



HCS Scholars Academy High School 2021-2022 Student Handbook

School Contact Information
 Address: 104 Chanticleer Drive
 East Conway, SC 29526
 Phone: 843-349-4117
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 Building Hours: 7:30AM—3:30PM

Dear Students,

Welcome to the 2021-22 school year and the 19th year of the Scholars Academy Program and the 2nd year of HCS Scholars Academy High School. We look forward to working with you and your family as we assist you in meeting your academic needs and provide a learning environment that is second to none.

The purpose of the handbook is to provide information regarding procedures, policies and routines. Please take time to review the guide so you are abreast of expectations and know who to contact for information you need to be successful.

I look forward to working with you and watching as you grow into stronger students and leaders.

Sincerely,
 Norman McQueen
 Principal

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2021-2022 GRADING PERIODS		
	Begins	Ends
2021-2022 Academic Year	8/17/21	6/03/22
Fall Semester	8/17/21	1/13/22
1 st Quarter	8/17/21	10/21/21
2 nd Quarter	10/22/21	1/13/22
Spring Semester	1/14/22	6/03/22
3 rd Quarter	1/14/22	3/24/22
4 th Quarter	3/25/22	6/03/22

BELL SCHEDULE			
MON/WED/FRI		TUES/THUR	
1st Block	7:58 - 9:50	1st Block	7:58 - 9:15
2nd Block	9:00 - 9:50	2nd Block	9:25 - 10:40
3rd Block	10:00 - 10:50	3rd Block	10:50 - 12:10
4th Block	11:00 - 11:40	Lunch	12:15 - 12:45
Lunch	11:45 - 12:20	4th Block	12:50 - 2:15
5th Block	12:25 - 1:15		
6th Block	1:25 - 2:15		

FACULTY AND STAFF

ADMINISTRATION AND FRONT OFFICE

Norman McQueen..... Principal
 Liddy Zarone..... School Counselor
 Michelle Chevalier-Gavilan..... Bookkeeper & Data Quality
 Sharon Bennett..... Secretary
 Gary Elmore..... Day Porter
 Teresa Vereen..... Attendance

ENGLISH LANGUAGE ARTS

Kim Alexander..... AP English Language & Composition and Yearbook
 Jamie Carson English II Honors, Freshman Seminar, and Humanities
 Thor Gunnells* AP English Literature & Composition and Humanities

MATHEMATICS

Christina Lambert..... Algebra II Honors, Algebra III Honors, and Precalculus Honors
 Lance Shuford Precalculus Honors and AP Statistics
 Jennifer Zhang* AP Calculus AB and AP Calculus BC

PHYSICAL EDUCATION

Shane Dular Physical Education 1

SCIENCE

Ryan Carter AP Biology, AP Capstone Research and Seminar and AP Environmental Science
 Rebekah Myers Physics Honors, AP Physics 1 and AP Chemistry
 Whitney Stancil* Biology Honors, Chemistry Honors, and AP Environmental Science

SOCIAL STUDIES

Trena Kirby..... AP US History and AP Human Geography
 Britt McDowell* AP US Government & Politics and Economics Honors
 Stanlee Morrison..... AP US History, AP World History, and AP European History

* Department Chair

*** NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 17, 2021, WILL SUPERCEDE THIS DOCUMENT. ***

Scholars Academy Honor Code

The Scholars Academy High School Honor Code has been agreed upon by the faculty, administrators, and student body representatives. The purpose of this honor code is to encourage students to achieve at the highest level of their abilities while demonstrating academic honesty and personal integrity; it represents an effort to establish a common understanding among staff, students, and parents as to what constitutes cheating.

Students must understand that they are never to present any words or ideas not their own without proper citation.

Some Examples of Cheating

- The use of Spark notes or any other student summary aids without the specific permission of the instructor
- Plagiarism: the act of using another person's words or ideas without giving credit to that person (Miriam-Webster.com online Dictionary)
- The giving of an individual assignment to another student to assist the student without the permission of the teacher or professor

Homework

- Copying or paraphrasing all or a part of another's work
- Allowing another to copy or paraphrase your work, including notes related to assigned reading
- Receiving help on assignments that have been identified as work to be done solely by you

Tests

- Obtaining help or giving help prior to or during a test or quiz
- Passing test questions or answers to students in your class or in another class, including verbal discussion or electronic means
- Receiving test questions or answers from students in your class or in another class
- Copying someone else's answers
- Allowing someone to copy your answers
- Possessing or using "crib" or cheat sheets

- Obtaining a copy of the test or quiz before it is administered
- Attempting to gain an unfair advantage before or during a test, such as looking at another student's work; turning around, leaving books or notes open; signaling
- Deliberately and repeatedly choosing to miss classes through unexcused absences, lateness to school, or early dismissal to avoid taking a test or handing in an assignment
- Using additional websites, online dictionaries, or other assistance while taking an online test or quiz

