

HCS Scholars Academy High School 2022-2023 Student Handbook

School Contact Information:

HCS Scholars Academy
Address:
104 Chanticleer Drive East
Conway, SC 29526

Phone: 843-349-4117
Fax: 843-347-2869
Building Hours: 7:30AM—3:30PM



Dear Students,

Welcome to the 2022-2023 school year and the 19th year of the Scholars Academy Program and the 3rd year of 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 this handbook is to provide information regarding procedures, policies, and routines. Please take time to review this 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

REPORT CARD AND INTERIM REPORT DATES FOR 2022 – 2023

End Date for 1 st Interim Report	Thursday, September 15, 2022
Interim Reports Available	Friday September 16, 2022
End 1 st Quarter (45 days)	Wednesday, October 19, 2022
Report Cards Available By	Friday October 28, 2022
End Date for 2 nd Interim Report	Monday, November 28, 2022
Interim Reports Available	Tuesday November 29, 2022
End 2 nd Quarter (91 days)	Friday, January 13, 2023
Report Cards Available By	Friday January 27, 2023
End Date for 3 rd Interim Report	Friday, February 17, 2023
Interim Reports Available	Monday February 20, 2023
End 3 rd Quarter (135 days)	Thursday, March 23, 2023
Report Cards Available By	Friday March 31, 2023
End Date for 4 th Interim Report	Tuesday, May 2, 2023
Interim Reports Available	Wednesday May 3, 2023
End 4 th Quarter (180 days)	Friday, June 2, 2023
Final Report Cards Available By	Friday June 16, 2023

TABLE OF CONTENTS

Admin & Front Office Staff	3
Attendance Reporting (NEW for 22-23)	3
Faculty Contact Information	4
HCS Scholars Academy Honor Code	6
Scholars Academy Honor Code Pledge	7
Daily Procedures	8
Student Drop-off and Pick-up	8
Leaving School Early	8
Visitors on Campus	8
HCS Scholars Academy Master Schedule	9
Academic Expectations	10
SC Units Required for Graduation	13
Converting Grades	13
HCS Scholars Academy Student Behavior	14
Student Parking	14
Usage of Electronic Devices	15
Attendance Policy	15
Tardy Policy	16
Cell Phones	16
Transportation	16
Bus Conduct	16
Student Searches	16
PDA (public display of affection)	17
Printing & Electronic Issues	17
Medication at School	17
CCU Campus Safety	17
CCU Alert	18
Dual Enrollment Credit Regulations	18
HCS Scholars Academy Awards	18
Palmetto Fellows (9 th ,10 th , 11th Grades)	18
SC Seals of Distinction	18
HCS Dress Code Policy	19
HCS Sexual Harassment Policy	19
HCS Bullying Policy	20
Scholars Academy Chapter of NHS	20

****NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 15, 2022, WILL SUPERCEDE THIS DOCUMENT****

HCS SCHOLARS ACADEMY - ADMINISTRATION AND FRONT OFFICE STAFF CONTACT INFORMATION

Norman McQueen	Principal NMcQueen@horrycountyschools.net
Kelly Brown	Assistant Principal KBrown004@horrycountyschools.net
Patrick Rabon	Instructional Coach/Teacher PRabon004@horrycountyschools.net
Genelle Williams	School Counselor GWilliams006@horrycountyschools.net
Lynn Bethle	School Nurse (Located at ECHS Bldg on CCU Campus) LBethle@horrycountyschools.net
Michelle Chevalier-Gavilan	Bookkeeper & Data Quality Clerk MChevalierGavilan@horrycountyschools.net
Sharon Bennett	Guidance Secretary & Front Desk SBennett002@horrycountyschools.net
Teresa Vereen	Attendance Clerk & Front Desk TVerdeen001@horrycountyschools.net
Bert DeWitt	Custodian KDewitt@horrycountyschools.net

HCS SCHOLARS ACADEMY – ATTENDANCE REPORTING NEW for 2022-2023

Parents/Guardians are responsible to notify HCS Scholars Academy **anytime** a student is absent from class and/or school. If your student(s) needs to miss a class or a school day for ANY reason, you will need to contact us as follows:

Email: SAattendance@horrycountyschools.net

OR call the SA front office at 843-349-4117

as soon as you know that your student will be arriving late, leaving early, missing a class or missing a school day.

