral to SRO, possible request for expulsion, referral to Hearing Office and possible removal from the school
Unauthorized Entry to or Use of School Facilities		1-5 Day Suspension, possible referral to Hearing Office and possible removal from the school
Assault or Battery Upon any School Employee (e.g. Threatening, attempting to/or Striking, Hitting, Pushing a Staff Member)		5 Day Suspension, referral to SRO, request for expulsion at Hearing Office
Providing any medication to others		1-5 Day Suspension, possible referral to SRO and Hearing Office, possible request for expulsion
Possession of any Controlled Substance including medications that have not been approved	1 st Violation	3-5 Day Suspension, referral to SRO
	2 nd Violation	5 Day Suspension, referral to SRO, referral to Hearing Office and request for expulsion/involuntary transfer
Possession of Paraphernalia	1 st Violation	1-3 Day Suspension
	2 nd Violation	3-5 Day Suspension
Under the Influence/Use of any Controlled Substance	1 st Violation	3-5 Day Suspension, referral to SRO
	2 nd Violation	5 Day Suspension, referral to SRO, referral to Hearing Office and request for expulsion/involuntary transfer
Sexual Assault/Battery		5 Day Suspension, referral to SRO, request for expulsion
Offering to Sell Controlled Substance/Look-Alike Controlled Substance		5 Day Suspension, referral to SRO, request for expulsion
Gambling	1 st Violation	1 Day Suspension

	2 nd Violation	3 Day Suspension, parent conference
	3 rd Violation	5 Day Suspension, referral to hearing office
Wearing gang style-related clothing	1 st Violation	Student must immediately change clothing on campus or at home, parent conference
	2 nd Violation	1-3 Day Suspension
Refusal to identify oneself/Providing False name	1 st Violation	In-house suspension, at a minimum
Unauthorized entry of school personnel or student computer accounts	1 st Violation	Referral to SRO, parent contact, 5 Day Suspension, computer rights revoked permanently, possible referral to Hearing Office and involuntary transfer
Plagiarism/ Academic Dishonesty	1 st Violation	1-3 Day Suspension, either on or off campus, parent contact, academic consequence at the discretion of the teacher
	2 nd Violation	5 Day Suspension, parent contact, academic consequence
Cell Phone/ Electronic Device	1 st Violation	Office confiscates device, returns to student at end of day
	2 nd Violation	Office confiscates device, person from emergency card must get device at end of day, possible daily check in of device
	3 rd Violation	Student cannot bring devices to school and possible in-house
No Scrubs	1 st Violation	\$1 to get a school scrub top/bottom to be returned, call home
	2 nd and Future	Parent brings scrub to students, possible 1-3 day suspension

Intervention Strategies

When issues come up, contacting home is the first step. Students will likely be referred to our Behavior and Academic Assistance Program (BAAP) and our Intervention Teacher to try and help them **before** negative behaviors escalate and start to disrupt their learning and the school environment. Multiple interventions may be recommended and families will be involved in the decision making process.

Dress Code

Students at HPHS wear top and bottom scrubs Monday - Thursday in accordance with our view of students as professionals. Students can wear scrub shorts if they are knee length and hemmed. Community service, HPHS Club, HPHS gear or volunteer t-shirts may be worn with scrub bottoms. PE uniforms should be shorts/sweats and t-shirts/sweatshirts comfortable enough to move around in and designated by the PE teacher.

On Fridays, HPHS students have free dress (must follow the guidelines below). Ripped jeans may be worn if the rips are small and appropriate (administrator’s discretion). Students may wear open-toed shoes only on Fridays because of labs and PE Monday – Thursday.

Students cannot wear at any time:

- Hats, hoods or beanies **in class.**
- Any gang or drug or violence related apparel, accessories or backpacks/shoes
- Low cut or revealing clothing, tank tops/halter tops, skirts/shorts (must be knee length)
- House shoes or slippers
- Open-toed shoes (except on Fridays)
- Pajama pants or blankets

Several times a year, students are required to wear professional dress for presentations and working with industry partners. Please let the office know if you need assistance in obtaining professional attire. Students that are not dressed professionally/appropriately, will not be able to participate in the trip, presentation, or activity.

