



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

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PREP'S MISSION

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, a successful college experience and rewarding lives.

OUR CORE VALUES

Academics

To cultivate a stimulating environment that promotes academic excellence, critical thinking and a lifelong love of learning

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

Service

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

DISCLAIMER

The Middle 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 & 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 Middle 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 – is the act of taking, or attempting to take, anything without the explicit consent of the owner. Examples of stealing include but are not limited to:

- taking something without permission of the owner even if the intention is to return what was taken
- finding something and making no effort to locate the rightful owner
- unauthorized removal of academic materials from a teacher or staff member

Lying - is making an oral or written statement which the individual knows or should know to be untrue. Examples of lying include but are not limited to:

- the falsification of data or information
- the fabrication of data or information
- forgery
- denial of fact

Cheating - is providing, receiving, or attempting to provide or receive unauthorized materials, information, or study aids in any student academic exercise. Examples of cheating include but are not limited to:

- obtaining answers in any manner from another student or source
- providing answers in any manner to another student
- talking without permission during an assessment
- accessing or attempting to access unauthorized materials such as notes, notebooks, technology or textbooks during an assessment
- looking on another student’s paper during an independent academic exercise
- allowing another student to observe your paper during an independent academic exercise
- copying another student’s homework or class work
- allowing students to copy your homework or class work
- submitting work for an in-class examination that has been prepared in advance

Plagiarizing – is academic theft that occurs when a person uses words, images, or ideas belonging to another person or source and presents them as his/her own work. Examples of plagiarism include but are not limited to:

- using words, ideas, or images from a book, website, magazine, or other source without properly citing that source.
- purchasing or downloading free papers from the Internet
- submitting papers written by someone else as your own work
- submitting the same paper in more than one class without the teacher’s permission

Vandalizing - 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 accordance with academic integrity, each student must write and sign the following on all quizzes, tests, papers, and presentations:

“I pledge my word of honor as a Hilton Head Prep lady/gentleman that I have not broken the Honor Code on this assignment.”

Consequences for Honor Offenses

Demerits are issued for Honor Code Violations. Students who acquire more than 10 demerits are dismissed from Hilton Head Prep. The Headmaster, at his discretion, may initiate a dismissal following a 2nd violation of the honor code. The following table indicates the maximum demerits based on violation and number of occurrences:

| <u>Honor Code Violation</u> | <u>1st Offense</u> | <u>2nd Offense (or subsequent)</u> |
|-----------------------------|-------------------------------|---|
| Lying | 4 Demerits | 4 Demerits/possible dismissal |
| Cheating | 4 Demerits | 4 Demerits/possible dismissal |
| Stealing | 5 Demerits | 6 Demerits/possible dismissal |
| Plagiarizing | 4 Demerits | 4 Demerits/possible dismissal |
| Vandalizing | 1-4 Demerits | Discretion/possible dismissal |

The following procedure is used for Honor Code infractions:

1. All information pertaining to the alleged incident must be reported to a faculty member or proctor for Honor Council.
2. The appropriate school personnel will notify parents of the situation.
3. Middle School Honor Council will review the incident; meet with the student(s) involved to gather all pertinent information.
4. The Head of the Middle School will notify parents/guardians of the result via email or phone call with a summary of the results determined by the Middle School Honor Council.

Students on Honor Probation may:

- Lose any academic, athletic, student office or leadership position(s) held.
- Lose any privileges afforded Middle School students for a set amount of time as decided by the Head of the Middle School and/or Director of Campus Life.

Students found guilty of an Honor Code violation will be on probation for one year from the date of offense. Recurring offenses may result in dismissal.

Food & Beverage Expectations

Food is allowed in the classrooms only with teacher permission and supervision during Morning Break, Club Period, and lunch. Food is not permitted at any other time including between classes including the hallways.

ALL water containers **MUST** have a lid and the consumption may not interfere with academic time.

Locker Use

Each student is assigned a locker and must remain in the assigned locker throughout the school year. In an effort to keep the classroom buildings safe, Administration highly recommends and encourages students to maintain a neat and organized locker. Trash cans are in place throughout campus for any items the student no longer wishes to keep. Please ensure these are used instead of the floor.

Locker re-assignment/adjustments may only be made by the Head of the Middle School or Director of Campus Life.

All athletic gear/bags must be in an appropriate athletic bag. These bags may be stacked neatly on top of the lockers and may not be placed on the floor surrounding the locker area. In the event the athletic gear bag is too large and does not stack neatly, the bag must be placed in the athletic locker room. In the event of a late return to campus and the building is locked, the bag can be dropped off the next morning before the school day begins. Administration recommends allowing additional time in the morning for this to be accomplished to avoid tardy consequences.

