

## **HILTON HEAD PREPARATORY SCHOOL**

8 Fox Grape Road  
Hilton Head Island, SC 29928

Telephone: (843) 671-2286  
Athletic Phone: (843) 671-6608  
Main Office Fax: (843) 671-7624

***Peter R. Cooper, Interim Headmaster***

***Nancy Zalesiak, Head of Lower School***

***Nathan A. Stevens, Head of Middle School***

***Richard A. Basirico, Head of Upper School***

***Margot J. Brown, Director of Institutional Advancement***

***Bobbie Somerville, Director of Admissions***

***Jennifer Cody Murphy, Business Manager***

***Jim Brown, Athletic Director***

***Margaret G. Hamilton, College Guidance Counselor***

### Middle School Student Council

Helen Cardamone – President  
Taylor Calamari - Vice President  
Ellianna Nixon – Secretary  
Lucy Cram - Treasurer  
Megan Frederick - Historian

### Upper School Student Council

Tim Neil - President  
Joey Alagna– Vice President  
Zac Takacs- Secretary  
Crystal Fialkowski – Treasurer

### **BOARD OF TRUSTEES**

Jim MacLeod., Chairman  
Chris Perry - V. Chairman  
Carol Schembra, Secretary  
Arthur F. Andrews, Treasurer  
Pat Jackson  
Susan M. Ketchum  
Jennifer Messier

Joseph Nahman  
Brooks Quinn  
Peter Parrott  
Kathleen Speer  
Andrew Summers  
Dr. Helen Ryan  
John P. Ryan  
Richard Thomas

2008-09

Dear Prep Students and Parents,

I am delighted to welcome you to the 2008-2009 school year. Being new to the school, I have spent my first few weeks on the job familiarizing myself with all the features that make Prep such a special place. One of my early tasks was to work with the Leadership team to revise the Parent and Student Handbook. Before classes begin on August 18, I urge you to read or reread this important document so that you will be fully prepared to take advantage of the many great opportunities, both academic and extra-curricular, that Prep has to offer. Please pay close attention to the sections on attendance, expectations and rules, and dress code. It will make life easier for everyone concerned if we are all familiar with and adhere to the procedures outlined in the Handbook.

Each school year always begins with a high level of excitement and anticipation. New students and parents and new teachers and staff (including yours truly) bring fresh perspectives and ideas. A learning community such as Prep benefits from new blood but it also honors its rich traditions. One of Prep's most important hallmarks is strong parental involvement, which undoubtedly is why Prep Pride is so prevalent on our campus. Research demonstrates that parents are a strong influence on their children's success in both academics and activities. As a school, we are committed to open and frequent communication with our parents and students. As parents, you should feel free to visit or call when you have suggestions or concerns. We need your insights on what makes your child unique. As students, you can help us to understand the challenges you face on a day-to-day basis. Please share your perspectives with your teachers, with your advisors, coaches, and activities sponsors, and with me.

Prep is coming off a phenomenal year in terms of athletic accomplishments, musical presentations, artistic work, and academic competitions. We are looking forward to another outstanding year for everyone in our vibrant community.

Peter R. Cooper  
Interim Headmaster

## **MISSION STATEMENT**

Hilton Head Preparatory School seeks to educate college-bound students in a safe environment. Instilling personal integrity is central to our educational purpose. We strive to prepare a diverse population of qualified students for academic challenges, for a successful college experience, and for rewarding lives.

### **Key Values:**

#### **Academics**

To cultivate a stimulating environment that promotes academic excellence, critical thinking, and a life-long love of learning.

#### **The School Family**

To foster supportive interaction among motivated and loyal students, faculty, parents, and alumni.

#### **The Individual**

To emphasize moral character, instill personal responsibility, and nurture individual potential through broad participation in school programs.

#### **Vision**

To inspire students to be contributing members of their community both now and in the future.

*This Mission Statement was created by a committee of students, faculty, parents, and trustees during the 1999-2000 school year. It has been adopted by the Trustees and ratified by the faculty.*

**PARENTS COUNCIL EXECUTIVE BOARD – 2008-09**

President	Bev Chambers	(h) 681-5869 (c) 422-5062 Fax 342-3016 <a href="mailto:Bevann13@gmail.com">Bevann13@gmail.com</a>
Vice President	Debbie Peeples	(h) 706-5052 (c) 683-5054 <a href="mailto:Debbiepeeples1@yahoo.com">Debbiepeeples1@yahoo.com</a>
Vice-President - Fund Raising	Janet Noonan	(h) 785-9105 (c) 683-7401 Fax 785-9105 <a href="mailto:noonancontracting@hotmail.com">noonancontracting@hotmail.com</a>
Secretary	Gretchen Goss	(h) 363-5800 (c) 384-9378 <a href="mailto:gggossip@aol.com">gggossip@aol.com</a>
Treasurer	Sarah Brooks	(h) 342-3839 (w) 842-4664 (c) 384-9797 Fax 686-2650 <a href="mailto:sarah@islandgetaway.com">sarah@islandgetaway.com</a>
Past President	Pat Jackson	(h) 342-9956 (c) 301-9956 Fax 342-3016 <a href="mailto:Pathhi4@aol.com">Pathhi4@aol.com</a>

**HILTON HEAD PREP PARENTS COUNCIL**

Advertising & Publicity	Caroline Noble	(h)	342-6568
Arts Guild	Leisa Cram	(h)	837-7826
Athletic Booster Club	Sarah Takacs	(h)	681-6441
Jubilee	Maggie Hancock	(h)	682-4123
Heritage Booth	Bruce Builder	(h)	671-7366
Jim Ferree Golf Tournament	Jim & Karen Ferree	(h)	686-3468
New Parent Coordinators	Sheri Nixon	(h) (c)	671-6179 301-2688 <a href="mailto:sherinixon@aol.com">sherinixon@aol.com</a>
	Leslie Gintz	(h) (c)	363-5605 816-0494 <a href="mailto:lesliegintz@yahoo.com">lesliegintz@yahoo.com</a>
Parents' Network Lower School	Vanessa Orie	(h) (c)	815-9996
	Anna Warshaw	(h)	973-635-6098
Middle School	Cathy Monroe Samantha Oppenheimer	(h) (c)	686-3309 671-4640
Upper School	Robin DeRose Joan Brunori	(h) (h)	681-5652 842-2354
Prep Shop	Dennis Puckey	(h)	341-6779
Teacher Services/ Social Committee	Marianne Doyle Anne Middleton	(h) (h)	681-7677 842-2875
Tennis Carnevale	Dan Santorum	(h)	671-9291

**HILTON HEAD PREPARATORY SCHOOL STUDENT DIRECTORY  
2008-2009  
671-2286  
INFORMATION AND ASSISTANCE**

<b>NATURE OF BUSINESS</b>	<b>STAFF MEMBER</b>	<b>TITLE</b>	<b>EXT.</b>
General Administration	Jackie Young	Receptionist	322
Information	Peter R. Cooper	Headmaster	300
Appointments	Jackie Tyler	Head Of School Ass't	300
Admissions	Bobbie Somerville	Admissions Director	315
Development	Margot Brown	Director, Institutional Advancement	305
Curriculum	Peg Hamilton	College Counselor	308
Student Matters: Grades			
1 <sup>st</sup> – 5 <sup>th</sup>	Nancy Zalesiak	Division Head	307
6 <sup>th</sup> -8 <sup>th</sup>	Nathan Stevens	Division Head	309
9 <sup>th</sup> -12 <sup>th</sup>	Rich Basirico	Division Head	304
Student Records/AP Coordinator	Chris Heyburn	Registrar	311
School Athletics	Jim Brown	Athletic Director	312
Financial Matters	Jennifer Cody Murphy	Business Manager	301
US/AP Coordinator	Peggy Kennedy	US Admin.	304

## **WHEN PROBLEMS OR CONCERNS ARISE**

### **The Teacher**

When an academic or social problem or concern arises with your child, please call the teacher directly involved with the situation. Leave a message on the teacher's voicemail and the teacher will return your call. It is important to realize that situations are seldom resolved with one phone call or visit. There is rarely a quick fix in educational or social development. Depending on the circumstances, several contacts with the teacher may be necessary. However, it is essential for the teacher to be contacted first. Problem solving must start with the teacher. Contacting someone else first only delays that process. Be assured that most difficulties can be resolved at this level when parents and teachers communicate and work together for the benefit of the child.

