



Hilton Head Preparatory School
Lower School
Student and Parent Handbook
2018-19

Revised 8/7/2018

PREP'S MISSION

A safe, caring and accepting community enables Hilton Head Prep to mold students of strong character. Through students' engagement with exemplary faculty, participation in co-curricular arts and athletic programs, and meaningful involvement with the community, Prep will prepare competent and motivated students to succeed in college and beyond. Hilton Head Prep's curriculum will incorporate a solid foundation with critical thinking skills while leveraging students' creativity in preparing them to thrive in an ever-changing world.

CORE VALUES

Strength:

Prep will remain focused on financial strength and stability, enabling it to expand its offerings in all aspects of student life.

Academics:

Prep will stay at the forefront of curriculum and assessment. A Prep student is expected to be intellectually curious, understanding that asking questions is the first step in the pursuit of knowledge.

Service:

Taking their classroom experiences out into the world is a crucial element of a Hilton Head Prep education. Students participate in service opportunities challenging them to expand their comfort zones and broaden their world view.

Integrity:

Prep students are expected to act consistent with the school's honor code. It is recognized that students are on a journey to responsible adulthood and respectful engagement with the faculty and administration in navigating this road is required.

Community:

Close relationships with faculty, administration, parents and alumni empower Prep students in and out of the classroom. Knowing they are accepted and supported encourages our students to reach beyond that which they thought themselves capable in the pursuit of their passions.

Creativity/Innovation:

The world is changing at a breakneck pace. Through the use of the Socratic method and other innovative techniques, Prep will prepare students with the skills needed in the 21st century economy.

Table of Contents

Disclaimer.....	4
Academic Policies and Procedures	
The Honor Code.....	5
Academic Load, Homework, Grading Scale.....	6
Progress Reports and Report Cards.....	7
Parent Communication and Academic Support.....	7
Modifications and Accommodations for Learning Differences.....	8
Campus Policies and Procedures	
Campus Security and Visitors to Campus.....	9
Birthdays and Parties.....	9
Pets.....	9
Lunch and Deliveries to Students.....	9
Prep Plus Program.....	10
Acceptable Use of Personal Electronic Devices.....	10
Acceptable Use of School Electronic Devices.....	10
Technology Acceptable Use Policy.....	11
E-mail, Cell Phone, and Internet Etiquette.....	12
Student Life Policies and Procedures	
School Hours and Schedule.....	14
Absences and Missed Work.....	14
Carpool and Parking.....	15
Tardiness.....	16
Tardiness and Leaving School Early.....	16
Dress Code.....	16
Emergency Announcements.....	19
Lice.....	19
Student Expectations, Discipline and Prep’s Jurisdiction.....	19
Social Media.....	20
Hazing, Threats, Fighting, and Sexual Harassment.....	20
Bullying	21
Mandated Reporting of Child Abuse and Neglect.....	22
Parental Concerns.....	22
Discretion of the Head of the Lower School.....	24
Acknowledgement and Compliance Agreement.....	25

Disclaimer

The Lower School Student and Parent Handbook does not create nor constitute a contract between Hilton Head Preparatory School and an enrolled student and family. The School reserves the explicit right to make changes at any time to the policies and procedures listed in the handbook and will make known to all constituencies said changes.

Academic Policies and Procedures

The Honor Code

A community can live together only when the basic tenets of honor are its foundation. Prep uses the following Honor Code:

“We, the members of this Lower School community, pledge to uphold Hilton Head Preparatory School’s Honor Code in all aspects of our lives. We understand that the purpose of the Honor Code is to create an atmosphere of trust, honesty, and integrity with mutual respect among administration, faculty, and students. When we value personal integrity and the integrity of the community, we act according to the principles of honorable behavior. We accept the responsibility for our own actions and we refrain from stealing, lying, cheating, plagiarizing, and vandalizing.”

Upon signing this Honor Code at the beginning of the academic year or upon matriculation to Prep, every student implicitly acknowledges an understanding of and a willingness to support the honor system. A student should understand the seriousness of an infraction of the Honor Code, which includes all forms of stealing, lying, cheating, plagiarism, vandalism, and misrepresentation:

Stealing – Stealing is the taking or borrowing, without permission, of anything that is not rightfully one’s own from another person or the School, including student lockers.