Research Papers and Essays

- Copying phrases, sentences, or paragraphs without using quotation marks and giving proper MLA/APA documentation of the source
- Paraphrasing or summarizing ideas without giving proper MLA/APA documentation of the source
- Submitting another student's research paper as your own
- Downloading from the Internet a research paper or article in its entirety or in part to submit as your own work
- Asking or paying someone to write a research or other paper for you
- Selling or giving someone a research paper to submit as his/her own

Lab Reports

- Attempting to corrupt another student's data
- Presenting another student's work (computations, graphs, diagrams, answers to conclusion questions) as your own work
- Misrepresenting laboratory data

Use of Calculators/Electronic Devices

Calculators/Electronic devices may be used in a class only with the permission of the instructor

- Using any calculator or other electronic device in class not approved by the teacher
- Using any electronic device (including phone or smart watch) during an

assessment without the specific consent of the teacher

- Using programs in programmable calculators without the knowledge and consent of the teacher
- Using programmable calculators as "electronic cheat sheets"
- Storing information in a calculator about a test or quiz
- Sharing information on the calculator/electronic device pertinent to a test or quiz
- Failing to clear the calculator of all displayed or stored information when the calculator is shared with another student during a test or quiz

Penalties may include, but are not limited to the following: no credit or a zero; notification of parent/guardian, guidance counselor, Principal, and National Honor Society (NHS) advisor; loss of membership in NHS; out-of-school suspension; and/or a disciplinary hearing for further action. See the [Academic Expectations for Scholars Academy Students](#) (page 7) included in this document for additional information.

Honor Code Pledge

As a student who has chosen to attend Scholars Academy High School, I understand that I belong to a community of learners dedicated to the pursuit of academic excellence and personal integrity.

I accept my responsibility to promote academic honesty and pledge all materials submitted under my name are my work. I promise to uphold the Scholars Academy High School Honor Code and I will foster an atmosphere of integrity. As a member of the Scholars Academy High School community, I will not participate in or tolerate academic dishonesty.

Dress Code (HCS Policy)

Parents/guardians are responsible for assuring that individual students dress in an appropriate manner at all times while on campus or when involved in school activities.

The administration of each of the schools will determine the appropriateness of student dress. Guidelines shall

be established and disseminated to students and parents. The administrative team of each of the schools will have the authority to decide if a student's dress is inappropriate and to follow through with corrective action. The school administration's ruling regarding inappropriate dress and corrective action is final pending review only by the Superintendent or her/his designee. Disputes involving student dress are not appealable to the Board. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Generally, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, or damage school property. In addition to clothing, hats, and shoes, attire includes any jewelry, emblem, badge, symbol, sign, comment or other items worn or displayed by an individual.

The principal shall specify the attire that students must wear in order to participate in a high school graduation ceremony as long as an eligible student's failure to participate does not preclude his/her receiving a diploma after the ceremony. In addition, attire worn in physical education classes may be regulated by the principal for health and safety reasons, but a student may have the prerogative on religious grounds of wearing more modest clothing.

1. Attire must comply with requirements for health and safety.
2. Shoes are to be worn at all times.
3. Hats and head coverings are not allowed in the building.
4. Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Shorts, skirts and dresses should be of adequate length to assure modesty when the student is seated or engaged in school activities. Appropriate undergarments should be worn and should be covered by outer clothing. Uniforms for extra-curricular activities that are worn during classes other than physical education must be modified to conform to the Student Dress Code guidelines.

5. To further define this for Scholars Academy students, all skirts and shorts must not be more than six inches (the length

of a dollar bill) above the middle of the knee. Even with leggings or yoga pants, skirts shorter than the specified length may not be worn. Furthermore, slits, tears or holes in skirts, dresses, shorts, pants, etc. must be no more than six inches above the knee.

6. Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.

7. Attire must not display any information about, representations of, or advertisements for alcoholic beverage(s), tobacco, controlled drugs, or illegal drugs or paraphernalia associated with the foregoing.

Consequences for Violation of Dress Code

Students in violation of this policy will be notified by a school staff member and sent to the office. Parents will be called to bring suitable clothing. An option will be for the students to be provided with a suitable cover-up to wear for the remainder of the day. Time missed in any class due to a dress code violation will be an unexcused absence. A second violation will result in a meeting with parents and after-school detention. Third violations will result in In-School Suspension and may result in out-of-school suspension.

Sexual Harassment (HCS Policy)

Sexual harassment of students by district employees, other students, or third parties associated with schools is prohibited. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. The District will take prompt, appropriate, and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Certain "inappropriate conduct of a sexual nature" that district employees direct towards students may also be

criminal conduct as defined by State law, including S.C. Code Section 16-3-755. However, the District will take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in District policies, regardless of whether the conduct rises to the level of a crime.

