

Westover High School
Academy of Health Sciences and Technology
Agreement 2016-17

Please complete this form and **return only this form** to your Academy Instructor, or the Academy Director. This signed and returned form will be placed in your personal academy folder and will serve as verification that the student and parents/guardians have read and agree to the Academy of Health Sciences Handbook and will agree to all Standard Operating Procedures. Parent/guardian signatures and student signature are required.

(Print Student Name Below)

I _____ hereby affirm that I have read the Academy of Health Sciences and Technology Handbook.

I further agree as a member of the Academy of Health Sciences and Technology to abide by the Standard Operating Procedures set forth in the Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Jeannie Johnson, Academy Director

Date

2016-2017



Academy of Health Sciences

Student Handbook

Westover High School
Academy of Health Sciences and Technology
Handbook and Standard Operating Procedures
Agreement 2016-17

ACADEMIC STANDARDS

Students in the Academy of Health Sciences (AOHS) are required to maintain high academic standards and must maintain a minimum 2.5 overall grade point average (GPA) and a minimum 3.0 GPA in academy courses. Students who fail to maintain the required GPA will be placed on academic probation and will have until the end of the semester to restore the GPA to the required standards.

- *In order for seniors to advance to CTE Advanced Studies/Internship they must pass Health Sciences II or Biomedical Innovations with at least a grade of "B" as their final mark. Students who do not make a B or higher in Health Sciences II or Biomedical Innovations will not be allowed to continue to the final CTE Advanced Studies/Internship Class which includes the clinical experience.*

ATTENDANCE

Cumberland County Schools (CCS):

- State Board of Education regulation requires a student to attend at least one-half of the school day in order to be present for that day. All Cumberland County students shall be present one-half day to be counted present. Each classroom teacher shall keep an accurate attendance record on each student. This may include being present at a school activity away from the school providing it is approved by the Superintendent and provided it has the prior approval of the principal.
- Students must meet the school's attendance requirements. It is the responsibility of each academy director to communicate their school's attendance policy with students. (Refer to home high school handbook)
- Seniors who miss more than **9 unexcused days in a semester will be removed from the AOHS.** Once a student is removed from the

- academy they will not be allowed to participate in clinical opportunities, academy graduation or receive scholarships available through the AOHS.
- Attendance at other AOHS events may be required depending on the event and the discretion of the Academy Instructors/Director.

DISCIPLINE

We hold AOHS students to high standards with high expectations of behavior and performance. AOHS students are expected to abide by the Cumberland County Schools/Westover High School, AOHS Instructor Classroom Rules and AOHS Student Code of Conduct. Students who violate any of the above mentioned Codes of Conduct will be placed on probation for the remainder of that semester and their status will be reviewed at the end of the semester. Students who fail to show improvement may be recommended for removal from the AOHS to the Principal. The following Probation Chart will be used to determine grounds for removal

- 9th grade: (4) days total of ISS or OSS = Request for Removal
- 10th grade: (4) days total of ISS or OSS = Request for Removal
- 11th grade; (2) days total of ISS or OSS = Request for Removal
- **12th grade: Only (1) day of ISS or OSS will result in the students going before a Review Board. Based on the offense, the Review Board will determine whether the student is placed on 30 day probation or removed from the AOHS.**

If a student is placed in ISS for (1) period during the day it counts as if they were in ISS for the whole day.

ENRICHMENT OPPORTUNITIES

Health Occupations of America (HOSA) is the professional student organization for the AOHS. Student membership allows our students to compete at regional, state and the national level. HOSA meetings are held on the 2nd Tuesday of each month at 3:45-5:00.

Student membership in other local, state and national organizations, such as National Honor Society, National English Honor Society, Science Olympiad, Academy of Scholars, etc. is encouraged.

Volunteering, peer tutoring, athletics; JROTC, band, summer internships/work study/camps/workshops are also encouraged to help develop a student who is well rounded in many different areas.

Health Academy Fellows Designation

AOHS Seniors who meet the following criteria will be designated as *Health Academy Fellows* and will be eligible to apply for scholarships awarded by the AOHS.