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

Cheating – Cheating is giving or receiving aid on any assignment or assessment. Cheating also includes the passing of information on assessments to students who have yet to take the assessment and/or using a “cheat sheet” for personal benefit. The presence and use of an unapproved electronic device during an assessment will 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 without proper citation and attribution.

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.

Academic Load

Prep organizes its academic year into four grading periods, which are comprised of mid-semester grading periods and semester grading periods known as QTR1, SEM1, QTR3, and FINAL SEMESTER. At the conclusion of the academic year, a FINAL course grade is the sole grade that will be recorded on the student's final transcript.

Homework

We consider homework an essential educational component and assign work in various subjects each night, including weekends. Evening study reinforces the day's learning activities and emphasizes for children that this is the time in their lives when their job is to learn. Good study habits can be the difference between success and failure.

We view parents as partners in their children's educational progress, and we stress the critical need for parents to enforce homework time and provide a suitable study environment, free from the distractions of televisions and the normal activity of family life.

Homework is due at the time assigned by the teacher and must have the proper heading.

Homework in grades K - 2 includes subject area reinforcement and nightly reading:

Kindergarten - 10 minutes

First Grade - 10 minutes

Second Grade - 20 minutes

Homework in grades 3-5 includes subject area reinforcement, outside reading and work on long-term projects:

Third Grade - 30 minutes

Fourth Grade - 40 minutes

Fifth Grade - 50 minutes

Grading Scale

JK - 2

AC – Accomplished

IP – In Progress

NE – Not Evaluated

3 - Meets Expectations

2 – Progressing with Support

1 – Introduced/In Progress

NE – Not Evaluated

Students in grades third-fifth will use the following 100-point scale for all course grades:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Semester Incompletes

If a student experiences excused absences at the close of a grading period the course instructor may issue a grade of incomplete. Incomplete work **MUST** be completed within a maximum of 5 school days as determined by the Head of the Lower School.

Progress Reports and Report Cards

Report cards, which include grades and comments from course instructors, will be provided online to all students at the Quarter 1, Semester 1, Quarter 3 and final grading periods. Final grades will be posted to the student's official transcript.

Grades are accessible to students and parent(s)/guardian(s) at any time throughout the school year via NetClassroom.

Parent/Guardian Communication and Conferences with Instructors

Parents/guardians are encouraged to communicate with teachers when they have a question concerning their child's progress by emailing the instructor or leaving a voicemail message. Email addresses and voicemail extension numbers may be found on the Prep website at <http://www.hhprep.org>.

We appreciate your patience as teachers are asked to respond to emails and phone messages within 24 hours.

If parents/guardians wish to visit a classroom or schedule a conference with a teacher, they must make an appointment with the Lower School office at least two days in advance.

Academic Support

The Lower School Faculty is available for academic support sessions after school from 3:15 until 4:00.

Modifications and Accommodations for Learning Differences

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 in order to understand areas of weakness or difference. 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 (ETS) Consortium whose mission was to develop standard criteria for documenting ADD/ADHD and learning differences. ETS is currently using these criteria for determining appropriate modifications and accommodations. *All paperwork must be submitted to the Learning Resource Specialist before any modifications or accommodations will be implemented.*

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 all of the following:

- Diagnostic Interview – including an academic, developmental, and family history for the presence of learning difficulties.
- Relevant Testing – assessing aptitude/cognitive abilities, academic achievement and continuous performance.
- Specific Diagnosis – based on diagnostic criteria.
- 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 one or more of the following:

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

Prep expects the following from students and parents on modification or 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.
- Periodic communication with all outside professionals and school personnel working with the child.

Campus Policies and Procedures

Campus Security and Visitors to Campus

Students may not have visitors that might interfere with the school day. Guests are welcome to visit Prep with advance notice and must check in with the Lower/Middle or Upper School office.

Birthdays

Parents may recognize a student's birthday by sending cupcakes, cookies or other treat for the entire grade level. Party arrangements should be cleared with the teacher. No exchange of gifts will take place at school. Balloons or other gifts may not be delivered to a student at school.