Any student who feels he/she has been subjected to sexual harassment, or the parent of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint as set forth below. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subjected to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. Anyone who participates in deliberate or unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome is also engaging in sexual harassment.

Any student who feels he/she has been subjected to sexual harassment should immediately notify a teacher or administrator. All allegations will be investigated promptly and confidentially. Any person found to have engaged in sexual harassment will be subject to appropriate disciplinary action.

PDA

Students should keep their hands off other students at all times. Students at the Scholars Academy High School are prohibited from any public displays of affection at school. This means no kissing or inappropriate touching within the SA building, on the CCU campus, on the bus, or during school activities. Parents will be contacted and disciplinary action taken.

Student Behavior

Scholars Academy High School students are held to a high standard, and all students are expected to represent the school in a positive manner.

- Be respectful of teachers, peers, the classroom and its property, and Coastal Carolina University's campus at all times.
- Remain attentive in class, participate, and never distract other students or disrupt the teaching environment.
- Be quiet in the hallways and stairwells of all campus buildings.
- Seek permission for attendance at any Coastal Carolina event prior to attendance.
- Drugs, drinking, smoking, or fighting are prohibited while on Coastal Carolina's, Scholars Academy's, or any other HCS school's campus.
- Attend, participate, and behave appropriately in all college-level courses; Honor Code guidelines continue to apply when attending these courses.
- Students are expected to be in the Scholars Academy building except when attending CCU classes or going to the CINO Grille during the designated lunch period. Students who need to leave the SA building during the day for any reason other than attending a CCU class must sign out at the front desk.
- Except for the bookstore, the CCU HTC Center is off-limits to students unless accompanied by a parent or under the supervision of faculty and staff at CCU or SAHS.
- When a college class is canceled, students are to report to the Scholars Academy office where they will be assigned to Scholars Station. Violations of any of the above rules or other rules contained in this guide can result in disciplinary action. Appropriate disciplinary action may include lunch or after-school detention, in-school suspension, out-of-school suspension, or expulsion from the program.

Usage of Electronic Devices

All students must comply with the HCS electronic device policy at all times. Possession and use of a school-owned or personal electronic device is a privilege, and its use is for education purposes only. Students should not download any programs onto school-

owned devices without prior consent of a teacher; inappropriate sites should not be visited. Students who surf the internet, play games, use text messaging, or inappropriately use e-mail and/or programs such as skype will lose privileges. Printing should be done prior to class.

Vandalizing electronic hardware, introducing a virus onto a computer station, loading software and/or files onto a device, accessing and/or modifying information to which the student has not been given appropriate authorization, or modifying passwords without appropriate authorization are prohibited.

Inappropriate use of an electronic device may also subject a student to penalties through the academic honor code.

Cell Phones

Cell phones and other electronic devices may be used by students before and after school instructional hours (before 8:00 and after 2:15) and during the designated lunch period. Cell phones and other electronic devices are to be turned off and put away before entering the classroom. Cell phones and electronic devices may be allowed for instructional purposes at the teacher's discretion. Any student who chooses to violate the cell phone/electronic device policy is subject to the following consequences and restrictions:

First Violation: The student's phone will be taken, given to the administrator, and a referral will be written. The student may not get the device until after school hours.

Second Violation: The student's phone will be taken, given to the administrator, and a referral will be written. The student's parent or guardian must come to the school to retrieve the device.

Third Violation: The student is subject to suspension, the student's parent or guardian must come to the school to retrieve the device, and the student loses cell phone privileges at any time while on school grounds.

Bullying (HCS Policy)

Bullying is recognized in District policy as a Level II offense and is defined as follows: "Harassment, intimidation or bullying (which means a gesture or

written, verbal, physical or sexual act (1) that is reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage and/or (2) that results or demeans a student or group of students, including acts which cause substantial disruption in, or substantial interference with, the orderly operation of the school)."

All references to bullying include cyber bullying. This includes inappropriate contact via computers or cell phones to any fellow student at school or from a location other than school.

Level II sanctions are available for this offense including suspension pending evidentiary hearing.

Attendance

Be in class every day; students who miss class are at a disadvantage. In order to receive credit for courses in high school, students may not be absent from class more than 5 days for semester courses, unless the absences are excused by a physician's note within three days of the student's return to school. Cutting either high school or college classes is not permitted and will result in discipline action. Please note that parent contact may be made if a student is NOT in class. If you need to miss a class for any reason, arrangements MUST be made with the teacher or CCU Professor. You may not send word by another student.

Students enrolled in college courses are required to attend those courses even when Horry County Schools has a scheduled break. Any student absent from a college class must notify the SAHS office prior to the absence. Failure to notify can result in disciplinary action. CCU attendance policies will be enforced for all CCU classes.