HCS SCHOLARS ACADEMY - FACULTY**ENGLISH/LANGUAGE ARTS****Kim Alexander**AP English Language & Composition, Humanities
and YearbookKAlexander001@horrycountyschools.net**Jamie Carson**

English 2 Honors & Freshman Seminar (A & B)

JCarson@horrycountyschools.net**E. Thor Gunnells***

AP English Literature & Composition and Humanities

EGunnells@horrycountyschools.net**MATHEMATICS****Christina Lambert.**Algebra II Honors, Algebra III Honors, and Precalculus
HonorsCLambert@horrycountyschools.net**Lance Shuford**

Precalculus Honors, AP Statistics and AP Calculus BC

LShuford@horrycountyschools.net**Jennifer Zhang*.**

AP Calculus AB and AP Calculus BC

JZhang@horrycountyschools.net**PHYSICAL EDUCATION****Shane Dular**

Physical Education 1 (A & B)

SDular@horrycountyschools.net**SCIENCE****Ryan Carter**AP Biology, AP Environment Science, AP Capstone
SeminarRCarter002@horrycountyschools.net**Kim Herness**

H/AP Physics 1 and AP Chemistry

KHerness@horrycountyschools.net**Whitney Stancil***

Biology Honors and Chemistry Honors

WStancil@horrycountyschools.net

HCS SCHOLARS ACADEMY – FACULTY, continued**SOCIAL STUDIES****Trena Kirby**

AP US History & AP US Government & Politics

TKirby@horrycountyschools.net**Britt McDowell***AP US Government & Politics, AP US Comp
Government and Economics HonorsBMcDowell@horrycountyschools.net**Stanlee Morrison**AP US History, AP World History, and AP
EuropeanHistorySMorrison@horrycountyschools.net**CAPSTONE****Patrick Rabon**

AP Capstone Research

PRabon004@horrycountyschools.net**(*) Denotes Department Chair**

HCS Scholars Academy Honor Code

The HCS Scholars Academy Honor Code has been agreed upon by the faculty, administrators, and student body representatives. The purpose of this honor code is to encourage SA 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 an SA teacher
- Using any calculator or other electronic device in class not approved by the teacher
- Using any electronic device (including a 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

****NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 15, 2022, WILL SUPERCEDE THIS DOCUMENT****

Penalties of cheating 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 Expectation for HCS Scholars Academy Students (Page 10) included in this document.

HCS Scholars Academy Honor Code Pledge

As a student who has chosen to attend HCS Scholars Academy, 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 HCS Scholars Academy Honor Code and I will foster an atmosphere of integrity. As a member of HCS Scholars Academy community, I will not participate in nor tolerate academic dishonesty.

Daily Procedures

The HCS Scholars Academy (SA) building is open from 7:30AM to 3:30PM each school day. SA students are **REQUIRED** to sign in and sign out every time they enter or exit the SA Building. There are “sign in” QR codes and “sign out” QR codes in the front lobby of the building for student use. If a student does not have access to a cell phone during the school day, students are able to sign in and sign out manually at the front desk using the LobbyGuard system.

Student Drop-off and Pick-up

Because student safety is a top priority at SA, **students should NOT be dropped off at school BEFORE 7:30AM**. Drop off should happen between CCU's Baxley Hall and the Scholars Academy building. Parents/Guardians should enter the CCU parking lot from the roundabout on University Avenue and proceed to the side of SA building.

After dropping off your student please **DO NOT** do a U-turn from the drop-off line. ALL vehicles should proceed to the stop sign, make a left turn, and go to the traffic light located at the intersection of Chanticleer Drive and University Avenue.

Students **MUST** be **PICKED UP BY 3:00PM** each school day unless **PRIOR** arrangements have been made with an SA teacher or administrator.

Student(s) should NOT be dropped off OR picked up IN THE FRONT OF THE SA BUILDING between 7:30AM – 8:00AM and between 2:00PM – 3:00PM due to school bus right of way.

STUDENTS ARE NOT PERMITTED ON THE SA/CCU CAMPUS AFTER 3:00 PM WITHOUT PRIOR APPROVAL FROM THE SA ADMINISTRATION.

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.

Students NOT picked up by 3:00 PM should go to the designated area to wait. All students should be off SA/CCU campus by 3:00 PM unless prior arrangements have been made AND approved.

SA students may attend other CCU activities and/or events that have NOT been pre-approved by SA Administration when chaperoned by a parent/guardian ONLY.