Parties at Home

The school does not presume to dictate an out-of-school party policy. However, it is requested that one or two children in a class not be excluded. For example, everyone in the class, all the boys or all the girls should be included. Invitations for parties should be mailed rather than distributed at school unless every class member or boy/girl group is included. The school advises against departure for parties directly from school unless all the girls or all the boys in the class attend the party.

Pets

Pets are not allowed during the academic day unless approved by Administration. All pets must be leashed at all times. Prep reserves the right to ask a pet to be removed for any reason. Pet owners are responsible for their pet's actions and cleaning up after their pet.

Lunch

Lower School students eat in separate lunch periods: grades JK-2, grades 3 & 4, and 5 & 6. Guidelines for purchasing lunch will be sent to students and parents, and lunch may be purchased only during the student's designated lunch time. JK through 2nd grades will also have the opportunity to purchase lunch on Fridays. Students in Grades 3 – 5 will need to bring a snack from home on Fridays.

Deliveries to Students

Forgotten items brought to students should be delivered to the office and not to the classrooms.

Prep Plus Program

Prep Plus will provide after school care for any Lower School student. Activities will include homework time, supervised play time, games and a snack. Enrichment classes will also be scheduled when possible. Emergency Forms are required for all students, including drop-ins. When school is cancelled, for any reason, Prep Plus will also be closed.

Yearly:

Monday – Thursday:	3:00 pm – 6:00 pm	
Friday:	1:30 pm – 5:00 pm	\$2,000

Monthly:

Monday – Thursday:	3:00 pm – 4:30 pm	\$100
--------------------	-------------------	-------

Monday – Thursday:	3:00 pm – 5:00 pm	
Friday:	1:30 pm – 5:00 pm	\$200

Monday – Thursday:	3:00 pm – 6:00 pm	
Friday:	1:30 pm – 5:00 pm	\$250

Daily:

Monday – Thursday	3:00 pm – 4:30 pm	\$15/day
Monday – Thursday	3:00 pm – 6:00 pm	\$25/day
Friday	1:30 pm – 5:00 pm	\$30/day

Daily drop-ins are available if arranged 24 hours in advance. Please contact either Kim Schmucker at 843-715-8551 or Bev Chambers at 843-422-5062.

Acceptable Use of Personal Cellular Devices

Cell phones are not permitted to be used at any time during the academic day unless the teacher has granted permission. Cellular devices may never be used as a calculator during assessments/tests/exams. All phones must remain in the in the off position (not silent or vibrate) at all times.

Acceptable Use of School Electronic Devices

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 signed at the beginning of each academic year.

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 separation from Prep.

Technology Acceptable Use Policy

Technology resources at Hilton Head Prep are provided for the purpose of supporting the educational mission of the School and its students. Prep's goal in providing technology resources is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, collaboration, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all School rules and policies, including but not limited to those stated in the School's Honor Code. It is understood that all members of the Prep community will use computing devices, the School network, and the Internet in a responsible, ethical, and legal manner at all times.

A Prep student is expected to abide by the technology guidelines set forth by the School.

1. Any viewing or sharing of material containing inappropriate content, offensive language, or derogatory rumors/gossip is strictly prohibited, except as expressly authorized in connection with approved curricula and course materials.
2. Any activity whether utilizing the Prep network or other means of electronic communication which would pose a risk of physical harm to persons or property is prohibited.
3. Privacy of self and others will be protected by not revealing passwords, addresses, or other personal information on the Internet without the guidance of a parent or faculty member. The use of social networking sites by students (such as Facebook) during school hours is not permitted.
4. Students may not attempt to subvert or avoid any access control software or firewalls that Prep may install. If a student is aware that a site is blocked, attempting to reach that site by other means is not permitted.
5. All information and media acquired through the Internet or other information technologies will be documented and properly cited.
6. Certain materials may not be copied or reproduced without the permission of the author. It is the student's responsibility to ascertain whether the use of such materials without permission is covered by lapse of applicable copyrights, the fair use doctrine, or other exceptions.
7. The Prep network or any data on the network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Doing so will be considered an infraction of the Hilton Head Preparatory School Honor Code.
8. All computing equipment and related resources will be used appropriately and responsibly, with minimal wear and tear. Valuable resources, including, but not limited to, printer paper and toner, server disk space, and network bandwidth, will be conserved as much as possible. Printing, file storage, and data transfer activities will be monitored.
9. A Prep student should be mindful that he/she is always a representative of the School. Even when a student is not on campus, he or she is expected to abide by the technology

guidelines set forth by the School whenever accessing or using Prep's network resources or representing any association with Hilton Head Preparatory School.