### **The Academic Advisor in the Middle and Upper School**

In grades 6-12 each student has an advisor who is responsible for the student's overall life and work at school and who coordinates communication between school and home. When the circumstances may warrant a perspective beyond one classroom or subject teacher, the student's academic advisor should be contacted. The advisor can coordinate a variety of approaches to the situation, including arranging for a group meeting with the appropriate teachers and/or coaches. Whenever you have a question or concern about your middle or upper schooler which may go beyond a single subject, please call the academic advisor. In the Lower School, contact the homeroom teacher for academic issues.

### **Administration**

After trying to resolve your child's particular academic or social concern through the classroom teacher or the academic advisor, it would be appropriate to schedule an appointment with the appropriate administrator. In the Lower School, the counselor or division head will be available. In the Middle and Upper School, the counselor, division head, or department heads are available.

It is most likely that the administrators will already be aware of your particular situation because of the close working relationships between our faculty and administration. When the issue involves a particular teacher, it is appropriate for that teacher to be present as well. There also may be certain situations when the School Counselor or the Learning Resource Professional should be involved. This team approach enables the student's needs to be served. It also sends the appropriate signal to the student that all concerned are working together for resolution. Once again it should be understood that one contact at this level may not be sufficient to address the particular situation.

### **Headmaster**

The Headmaster communicates regularly with administrators during their weekly meeting. He often offers suggestions or insights into a variety of student problems or concerns. It is to these colleagues that he authorizes responsibility for finding solutions to problems at the level closest to the classroom itself. It is the rare occasion that the Headmaster would be directly involved in the process. It is only after all other levels of addressing the issue have been extensively explored and the process has not rendered a satisfactory final decision that he would enter the process.

The Headmaster always welcomes the opportunity to meet with individual parents to discuss various school-related topics. Many such conversations have little or nothing to do with a particular child's specific academic or social development. When a specific situation is involved, however, the Headmaster expects the process outlined above to be followed first. Circumventing the process is neither in the school's nor the child's best interest.

This process has worked well at Prep as everyone is dedicated and committed to meeting the needs of our students in as professional and caring a way as possible. We remain convinced that when teachers, parents, and administrators work together as a team, the well-being of our students is improved and enhanced, no matter what the concern or problem may be.

**\*\*IMPORTANT\*\***

**Procedures Most Often Forgotten During the School Year**

1. Parents should understand that tardiness and absenteeism are serious concerns for the school. Classroom experiences are central to learning and cannot be made up.
2. It is very important for appropriate school attire to be worn at all times. Daily compliance with the dress code helps to ensure an environment more conducive to learning and to create a sense of pride in each student.
3. If a student is ill and unable to attend school, parents are to call the appropriate division office **before 8:15 am**. If a student will miss school for a family trip or some other prearranged event, the absence must be approved in advance by the division head. Parents' requests must be made or submitted in writing a week in advance, if possible. Families may not extend scheduled school vacation days. If a family chooses to do so, it will be noted as an unexcused absence.
4. All medicine must be delivered to the nurse's office and the nurse will distribute it. Under no circumstances should any student have drugs (prescription or over the counter) in his possession during the school day. If a student needs to leave early due to illness, the student must first be released by the school nurse, and then sign out in the appropriate division office.
5. Students who are involved in extracurricular activities, including athletics, must attend a minimum of five (5) classes, arriving before 10:30 am in order to participate in any after school activities or events, including sports events and/or practices on that day.
6. Parents are expected to follow all car pool policies and procedures each and every day. Early arrival for dismissal is unnecessary and often creates traffic problems. Telephone calls to the office to inform the school of a car pool change for the day must be made before 2:00 pm.
7. For the students' safety, no student should arrive before 7:45 am unless it is for a scheduled event. (All lower school children are to be delivered to and picked up at the Lower School office any time other than the normal arrival and dismissal times, either the cafeteria side or the Montessori side). Middle and upper school students are to come and go at their normal drop off/pick up sites. During school hours, students must be signed out and picked up in the division school office.
8. All requests for copies of school records must be made through the division administrative office rather than through the teacher or advisor.
9. Students may not participate in field trips or other off campus school trips without the appropriate parental permission.
10. All financial accounts with the school must be kept current.

## WHOM DO I CALL WHEN.....

I have a question about my tuition account?	Jennifer Cody Murphy
My child is sick and will miss school?	School Office (Division)
I am concerned about the amount of homework?	The teacher
I have a question about dress code?	Division Head
I don't know what my child will need for a field trip?	The teacher
I observe poor sportsmanship at a game?	Jim Brown
I need to have my child miss three or more days for reasons other than medical?	Division Head
I notice a potential safety hazard on campus?	Peter Cooper
I think my child might benefit from counseling?	Marilyn Calore
My child may need tutoring or testing?	Stephanie Pullon
I am concerned about teaching methods?	The teacher
I want to contribute financially to the school?	Margot Brown
I want to check on my capital campaign account?	Jaunell Murphy
I have a suggestion for the newsletter?	Emily Campbell
Alumni questions	Emily Campbell
I would like to recommend a family to the school?	Bobbie Somerville
My child would like to bring a guest to school?	Division Head
I want to help with Parents Association events?	Bev Chambers
I need to change our address and/or phone no.?	Jackie Young
I hear any rumors about anything at the school?	Peter Cooper
I have a question about school finances?	Jennifer Cody Murphy
My child needs to replace a textbook?	Peggy Kennedy- US Jackie Young - MS Elizabeth Glick- LS
I have a question about a test score or the report card?	The teacher or advisor
There is a change in child custody or other legal issues?	Division Head
I think a teacher or administrator has been unfair?	The teacher or Division Head
I want to thank or commend a teacher or administrator?	The teacher, Division Head, or Peter Cooper
I know nowhere else to turn about any school matter?	Peter Cooper
I want to know if there is bus service?	Jennifer Cody Murphy
I know someone who substitute teaches?	Jackie Tyler
I need a Prep Sea Pines Pass?	Peggy Kennedy

**HILTON HEAD PREP- ADMINISTRATION, FACULTY, STAFF 2008-2009**

Name (Spouse)	e-mail prefix	phone #	ext.
Basirico, Rich (Karen)	Rbasirico	681-2913	304
Biel, Nancy (Jack)	Nbiel	671-6331	202
Benedik, Sarah (Stacy)	Sbenedik	785-5989	228
Bergeron, Peter	Pbergeron	338-1042	205
Brockner, Bill	Bbrocker		328
Brougham-Cook, Heather (Peter)	Hbroughamcook	671-6031	241
Brown, Jim (Margot)	Jbrown	341-6744	268
Brown, Margot (Jim)	Mbrown	341-6744	305
Burroughs, Henry (Julie)	Hburroughs	836-2858	329
Calore, Marilyn (Dave)	Mcalore	836-2845	316
Calvarese, Joanne (Sted)	Jcalvarese	705-4799	209
Calvarese, Sted (Joanne)	Scalvarese	705-4799	243
Campbell, Emily (Lewis)	Ecampbell	706-9794	323
Chalk, Mae (Richard)	Mchalk	842-5985	213
Ciliento, Lennie (Jennifer)	Lciliento	686-2647	215
Clark, Kate (Matt)	Kclark	342-2975	206
Cody Murphy, Jennifer	Jcodymurphy	757-3809	301
Cooper, Peter	Pcooper	671-2971	300
Deak, Brenda (Ed)	Bdeak	842-2321	210
Dowell, Jan (Aaron)	Jdowell	757-7593	239
Ellis, Anne (Howard)	Aellis	757-2610	349
Finger, Lori (Terry)	Lfinger	689-9686	320
Ford, Kati	Kford	290-4974	232
Frederick, Marianne (Brett)	Mfrederick	681-6315	254
Fritz, Jim	Jfritz	684-7336	216
Gauby, Janel (van)	Jgauby	682-4444	280
Geltz, Kim	Kgeltz	363-5262	260
Glick, Elizabeth (Jim)	Eglick	689-9033	302
Gons, Gray	Ggons		237
Gross, Hadley (Bob)	Hgross	919-619-8290	211