Lawful absences include, but are not limited to, the following: 1. Students who are ill and whose attendance in school would endanger their health or the health of others (Illness verified by a statement from a physician turned in to the attendance office within three (3) days of the student's return to school); 2. Students in whose immediate family there is a serious illness or death (documented by a statement from the family member's physician with the student's name or a copy of the death announcement, obituary or a program

of the funeral service); 3. Students who are absent for recognized religious holidays of their faith; and 4. Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal (these must be submitted to the attendance clerk in advance on a completed Request for Principal Approval Form which can be obtained from the front office at the school or online).

Students who miss over five class periods of a subject in a one-term course will receive no credit for that subject regardless of the grade. If over ten class periods of a subject in a yearlong course are missed, no credit for that subject is allowed. All subjects taken are affected when a full day is missed. Exceptions beyond these limitations must be appealed through the HCS attendance appeal process. Parent excuses are acceptable for up to five (5) days of absences in a one-term course or up to ten (10) days of absences in a year-long course. A student is considered absent if they miss more than one half of the class period.

Make-Up Work

For any excused absence, the following will apply:

- If the student is absent on the due date, BUT was present when it was assigned, the assignment is due when the student returns to class.
- If absent on the due date AND when it was assigned, the student will have one week from their return to submit the work.
- If absent on the date it was assigned, but present the date it is due, no extension will be offered unless arrangements are made in advance. Late work will not be accepted for any unexcused absences. Also note, being out the day before a previously announced test does not mean you get an extra day to study. It is the responsibility of the student to get notes and assignments missed when absent. Tests and labs can be made up by appointment only. Any extenuating circumstances need to be discussed with the teacher.

Tardy Policy

Students should be in class on time ready to begin. Those who are not are tardy.

1st offense: Warning

2nd offense: Parent contact and 15 minute after-school detention

3rd offense: Parent Contact and 30 minute after-school detention

4th offense: Attendance Intervention Plan

After-school tardy detentions will be held on Tuesdays, Wednesdays, and Thursdays. It is the responsibility of the student and his/her parent to provide timely transportation from detention in the afternoons.

Leaving School Early

Students who need to leave school prior to the end of their school day must sign out in the office. A note written by a parent/guardian and verified by a SAHS official is required prior to early dismissal and must include a phone number where the parent/guardian can be reached for confirmation. The note should include the time of and reason for dismissal. **Students are not allowed to return to campus after leaving.**

Students are not allowed on the CCU Campus after school hours without prior written approval from the SAHS Administration. Students are allowed at CCU activities when chaperoned by a parent/guardian.

Transportation

If riding a bus to school, be at the bus stop at the designated time; the responsibility for getting to Coastal Carolina lies with students who miss their bus.

If driving a car or bicycle to school, be sure to register the vehicle with Coastal Carolina campus police. The appropriate CCU parking decal must also be displayed in the front window. Remember to park only in designated student parking areas. All bicycles must be registered and have a campus sticker attached.

If you are planning to ride in a car with another student to and/or from SAHS, written consent must be provided to the school administration from the parent/guardian of BOTH the rider and driver.

Leaving campus during the school day without consent is prohibited; doing so is a serious offense and any transpor-

tation violation may result in expulsion from SAHS. Upon arrival to campus, no student should return to his/her vehicle until the end of the day without administration approval. Students should not remain in cars or parking areas after arrival or dismissal.

The building is open from 7:30 AM to 3:00 PM. Students must either ride the bus or be picked up by 3:00 PM unless prior arrangements have been made with a SAHS teacher. Students are not allowed to stay on CCU's campus after 3:00 without the Scholars Academy Administration's permission.

Student Drop-off and Pick-up

Because student safety is a top priority at SAHS, students should not be dropped off at school before 7:30 AM. Drop off should happen between Baxley Hall and SAHS. Parents should enter the CCU parking lot from the roundabout on University Ave and proceed to the side of SAHS building. Unless students have made prior arrangements with a teacher and have written permission from a parent to remain after school, they should be picked up by 3:00 PM. Students not picked up by 3:00 should go to the designated area to wait. All students should be off campus by 3:00 unless prior arrangements have been approved. All students waiting on rides need to wait on the sidewalk between Baxley Hall and SAHS. Students are not allowed to remain on CCU campus without prior approval.

Scholars Academy students should not block the entrances into the building. **NO STUDENTS SHOULD BE DROPPED OFF OR PICKED UP IN THE FRONT OF THE BUILDING FROM 7:30-8:00 AND 2:00-3:00 DUE TO BUS RIGHT OF WAY.** Likewise, students who go on field trips must be dropped off and picked up at the times outlined by the sponsoring teacher. Failure to adhere to such times will result in a loss of field trip privileges.

Bus Conduct

Responsible and respectful behavior from Scholars students is both extremely important and expected in order for bus drivers to maintain focus on highway safety. Video surveillance is

used on buses to monitor student behavior and may be used as evidence during disciplinary proceedings. Bus transportation is a privilege that can be suspended if a student's behavior creates an unsafe condition on the bus.