Leaving School Early

Students who need to leave school prior to the end of their school day must sign out with the frontoffice. A note written by a parent/guardian and verified by an SA staff member is required **PRIOR** to the 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 the early dismissal.

Students are NOT allowed to return to SA/CCU campus after leaving.

Failure to notify SA of a student(s) absence may result in disciplinary action. CCU attendance policies will be enforced for all CCU classes.

Visitors on Campus

Visitors, Contractors, and Parents/Guardians **MUST** enter through HCS Scholars Academy **FRONT DOORS ONLY** and report to the main office of the school to obtain the following:

1. **SA Visitor Identification Pass** (acquired through the LobbyGuard System - **MUST** be worn at all times while you are on the SA campus.
2. **SA Parking Pass** - CCU issues parking tickets to any/all vehicles parked in an HCS Scholars Academy VISITOR parking space that does NOT have an SA Parking Pass in the front windshield.

Parents are always welcome to visit their child's school as long as their visit does not interrupt the teaching and learning process. The District tries to protect the integrity of the instructional day; therefore, parents may make an appointment to visit with a teacher during the teacher's planning period by telephoning the school office at 843-349-4117.

No visitation by another student will be allowed without at least one day's prior clearance from the school administration. The principal is empowered to take appropriate action against non-students who enter the building, grounds, or other school property. Such action includes the right to call a law enforcement agency and swear out warrants.

HCS Scholars Academy Master Schedule

SCHOLARS ACADEMY MASTER SCHEDULE 2022-2023		
Monday, Wednesday & Friday	Tuesday & Thursday	ADVISORY
7:58 - 8:00	7:58 - 8:00	7:58 - 8:00
ANNOUNCEMENTS (Students must be PRESENT at 7:58am)		
8:00 - 8:50	8:00 - 9:15	8:00 - 9:15
1st Block	1st Block	1st Block
9:00 - 9:50		
2nd Block	9:25 - 10:40	9:25 - 10:40
10:00 - 10:50	2nd Block	2nd Block
3rd Block	10:50 - 12:05	10:50 - 12:05
11:00 - 11:50	3rd Block	3rd Block
4th Block	12:10 - 12:40	12:05 - 12:35
11:50 - 12:20	Lunch	Lunch
Lunch		12:40 - 1:00
12:25 - 1:15	12:50 - 2:15	ADVISORY
5th Block		1:05 - 2:15
1:25 - 2:15	4th Block	4th Block
6th Block		
Please note that school start time is 7:58 a.m. and end time is 2:15 p.m.		

NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 15, 2022, WILL SUPERCEDE THIS DOCUMENT

Academic Expectations for HCS Scholars Academy Students

By enrolling in HCS Scholars Academy, 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 HCS Scholars Academy's culture of excellence and caring. Failure to meet these guidelines could result in return to the student's HCS high school of residence. The following details provide expectations for students' academic performance:

AP Courses

Students who enter HCS Scholars Academy are to complete a **minimum** of seven (7) Advanced Placement (AP) courses.

The following 4 AP courses are **REQUIRED** of ALL HCS Scholars Academy students:

- AP US Government & Politics
- AP US History
- AP Language & Composition
- AP Literature & Composition

Students are required to take **at least** one (1) AP course with an HCS Scholars Academy teacher **EACH** school year. Students must choose a minimum of one (1) Scholars Academy AP course from Science: (Biology, Chemistry, Environmental Science 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 school year for such courses. AP exam scores may not be canceled.

SA Online Coursework

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.

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.

End-of-Course Exams

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

Course-Taking Patterns

HCS Scholars Academy students are expected to be enrolled in core courses (for all four core areas) each school year. Exceptions require administrative approval and must be documented in the student's IGP. Once students move into CCU college courses in a core area, course-taking expectations will follow that of a typical CCU college student. Students are expected to be enrolled in a minimum of five (5) courses and a maximum of six (6) courses each school semester for a total of eight semesters.

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 (GPA).

This pertains to both HCS Scholars Academy courses and CCU college courses taken for dual credit. No student may drop a course without permission from HCS Scholars Academy administration.