Key for e-mail - @ hhprep.org

Use 1<sup>st</sup> initial last name – i.e., Lauren Marlis = [lmalis@hhprep.org](mailto:lmalis@hhprep.org) (see above)

HILTON HEAD PREP – ADMINISTRATION, FACULTY, STAFF 2008-09 con't

Name (Spouse)	e-mail prefix	phone #	ext
Hamilton, Peg (Perry)	Phamilton	681-4434	308
Heyburn, Chris (Dan)	Cheyburn	681-6863	311
Hicks, Joshua	Jhicks		220
Hite, Don	Dhite	816-0754	238
Hudak, Katy (David)	Khudak	363-5639	214
Inglis, Jane (Wyllie)	Jinglis	837-2834	222
Johnston, Linnie	Ljohnston	681-5507	314
Kennedy, Peggy (Buzz)	Pkennedy	842-3035	304
Keyes, Gay (Kevin)	Gkeyes	785-2667	325
Klimoff, Catherine	Cklimoff	338-2423	217
Krynock, Linda (Gary)	Lkrynock	757-9802	200
Lewis, Rachel	Rlewis	689-3378	253
Luthanen, Kenn (Marie)	Kluthanen	842-6870	225
Matney, Jayne (Doug)	Jmatney	342-9927	219
Murphy, Jaunell	Jmurphy	757-3809	350
Nash, Liz	Lnash	342-6111	327
Parker, Lori (Tom)	Lparker	671-3663	348
Peduzzi, Ron (Janet)	Rpeduzzi	681-5165	321
Petrie, Ann	Apetrie	681-5242	208
Pullon, Stephanie (Mick)	Spullon	842-5958	317
Ramseur-Riley, Kathryn (Mike)	Kramseur	785-8017	218
Rennie, Regi (Woody)	Rrennie	363-5210	229
Santini, Tiffany (Tim)	Tsantini	342-3004	249
Scherer, Justin	Jscherer		230
Sheehan, Dan (Shannon)	Dsheehan	682-3665	203
Shelton, Courtney	Cshelton		244
Stevens, Nathan (Kacy)	Nstevens	757-3467	309
Stroud, Randy (Gloria)	Rstroud	671-4110	207
Sulek, Bob (Nancy)	Bsulek	342-6932	233
Taylor, Angela	Ataylor		251
Tyler, Jackie (Bill)	Jtyler	705-2588	300
Webb-Browning, Tina (Chuck)	Twebb	757-3076	236
White, Janet (Richard)	Jwhite	757-3674	224
Young, Jackie (Randy)	Jyoung	681-4464	322
Zalesiak, Nancy	Nzalesiak	804-874- 6850	307

Key for e-mail - @hhprep.org

Use 1<sup>st</sup> initial, last name, i.e., Jackie Young = [Jyoung@hhprep.org](mailto:Jyoung@hhprep.org)

HILTON HEAD PREPARATORY SCHOOL

PARENT AND STUDENT HANDBOOK

2008-09

## BOARD OF TRUSTEES

The Board of Trustees of Hilton Head Preparatory School is a self-perpetuating governing body composed of twelve to eighteen trustees. The Board is entrusted with preserving the mission of the School by setting institutional policy. It must ensure the academic and financial integrity of the School. The Board membership is elected annually with three-year terms. Trustees may serve a maximum of two consecutive three-year terms. Officers of the Board are Chairman, Vice-Chairman, Treasurer, and Secretary. The work of the Board is accomplished by the various committees. These committees include Executive, Program, Finance/Funding, Marketing, and People/Governance.

The Board serves as Trustees and does not represent the parent body or any particular constituency. The Headmaster serves as the chief operating officer of the School. All programs and daily operations are under his direction and delegation.

The Board is the guardian of the School's mission. It is the Board's responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the School in fulfilling its mission.

The following Principles of Good Practice are set forth to provide a common perspective on the responsibilities of independent school boards. The Board and the headmaster work in partnership in fulfilling these principles.

1. The Board adopts a clear statement of the School's mission, vision, and strategic goals and establishes policies and plans consistent with this statement.
2. The Board reviews and maintains appropriate bylaws that conform to legal requirements, including duties of loyalty, obedience, and care.
3. The Board assures that the School and the Board operate in compliance with applicable laws and regulations, minimizing exposure to legal action. The Board creates a conflict of interest policy that is reviewed with, and signed by, individual trustees annually.
4. The Board accepts accountability for both the financial stability and the financial future of the institution, engaging in strategic financial planning, assuming primary responsibility for the preservation of capital assets and endowments, overseeing operating budgets, and participating actively in fundraising.
5. The School selects, supports, nurtures, evaluates, and sets appropriate compensation for the Headmaster.
6. The Board recognizes that its primary work and focus are long-range and strategic.
7. The Board undertakes formal strategic planning on a periodic basis, sets annual goals related to the plan, and conducts annual written evaluations for the school, the Headmaster, and the Board itself.
8. The Board keeps full and accurate records of its meetings, committees, and policies and communicates its decisions widely, while keeping its deliberations confidential.

Principles of Good Practice, continued

9. Board composition reflects the strategic expertise, resources, and perspectives (past, present, future) needed to achieve the mission and strategic objectives of the School.
10. The Board works to ensure all its members are actively involved in the work of the Board and its committees.
11. As leader of the school community, the Board engages proactively with the Headmaster in cultivating and maintaining good relations with school constituents as well as the broader community and exhibits best practices relevant to equity and justice.
12. The Board is committed to a program of professional development that includes annual new trustee orientation, ongoing trustee education and evaluation, and board leadership succession planning.

## PARENTS ASSOCIATION

The Parents Association of Hilton Head Preparatory School is an auxiliary organization that represents the entire Prep parent community. All parents are members of the Association. The Parents Association serves as a major fundraising entity for the School and is the voice of the parents to the administration.

The Parents Council directs the Association. The Council is composed of Association officers and various committee chairs.

Working in concert with the Parents Association is a Booster Club for athletics and an Arts Guild for our varied artistic programs.

The Parents Council and Association offer the School many amenities from providing refreshments for faculty on a weekly basis, to cultural opportunities, to enhancing educational objectives through extensive fundraising efforts. These efforts contribute in a most essential manner to the School's operating budget and special programs. It is an excellent forum for getting to know our families and participating in the needs of our school.

*Heritage Booth:* The MCI Heritage of Golf is the premier golfing event on Hilton Head Island and is an official part of the PGA Tour. Prep's Heritage concession booth sells drinks, hot dogs, and sandwiches for the entire week. This is one of the most fun-filled family activities sponsored by the Association.

*Jim Ferree Golf Tournament:* In its 8th year, the Jim Ferree Golf Tournament, held in March, presents a wonderful opportunity for the Prep Community to enjoy a day of golf and festivities in support of the Jim Ferree Golf Tournament Scholarship Fund.

*Jubilee:* This dinner and auction is Prep's largest fundraising event for the entire Island community and for all Prep parents and friends.

*Tennis Carnevale:* The annual Tennis Carnevale weekend held in September is a fun community event featuring the Battle of the Grades and the Battle of the Schools on Sunday, preceded by a themed dinner and auction on Saturday.

*Booster Club:* The Hilton Head Preparatory School Athletic Booster Club provides both financial and moral support to students and coaches participating in the athletic program. Membership is open to all Prep parents and the local community.

*Arts Guild:* The Arts Guild supports the arts on campus through active parent participation and the organization of an annual Spring Arts Festival.

## **ACADEMIC POLICIES AND GUIDELINES**

### Academic Load:

Each trimester full-time students must be enrolled in a minimum of five (5) full credit courses, four of which must come from the major academic disciplines (English, Mathematics, Foreign Language, Science, and History). To remain in good academic standing, a student must earn at least four (4) full credits during the year.

### Academic Make-Up Work:

Prep does not conduct a summer school program. If a student fails a course for the year, the School will require the student to repeat the course at Prep unless the student makes up the credit through an accredited summer school program. The decision on the acceptability of a summer program for credit at Prep belongs to the School. Under appeal to the Head of Upper School, with no summer course available, special arrangements may be made. The Lower School may require summer tutoring.

### Academic Probation and Eligibility:

A student who makes one or more F's or 2 D's on the six-week or trimester progress report/report card will be placed on academic probation until the next six-week evaluation period. In addition, if a student is not performing within expected capabilities, the Division Head may place the student on academic probation. A senior placed on Academic Probation will forfeit all senior privileges until the academic probation period ends.