Any writing on the exterior or interior of lockers must be cleaned off by the next academic day.

Locker clean out/up will take place at the end of the school year. The locker must be clear of any/all debris, books, etc. to pass inspection. Any damage to the locker will be the responsibility of the student and his/her parent/guardian.

Lost & Found

Any and all lost & found items must be brought to the 6th grade cubbies. If you have lost anything, please check frequently as the lost & found items will be sorted/cleared as necessary.

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, QTR2, QTR3, QTR4, FINAL GRADE. 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.

Assignments must also have correct spelling, grammar, punctuation and sentence structure per the child's grade level. Homework will count as 20% of the student's grade.

"Rule of Thumb" for Middle School written homework is anywhere from 60 – 90 minutes per night on an average.

Academic Eligibility and Probation

A student is placed on Academic Probation when he/she receives one "F" or two grades of "D" or lower in a grading period. Students on academic probation may not miss class time for extracurricular activities. Students are required to attend after- school tutorial if they are placed on Academic Probation.

A student who receives two or more "Fs" for a grading period will automatically be placed on Academic probation. In addition, he/she will be temporarily removed from school leadership roles and will become ineligible for extracurricular participation until the next scheduled academic review (generally 2 weeks) and academic expectations are met.

Grading Scale

Prep uses the following 100-point scale for all course grades:

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

20% = Homework and participation

20% = Quizzes

60% = Major assessments (tests, projects and presentations)

Honor Roll

Academic learning is valued at Prep and outstanding performance for the quarter and full semester, including examinations, is recognized in the following categories:

| | |
|-------------------|---|
| Trustee Honors | All course grades 90% or above |
| Headmaster Honors | Course grades average 90% or above with no grade below 80 |
| Faculty Honors | All course grades 80% or above |

After each grading period the Head of the Middle School will announce and recognize students in grades 6-8 that obtain Honor Roll.

To Qualify for Test Re-take

In order to qualify for a test re-take, a student must complete steps 1 through 4. Please keep in mind, this does not include semester examinations. All necessary steps must be completed within one week of once test is returned to students.

1. **ONLY** grades of 79% or lower can qualify for a re-take.
2. **MUST** complete all assigned homework on time during the learning of the unit and demonstrate initiative to learn materials (attend extra help, complete additional work, etc.)
3. **MUST** meet with the teacher and attend at least 1 extra help sessions prior to re-testing
4. Additional assignments may be required
5. Re-take score will not be higher than 80%

Semester Incompletes

If a student experiences excused absences at the close 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 Middle School.

Final Testing/Exams

Students in grades 6-8 will take semester tests/exams and possibly complete projects at the end of each Semester. Exams are designed to last 90 minutes. Extended time is not given on exams unless a student has appropriate documentation filed with and approval from Prep's Learning Resource Specialist.

Exams will not be rescheduled unless significant extenuating circumstances occur. Approval must be granted by the Head of the Middle School. Extenuating circumstances do not include travel, tournament play, camps, extended vacation, and other related activities. The calendar has been carefully assembled to accommodate the aforementioned needs.

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 Middle School office at least two days in advance.

Parents are kindly asked not to text/call their student during the academic day. Any necessary communication must go through the Middle School Administrative Assistant.

Academic Support

The Middle School Faculty is available for academic support sessions to assist students Monday through Thursday from 11:40 am-12:00 pm, Friday from 11:45 am-12:05 am, and after school every day.

Summer Reading

Prep requires summer reading and/or work of all students in Grades 6-8; students are assigned designated articles, readings, and/or books to read and annotate, if applicable, and will be given assignments based on summer reading that will be due during the first weeks of school. The reading lists and assignments are posted on the Prep website.

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 & 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.

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.

Acceptable Use of Personal Electronic Devices

Students are allowed to use personal electronic devices (computers, tablets, e-readers, etc.) during school hours in areas such as the KNS Media Center, the Dolphin Dining Hall, gymnasiums, and classrooms as approved. Students may not use electronic devices while walking through the hallways or around campus. If faculty notice a device being used inappropriately (gaming, social media, messenger, etc.) the device(s) will be collected and history of the device will be checked.