Consequences of NOT meeting HCS Scholars Academy Academic Expectations

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 HCS Scholars Academy course at interim, the student will be put on an academic improvement plan. If the student's 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.
- Seniors placed on academic probation during the first or second semester who failed to meet Academic Expectations will not be reassigned to their HCS high school of residence area. However, they are not considered to be in “Good Standing” academically and therefore may not be allowed to participate in the Scholars Academy Senior Ceremony unless or until ALL final grades in the spring semester (end of Q4) are at C/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 HCS high school of residence, reassignment at the end of the first semester
 - All incidents of academic dishonesty are considered cumulative while enrolled at HCS Scholars Academy.
 - Incidents of academic dishonesty may prohibit students from being members of certain clubs, organizations, and participation in various programs.

HCS Scholars Academy - In Good Standing

Students at HCS Scholars Academy are expected to adhere to a high standard of behavior. This includes academic performance, adherence to HCS/CCU disciplinary policies including the SA Honor Code, and completion of required community service volunteer hours each school year.

Grades, Academic Probation and Reassignment Cumulative Grade Requirements

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 (unweighted) the student will be placed on academic probation

GPA's will be checked after the 90th and 180th school day to determine in “Good Standing”.

Students who accumulate three (3) probations of ANY KIND while at HCS Scholars Academy will be removed.

Academic Probation

Academic probation is determined by nine-weeks or final grade averages in HCS SA and CCU classes. Probation is cumulative (e.g., a D in history for the first nine-weeks and a D in English the 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 SA and CCU classes.
- To return to good standing from academic probation, a student must bring ALL nine-week subject grades up to 70 or higher by the end of the next quarter and bring all final averages to a 70 or better.
- Juniors and seniors have the privilege of opting out of a Scholars Station course assignment at the beginning and/or the end of the school day. However, if a student's grade falls below a C average or a 70 in any class, this privilege will be revoked, and students will be required to attend their scheduled Scholars Station assignment.
- 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 (OSS).

Disciplinary Probation

- Any violation of CCU Code of Student Conduct is considered a disciplinary probation.
- Level 2 violations of the HCS disciplinary policy will result in a disciplinary probation.

- SA Honor code violations are considered HCS Level 2 violations. Honor code violations are **cumulative** for the student's stay at HCS Scholars Academy. A third honor code violation will result in removal from Scholars Academy.
- Cutting of either a CCU or an HCS class, is considered an HCS Level 2 violation, which will result in a disciplinary probation and/or ISS/OSS.
- Any HCS Level 3 violation will result in a disciplinary probation, which would result in removal.
- 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.
- 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.

Community Service

All students enrolled at HCS Scholars Academy must complete 15 hours of community service each school year. All community service must be non-profit in nature. Hours completed are due on the last school day of each month. All community service volunteer hours must be completed, and the Google form completed and submitted by the last school day in April (April 28, 2023).

Community Service Guidelines are as follows:

- At least half of the hours should be completed in the Horry County area.
- No more than 8 hours will be accepted towards summer hours prior to the beginning of school
- Students are encouraged to target areas of interest to use for college resumes

Community Service Probation

- Not completing and submitting all 15 volunteer hours by the last school day of April in the current school year, will result in a community service probation. (HCS Level 2)
- Submitting inaccurate or false information on the community service log form will result in a community service probation. (HCS Level 2)

SC Units Required for Graduation

The units required for graduation are distributed as follows (total of 24 units):

<u>Subject Area</u>	<u>Units</u>
English Language Arts	4.0
Mathematics	4.0
Science	3.0
U.S. History and Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other Social Studies Course(s)	1.0
Physical Education or Junior ROTC	1.0
Computer Science	1.0
Foreign Language	1.0
Electives	7.0
TOTAL	24.0

Converting Grades

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

CCU letter grade of **A = 95**

CCU letter grade of **B = 85**

CCU letter grade of **C = 75**

CCU letter grade of **D = 65**

CCU letter grade of **F = 51**

SC Uniform Grading Policy

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

HCS Scholars Academy Student Behavior

HCS Scholars Academy 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, HCS 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 SA.
- 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.

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.

Student Parking

- In order to park on campus, all vehicles, including motorcycles, mopeds, scooters, and bicycles must be registered with the Department of Public Safety and have a current parking decal permanently affixed to the vehicle.
- Bicycle registrations are free. If you have registered your bicycle in the past, you do not have to register it again.
- Please note that it is the responsibility of students, faculty, and staff to read and abide by the Traffic and Parking Regulations as published by the Department of Public Safety. These can be found by clicking this link: [Traffic and Parking Information](#).
- You will need to upload your vehicle registration to the order form. Please scan your **VALID vehicle registration card** to your order.
- Order online by clicking this link: [Online Decal Purchase](#). If you order your decal online before **Aug. 1**, you will have the option to have the decal mailed to your home address, which will save you from waiting in long lines to pick it up. If you order on or after **Aug. 1**, you will need to pick up your decal in the Department of Public Safety office.
The **Department of Public Safety** is located on the main campus at **255 University Blvd., next to the Student Health Services building**.