Students on academic probation may not miss school for athletic or extracurricular activities without the special permission of the Headmaster. These exceptions will be restricted to unusual events for which the student's absence would significantly hurt others.

A student who receives two F's at the trimester will be temporarily removed from school leadership roles and will become ineligible for athletic participation until the next six-week evaluation period.

If a student earns 2 D's and/or an F, he/she will be required to attend a study hall. This is determined at the end of each six-week marking period, and parents will be notified. (Students may be removed from academic probation at the next marking period after review by the Division Head.) We hope this academic study hall will give the students the opportunity to have a structured time to complete some of their work during the school day.

### Advanced Placement and Honor Courses:

Both Honors and AP courses provide students with a greater challenge and a more encompassing curriculum at a faster pace than do regular sections. AP courses represent college-level study with a prescribed core curriculum.

### Advanced Placement and Honors Courses, continued-

A requirement of AP courses is that the enrolled student will sit for the national AP examination held each May. Students not enrolled in an AP course may choose to sit for an AP examination (meeting the required deadline date of request, as determined by the School).

Enrollment in an Honors or AP course is considered an academic privilege and must continue to be earned throughout the year. Placement in an Honors or AP course is predicated upon faculty recommendations, standardized test scores, academic average in the previous courses, and demonstration of intellectual curiosity and maturity. Generally, students must have earned a minimum of a B average for the preceding year in an Honors course or an A in a regular course to be considered for Honors or AP placement. Students in Honors or AP courses must maintain a grade of C or risk being dropped from the section.

### Courses and Grades from Previous Secondary Schools:

Courses and grades from previous schools do not transfer to the Prep academic transcript. Rather, a copy of the previous school's transcript is included in the student's record. The GPA reflects only coursework at Prep. Courses taken prior to the ninth grade do not receive high school credit at Prep.

### Dropping and Adding Courses:

Dropping a course during the school year must be arranged through the appropriate Division Head. A student is allowed until September 18, 2008, to drop a course that is too challenging without a notation on the academic record. When a student withdraws from a course after the drop deadline, a notation of WF (withdrawal fail) or WP (withdrawal pass) will go on the official record. Any drop must be made before the end of the 1<sup>st</sup> Trimester, which is November 20, 2008.

### Exams and Re-exams:

Trimester exams or projects are given to students in grades 6-12 at the end of each trimester. In the Upper School exams count 20% of the trimester average. In the Middle School, exams in the 6<sup>th</sup> grade count 5%, in 7<sup>th</sup> grade they count 10%, and in 8<sup>th</sup> grade they count 15%. Exams are designed to last 90 minutes. There will be no extended time on exams unless a student has appropriate documentation filed with the Learning Resource Professional. AP students must adhere to the same rules for any exemptions from school exams. Any student who is late for an exam will not be given commensurate time to finish the exam.

### Exams and Re-exams, continued:

Seniors with an 88 cumulative average for the year (which must include an 88 average for the third trimester) may exempt the third trimester exam. Students in an AP course with an 80 average cumulative for the year will be exempt from a final examination other than the national exam. (This average is derived when all coursework other than the examination is complete).

A student who is passing a course going into the third trimester exam but then fails the course for the year as a result of failing the third trimester exam may take a re-exam. A student is eligible for a re-exam in no more than two subjects in order to receive a passing grade of seventy (70) for the year under the following conditions:

- The student's failing average must be a 60 or higher;
- The student must pass the re-exam in order to receive a seventy (70) average;
- Re-exams must be scheduled within one week after the 3<sup>rd</sup> trimester has ended; and,
- If a student fails the re-exam, the student fails for the year. In this case, the student may receive the higher of the two scores.

Dress code will be in effect during all exams.

### Grade Point Averages and Ranking:

In the Middle and Upper Schools, grade point averages are determined by averaging the weighted final grade for each course completed. Only grades earned in courses taught at Prep are used in this calculation. In calculating the GPA, AP courses are weighted five points and Honors classes three points above the grade recorded on the transcript.

The senior valedictorian and salutatorian are determined by grade point average at the conclusion of the last grading period. Only grades earned in courses taught at Prep are used in this calculation. To be eligible, the graduating valedictorian and salutatorian must have attended Prep for both their junior and senior years.

Because of the small and homogeneous makeup of the senior class, Prep does not report the class rank of its students.

Graduation Requirements:

In order to graduate from Hilton Head Preparatory School, a student must earn a minimum of 21 credits comprised of the following requirements beginning in grade 9:

- English (4),
- History (3) {must include American Studies I and II},
- Math (4) {must include Algebra II and Geometry},
- Science (3) {must include biology, chemistry, and physics},
- Foreign Language (3) – same language
- Fine Arts (1) and other Electives (3) for a total of 4 (which may include PE and other courses).

A student must also perform 10 hours of community service each year with documentation, and given to Mrs. Hamilton, College Guidance Counselor, satisfactorily complete the senior internship, and pass the senior speech. Seniors who have not fulfilled the requirements for graduation may not participate in graduation ceremonies.

Help Sessions:

Every faculty member is available for academic help sessions to assist students. Each faculty member will post and make known to students the time and day of help sessions.

Honor Roll:

Academic learning is valued at Prep and outstanding performance for the full trimester, including examinations, is recognized in the following categories in the Middle and Upper Schools:

- |                      |   |
|----------------------|---|
| Trustee Honors:      | all grades 93 or above                            |
| Headmaster's Honors: | grades average 93 or above with no grade below 85 |
| Faculty Honors:      | all grades 85 or above                            |

Trimester Incompletes:

Should a student receive a grade of Incomplete in any subject for the marking period, the incomplete work must be made up at a time determined by the teacher and Division Head. A zero will be assigned to any missed work which will then become part of the average in determining a grade.

### The KNS Media Center:

The KNS Media Center will be open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Fridays until 2:30 p.m. For after school hours, Lower School students must be accompanied by an adult.

Lower School students may check out books in the library. Books should be turned in or renewed weekly by Lower School students who will have access to the library during a regularly scheduled weekly class period, before school, after school, or with permission of the classroom teacher at other times during the week.

Middle and Upper School students may check out books, which may be kept 2 (two) weeks at a time and renewed for another two weeks if necessary.

### **ATTENDANCE, DISMISSALS, AND SCHOOL HOURS**

Students are expected to attend all classes, assemblies, activity requirements, and academic appointments. All students are expected to be on time for all activities and classes. Truancy will not be tolerated and could lead to probation, suspension, and expulsion. Prep relies on parents to cooperate with the School by ensuring the regular attendance of students and by not signing unwarranted medical or appointment excuse requests. Students whose parents cannot cooperate in this environment of trust cannot remain at Prep.

After seven (7) class absences per trimester, the Division Head will send a letter home. A conference with parents, the student, and all his/her teachers may be called to discuss the situation and consequences.

There will be occasions when a student has an extended illness and is unable to make up the amount of work required. Consequently, students may be required to repeat courses either in summer school or during the following school year.

### The following rules cover the School's policies regarding attendance and daily dismissals:

Absences from school are detrimental to a student's success. Students are expected to be at school every day. Tardiness and absences are classified as excused or unexcused by the School. Any time a student will be arriving late to school or absent from school a phone call should be made by **8:15 a.m., the same day**. A student who is ill and leaves school must first be excused by the nurse and then sign out in the appropriate division office.

### Absences are categorized as follows:

Excused (fewer than 3 days): The School grants permission for absences such as sickness, family emergencies, doctor's visits, school sponsored activities, and college trips (3 days for a 3<sup>rd</sup> trimester junior and 5 days for a senior). Work will be made up with faculty assistance if needed and will be given full credit. No college visits or family vacations should be scheduled during exams. College/visit forms must be signed by both Peg Hamilton and Rich Basirico and turned in to Chris Heyburn 3 days prior to visit or the absence is considered unexcused. Special circumstances can be brought to the Division Head. It is requested that make-up work for tests should be completed in a timely manner according to the following formula: the number of days absent plus one (i.e., 1 day absent, work must be completed within 2 days of return; 2 days absent, work must be completed within 3 days, etc.). Requests in writing for permission for excused absences from school must be obtained from the Division Head by parents prior to the absence (3 days' notice is appreciated).