- Complete the following Project Lead The Way (PLTW) Honors classes, *Human Body Systems, Medical Interventions and Biomedical Innovations*.
- Attain Career and Technical Education Honors or is a member of the National English Honor Society, Academy of Scholars or is a member of the National Honor Society.
- Never been on probation due to behavior or discipline issues.
- Maintained an average of 80 or higher in Academy of Health Sciences classes
- Have an overall 3.00 GPA (unweighted) or higher during grades 9-12
- Completed and documented a minimum of 200 hours total of work based learning and community service hours.
- Active member of HOSA as demonstrated through leadership and attendance in local chapter meetings and events, as well as district and state events.

A student who transfers to WOHS and are accepted into the AOHS will be considered for the Health Academy Fellows designation if they have completed 6 of the 7 above criteria.

Seniors who meet the criteria will receive the designation in the spring of their senior year and the scholarship amounts will be announced at the AOHS Graduation. However, students must continue to demonstrate and accomplish all of the criteria listed above, through the last day of school before the awarded money will be fully earned and distributed.

HOSA Membership Guidelines 2016-17

Freshman and sophomores expected to join and take an active part in the Westover High School Academy of Health Sciences HOSA organization. HOSA membership dues are \$25.00 and are due no later than October 1st. Members will have the opportunity to participate and compete in the District IV Fall Meeting. Students who qualify at the District IV competition will be eligible to attend the North Carolina State HOSA Competition. The North Carolina State HOSA Conference (3-days) is held in Greensboro in the spring. The cost to attend this competition is approximately \$200 for hotel accommodations and registration. Each student will be responsible for their own meals.

All juniors and all seniors must join HOSA and pay the \$25.00 membership dues by October 1st.

All juniors and seniors must participate and compete in the District IV Fall HOSA Competition. The meeting is usually held on Saturday, at a high school in District IV, which is made up of 11 southeast counties. Students may compete by either taking an on-line knowledge test prior to the scheduled HOSA District IV Fall Meeting or they may choose to compete on the day of the HOSA District IV Fall Meeting. Competition results will be announced at the end of the HOSA District IV Fall Meeting and only students who qualify to compete at the North Carolina State HOSA Conference will be eligible to attend and compete. Students that wish to participate at a **state only** event must present their preliminary work at the November WOHS HOSA meeting to a panel of judges, who will determine if they can continue on to the NC HOSA State Competition. The North Carolina State HOSA Conference is held in Greensboro in the spring. The cost to attend this competition is approximately \$200 for hotel accommodations and registration. Each student will be responsible for their own meals. Transportation will be provided by Cumberland County Schools.

Students who do not qualify at the District IV Fall Meeting to attend and compete in the North Carolina State HOSA Conference **will not** be allowed to attend the spring conference.

All students will be assigned a HOSA related project. This project will count as 2 major project grades. Students who qualify and attend NC State HOSA will receive 2 major project grade based on their performance at state, the judge's rubric and evaluation and a classroom project/presentation.

Competition results for the North Carolina State HOSA Conference will be announced at the end of the state conference and students who rank high enough on their competitive event will qualify to attend the National HOSA Leadership Conference held in June. Cumberland County Schools will pay for the student's travel and registration expenses. The student will be responsible for covering the cost of their Hotel accommodations and food expenses.

Students participating in District, State or National Conferences/Meetings are required to wear the appropriate HOSA uniform (see Uniforms)

PORTFOLIO

Students will develop and maintain a portfolio of their goals, accomplishments, and academy-related work. The portfolio will include, at a minimum, the following documentation:

- Cover Letter that introduces yourself and career goals;
- Résumé; updated each year
- Autobiography; 9-12th grades
- Reflection; 1-2 page reflection of academy experience; 12th grade
- Awards & Certificates; Copy or justification of award; All grades
- Work Samples
- Work Based & Service Learning Logs documenting 50 hours each year a student is in the academy. Seniors should have 200 hours documented by graduation
- Post-secondary Planning & Scholarship Applications; 12th grade
 1. Must include proof of 2 college applications and 1 application to FTCC.
 2. Copies of college acceptance letters.
 3. Copies of scholarship applications and award letters.
 4. Documentation of military commitments.