All school rules regarding behavior apply to the bus.

Campus Safety

1st Semester Freshmen should have adult supervision at all times when outside of the Scholars Academy building on Coastal Carolina's campus. 2nd Semester Freshmen must travel in groups of 2 or more.

Consent of a teacher is required prior to leaving a classroom. Students should sign out/in each time they leave a classroom. Students should always be certain an adult knows when they leave the building, go to the library, or anywhere else on campus. Students must always sign out at the front desk before leaving the building, except when attending a CCU class. Dining facilities, college dormitories, apartments, the HTC Center, and the student union game room are off-limits for all students at all times.

Only juniors and seniors are allowed to go to Starbucks or Einstein's Bagels. Students may not remain in cars after their arrival on campus or wait in cars after their dismissal. Students must report to the SA building immediately upon their arrival on campus and must leave campus at their scheduled dismissal time.

Any violations of these safety guidelines may result in disciplinary action. All students must sign in upon arrival and out anytime they leave the SAHS building.

CCUAlert

Once enrolled in CCU, students should sign up for CCUAlert through the *Coastal Carolina Online Emergency Information Center*. *This will require the student to have a CCU login and password.*

Searches

Pursuant to SC law Section 59-63-1110 et seq., any person entering the premises of any school in the state shall be deemed to have consented to a reasonable search of his/her person and effects. Hand-held and walk-

through metal detectors are used on a daily basis within the facility.

Dual Credit Course Regulations

For complete guidelines for taking college courses follow the HCS Dual-Enrollment Course Guidelines.

- Most college courses may be taken for dual credit which means the student earns both high school and college credit.
- Dual credit courses are given the same weight as an Advanced Placement course on the Uniform Grading Scale. Therefore, there are restrictions governing which courses are allowed to carry dual credit weight. Students will not receive dual credit for physical education courses or the equivalent of computer applications. Courses taken at the college level are entered on the high school transcript as a high school course with college preparatory weight.
- Only courses that are three-credit courses may be taken for dual credit. Any one or two-credit college courses must be approved by HCS before permission is granted or partial credit issued.
- College courses that are taken outside of the regular school day, or outside of the regular school year, such as during summer school, will not appear on the student's transcript, nor be paid for by HCS.
- Dual Enrollment courses must be scheduled during the school day—8:00 -3:00 (exceptions are made for labs).
- Students must complete a dual enrollment form each semester.

End-of-Course Exams

End-of-course exams will count 20% of a student's final grade and will be administered for English 2, US History, and Biology. Each exam will be given at the end of the semester in which students are scheduled to complete courses.

Course Withdrawal

Students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty under the Uniform Grading Policy.

Students who withdraw from a

course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the F (as a 51) will be calculated in the student's overall grade point average.

This pertains to both high school and college courses taken for dual credit. No student may drop a course without permission from the administration.

SAHS Online Course-work

Since online coursework places a greater responsibility on the part of the student, those who request such courses should be self-motivated, disciplined, and have strong reading, writing, and technology skills. An online AP course typically requires 10 to 15 hours of class time and study per week.

Those students who request to take an AP online course must meet the following eligibility criteria:

1. Prior course grades of A and/or B;
2. Minimum score of 4 on at least one AP exam; and
3. Recommendation from a teacher of the requested course's discipline who is familiar with the student's work.
4. Failure to stay on track will result in student's loss of "Good Standing" and assignment to Scholars Station for supervision until the end of the grading period.

All online coursework must be completed in proportion to the amount of class time completed, e.g., in a year-long class, students must have completed 25% of the classwork by the end of the first quarter.

In addition, all AP coursework must be completed by the last school day of April.

Textbooks

It is the responsibility of each student to keep up with his/her textbooks. If a textbook is lost and/or damaged, the student to whom the textbook was assigned will be assessed a charge to cover the textbook's cost. This includes college textbooks as well as high school books. Students will not be allowed to participate in SA's Senior Ceremony or graduation ceremonies until all fines are cleared.

Printing / Electronic Issues

Students are responsible for having assignments printed and ready to submit prior to class. Excuses for late work related to printing or electronic issues will not be accepted.

Files must be saved as a PDF to a flash drive in order to print on school printers.

Medication

All prescription and over-the-counter medications must be registered by the parent with the school nurse; students may not have medication in their possession throughout the school day. Accompanying the medication must be a completed Medical Consent Form. ALL medication should be delivered in their original containers.