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.

Attendance Policy

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 per 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 disciplinary 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 SA 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
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 more than five (5) class periods of a subject in an everyday one-term course will receive no credit for that subject regardless of their earned grade. If more than ten (10) class periods of a subject in an everyday 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. A student is considered absent if they miss more than one half of the class period.

Parent excuses are acceptable for up to five (5) days of absences in an everyday one-term course or up to ten (10) days of absences in an everyday year-long course.

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.

****NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 15, 2022, WILL SUPERCEDE THIS DOCUMENT****

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 each school day at 7:58am. Those who are not on time for school/class are tardy.

1st offense: Verbal Warning

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

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

4th offense: Student will be referred to the principal for a possible Attendance Intervention Plan (AIP).

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

Cell Phones

Cell phones and other electronic devices may be used by students before and after school/instructional hours (before 7:58 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.

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 SA, 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 transportation violation may result in expulsion from SA. 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.

Bus Conduct

Responsible and respectful behavior from Scholars Academy 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.

Student 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 daily within the facility.

PDA (public display of affection)

Students should always keep their hands off other students. 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.

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 at School

All prescription and over-the-counter medications must be registered by a parent/guardian 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 to the nurse located at Early College High School.**

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 Coastal Carolina University Expectations.

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.

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.**
<https://www.coastal.edu/conduct/>

CCU Campus Safety

1st Semester Freshmen - MUST always have adult supervision when outside of HCS Scholars Academy building on Coastal Carolina's (CCU) campus.

2nd Semester Freshmen - Must always travel in groups of 2 or more SA students when outside of HCS Scholars Academy building on Coastal Carolina's (CCU) campus.

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 always off-limits for all students. 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 SA building.

CCU Alert

Once enrolled in CCU, students should sign up for CCU Alert through the *Coastal Carolina Online Emergency Information Center*.

<https://www.coastal.edu/emergency/ccualert/>

This will require the student to have a CCU login and password.

Dual Enrollment 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.

HCS Scholars Academy Awards/Recognitions

Distinguished Junior Selection

Students from the junior class with weighted cumulative 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.

Palmetto Fellows (9th, 10th, 11th Grades)

- All SA 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 an 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 students may only qualify for Palmetto Fellows through GPA and SAT/ACT score.

Palmetto Fellows Scholarship Information

SA is a Non-Ranking high school and students must qualify for Palmetto Fellows through GPA and ACT/SAT scores ONLY.

Seals of Distinction

The South Carolina Department of Education (SCDE) awards Seals of Distinction to students based on evidence of learning achievement for a student's pathway and area of focus as detailed in the South Carolina Diploma Pathways Overview. Seals of Distinction are delivered in the form of digital credentials issued via the Parchment application. Successful issuing of Seals of Distinction for all recipients, including early graduates, requires at least one contact for each district to serve as a liaison between the district and the Office of Research and Data Analysis (ORDA) at SCDE. Districts are therefore asked to designate a staff member (or multiple staff members) and to add that person to the Seals of Distinction Contact role in the District Entity Management System (DEIM).

Seals of Distinction Overview Information

****NOTE: ANY HCS UPDATES PUBLISHED AFTER AUGUST 15, 2022, WILL SUPERCEDE THIS DOCUMENT****

Dress Code (HCS Policy)

Parents/guardians are responsible for ensuring that all students always dress in an appropriate manner 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.

Attire must comply with requirements for health and safety.

1. Shoes are to be worn at all times.
2. Hats and head coverings are NOT allowed to be worn inside the building
3. 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 at all times 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.

4. **To further define this for HCS 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, jeans, etc. must be no more than six inches above the knee.**
5. Attire must NOT evidence membership or affiliation with a "gang" in any negative sense of the term.
6. 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 (ISS) and may result in out-of-school (OSS) 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 recurrence. 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.

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.

Scholars Academy Chapter of the National Honor Society (NHS)

BRIEF DESCRIPTION OF NHS SELECTION CRITERIA 2022-2023 SCHOOL YEAR

The National Honor Society (NHS) 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 clambert@horrycountyschools.net

*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)*