STUDENT AND PATIENT SAFETY

Students must always act in accordance with and obey safety standards and guidelines as set forth by:

- OSHA
- Academy Guidelines
- Classroom Instructor(s)
- Cumberland County School Policies
- Clinical/intern/mentorship/job shadowing Facility guidelines

It is imperative that students practice all guidelines of safety, infection control, and standard precautions to prevent injury to themselves or others. Report immediately to the instructor any accidents/incidents that may occur while in the clinical area, regardless of how minor. Students in violation of safety standards and guidelines will be subject to the following disciplinary action in accordance with the severity of violation:

- Loss of classroom/lab privileges such as loss of equipment use
- 90-day probation
- Removal from the clinical/intern/mentorship facility and or the academy

Administrators and parents will be notified of any disciplinary action take

TRANSPORTATION

It is the responsibility of students to provide their own transportation to the following:

- Job Shadowing
- Internships
- High School/College Connections Courses (FTCC)
- Clinical Experiences (Seniors)
- Other academy activities outside of school

Transportation for seniors to clinical sites is the responsibility of the parent/guardian. Arrangement for transportation should be made before the beginning of the CTE Advance Studies class in the spring semester. Students who will be driving a vehicle to clinicals must provide proof of a valid driver's license, proof of car insurance as well as a Westover High School parking permit. Students are allowed to car pool with written consent from all parties. Students who are riding with other students should expect to pay the driver a small fee to help offset the cost of gas. The recommended amount should not exceed \$5.00 a week however the

final decision is up to the two parties. Carpooling arrangements are between the two parties and not the responsibility of AOHS. Academy Instructor/Director are not permitted to transport students to any destination in their personal vehicles, even when attendance is required by the academy.

Transportation for field trips and HOSA State Conference will be provided by bus and will be in accordance to transportation guidelines as set forth by CCS.

WORK BASED AND SERVICE LEARNING

Work Based and Service Learning:

AOHS students are required to participate and log hours that are work or career based as well as hours that are related to service to others in the community which are not fee based. Students are expected to receive 200 hours by the time they graduate.

- *Work Based Learning hours* may be accumulated from field trips, guest speakers, workshops, camps, internships, etc. Documented clinical hours accumulated during CTE *Advanced Studies* may be counted as *Work Based Learning*.
- *Service Learning* hours are accumulated when students volunteer to help with a community festival, community clean-up, raise money or awareness for an organization, canned food or clothing drive, or other acts of kindness or service that are approved by the Academy Instructors/Director. All *Service Learning* hours must be documented and submitted in the form of an official letter or a *Certificate of Participation* to the Academy Instructors/Director.

UNIFORMS

There are three types of uniforms that are required to be worn at different times by the AOHS. They are;

1. **The Official Academy Uniform**, must be worn on each Monday or any other day of the week as designated by the AOHS. The uniform consists of the official academy Polo Shirt, khaki/navy/black dress pants/skirt and clean shoes. Shirts are to be worn tucked into pants or skirt. A participation grade will be given for wearing the academy

uniform on Monday's and points deducted for failure to comply with the uniform dress code. Students will be required to purchase their academy shirt which cost approximately \$20.00.

2. **Official Academy Scrubs** are optional for juniors and required for seniors who are taking CTE Advanced Studies. Approximate cost of scrubs with embroidery will be \$48.00. Students who are taking PLTW Biomedical Innovations will need a lab coat which will be worn over their cloths on lab days and kept in the classroom. Approximate cost of lab coats with embroidery will be \$25.00.