Academic Expectations for Scholars Academy High School Students

By enrolling in the Scholars Academy High School, students understand that they join a family of learners committed to academic excellence, a cooperative learning environment, and personal integrity. Students are expected to contribute to the Scholars Academy's culture of excellence and caring. Failure to meet these guidelines could result in return to high school of residence. The following details provide expectations for students' academic performance:

AP Courses

- Students who enter the Scholars Academy are to take a minimum of seven Advanced Placement courses.
- The following AP courses are required of all Scholars Academy students:
English Language
English Literature
US Government & Politics
US History
- Students are required to take at least one AP course with a Scholars teacher EACH year.
- Students must choose a minimum of one Scholars Academy AP course from Science: (Biology, Chemistry, En-

vironmental or Physics) and Mathematics (Calculus AB, Calculus BC, or Statistics). The other required AP courses may be in any discipline.

- Students must take AP Exams and have scores reported for every AP course in which they are enrolled, including online courses. National AP examinations will be administered in May of each year for such courses. AP exam scores may not be cancelled.

Course-taking patterns

- Students are expected to be enrolled in core courses (for all four core areas) each year. Exceptions require administrative approval and must be documented in the student's IGP.
- Once students move into college courses in a core area, course-taking expectations will follow that of a typical college student.
- Students are expected to be enrolled in a minimum of five courses each semester for a total of eight semesters.

College Courses

- Scholars Academy students taking college courses at Coastal Carolina University must follow the *HCS Dual-Enrollment Course Guidelines and must receive prior administrative approval.*
- Beginning with the second semester of enrollment, students are expected to take a minimum of one college course per semester. Exceptions may be made in cases where students have multiple student behavior violations or are on academic probation.
- First-year Scholars Academy students are limited to only one college course enrollment for the second semester of their freshman year.
- Students must meet college prerequisites to be eligible for college courses.
- According to the *HCS Dual-Enrollment Course Guidelines, students are expected to earn a grade of C or above in all college courses. Should a grade fall below that which is expected, the student will be required to reimburse the school district for the cost of the course and textbook(s).*

Students are allowed a maximum of 5 CCU courses within a semester.

Grades, Academic Probation and Reassignment

Cumulative Grade Requirement

- Students are expected to maintain at least a B average (3.0). At the end of each semester, if a student's cumulative GPA in the student's academic courses falls below a 3.0 (un-weighted) the student will be placed on academic probation. GPAs will be checked after the 90th and 180th school day to determine in "Good Standing".

Individual Course Requirements

- Students will be placed on academic probation for quarter or final averages below 70; an academic improvement plan will be developed at that time. If a student's grade falls below a 70 in any high school course at interim, the student will be put on an academic improvement plan. If the grade does not improve to a 70 or better by the end of the next grading period, the student will be placed on academic probation.
- To be in "Good Standing" academically, a student must have grades of 70 or higher in all classes. To return to "Good Standing" from academic probation, a student must bring all nine-weeks grades up to 70 or higher by the next quarter grade and bring all final averages to a 70 or better.
- If a student receives more than one semester grade below a 70, the student may be recommended for reassignment. If a student receives more than one final grade below a 70, the student will be automatically reassigned to the high school of residence.
- Depending upon the availability of courses at the high school of residence, a reassignment at the end of the first semester could result in a student's loss of Carnegie units.
- Juniors and seniors have the privilege of opting out of the Scholars Station at the beginning and end of the school day. However, if a student's grade falls below a C average in any class, this privilege will be revoked and students will be required to attend their scheduled Scholars Station assignment.
- Seniors placed on academic probation during the first semester who failed to meet Academic Expectations are not reassigned to their high school of residence. However, they are not considered to be in "Good Standing" academically and therefore will not be allowed to participate in the Senior Ceremony unless all final grades in the spring semester are a C or better.
- It is essential to the credibility of the Scholars Academy Program and High School that students maintain a high

level of academic integrity.

- Failure to adhere to the academic honor code will result in a zero for the work, parent contact, and a log entry in PowerSchool.
- A second offense of academic dishonesty will result in a zero for the work, parent contact, a log entry in PowerSchool, and a one day out-of-school suspension.
- All incidents of academic dishonesty are considered cumulative while enrolled at Scholars Academy.
- Incidents of academic dishonesty may prohibit students from being members of certain clubs, organizations, and participation in various programs.

Palmetto Fellows (9th & 10th Grades)

All SAHS students must use ACT/SAT score and GPA to qualify for Palmetto Fellows. On the first day of a student's senior year, any student who has not qualified with documented exams for Palmetto Fellows by ACT/SAT score will be required to attend a ACT/SAT preparation class. Students will be required to attend ACT/SAT preparation with an assigned faculty member for a minimum of 140 minutes per week. (MWF 1 block or TTH 1 block) during a scheduled Scholars Station. Late arrival and/or early release will not be granted without attendance / participation in the preparation course. **Beginning with the Class of 2024 student** may only qualify for Palmetto Fellows through GPA and SAT/ACT score. [Palmetto Fellows Q & A](#)

SAHS is a Non-Ranking high school and students must qualify through GPA and ACT/SAT score.