Tests that will be missed due to an athletic trip may be taken during a time arranged between student and teacher before the trip. If a student misses a test on the day of a pre-planned trip, the test must be made up the next school day following the trip.

Unexcused: Other than illness, emergencies, and deaths, everything else (including family trips) is unexcused.

Lower School students may be asked to keep a journal in lieu of dropping a letter grade. They may also be asked to give an oral report.

### School Hours:

Teaching and classes begin promptly at 8:00 a.m. Late arrivals are disruptive to class and the daily operations of the school. ALL students will be in school until 3:00 Monday through Thursday and 1:30 p.m. on Friday. Lower school will be in class until 3:15 Monday through Thursday and 1:30 on Friday. Extra help and clubs will be available Mon-Thurs. until 3:30. In the MS and US a study hall may be required until 3:30.

### Sign-In, Sign-out Procedures:

- Students must be signed in and sign out whenever they leave or return to school. The Upper School sign-in/out sheet is kept in the Main Office. The Middle School sign-in/out sheet is in the Middle School Office. The Lower School sign-in/out is located near the door of the Lower School Head's office.
- Dismissals are handled similarly to absences. All illnesses for which the student leaves school must first be seen by the school nurse, given a dismissal note and students must then sign out as appropriate. Permission must be obtained from the appropriate Division Head before a student may leave school. A phone call to the appropriate office, or a written request, stating the precise reason for the dismissal, turned in to advisory at 8 am before school will begin the dismissal procedure.

### Sign-In, Sign-out Procedures, continued:

- A student who misses a test or assignment due to being late (excused or unexcused) will be expected to complete the test/assignment **on the same assigned day.**
- Students in the Middle and Upper Schools who are involved in extra-curricular activities, including athletics, must be in school by 10:30 am in order to participate in any after-school activities or events, including sports and sports practices on that day.
- Lower and Middle School students are to be picked up promptly at dismissal time. Fifteen minutes after dismissal, students in grades 1-5 will be brought back to the Lower School to call home.
- Lower School students may not be on campus after school hours without direct parental supervision. Middle and Upper School students may not be on campus one half-hour after dismissal unless involved in an organized school activity or are studying in the Media Center.

### Tardy MS/US:

Four tardies to any class will be counted as 1 absence for that class. This will occur each multiple of 4 tardies. Late to school will be counted as a tardy only if late within the first 20 minutes of the school day. After 20 minutes the student will be marked absent.

### Truancy:

A student who is absent from an individual class or school for the day without reasonable justification will receive no credit for work due during the truancy nor for any tests missed and will incur an in-school suspension.

## **CAMPUS SECURITY**

During the school day, the campus is closed to guests who do not have prior permission of the appropriate Division Head to be on campus.

## **CARPOOL AND PARKING**

To ensure the safety of our students we request that parents/students adhere to the following guidelines:

1. Do not go against traffic to pull into a parking space at any time.
2. Do not pass other cars in line coming into the school.
3. Never pass in the line unless a teacher stops traffic and motions you through.
4. Insist that the passengers get in and out of the right side of your car only.

## **CARPOOL AND PARKING, con't -**

5. Do not park in line and leave your car.
6. Keep your children with you while crossing and look carefully before crossing.
7. Do not congregate around the pick-up area to visit.
8. Do not allow your children to walk several cars down the line to your car even if they are older students or have an older student with them.
9. Take care of signing notes, homework, etc., prior to entering the carpool line.
10. Parking at Prep is limited and some areas marked "reserved" are for faculty, staff, and seniors. Please do not park in a reserved spot.
11. Park in a designated visitor parking space.

### Parking (Montessori side)

Prep parking spaces are limited to the first three rows starting with the row nearest Prep and ending with the row parallel to the Sea Pines Montessori Academy (SPMA) carpool line. SPMA parking spaces are the three rows perpendicular to their main entrance. If you are a Prep parent, kindly park in an HHP visitor designated space. Please do not park in SPMA designated parking or their turnaround area.

### Parking Lot, etc. – Students

Students will not be allowed in the parking lots during school hours without permission of the appropriate Division Head.

During the school day and during school-sponsored events, the Forest Preserve, parking lots, and playground area are off limits without supervision by school personnel.

## **CD PLAYERS/HEADPHONES/CELL PHONES/OFFICE PHONES**

NO electronic listening devices are allowed during school hours and should be left at home.

Students are not to have cellular phones turned on from 8 am – 3:30 pm nor should the phone be visible. If the phone is visible, the teacher will give the student 2 demerits (see next page) and deliver the phone to the Division Head. The Lower School/Middle School/Upper School office phones are to be used, with permission, for a valid reason only.

## **DEMERIT AND DETENTION SYSTEMS**

In the Middle/Upper Schools, a demerit system is used for students who do not abide by the simple rules of deportment. Demerits are given for the following examples of misconduct:

## DEMERIT AND DETENTION SYSTEMS, con't:

<u>(1) Demerit</u>	<u>(2) Demerits</u>	<u>(4) Demerits</u>
Failure to shave	Missing a faculty appointment	Foul language
Shirttail untucked (boys)	No electronic devices 8-3:30 pm	Defacing property
Hats in building	Logos on shirts, midriff show	Parking lot without permission or un-
Food/drinks/gum in the building	Skirt too short/tight/frayed	authorized area
	No collar on shirt, no belt (boys)	Reckless driving
	Late to school/class	

Obtaining four (4) demerits in each six-week marking period will result in a Detention. Five (5) detentions in any marking period will result in a one day in-school suspension. A student's continued disregard of school rules may result in being asked to withdraw from school.

Any unexcused missed detention will incur another detention. Detention will be held on Tuesday and Thursday at 7:30 am and Friday at 1:30 pm.

Any excuse to miss an assigned detention must be approved by the appropriate Division Head. All accumulated detentions must be cleared by the end of the marking period and cannot be carried over to the next marking period.

In addition to demerits, the Division Heads may use their discretion to impose appropriate penalties for misconduct such as inappropriate displays of affection, vulgarity, obscenities, computer abuse, persistent classroom misbehavior, or vandalism. Driving and parking on campus is a privilege that may be withdrawn for reckless or dangerous driving on to or off of campus or parking in reserved spots.

## DISCIPLINARY EXPECTATIONS AND RULES

Prep believes that every student from kindergarten through twelfth grade is responsible for his or her actions and behavior. Each is consequently expected to comply with school rules, and parents are expected to reinforce adherence to rules. In addition, every member of the school community is expected to treat one another with respect. The School will not tolerate disrespect, disobedience, or rudeness.

The consequences for disciplinary infractions are designed to be part of the educational goals for both the students involved and their peers. Nevertheless, students will be expelled from school whenever they are deemed to pose a serious physical or emotional threat to others in our community. Examples of offenses which would likely lead to expulsion include but are not limited to bullying, hazing, repeated dishonesty, destruction of property, and activities involving sex, drugs, or alcohol on campus or at school functions.

## **DISCIPLINARY EXPECTATIONS AND RULES, cont'd**

Whenever the Administration deems it advisable, a student who has committed a disciplinary or honor offense may be allowed to demonstrate his or her ability to change behavior. In such situations, the student will be placed on disciplinary probation for a period of time ranging from one year to the remainder of his or her career at Prep.

Students may be placed on probation, suspended, or expelled at the discretion of the Headmaster after review and consultation with Division Heads. Every effort will be made in such situations to ensure that students have an opportunity to explain their actions and that students and parents have opportunities to review and appeal the decision with the Headmaster. The decision of the Headmaster in such situations is final. Senior privileges, for the year, are revoked if a senior is placed on Honor Probation.

In the Lower School, guidelines for deportment beyond those set out in the Handbook are established in each classroom. These guidelines are sent home via the student from the classroom teachers the first day of school.

## **DRESS CODE**

We want and expect students to look appropriate and be comfortable in a manner which reflects the exceptional standards of our School. What we would like to see is students coming to school dressed to learn. In all cases, we are striving for a well-groomed look, not a sloppy appearance. Offensive or inappropriate writing on clothing is not acceptable. The Administration will have final say in the interpretation of clothing that is frayed, too tight, not hemmed, or otherwise inappropriate.