Scrubs may be worn by juniors/seniors instead of the official academy Polo uniform on Monday's for a participation grade and must be worn all day. The Official Scrubs and lab coats will be ordered in the fall for all students to insure the proper fit, style and color. Junior females may wear solid white leather or canvas shoes with closed toes and heels. Junior males may wear black leather or canvas shoes with closed toes and heels. Senior males and females must have their clinical shoes approved by their instructor. Shoes for females should be white leather/leather like with closed toes and heels. Male students should have shoes that are black leather/leather-like with closed- toes and heels. No fabric shoes can be worn during clinicals. (Seniors should also check the section in this Handbook on CLINICAL POLICIES ON DRESS CODE for additional information)

3. **Official HOSA Uniform/Attire:** All participates in District, State or National Conferences/Meetings are required to wear HOSA uniforms or appropriate business attire as described below for Opening, Awards and Business Sessions

- HOSA Uniform (may be rented or purchased) OR
 - Black or navy blue suit with a white shirt/white blouse or white shell
 - Closed-toe blue or black shoes (hose optional but encouraged)
 - Male members Must wear a tie
 - Female members may choose to wear knee-length skirt or long slacks
- for Competitive Events: Students must adhere to the Dress Code as specified in the individual competitive event guidelines for the

orientation and event in which they are competing. Ex. Scrubs are appropriate for some skill events.

CLINICAL POLICIES ON DRESS CODE
For Seniors taking CTE Advanced Studies/Internships or
Biomedical Innovations Job Shadowing or Internships

Academy seniors are expected to adhere to the contract agreement for clinicals at all times. Failure to follow any of the item listed below will result in a (0) grade for each day the student is not in compliance with the dress code. Please initial beside each of the items listed to indicate that you understand and agree to comply with the policy.

Acceptable appearance for clinicals includes the following;

1. ____ A clean, pressed uniform with the official name badge properly displayed at all times while at the clinical site. T-Shirts may be worn under uniform tops but must be a solid color, to include Galaxy blue, white or gray.
2. ____ Clean hair that is a natural hair color with no additional hair extensions, striping or spiking. Hair longer than shoulder length must be secured and worn off the collar.
3. ____ Clean white leather shoes for females and black leather shoes for males. No athletic or fabric shoes allowed.
4. ____ No cologne or perfume may be worn. Cosmetics should be worn in moderation.
5. ____ Young men are to be clean-shaven.
6. ____ One pair of stud earrings, watch with a second hand, and one ring approved by the instructor may be worn. No necklaces while in uniform.
7. ____ Nails are to be kept short. Students may not add anything to their natural nails other than clear nail polish. No acrylic nails allowed. There will be a nail check following prom.
8. ____ No visible facial piercings, to include the tongue are allowed during clinicals.

9. ____ No visible body tattooing is allowed. Tattoos on arms, neck and chest must be covered by a blue T-Shirt worn under the uniform top.

Random clinical uniform checks will be conducted. If a student is not in compliance with the above stated *Clinical Dress Code*, they will **not** be allowed to continue their clinical internship until they are in compliance. A daily grade of "0" will be given for missed clinical time and the student will be placed on probation for the first offense and dismissal from the AOHS for the second offense.

CLINICAL RULES AND REGULATIONS for
Seniors taking CTE Advanced Studies/Internship
and Biomedical Innovations Job Shadowing and Internships

1. ____ Seniors must be on time every day to clinical site and stay at their assigned clinical site for the required amount of time. Students will be docked 20 points from daily clinical grade for each day that he/she is late or leaves the site early. Student should notify their instructor if they are not at their assigned location as scheduled.
2. ____ Students should notify their instructor and clinical site supervisor **2 hours before** their clinical rotation starting time if they are going to be absent. Students will be given a zero clinical grade for day(s) missed due to unlawful absences.
3. ____ Students may be absent **only** for medical emergencies and/or illness. It is the responsibility of the student to discuss with their instructors any medical conditions that they have that would prevent them from carrying out their clinical responsibilities, to include pregnancy. Students who are absent from clinicals due to illness must bring a doctor's note clearing them before they are allowed to return to clinicals. This is necessary due to their interactions with patients. Students will be given a **zero clinical grade for day(s) missed** due to unlawful absence.