10. Prep acknowledges that electronic communications and Internet conduct are the responsibility of the student and his/her parents/guardians. This acceptable use policy does not purport to cover non-campus, non-Prep network communications where there is no association with Prep other than the fact that one or more of the parties to such communication may be a student of Hilton Head Prep.
11. All student communications with employees or other adult supervisors at Prep are subject to these policies, no matter the location of such communication.
12. Hilton Head Prep encourages students to consider whether their electronic communications, or the contents thereof, may be regarded as offensive, hurtful, or otherwise inappropriate by other students, faculty, or persons associated with or not associated with Hilton Head Prep.
13. Students should be mindful of the permanence of many forms of electronic communication.

E-mail Cell Phone and 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. Prep disclaims all warranties with regard to information posted through <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 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.
- 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.

Students should avoid the following behaviors on the Internet:

- Challenges or attacks on others.
- Postings those 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.

Student Life Policies and Procedures

School Hours and Schedule

The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday and at 1:30 p.m. on Friday. Late arrivals are disruptive to our academic program and the daily operations of the School.

Attendance

Each day is important to the total educational program and a student's absence from Prep interferes with his/her academic progress.

School Absences

Upon the student's return to Prep, a signed note from the parent/guardian stating the reason for the absence must be presented to the school office. These notes are kept on file in the office for the remainder of the school year. A student, who has more than **six unexcused absences** in a semester, will not receive a passing grade for the semester, unless medical evidence is presented in writing to the Lower School Office. Requests for extended days before or following a scheduled holiday will not be honored as excused absences and will count toward the (6) maximum.

A student who has more than **fifteen absences** may not pass the school year and is cause for concern. This will result in a meeting with the parent/guardian and Administration.

Acceptable reasons for a student's absence are: illness of student, attendance at a funeral, medical/dental appointments. The Head of the Lower School will determine all other circumstances.

Missed Work

Homework assigned prior to the student's absence is immediately due upon the student's return.

Work missed during the absence is the student's responsibility and may be made up according to the number of days missed. For example one (1) day absent allows one (1) day to make up the work; two (2) days absent you have two days and so on.

If pre-arrangements are made for a child to be absent from Prep, for valid reasons and homework or other assignments are desired for the student during the absence, requests should be made prior to 10:00 a.m. at least two days in advance of the student's absence. This will allow the teacher adequate time to prepare the material. Special consideration will be given for emergency situations. Work assigned in advanced of the absence is expected to be completed and submitted to the teacher at the time of the student's return to school.

A Planned Absence Form must be completed in advance any time a student is aware he/she will miss a day of school. The form and completion directions can be attained from the Lower School Office.

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.
5. Do not park in line and leave your car.
6. Please do not use cell phones while driving on campus.
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. Complete signing of 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 or on Fox Grape Road.

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 only in the HHP visitor-designated spaces or on Fox Grape Road. Please do not park in SPMA designated parking, their turnaround area or in a space marked Reserved. These are reserved for our faculty members.

Parking (Sea Pines/Field Side)

There is a designated lot for faculty and seniors on the football field side. Parents are asked to park in the Visitor designated spaces only in front of the KNS Media Center, or in spaces along the baseball field. Please do not park in a spot reserved for faculty or students.

Tardiness

Tardiness on the part of a student interrupts the instructional process, indicates a lack of respect for Prep's regulations and sets a poor example for all students. Students are expected to arrive at Prep no later than 7:55 a.m. It is the responsibility of the parent/guardian to ensure the student is punctual.