Hilton Head Prep sets out a list of what is permissible dress in the three school divisions. Students are expected to dress in a manner that is neat, clean, modest, and presentable.

### Lower School: Grades K-5

Hilton Head Prep has selected two dress code suppliers for Lower School this year. One supplier is a local store, The Uniform Source, which is located in Tanger Outlet I (formerly Hilton Head Outlet I) in Bluffton, SC. The other supplier is Lands' End, a mail order company through which you may order dress code items for your child via the telephone or the internet. Additionally, the Prep Shop is a source for PE uniforms, outerwear, bags, and backpacks. The school logo is mandatory on all uniforms. PE clothes are worn on Physical Education days only.

Shirts: Prep sweatshirts may be worn as well as crew, cardigan, or v-neck sweaters in navy or red over any dress code shirt. Sweaters may be purchased at the place of your choice. All shirts must be tucked in.

Pants: shorts or long pants may be khaki, navy, or neat blue jeans; they must be loose fitting, worn with a belt, and neither "stone-washed" nor ragged.

Skirts and skorts: there are several approved styles in khaki or navy. Bike shorts are permitted under skirts or jumpers. Approved jumpers must be navy.

### Lower School: Grades K-5, continued

**Shoes:** sneakers or tennis shoes worn with socks are standard school dress on PE days. Loafers or closed-toe dress flats or sneakers may be worn on dress occasions or on a regular non-PE school day.

### Middle and Upper School: Grades 6-12

**Girls:** Skirts and shorts should be long enough to not be revealing and should be appropriate for school (i.e., put your arms down straight at your sides. If the bottom of the shorts is higher than the tip of your longest finger, the shorts are too short). Pants/skirts must not be frayed or have holes. Tops MUST have a collar and not reveal cleavage. The top must completely cover the midriff and back at all times. Jackets, sweatshirts, and sweaters are permitted with a collared shirt underneath. Sweatpants and skirts made from sweatshirt material are not permitted.

**Boys:** Shorts should not be excessively long or short. Shorts/pants should be belted and appropriate for school. Pants should not be worn low on the hips. Pants must not be frayed or have holes. Shirts must have collars and be tucked in. Sweatshirts and sweaters are permitted with a collared shirt underneath. Sweatpants are not permitted.

Shoes for boys and girls: All styles are acceptable-except for any beach sandals, flip flops, etc., slippers (mesh-type slip-ons), open toe Birkenstocks, "Wheelies", and Teva-type sandals.

All students are expected to come to school clean-shaven and well groomed. Body piercing or visible tattoos are not permitted other than modest earrings for girls. Unnatural hair colorings, shaved heads, boys with long hair, Mohawks, faux hawks or pony tails, etc. are not permitted. Students will be asked to correct their appearance.

Enforcement of the dress code is everyone's responsibility. If students dress inappropriately, according to the judgment of the faculty or Administration, the student may be sent home or parents will be called to bring acceptable clothes. If a student misses class while retrieving acceptable clothes, it will be considered an unexcused absence. These rules are flexible and allow for individual expression while maintaining the School's purpose; there is no excuse for misinterpreting them.

## **DRUG AND ALCOHOL POLICIES**

### Universal Drug Testing Program:

The mission of Hilton Head Preparatory School calls on the School to provide a safe environment in which our students can grow academically and personally. Statistical data demonstrate that young people on Hilton Head Island are confronted with drug use. The Trustees and Administration believe it is the School's responsibility to address this threat to our children's safety.

### Universal Drug Testing Program, continued:

Prep will continue to emphasize education as a method to reduce the temptation of illegal drug use by our children. In conjunction with drug education, universal drug testing has been shown to be a powerful deterrent to drug use. The expectation and the statistical data indicate that universal and random drug testing are effective means in helping students stop using drugs or keeping them from initially experimenting with illegal substances. Prep's program is designed to provide our children with the motivation and the excuse to say "no" to drugs in the face of peer pressure.

The purpose of the universal drug testing program at Prep is not to punish drug users. Rather, it is designed to deter use by our students and to provide counseling for those who test positive. Additionally, it is the School's responsibility to assure all of our families that Prep is a learning environment free from the influence of illegal drugs and free from peer pressure to begin or to continue drug use (If you need help, see Marilyn Calore, Guidance Counselor.)

Research shows that young people who make it through their teenage years, drug free, are unlikely to begin illegal drug use later. This is a wonderful gift that a Prep education can provide its students.

Since the beginning, in the fall of 2003, all members of the Administration, teaching and auxiliary staffs, and all students in grades 7-12 have been required to participate annually in the universal drug testing program as a condition of employment or enrollment. In addition to testing during the first trimester, random drug testing will occur periodically throughout the school year.

The method of testing will be hair analysis. Students will be scheduled for hair testing. Any unauthorized absence from a drug testing appointment or any attempt to evade participation, whatever the circumstances, will be considered a refusal to participate. The school will use Psychomedics or an equivalent accredited company. Psychomedics' patented technology detects drug use within the previous three months. Only the Headmaster and Guidance Counselor will be privy to the drug testing results. The Headmaster may appoint the Upper School Head to manage a particular case should the circumstances warrant it. Parents, if they wish, may be present to witness the hair collection procedure, provided the parent can be present at the student's scheduled testing time.

The Prep community is assured that there is also a procedure for faculty and staff members to ensure a drug-free environment. An administrator, faculty, or other staff member who tests positive for illegal drugs will be immediately dismissed for cause. If the employee contests the test results, he or she may request a re-test of a newly collected hair sample and will be placed on leave until the testing is confirmed.

In response to a student's positive test, Hilton Head Preparatory School will require a conference with the student and his or her parents or guardians. Prep will recommend that the student testing positive obtain a substance abuse evaluation through a qualified counselor or community agency at the parent's or

### Universal Drug Testing Program, continued:

guardian's expense. A student who has tested positive for the first time will continue normal school activities. The student will be re-tested individually and at the periodic random tests throughout the remainder of his or her enrollment at Hilton Head Prep at the School's discretion. A second positive test within any two-year period will result in the student being separated from Prep.

If a student wishes to contest a positive test result, he or she may do so in writing within three days of notification of a positive test result. A hair sample will be collected a second time and sent to Psychomedics' laboratory for analysis. Re-tests will be at the expense of the student's parents or guardians. Prep will notify the student's parents or guardians of the results within fifteen days of receipt of the test results. All test results of students will remain strictly confidential among the student, his parents or guardians, and the Headmaster (or the US Head if the circumstance warrants it.) These test results are not part of the student's permanent file. Should a student test positive twice within two (2) years, the permanent record will indicate that the student was separated from the school.

Any student or employee who refuses to participate in the universal drug testing program will be separated from the school.

### **E-MAIL/INTERNET ETIQUETTE**

E-mail addresses are provided as a service to members of the Hilton Head Prep community and, like the directory addresses, may not be shared with others outside our community. HHP disclaims all warranties with regard to information posted through [www.hhprep.org](http://www.hhprep.org), whether posted by Prep or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall Prep be liable for any special, indirect, consequential, or any other damages whatsoever arising out of or in connection with the use or performance of any information posted. E-mail messages to the administrators will be acknowledged as "received" and will be read and discussed. We encourage spoken or face-to-face conversation as a better medium for all concerns.

- Any defamatory, abusive, profane, threatening, offensive, or illegal materials are subject to applicable laws. The author of, or participants in, such comments or conversations may be held liable for any consequences.
- By posting material, the posting party grants Prep the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material. No any information or other material protected by copyright should be posted without the permission of the copyright owner.
- Prep does not actively monitor e-mails for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to Prep's attention, the School will take reasonable appropriate action.

## **E-MAIL/INTERNET ETIQUETTE, cont'd**

- Messages should not be posted if they encourage or facilitate others to arrive at any agreement that either expressly or implicitly leads to the denigration of a member of the community, price fixing, a boycott of another's business, or other conduct intended to, or that results in, illegally restricting free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices; discounts, terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. This list is not exclusive.

### Internet Etiquette

Please avoid the following behaviors on the internet:

- Challenges or attacks on others.
- Postings that are negative: the internet is meant to stimulate conversation, not create contention.
- Postings of commercial messages. The cyberspace term for this activity is spamming. Contact people directly with products and services that you believe would be helpful.
- Inappropriate discussions relating to entities, products, costs, rumors, and other similar matters. E-mails are available for all to see, and comments are subject to libel, antitrust, and a variety of other laws.
- Any and all defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Inappropriate posting of copyrighted material. See above for a more complete definition of such a posting.