Required Professional Dress for Boys	Required Professional Dress for Girls
<ul style="list-style-type: none"> • Collared Shirt (tucked in) • Neck tie • Slacks (no jeans) • Belt (pants worn at the waist) • Dress shoes (no tennis shoes or flip flops) 	<ul style="list-style-type: none"> • Slacks (no jeans) and Collared shirt (covers shoulders, midriff, back and chest) • Dresses/Skirts with a knee length hem (no net stockings) • Dress shoes (Heels less than 3 inches and no tennis shoes or flip flops) • No lingerie/camisole “type” clothing (administrators discretion)

Violation of the Dress Code Means:

1. Students may be asked to change or remove an article of clothing. Clothing may also be confiscated and returned to a parent or guardian after school.
2. After the first infraction, parents will be required to bring a change of clothes or scrubs.
3. Suspension is possible for continued defiance of dress code.
4. If there are too many dress code violations, we will go back to wearing scrubs Monday – Friday.

Drug, Alcohol, Tobacco

HPHS and all other school sites within the district are to be drug-free zones. Any student under the influence or in possession will be suspended from school and placed on a contract. The incident will be reported to Sacramento Police Department. Students selling or attempting to sell any controlled substance will be recommended for expulsion. Students who smoke or chew tobacco on campus, within 1000 feet of campus or at any school function will participate in a Tobacco Diversion Program and/or be suspended.

Public Display of Affection

Students should be appropriate and professional with their affection. Respect each other and those around you by acting in a mature, professional manner. Holding hands is allowed. Please do not display other forms of affection, or you will be subject to disciplinary action.

Cell Phone/ Electronic Device Policy from SCUSD

HPHS policy requires that all electronic devices be turned off and stowed while on campus. A teacher has the right to allow electronic devices for educational purposes only. Electronic devices, including headphones (one ear bud) are allowed at lunch with staff permission; if seen without permission, they will be confiscated and held until the end of the school day. If it happens again, the electronic device will be confiscated for parent pickup. **Parents, please do not text or call your student during class time. All emergencies need to be handled through the office.** Refusing to turn in the device upon request will result in further disciplinary action. Please encourage your child to follow this expectation while at school. **SCUSD and HPHS are not responsible for lost or stolen items on campus.**

Student Work Permits

The California Education Code requires students under the age of 18 to have a work permit issued from their school if they plan to hold a job. Please pick up a work permit in the Main Office.

1. Students may not work more than four hours per day on a school day, nor may they work past 10 p.m. unless they are enrolled in a work experience program.
2. In order to work on a school day, full day school attendance is required.
3. Work permits apply for one school year only. A new permit must be obtained at the beginning of each school year.
4. Students must maintain a 2.0 or higher GPA and have no more than 10 unexcused absences in order to obtain a work permit.

Important Dates

Please visit our website at www.hphsjaguars.com for more calendared events!

SCHOOLS OPEN	Thursday, September 3, 2020
Labor Day Holiday.....	Monday, September 7, 2020
Veterans' Day Holiday	Monday, November 9, 2020
Thanksgiving Holidays	Saturday, November 21, 2020 - Sunday, November 29, 2020
Winter Holidays.....	Saturday, December 19, 2020 through Sunday, January 3, 2021
Martin Luther King, Jr. Day Holiday	Monday, January 18, 2021
FIRST SEMESTER ENDS	Friday, January

SCHOOLS REOPEN FOR SECOND SEMESTER	Monday, January
Lincoln Day Holiday	Monday, February
Washington Day Holiday.....	Monday, February 1
Spring Holidays	Saturday, , 2021 through Sunday,, 2021

Memorial Day Holiday	Monday, May 31, 2021
Last Day of Instruction	Thursday, June , 2021
SECOND SEMESTER ENDS	Thursday, June , 2021

Final Examinations	3 days: January 21 st through January 23 rd , 2020
	3 days: June 10 th through 12 th , 2020
Finals Review Day Shortened	2 days: January 21, 2020 and June 7, 2020
Reports and Records (End of Quarter)	4 days: November 1, 2020, January 24, 2020 April 3, 2020 and June 11, 2020