4. ____ Students should not schedule personal appointments during clinical times. They will count as an unexcused absence and will result in a **zero grade for the day**.
5. ____ No personal phone calls, electronic devices, cell phones, chewing gum, smoking or participating in horseplay will be allowed while in uniform.
6. ____ Respect the resident/client's Bill of Rights. Maintain confidentiality at all times with regard to the patients, patient families and patient records. Failure to comply will result in AOHS dismissal.
7. ____ Accept and follow instructions from teachers, mentors or other health team members in a courteous, cooperative and respectful manner at all times.
8. ____ Respect and properly care for all equipment and supplies. Students will not remove items from clinical areas that belong to the clinical facility and do not belong to them. This will result in dismissal.
9. ____ Changes in the WOHS class schedule will not affect or change the clinical schedules unless the instructor informs the students of the change.

BACKGROUND CHECKS

Health Science II and Biomedical Innovations students are required to have background checks prior to their clinical/intern/mentorship experience. AOHS students will have to complete the necessary paperwork for both the Cumberland County Schools and/ or Womack Army Medical Center background checks if applicable.

ACADEMY GRADUATION

Academy students must successfully complete a minimum of 5 academy courses as listed in the AOHS Scope and Sequence of Courses in order to be eligible to graduate from the AOHS and pay the \$30.00 graduation fee. Attendance at AOHS graduation is mandatory for seniors who have completed all academy requirements. Other academy students may be

required to attend the graduation at the discretion of Academy Instructors/Director.

Contact Information

Jeannie Johnson, Academy Director, jeanniejohnson@ccs.k12.nc.us

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*Westover High School
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910-864-0190*

Please sign and return the front page only of this handbook. Keep the handbook for your records.

Revised on 06/06/16

Academy of Health Sciences and Technology
 Health Occupations Pathway
 Scope and Sequence of Courses
2016-17

**Print
 Name** _____

(minimum of 5 required classes to graduate from the Academy of Health Sciences) GPA; 2.5 or higher

Grade 10 Fall		
Grade 10 Spring	Health Team Relations (required)	
Grade 11	<i>Fall Semester</i> PLTW Principles of Biomedical Science (Biology prerequisite) (required)	<i>Spring Semester</i> Health Science I (required)
Grade 12	FTCC Nursing Assistant Certification (CNA I & II) or Emergency Medical Science (EMS) or Health and Fitness Science require a 3.0 GPA & student applies to FTCC for Admission CNA I & II, EMS and Health and Fitness will only be offered through FTCC (these optional courses are equal to 2 credits toward Academy graduation)	
	<i>Fall Semester</i> Health Science II (required)	<i>Spring Semester</i> CTE Advanced Studies (3.0 GPA Required) Or CTE Internship (3.0 GPA Required) (optional classes) *Immunizations required for both classes

3.0 GPA=80 or above

Academy of Health Sciences and Technology
Project Lead The Way Pathway (PLTW)
Biomedical Science Scope and Sequence of Courses
2016-17

Print Name _____

(minimum of 5 required classes to graduate from the Academy of Health Sciences) This pathway requires a GPA of 3.0 or higher

Grade 10 FALL	Health Team Relations (required)	
Grade 10 SPRING	PLTW Principles of the Biomedical Science (Biology prerequisite) (required)	
Grade 11	<i>Fall Semester</i> PLTW Human Body Systems (prerequisite for MI) (required)	<i>Spring Semester</i> PLTW Medical Interventions (required)
Grade 12	FTCC Nursing Assistant Certification (CNA I & II) or Emergency Medical Science (EMS) or Health and Fitness Science require a 3.0 GPA & student applies to FTCC for Admission CNA I & II, EMS and Health and Fitness will only be offered through FTCC (these optional courses are equal to 2 credits toward Academy graduation)	
	<i>Fall Semester</i> PLTW Biomedical Innovations (required)	<i>Spring Semester</i> CTE Advanced Studies (3.0 GPA Required) Or CTE Internship (3.0 GPA Required) (optional classes) *Immunizations required for both classes

3.0 GPA= 80 or above