### **General Rules:**

- Include a signature tag on all messages. Include your name, address, and e-mail address.
- State clearly the specific topic of the comments in the subject line. This allows the reader to respond more appropriately and allows for automatic message archiving.
- Restrict discussions to topics best suited to the medium.
- Include only the relevant portions of the original message in your reply, delete any header or footer information, and put your response before the original posting.
- Warn others of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

## **HAZING, THREATS, AND SEXUAL HARASSMENT POLICIES:**

At Prep, we value an environment that is supportive of each individual's growth and development. Consequently, threats to others, hazing, and sexual harassment are behaviors that are strictly prohibited. It is important to note that these behaviors are uninvited, unwanted, and unwelcome. They create an environment that interferes with the learning process and makes the victim feel unsafe within our community.

Hazing, or bullying, is any conduct, whether intentional or unintentional, that is offensive and results in the discomfort of another person. This behavior can be based upon but is not limited to a person's personality, race, color, national origin, age, height, weight, handicap, or social background. Specific examples of hazing include, but are not limited to: a physical threat, destruction of personal property, hiding book bags, invasion of personal spaces, jokes, tricks, or pranks.

Any behavior that results in another person being made fun of and uncomfortable will be considered hazing. Mean spirited acts toward other students under the guise of "all in fun" will not be tolerated. Threatening other members of the school community will be considered a cause for suspension or expulsion.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual acts or favors, inappropriate sexual remarks or humor, displaying sexually explicit material, or verbal or physical conduct of a harassing nature. This inappropriate behavior can involve members of the same or opposite sex.

All students and employees are encouraged to think before they speak or act and to put themselves in the other person's place. If unsure as to whether or not the behavior is appropriate, one should simply not do it. In effect, every student/employee should be treated fairly and with respect.

Any student or other member of the school community who feels he or she has been subjected to or has witnessed sexual harassment or hazing is expected to advise the Headmaster, the Division Heads, or any faculty or staff member. Any such acts will be investigated immediately, and the offending person will be subject to disciplinary action up to and including expulsion.

## **HONOR CODE**

A community can live together only where the basic tenets of honor are the foundation of the community. These principles are instilled throughout the School.

## HONOR CODE, cont'd

The purpose of the Honor Code is to create an atmosphere of trust, honesty, and integrity with mutual respect among Administration, faculty, and students.

At the Honor Council assembly or upon entering Hilton Head Preparatory School, every student implicitly acknowledges an understanding of and a willingness to support the honor system by symbolically signing the honor code. A student should understand the seriousness of an infraction of the Honor Code. Infractions include all forms of cheating, lying, stealing, vandalism, plagiarism, and misrepresentation.

Stealing: Stealing is the taking or borrowing, without permission, of anything that is not rightfully one's own from another person or from the property of the school.

Lying: Lying is the intentional misrepresentation of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation.

Cheating: Cheating is defined as giving or receiving help on any assignment.

Cheating also includes the passing of information on tests to students who have yet to take the tests and bringing a "cheat sheet" to the exam for the benefit of the student. The presence of a cell phone during an exam will automatically be considered cheating.

Plagiarism: Plagiarism is the act of taking the ideas, writings, and works of another individual and representing them as one's own.

Vandalism: Vandalism is the willful destruction or damaging of property other than one's own, whether done maliciously or as a "prank", regardless of the degree of damage.

In the Lower School, the teacher and the Division Head handle disciplinary action involving honor violations. In the Middle and Upper Schools, the Division Heads may refer honor infractions to the Honor Council after discussion with the alleged violator. The Council recommends a corrective measure to the Division Headmaster through the Chairman of the Honor Council and the Faculty Advisors. Decisions of the Honor Council are recommendations made to the Division Head and Headmaster for final disposition.

Students on Honor Probation will:

- Lose National Honor Society status
- Lose Student Council status
- Be unable to run for Student Council during probation
- Lose any other leadership office status

Beginning in grade three, each student shall use the honor pledge which states, "I have neither given nor received assistance on this assignment," for all exams, major papers, regular tests, and make-up work. The student may simply state "I pledge" and sign.

Honor Council: The Honor Council is responsible for enforcing the Honor Code in grades 6-12. The Honor Council shall consist of elected representatives: 1 each in grades 6-10, 2 in grades 11 & 12, 2 faculty members, and the current Upper School

### Honor Council, con't:

Student Council President. The sixth, seventh, and eighth grade representatives will be limited to participation in only Middle School related cases.

Classes will elect their student members. One of the US representatives will serve as the Chairman of the Honor Council.

### Honor Code Procedures:

1. The alleged incident should be reported to a teacher, Honor Council Advisor, or the Division Head. The teacher should speak to the Division Head.
2. The Honor Council advisor will report the incident to the Division Head.
3. The Division Head or Honor Council Advisor will conduct an overview of the alleged incident.
4. The involved faculty member will notify the parents of the incident and will turn the information over to the Honor Council Advisor who will convene the Council with all deliberate speed.
5. The Honor Council will review the incident, hold a hearing with the student, and make a recommendation through the advisor and chairman to the Division Head and the Headmaster.
6. Sanctions for a violation of the Honor Code will be decided by the Honor Council subject to the review and approval of the Division Head and Headmaster. The Honor Council Chair will notify the student of the results.
7. The Division Head will notify parents of the results.
8. A letter will be sent home summarizing the process and results.

### **EMERGENCY ANNOUNCEMENTS**

Emergency announcements can be found on our web site, [www.hhprep.org](http://www.hhprep.org) and will also be made on The River WYKZ 98.7, WWVW WAVE 106.9, and WLOW 107.9 in case of school closings or inclement weather that may affect school hours. During an emergency closing during school hours, the school answering machine and the school web site will relate emergency information. Emergency evacuation procedures will be available in each classroom and all school offices.

### **FACILITY USAGE**

Use of Prep facilities by outside groups is scheduled through the Athletic Director. Generally such usage will be restricted to non-profit community activities. Outside groups using Prep facilities will be expected to submit Certificates of Liability coverage and will be responsible for arranging set-up and clean-up. The cost of Prep maintenance personnel opening buildings and supervising activities for outside groups will be borne by the group. In all cases, Prep activities will take priority over outside groups.

## **LICE POLICY**

Any child with lice must stay home (and the School notified) until the situation is remedied. Re-entry to classes must be approved by the school nurse. This absence will be considered excused, and the School will work cooperatively with the family on this matter.

When a child is found to have head lice, that child's siblings and all of the children in that child's class are checked by the nurse. A hard copy notice is sent home that day to the students in that child's classroom as well.

## **LUNCH**

There are four separate lunch periods: grades K-2, grades 3-5, grades 6-8, and grades 9-12. Guidelines for purchasing lunch will be sent to students and parents, and lunch may be purchased only during the student's designated lunch time.

## **MODIFICATIONS PROGRAMS FOR ADD/ADHD AND LEARNING DISABILITIES**

Many students have learning differences that necessitate some accommodation to the regular academic program at Prep. Our intent is to have an accurate assessment of strengths, to understand areas of weakness, and to discover a student's ability to compensate for specific weaknesses. With this critical information, a helpful modification plan can be established that will potentially enhance the student's learning process in the classroom. Our policy is based on a document developed by the Educational Testing Service Consortium whose mission was to develop standard criteria for documenting ADD/ADHD and Learning Disabilities. ETS is currently using these criteria for determining appropriate testing accommodations. All paperwork must go through the Director of Learning Resource.

### Documentation Requirements for Modifications:

Diagnostic testing must be administered by a qualified professional such as a licensed school psychologist, clinical psychologist, educational psychologist, or neurologist. Only testing from such individuals will be used for modification purposes. Conforming to ETS standards, testing must be current within three years of the time of the requested modification.

### Documentation should include the following:

- Diagnostic Interview – including an academic, developmental, and family history for the presence of learning difficulties.
- Relevant Testing – including a test for aptitude/cognitive abilities, academic achievement, continuous performance, tracking or attention, and information processing.
- Specific Diagnosis – based on diagnostic criteria.