Students who arrive late are required to go to the Lower School Office and be signed in by a parent/guardian. In the event of a valid emergency or unexpected situation, a student who arrives late must have a written explanation from the parent/guardian. If the reason is accepted as valid, the tardy will be excused. Otherwise, a tardy will be unexcused. In addition, a student may be assigned a lunch and/or after school detention.

If chronic tardiness exists, the parent/guardian will be required to meet with the Head of Lower School to provide an immediate solution to the problem.

Leaving school early

If the need arises for a student to leave school early, a note must be sent to the school office. Parents are to report to the office to sign the child out. Students will be called to report to the office. Parents must not go to the classroom to pick up their child.

Dress Code

Uniform

Hilton Head Prep maintains an official standard of dress, complete with a school uniform. All students are required to meet these expectations during the academic day and as deemed necessary by School administration (i.e. community service events or awards, academic competitions, etc.) unless instructed otherwise by the sponsoring faculty member.

We maintain this dress code for several reasons:

1. To encourage students to think of their attire as an aspect of their work.
2. To eliminate the self-consciousness and social competition which fashion tends to promote.
3. To promote a sense of identity within Prep and among the students as a group.
4. To maintain an educational look when visitors are on campus.

Clothing and Dress

Students are expected to dress neatly and in good taste at all times. Nothing is more obvious or exemplary of you than the manner by which you dress. Hilton Head Prep has adopted uniforms that will be strictly enforced. The following guidelines are set forth to aid you in dressing properly while a student at Hilton Head Prep.

All Students

1. Clothing will be kept clean and neat; untidy dress habits will not be tolerated.
2. Extremely tight and/or large or baggy clothing is not permitted.

3. Hats cannot be worn during the academic day anywhere on campus (7:15am-3:15pm). Hats may not be worn in academic buildings at any time.
4. Tongue rings, nose piercings, or excessive piercings will not be permitted.
5. No visible tattoos will be permitted.
6. Long sleeve shirts may be worn underneath the uniform polo shirt as long as they are one solid color (Prep colors: Red, white or navy blue only).
7. Student-athletes and students participating in performing arts shows or academic competitions may wear their team top on the days of event/competition. If your group's uniform top is a tank top, the coach/sponsor will decide the color of undershirt that must be worn by all team members. Traditional Prep uniform bottoms are required.

Boys

1. Students must wear the appropriate collared shirt with Prep logo, even when wearing a sweater or jacket.
2. Pants should not be too long or too large and ***must be neatly hemmed***. Pants must fit well and be worn on the waist, not low on the hips, with a belt. No stress marks or tears.
3. White T-shirts are allowed to be worn only as undershirts; colored shirts or white shirts with a visible logo are not to be worn as undershirts.
4. Shirts must be tucked in.
5. Hair will be kept neat, clean, and of an approved length (above the collar of a dress shirt). Hair that is too long around the face must be trimmed. No extreme hairstyles, coloring, or headbands will be tolerated.
6. Boys must be clean shaven at all times during the academic day and while representing Prep at any function both during and outside of the academic day.
7. Boys will not be allowed to wear earrings at any time when representing Prep or at any Prep-sponsored event.

Girls

1. Students must wear the appropriate collared shirt with Prep logo, even when wearing a sweater or jacket. Shirts or blouses are to be worn as designed, either tucked in or left out.
2. Pants must not be too long or too large and may not be slit at the bottom. Pants must fit well and be worn at the waist.
3. Shirts must be long enough so as not to expose the midriff. (When raising your arms, if your midriff is exposed, your shirt is too short.)
4. Leggings may be worn under skirts, skorts or shorts, but must be gray, black, navy blue or white in color.
5. No extremes in make-up.
6. No extremes in hairstyles and coloring. Headbands and hair accessories must match the uniform. Bandanas, etc. are not permitted to be worn with the school uniform.
7. Shorts must have a minimum inseam of 5 inches. Skorts, and skirts must be A-line or pleated and meet a minimum of midway between the hip and the knee. Girls wearing shorts, skorts or skirts too short will be considered out of dress code and will be required to purchase a new skort or skirt. Repeat offenders may be required to wear pants. Shorts, skorts, and skirts may not be altered or rolled at any time.