Senior Ceremony:

Only students in "Good Standing" can participate in the Senior Ceremony. Students who are on probation or who have not met the guidelines for community service will not be allowed to participate in the Senior Ceremony.

Coastal Carolina University Expectations

- In addition to the Scholars Academy Academic Expectations, all Scholars Academy students are also expected to adhere to Coastal Carolina University's Code of Conduct and standards of academic integrity. Sanctions for academic misconduct in a college class

may be subject to campus judicial procedures and may include failure of the course and/or dismissal from the university. Students must remain in "Good Standing" at CCU in order to remain at the Scholars Academy. Consult the CCU Code of Student Conduct. <http://www.coastal.edu/conduct/resources/index.html>

In Good Standing

Students at Scholars Academy are expected to adhere to a high standard of behavior. This includes academic performance, adherence to HCS/CCU disciplinary policies including the Honor Code, and completion of required community service expectations. Students who accumulate 3 probations of any kind while at the Scholars Academy will be removed.

Academic Probation

- Academic probation is determined by nine-weeks or final grade averages in HCS and CCU classes. Probation is cumulative (e.g., a D in history first nine weeks and a D in English second nine weeks constitutes two instances of academic probation).
- To be in good academic standing, a student must have grades of 70 or higher in all classes.
- To return to good standing from academic probation, a student must bring all nine-weeks grades up to 70 or higher by the next quarter grade and bring all final averages to a 70 or better.

Disciplinary Probation

- Level 2 violations of HCS disciplinary policy will result in a disciplinary probation. Honor code violations are considered Level 2 violations.
- Any HCS Level 3 violation will result in a disciplinary probation, which would result in removal.
- Any violation of CCU Code of Student Conduct is considered a disciplinary probation.
- Cutting of either CCU/HCS classes, which would constitute a Level 2 HCS violation, will result in a disciplinary probation and/or ISS/OSS.
- Disciplinary probation lasts for the entire school year. Violations accumulated during the last quarter of the school year may carry over to the following school year.
- Honor code violations are cumulative for the student's stay at the Scholars Academy. A third honor code violation will result in removal from the program.

Community Service Probation

- Not completing and submitting all 24 hours by the last school day of April will result in a community service probation. (HCS Level 2)
- Submitting inaccurate or false information on the community service log will result in a community service probation. (HCS Level 2)
- Students who are on probation must complete and submit all incomplete hours before the first day of the following school year in order to return. This counts as a probation, even when hours have been completed.

Consequences

- When students are not in "Good Standing", they may not be allowed to participate in the following activities:
 - Senior Ceremony
 - National Honor Society
 - Club membership (depending upon club by-laws)
 - Holding club offices
 - School-sponsored activities/trips
 - Late arrival/early dismissal (Scholars' Station becomes mandatory)

Scholars Academy Chapter of the National Honor Society

BRIEF DESCRIPTION OF SELECTION CRITERIA

2021-2022 SCHOOL YEAR

The National Honor Society of the Scholars Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of National Honor Society and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school in the fall of each year.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 4.25 or better based on the South Carolina Uniform Grading Policy. Those students who meet this criterion are then evaluated on their community service

through time logs and leadership activities. Students must have completed the Scholars Academy requirement of 24 hours of community service each year. Therefore, students eligible at the end of the sophomore year must have completed at least 48 total hours of community service; those students eligible at the end of the junior year must have completed at least 72 hours of community service. Service hours must be turned in to the Chairman of the NHS Faculty Council by the student. For the leadership criterion, students must submit a list and a thorough description of their leadership activities, which may include leadership activities at the Scholars Academy, at the student's base school, church, and in the community. It is imperative that students who wish to seek membership understand that service is not the same as leadership. Leadership means that the student led, organized, maintained, or created service/events/projects, etc. for the Scholars Academy program, the student's base school, church, or community. Students must also provide signatures of adult supervisors and/or sponsors with whom they worked and specific contact information. Parent signatures are not accepted. Faculty Council members will research the eligible candidates, using the students' submitted lists of leadership activities.

To evaluate a candidate's character criterion, the Faculty Council uses two forms of input. First, the Faculty Council will review school disciplinary records. Any student who has a documented cheating offense will not be eligible for membership. Any student who has 3 or more documented Level 1 offenses will not be admitted. Any student with a documented level 2 offense, within the last year, will not be admitted. A student with a documented level 3 offense will not be considered eligible for membership. Second, each faculty member will be solicited for input of professional reflections on a candidate's service activities, character, and leadership. These forms and the student activity information are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection. To maintain the integrity of the voting process, the Faculty Council names will not be disclosed to eligible candidates, students, parents, other faculty and staff members, or to people in the community. Candidates who meet criteria for selection

will be notified in writing. Following notification, a formal induction will be held at the school to recognize all new members. Induction will be held once each year. Once inducted, new members are required to maintain the same level of performance or better in all four criteria that led to their selection. This includes regular attendance at chapter meetings and participation in NHS activities. Members must maintain a cumulative 4.25 GPA, continue to exhibit leadership initiative, and complete an additional ten hours of community service each year that are dedicated toward NHS sponsored tutoring, fundraising, drives, or events. New members are required to read the NHS By-Laws and indicate with their signature that they understand the expectations for members.

