

2023-2024 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.

Jaguars CARE!

C – Communicate

A – Advocate

R – Respect

E – Empathize

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 - 3:00 pm

Website: www.hphsjaguars.com

www.facebook.com/aabhphs

www.instagram.com/aab_hphs/

Principal:

Leticia Bucio

Office Manager/Registrar:

Natasha Riggins

Attendance Tech:

Taryn Marsh

College and Career Counselor:

Maria Jose Solares-Luna

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HPHS Bell Schedule

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 healthcare field and to be ready for college. They will also have many opportunities to take college coursework while they are in high school! 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

Visitors must receive prior approval from the Office Staff or Principal and must sign in 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 and have been approved by Office Staff or Principal. 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.**

Symptoms of illness

If a person is sick or exhibits any symptoms of COVID-19, they may not come to school and will follow Stay at Home and Return to School Requirements (Appendix B). Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines. **They must stay home until ONE OF the following are met:**

- ▯ At least 24 hours without fever, and symptoms have improved, and a COVID-19 test is negative, OR
- ▯ A healthcare provider gives documentation that the symptoms are from an underlying chronic condition or other district process

Chronic Conditions

Individuals with non-infectious chronic conditions should not be excluded from attending school or work. For instance, an individual with allergy symptoms may have congestion, but is not a reason to exclude them from attending work or school. **If a student or staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their typical symptoms (new symptoms or worsening of symptoms) would be considered a new symptom.** A doctor may diagnose an illness other than COVID-19 and provide a note for return to school earlier than 10 days. If there are questions about individual cases, contact your school nurse or Health Services. Individuals may return to work/school if released by their physician.

Use of Face Coverings (optional)

Wearing a face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. They are meant to protect both the wearer and other people in case the wearer is unknowingly infected (many people who have COVID-19 do not have symptoms).

Guidance for daily use of face coverings (optional)

- Use a freshly washed or clean face covering for each onsite visit.
- Clean your hands with soap and water or hand sanitizer before touching the face covering.
- If you are not already wearing it, apply your face covering before coming onto the worksite.
- Avoid touching the face covering.
- Avoid eating or drinking while wearing the face covering.
- Face coverings should not have valves, as these permit droplet release from the covering, putting others nearby at risk. SCUSD will not permit face coverings with valves.

Hand Hygiene

All students and staff must wash hands frequently

Soap products marketed as “antimicrobial” are not necessary or recommended. If soap and water are not available use district approved greater than 60% ethyl alcohol-based hand sanitizer. Training on effective hand washing and use of sanitizer must be provided to all students and staff.

Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The following guidelines are recommended for school settings. At minimum, students and staff must wash their hands or use hand sanitizer:

- Upon arrival to the school site
- Before lunch
- Before leaving the site
- Upon entry to any new classroom
- When using the restroom
- When visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home

Promote Respiratory Hygiene

Use respiratory hygiene at all times on site.

Once a tissue is used, throw it away in a waste container and then wash hands with soap and water or use hand sanitizer. Do not touch the face. Reinforce respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows by using signage, training, and lessons. See [Appendix K](#) for signage.

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.** **Please refer to our new cell phone policy.** 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.

Adult visitors must sign in at the office and receive a visitor's pass but are only allowed on campus without prior approval from Office Staff or the Principal. 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.

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 be at least 14 years old. Please see your counselor for more information.

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 and will be decided with the Counselor, Student and Parents involved to ensure that no student misses credits due to a class change.** Health Professions High School is a small school and therefore has very little options for class changes.

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

As a senior at Health Professions High School, understand that you must follow all school rules as outlined in the 2022-2023 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 may not be able to participate in senior activities and/ or the graduation ceremony and will be placed on an academic review if:

- They have excessive tardies and absences (minimum 90% attendance rate to walk the stage)
- They are suspended for any reason in the 2nd semester.
- 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.hphsjaguars.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 PE Teacher 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.

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:
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 flash drive, 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 14 days in the Infinite Campus system. 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.

Tardy Policy is also a part of the attendance policies on the campus. Students must arrive to all classes (periods 1-6) on time everyday or must attend Punctuality Development during lunch on the day after they arrive to school or **any** of their classes tardy. Punctuality is very important to succeed in classes and Health Professions High School believes in supporting students by gaining a skill set that allows learning regarding the importance of punctuality and how it can affect all aspects of life after high school. The PD course will be assigned by either the Attendance Clerk, Office Staff or any teacher on campus. Students must serve when they are supposed to or a phone call home will be made to parents to further discuss the need for the student to attend.

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.

- 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 Principal/VP
- Community Service (before, during or after school)
- Lunch detention
- 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 food and beverages in their backpack 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.

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.

Intervention Strategies

When issues come up, contacting home is the first step. Students will likely be referred to a Counselor, Social Worker, other staff they trust or the Principal 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 - Friday in accordance with our view of students as professionals. Students can wear scrub shorts if they are knee length and hemmed. PE uniforms should be shorts/sweats and t-shirts/sweatshirts comfortable

enough to move around in and designated by the PE teacher. Closed-toe shoes are required Monday-Friday due to labs in science classes and PE classes.

- **Students cannot wear at any time:** Gang, drug, or violence-related apparel, accessories or backpacks/shoes or any such items depicting or referencing R-rated content.
- House shoes, slippers, slides, or any open-toed shoes

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
<ul style="list-style-type: none">● Slacks (no jeans) worn at waist (no sagging)● Skirts or dresses with knee-length hem● Collared shirts tucked in● Dress shoes (Heels less than 3 inches and no tennis shoes or flip flops)

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 after school and parent or guardian will be notified
2. After the first infraction, parent or guardian will be required to bring a change of clothes or scrubs.

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

HPHS policy requires that all electronic devices be turned off and stowed in the designated box while in an instructional setting. Teachers have the right to allow electronic devices for educational purposes only, otherwise devices are required to be stowed in class boxes. Electronic devices, including headphones (one ear bud) are allowed at lunch. **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.



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