Shoes

All styles are acceptable except for any beach sandals, flip flops, slippers (mesh-style slip-ons), Wheelies, Crocs, and Teva-type sandals. Shoes must be worn at all school functions.

Clothing List

To assist our students in the acquisition of approved Hilton Head Preparatory uniform attire, we utilize Uniform Work and Sport and Land's End. To ensure consistency and fairness, other department store brands are permitted only for shorts and pants. All bottoms purchased from other vendors must meet Prep's colors of solid medium khaki (avoid extremely light or dark khaki), solid medium gray or solid navy blue and dress code specifications.

Outerwear

All outerwear that does not have a half or full zipped, buttoned, or snapped front (e.g. a sweatshirt, hoodie, etc.) must have the Prep logo, or originate from a sanctioned Prep venue (e.g. fine arts, clubs, athletics, etc.) and promote a Prep team or organization

Outerwear that has a half or full zipped, buttoned, or snapped front (e.g. a cardigan, a hoodie, a fleece jacket, a half-zip pullover, rain coat, etc.) is not required to bear the Prep logo or promote a Prep team or organization. However, these items must be red, navy blue, medium gray or white and solid in color. Such outerwear should also not promote any non-Prep team or organization. However, company logos (e.g. The North Face) no larger than pocket size are allowed.

At no time are blankets considered part of the appropriate Prep uniform standard.

Male	Female
Dressy medium khaki, medium gray or navy shorts (cargo shorts acceptable)	Plaid, medium khaki, medium gray or navy skort/skirt
Solid medium khaki, medium gray or navy pants	Solid medium khaki, medium gray or navy shorts
Polo Long/Short Sleeve in cotton or dryfit Red, navy, white, pink, Carolina blue or one purchased through a coach or extra-curricular sponsor	Polo Long/Short Sleeve in cotton or dryfit Red, navy, Carolina blue, white, pink, or one purchased through a coach or extra-curricular sponsor
Sweater with logo	Solid medium khaki, medium gray or navy pants – regular or skinny
Prep Sweatshirt	Sweater with logo
Fleece Jacket with logo	Prep Sweatshirt
	Fleece Jacket with logo

A proper Prep collared shirt must be worn under all Prep outerwear during the academic day.

It is the student's responsibility to be dressed in accordance with the Student Handbook Policies.

*** Uniform items are available for purchase at the local Uniform Work and Sport Store, and online at www.Landsend.com**

Writing on skin is a violation of the dress code.

Please mark all clothes and belongings, especially Prep outerwear, with the student's name. Unclaimed articles will be kept for one month. After one month all unclaimed articles will be used for emergency situations.

Enforcement of the Uniform Policy is everyone's responsibility. If students dress inappropriately according to the judgment of the faculty, staff or administration, the student may be sent home or parents will be called to bring acceptable clothes. Students will not be allowed to attend class if they are dressed inappropriately. If a student misses class while retrieving acceptable clothes, it will be considered an unexcused absence. Students who cannot consistently abide by the Uniform Policy will be subjected to further consequences.

Dress Down Days

Dress down days take place throughout the school year as a community fundraising project or privilege offered. Students are given the opportunity to wear appropriate solid blue or black jeans. Jeans should not be too long, too large or too tight. They must fit well and be worn on the waist, not low on the hips (no holes, tears, and must be hemmed).

Emergency Announcements

Emergency announcements (e.g., school closings, inclement weather) may be found on the Prep website at <http://www.hhprep.org> and filed with local media outlets as needed. During an emergency closing during school hours, the Prep website and school voicemail (843-671-2286) will relay emergency information. Emergency evacuation procedures are posted and available in each classroom and all school offices.

Lice

Until the situation is remedied, any student with lice must stay home after notifying the School of the absence, which will be considered excused. Re-entry to school must be approved by the School Nurse. The School will work cooperatively with the family on this matter. As a precaution, when a student has lice, the student's siblings and all students in that same class will be checked by the School Nurse. A notice will be sent to families, too.