National Honor Society is a national organization; therefore, a student may only have one secondary school opportunity for membership. Because the opportunity for membership is available at Scholars Academy, students may only apply to the Scholars Academy NHS; Scholars Academy students are not allowed to apply to their base school NHS. Students inducted at a base school after the fall semester of 2013 will not be accepted for transfer. Junior year candidates, who are invited to apply for selection, but fail to meet all four criteria, are strongly encouraged to seek membership during their senior year. Students who are dismissed from the Scholars Academy National Honor Society are never again eligible for membership at the Scholars Academy NHS.

Christina Lambert
Chapter Advisor
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*For a copy of the complete By-Laws, please contact the chapter advisor.
Source: Appendix E, NHS Handbook-Pg. 84
10/09/2012- Approved (Last update- 11/20/2013)

Requirements for Horry County Honors Certificate

A student must surpass the minimum requirements for graduation and meet the additional following criteria to be awarded the HCS Honors Certificate:

- a Weighted Grade Point Average of 4.0 or higher;
- a composite SAT score of 1000 or higher (Critical Reading & Math) or a composite ACT score of 22 or higher;

- five (5) or more math courses and four (4) or more credit-bearing courses in science;
- three (3) or more courses at the Advanced Placement (AP), International Baccalaureate (IB), or Dual Credit level. Two (2) of the three (3) must be at the AP or IB level or earned through Scholars Academy;
- at least three (3) courses of the same foreign language or four (4) courses in two (2) different foreign languages;
- at least 28 high school units, meets requirements for a SC high school diploma;
- show evidence of participation in at least one school-sponsored organization during grades 10-12, or complete 50 hours of approved community service during high school.

Units Required for Graduation

The units required for graduation are distributed as follows (total of 24 units):
English/Language Arts 4 units

U.S. History and Constitution	1 unit
Government and Economics	1 unit
Additional Social Studies	1 unit
Math	4 units
Science	3 units
Computer Science	1 unit
Physical Education or JROTC	1 unit
Foreign Language	1 unit
Electives	7 units
English/Language Arts	4 units
Mathematics	4 units
Laboratory Science	3 units
U.S. History and Constitution	1 unit
Government and Economics	1 unit
Social Studies	1 unit
Foreign Language	2 or 3 units
Fine Arts	1 unit
Computer Science	1 unit
Physical Education or JROTC	1 unit
One additional unit in	1 unit
Computer Science, English, Fine Arts, Foreign Language, Social Studies, Humanities, Lab Science or Math	

Converting Grades

Letter grades earned in DUAL ENROLLMENT COURSES will be converted to the following numerical averages according to the SC Uniform Grading Policy. There are no exceptions allowed.
A = 95

NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 17, 2021, WILL SUPERCEDE THIS DOCUMENT.

B = 85
C = 75
D = 65
F = 51

Uniform Grading Policy

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Awards & Recognitions

Distinguished Junior Selection

Students from the junior class with weighted GPA's of 5.25 or above at the end of the fall semester will be recognized in the spring semester as Distinguished Juniors. These students will assist at end-of-the-year ceremonies and activities. The selected students must have their community service forms submitted on time, have no disciplinary infractions, and must not be on probation for any reason.

Community Service

All students enrolled in the Scholars Academy must complete 24 hours of community service each year (12 hours each semester). All service must be non-profit in nature. Hours completed are due on the last school day of each month. All community service must be completed and the forms turned in by the last school day in April to remain in "Good Standing".

Recommended guidelines are as follows:

- At least half of the hours should be completed in the Horry County area.
- No more than 12 hours can be done in the summer prior to school starting.
- Students are encouraged to target areas of interest to use for college resumes.

Selection of Reading Materials

HCS provides access to a wide variety of reading materials and resources in promoting literacy for students. In selecting the materials and resources for classroom libraries and media centers,

teachers and media specialist follow the general procedures that may be found on the district webpage at [Library and Classroom Library resources](#) and media center and classroom library procedures that may be found in the district policy manual.

One of a school's primary goals is to develop lifelong learners, with literacy being a key component in this process. Reading a wide range of materials helps students develop these literacy skills. While a school's classrooms and media center make every effort to provide only the highest quality reading materials, we understand that parents want to help their children make a wise choice as it pertains to what their child reads. A parent who may have questions about his/her child's reading material may contact Ms. Melanie Gentzler to request additional information regarding the title, including possible professional reviews of the title. Ms. Gentzler will work collaboratively with parents and teachers, to identify titles that will help develop a love of reading.

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