## **MODIFICATIONS PROGRAMS FOR ADD/ADHD AND LEARNING DISABILITIES, con't -**

- Actual Test Scores from standardized instruments.
- Recommendations made by the evaluator who describes the impact of the learning weaknesses and a rationale for the recommendations that are being made.
- An interpretative summary must be provided.

### Reasonable accommodations may include:

- Extended time on tests.
- Testing in alternate locations.
- Use of a laptop or tape recorder in the classroom.
- Consideration of spelling errors on in-class essays or exams as less serious than on daily work or papers and essays that are word-processed or prepared outside of class.

### Student Modifications and Accommodations, continued:

- Use of books on tape.
- Oral Testing – some oral tests may be given, if qualified by Psycho-educational testing.

### School Expectations of Students on Accommodation Programs:

- Demonstration of a solid work ethic and a willingness to work with teachers to develop strategies to compensate for areas of difficulty.
- The parents will meet as requested with the teachers.
- Consistent and prompt attention to medication when prescribed.

## **PARENT CONFERENCES**

Parents are requested to make an appointment in advance to visit their child's classroom or to have a conference with a teacher. Appointments may be made through the appropriate Division Head's office or academic advisor. Parents are encouraged to be in touch with teachers whenever they have a question concerning their child's progress or programs. Please leave a message on the teacher's voice mail extension or send an e-mail. Please refrain from calling teachers at home after 8:00 p.m.

Lower and Middle School schedules conferences twice a year and on an "as needed" basis. Upper School conferences are scheduled on an "as needed" basis through the appropriate Division Head.

## **PETS**

No dogs or other pets are permitted on campus during school hours.

## PROGRESS/REPORT CARDS

Formal mid-trimester progress reports will be given in an on-line format to all students at the six (6) week mark of a trimester. These reports include academic averages and comments for each class.

In grades 3-5 letter grades are recorded. Grades K-2 will be evaluated, according to meeting grade expectations, on a numerical scale. Grades of S, NI, and U are given in each subject for cooperation and effort.

### Grading Scale (Grades 3-12)

100-93	A	Withdrawal failing: WF	<u>Conduct</u>
92-85	B	Withdrawal passing: WP	Satisfactory: S
84-77	C	Incomplete: I	Needs Improvement: NI
76-70	D		Unsatisfactory: U
Below 70	F		

## SENIOR PRIVILEGES

In order to obtain senior privileges, students must adhere to the following outlines and criteria:

- no honor code violations during the course of the year;
- no suspensions;
- not be on academic probation during a six-week marking period; and,
- senior privilege will be revoked for the week following a detention served.

## SPORTSMANSHIP CODE

Hilton Head Prep's teams are required to maintain the highest standard of sportsmanship. We expect all of our coaches, student athletes, and spectators to dedicate their commitment to controlling their emotions and developing pride in our program that holds them accountable for all their actions. As a coach, student athlete, and spectator at Hilton Head Prep we have the responsibility to insist upon the following actions:

- treating the officials, opposing teams, and spectators with respect;
- accepting all decisions of the contest officials' rulings;
- exercising self control of both attitude and actions;
- focus on cheering for our team...harassing officials and opponents will not be tolerated; and,
- winning with dignity and losing with character.

## **SPORTSMANSHIP CODE, cont'd**

As a coach, student athlete, parent, and spectator of Hilton Head Prep, we must recognize the importance of our responsibilities to honor and encourage good sportsmanship. Team members should realize that they are representing themselves, their team, and our School and community as we compete at home or on the road. The leadership we take in sportsmanship will help influence our school and community for years to come...do so with class and dignity.

### Absences Due to School Athletic Trips

Students who know ahead of time that they will miss a class or day of school must see the teachers in the classes that will be missed well ahead of their departure date and should complete as much of the work that will be missed as possible before the trip. A three (3) day notice before a scheduled absence is due to the appropriate Division Head in writing. Tests that will be missed due to an athletic trip may be taken during a time set up with the teacher before the trip. If a student misses a test on the day of a pre-planned trip, the test must be made up the next school day following the trip.

## **STANDARDIZED TESTING**

Students at Prep are tested with a nationally named examination each year. This helps monitor curriculum and student performance. Stanford Achievement Tests with independent school norms are administered to students in grades K through nine. Students in grades ten through twelve participate, as appropriate, in PLAN, PSAT, ACT, SAT, and SAT II testing. Prep is a site for most dates of these national tests. Information concerning standardized testing is available through the three Division Heads and the College Guidance Counselor. Prep coordinates test preparation classes with several proprietary organizations, and information about these programs is made available to parents.

## **STUDENT MESSAGES**

We appreciate the need that families have to communicate with students. However, because our staff is small, please limit messages. Messages will generally be taped on the outside of student lockers for Middle and Upper School and given to the homeroom teacher in the Lower School. Please refrain from calling or text messaging your child during the school day.

## **SUMMER READING**

As a college preparatory school, Prep requires summer reading of all students. Parents are asked to read to their children prior to entering first grade if

## **SUMMER READING, cont'd**

the student has not started reading. As students progress, reading levels and expectations increase.

Students at all grade levels are assigned designated books to read as well as a list of optional books. Lower and Middle School student projects are turned in at the beginning of the school year. Upper School students will be given assignments using summer reading which will be due during the first days of school.

## **SUSPENSION**

In-School: work must be made up and is due to the teacher during the in-school suspension .

Out of School: work must be due and a meeting with the Division Head must occur upon readmission to school.

## **TECHNOLOGY GUIDELINES**

Prep has invested considerable money and energy into providing technological support for student learning. Students are expected to treat this technology responsibly and to restrict its use at Prep to educational purposes. An accepted use policy will be discussed and assigned in each English class. A Prep student:

- may not use another student's account without that student's permission;
- may not attempt to enter the Prep computer network without the proper password or attempt to circumvent any of the system's security programs;
- may not use personal internet privileges to attempt to break into or otherwise damage any computer system;
- may not attempt to access objectionable material or material clearly not intended for use by minors;
- may not download any programs or files which might damage the Prep network or which violate copyright laws;
- may not attempt to subvert or avoid any access control software or firewalls which Prep may install. If a student is aware that a site is blocked, attempting to reach that site by other means is not permitted.
- should never give out personal information such as address, age, or telephone number over the Internet; and,
- may not install software onto Prep's computers or network without the specific permission of the teacher responsible for the computer. Using social networking websites (such as MySpace or Facebook) on the HHP campus is subject to Prep's Hazing and Harassment policies.

Any deliberate attempt to damage or invade secure areas of the Prep network, to sabotage or destroy files, or otherwise compromise the privacy and security of the network will be considered a serious disciplinary situation and may be cause for suspension or expulsion.

### **TEST DAYS (Middle and Upper Schools)**

Prep students take demanding academic loads. All major assignments whether short term or long term are to be due on the assigned test days. Major assignments are defined as those that require extensive time to prepare outside of class or in-class assignments that, because of numerical weight, will significantly affect the grade. Major assignments are also those in-class assignments that take more than 15-20 minutes. Quizzes, vocabulary tests, and similar assignments may not fall under these guidelines.

**2008-2009  
CALENDAR**

- August 13 – New Faculty
- August 14 – All Faculty
- August 15 – New Student Orientation/Faculty
- August 18 – First Day of School
- September 1 – Labor Day – No School
- September 9 – Parents Night
- October 13 – No School
- November 20 - End of Trimester I
- November 21 – Exam Review
- November 26-28 – Thanksgiving Break
- December 1 – School Resumes
- December 22- January 2 – Winter Holiday
- January 5 – School Resumes
- January 19 – No School  
Martin Luther King, Jr. Day
- February 16 – No School  
Presidents Day Observance
- February 17 – Faculty Workshop/No School
- March 3 - End of Trimester II
- March 4- Exams
- March 5 - Exams
- March 6 - 9 – Break – No School
- April 10 – Good Friday – No School
- April 13 – 17 – Heritage Week – No School
- April 20 – School Resumes
- May 22 – Trimester III Ends
- May 22 – Baccalaureate
- May 23 – US Graduation
- May 25 – Memorial Day – No School
- May 26 – Review
- May 27 & 28 - Exams
- May 29 – LS & MS Graduation
- June 1 & 2 – Post Planning

**Remember to check website for updates [www.hhprep.org](http://www.hhprep.org)**