Student Expectations and Discipline

At Hilton Head Prep we seek to provide not only a solid academic foundation, but also a firm grounding in moral and ethical values. This begins with clear standards of personal conduct, basic

expectations for appearance, behavior and attitude that both enhance the learning atmosphere of Prep and prepare children for life in a world of other individuals with their own needs, opinions, and expectations. Our watchwords are “self-discipline” and “respectfulness,” and we express those concerns in virtually all aspects of Prep life. While we make no attempts to stifle the active imagination, we make every attempt to channel that imagination effectively.

Prep’s Jurisdiction

Prep assumes when it accepts a student and that student/family accepts our invitation to attend Prep that the student and family agrees to become a positive contribution and influence within the Prep community. Because the success of our students and its programs are directly related to the attitude and tone of the school community, the Headmaster reserves the right to dismiss any student whose attitude or actions are having a negative influence and impact on their peers and/or the school community in general. Students with poor attitudes who find themselves unable to be supportive of the school community and its policies and procedures have no place on this campus and if they are unwilling to conform to the structure of the school community, they will be asked to leave. Furthermore, students who display a blatant lack of respect for members of the faculty or staff verbally or in writing are subject to immediate dismissal. Students should also be reminded that they will be held accountable for their actions on and off the campus while under Prep’s jurisdiction.

Social Media Policy

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Prep community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Hilton Head Prep community and, as such, are subject to the same behavioral standards set forth in the Student Expectations and Discipline.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of Hilton Head Prep students and faculty, students may not, under any circumstances, create digital video recordings of Prep faculty, staff or student without the individuals express permission either on campus or at off-campus Prep events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about Hilton Head Prep students, faculty, or staff, or athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school and/or community.

Failure to abide by this Policy, as with other policies at Hilton Head Prep, may result in disciplinary action as described in the Student Handbook, or as determined by the Director of Campus Life.

Hazing, Threats, Fighting, and Sexual Harassment

Prep values an environment that is supportive of each individual’s growth and development. As such, threats to others, hazing, fighting, and sexual harassment are prohibited behaviors that are uninvited, unwanted, and unwelcome. They create an environment that interferes with learning and makes the victim feel unsafe within our community.

Hazing, fighting, or bullying is any conduct, in person or online (cyber-bullying), intentional or unintentional, single occurrence or repeated occurrences, that is offensive and results in the physical and/or emotional 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 separation from Prep.

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 via any communication media.

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 Head of the Lower School, or any faculty or staff member. Any such acts will be investigated immediately, and the offending person(s) will be subject to disciplinary action up to and including separation from Prep.

Bullying Infractions with Consequences

Definition of Bullying (Olweus) – “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

Due to the developmental level of each child, infractions and consequences will be looked at on an individual basis. The following consequences are a guideline to follow.

- 1st Offense – Warning (Oral or written)
- 2nd Offense – After School/Lunch or Recess Detention. Parent contact.
- 3rd Offense – Create Individual Behavior Plan/Parent Meeting
- 4th Offense – In-School Suspension/Parent Meeting.
- 5th Offense – Out-of-School Suspension/Parent Meeting.

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 or More OFFENSES
NAME CALLING, MEAN TEASING	1	1-2	2-4	5

EXCLUSION/ RUMOR SPREADING	1-2	2	3-4	5
PHYSICAL OFFENSE/HARM	2-3	4	5	5
TAKING/DAMAGING OTHERS PROPERTY**	1-2	3	3-4	5
THREATS/ HARASSMENT	1-4	2-4	3-5	5

****All damaged/stolen property will be replaced by the responsible student(s).**

Separation

When students are deemed to pose a serious physical or emotional threat to others in our community, they may be separated from the school. Examples of offenses that may lead to separation include, but are not limited to, bullying, hazing, repeated dishonesty, destruction of property, and activities involving sex, drugs, or alcohol both on-campus or off-campus.

Mandated Reporting of Child Abuse and Neglect

If a faculty member, school counselor, or administrator has reason to believe a student has been or may be abused or neglected, he/she is mandated by South Carolina law (S.C. Code Ann. §§ 63-7-20, 63-7-310, 63-7-360, 63-7-410) to report such abuse or neglect to the Beaufort County Department of Social Services and/or the Beaufort County Sheriff’s Office, as applicable, which will recommend to the School the proper process of notifying parents/guardians.

According to RAINN, “child abuse or neglect” or “harm” occurs when a parent, guardian or other person responsible for the child’s welfare inflicts physical or mental harm or creates a substantial risk thereof, excluding reasonable and moderate corporal punishment solely for the purpose of restraining or correcting; commits sexual abuse or creates a substantial risk thereof; fails to supply adequate food, clothing, shelter, education or health care; abandons the child; or encourages, condones or approves the commission of delinquent acts.

PARENTAL CONCERNS

If a misunderstanding occurs or a problem arises, Hilton Head Prep will make every effort to contact you to clarify the situation. Parents/guardians who experience a problem or are confused with some matter regarding your child’s educational experience are asked to learn the reason behind a policy or inquire about the teacher’s or Prep’s understanding or decision before forming an opinion. Those who are not satisfied with what they have learned are asked to approach the Lower School administration to

investigate the matter. Parents and guardians are asked to follow these guidelines for expressing concern over a Prep matter:

- Call or set up an appointment and meet with the teacher to resolve the problem. **For a variety of reasons, parents are not to bring up a difficult or serious matter in front of your child or other students while the teacher is on duty during the regular school day.**
- If the problem is not resolved, the parents should set up an appointment with the Head of the Lower School.

In order to preserve harmony in the school community, negative rumors/gossip about Prep or its employees should be reported to the Head of the Lower School.

What to do if you are experiencing an unresolved problem at Prep:

- Parents who, for whatever reason, find themselves dissatisfied with an issue at Prep should first address those concerns to the appropriate division head of the department, Head of the Lower School and then to the Headmaster.

In the unlikely event that an issue appears to be unresolved by Prep's administration, a parent may communicate with the Board Chairman in writing. As a matter of good practice, the Board of Trustees does not permit parents to make personal appearances before the Board of Trustees as a vehicle for expressing dissatisfaction with Prep or someone under its employee. The Board of Trustees serves as the governing body for Prep and is charged with oversight of Prep's operational affairs most specifically with regard to the establishment and execution of policy. The Headmaster is appointed by the Board of Trustees and serves as the Chief Executive Officer for Prep and answers only to the Board of Trustees. The Headmaster is charged with the responsibility of executing those policies as set forth by the Board of Trustees. Trustees, as individuals or as a group, are discouraged from accepting direct communications from parents with regard to issues of conflict at Prep and will first direct parents to the administration of Prep or if this has already be done, they will be directed to write to the Board Chair. A letter may be sent to the Chairman of the Board of Trustees in care of Prep and the Chairman shall decide what appropriate measures to take. The Chairman may decide that the letter should be included as part of the agenda for its next board meeting for full board discussion or may decide to respond to the letter on behalf of the Board of Trustees or may direct the Headmaster to respond; in any case the issues shall be reviewed at the board level and a response will be given.

Discretion of the Head of the Lower School

As situations arise that may not be specifically addressed in this Handbook, the Head of the Lower School, Director of Campus Life or Headmaster may, at his/her discretion, add, delete, or revise any or all portions of the Lower School Student and Parent Handbook at any time to respond to said situations. If changes do occur, all involved constituencies will be notified in a timely manner.

Acknowledgement and Compliance Agreement

The undersigned acknowledges receipt of the Hilton Head Preparatory School's Lower School Student and Parent Handbook and agrees to comply with all policies and procedures listed therein.

The undersigned also acknowledges that the Lower School Student and Parent Handbook does not create nor constitute a contract between Hilton Head Preparatory School and an enrolled student and family. Moreover, the School reserves the explicit right to make changes at any time to the policies and procedures listed in the Handbook and will make known to all constituencies said changes.

The undersigned also acknowledges that this version of the Handbook, revised in September of 2016, supersedes all prior Lower School Student and Parent Handbooks.

Enrolled Student Printed Name: _____ Grade _____

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

+ + + + SCHOOL USE ONLY BELOW + + + +

Date Received: _____

School Personnel Printed Name: _____

School Personnel Signature: _____