- **First Offense** – The Middle School office will collect and hold the device until the end of the school day and be picked up by the offending student.
- **Second Offense** – The Middle School office will collect and hold the device until the end of the school day and be picked up by the offending student's parent/guardian.
- **Third Offense** – The Middle School office will collect and hold the device daily for one week (7 days) from date of incident and one day of in-school suspension.
- **Further Offenses** – The Middle School office will collect the device and it will be held until a meeting with parent/guardian can take place and may include loss of cellular privileges during the academic day for the remainder of the school year. Additional days of in-school suspension may be added at the discretion of the Head of the Middle School and Director of Campus Life.

Acceptable Use of Cellular Devices

Cell phones are collected during first period and returned at 2:15 pm. Parents, do not text during school hours. Please call the office if you need to deliver a message to your child.

Violation of the aforementioned cellular policy:

- **First Offense** – The Middle School office will collect and hold the phone until the end of the school day and be picked up by the offending student.
- **Second Offense** – The Middle School office will collect and hold the phone until the end of the school day and be picked up by the offending student's parent/guardian.
- **Third Offense** – The Middle School office will collect and hold the phone for one week (7 days) from date of incident (including over the weekend) and one day of in-school suspension.
- **Further Offenses** – The Middle School office will collect the phone and it will be held until a meeting with parent/guardian. Additional days of in-school suspension may be added at the discretion of the Head of the Middle School.

Violations of the electronic and cellular device policies will be done in conjunction with consequences as shown under Penalty Referrals on page 24.

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 & 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 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.

STUDENT LIFE POLICIES & PROCEDURES

School Hours and Schedule

The school day begins promptly at 8:00 am (students must report to Advisory) and ends at 3:00 pm Monday through Thursday and at 1:30 pm on Friday. Late arrivals are disruptive to our academic program and the daily operations of the School.

Mon - Thurs

| | |
|-------------|------------------|
| 8:15-9:00 | Period 1 |
| 9:00-9:45 | Period 2 |
| 9:45-10:10 | Break |
| 10:10-10:55 | Period 3 |
| 10:55-11:40 | Period 4 |
| 11:40-12:15 | Academic Support |
| 12:15-12:50 | Lunch |
| 12:55-1:40 | Period 5 |
| 1:40-2:20 | Electives |
| 2:20-3:00 | PE/Study Hall |
| 2:20-3:30 | Athletics |

Friday

| | |
|-------------|-------------------------|
| 8:00-8:45 | Period 1 |
| 8:45-9:25 | Period 2 |
| 9:25-9:45 | Break |
| 9:45-10:30 | Period 3 (electives) |
| 10:30-11:10 | Period 4 |
| 11:10-11:50 | Period 5 |
| 11:50-12:30 | Period 6 |
| 12:30-1:00 | Clubs |
| 1:00-1:30 | Academic Support |

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 Middle 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 Middle School will determine all other circumstances.

Missed Work

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.

Test and other work missed during an unexcused absence usually cannot be made up, unless the Head of the Middle School believes extenuating circumstances exist. In such cases the Head of Middle School may choose to allow alternative work as assigned by the teacher.

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 Middle School Office.

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 7:55am as advisory group meetings start at 8:00am. It is the responsibility of the parent/guardian to ensure the student is punctual.

Students who arrive late are required to go to the Middle 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 Director of Campus Life to provide an immediate solution to the problem.

If chronic unexcused tardiness exists, the parent/guardian will be required to meet with the Head of the Upper School and/or Director of Campus Life to provide an immediate solution to the problem which may include suspension of driving privileges on campus.

- *1st & 2nd Offense* – Documented warning and communication with parent/guardian after 2nd offense.
- *3rd & 4th Offense* – 1 day lunch or break clean up (last 10 minutes) and communication with parent/guardian.
- *5th & 6th Offense* – 3 detentions and communication with parent/guardian.
- *7th & 8th Offense* – 4 detentions and communication with parent/guardian.
- *9th – 10th Offense* – 1 demerit (1 demerit = 6 detentions) and communication to parent/guardian.
- *11th Offense or More* – Consequences may include additional demerits, in or out of school suspension, and communication to parent/guardian.

If a student has a medical condition which may interfere with them arriving to school on time, Prep's nurse's office must have documentation on file from a physician.

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 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, black 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 college or other logos are not 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).

8th Day Privilege

Students in the 8th grade are given the privilege of being able to wear appropriate jeans and a Prep t-shirt on the 8th day of each month. Should the academic day not fall on the 8th, and adjustment will be made. See below for the 8th Day Privilege schedule:

- Friday, September 7, 2018
- Tuesday, October 9, 2018
- Thursday, November 8, 2018
- Friday, December 7, 2018
- Tuesday, January 8, 2019
- Friday, February 8, 2019
- Friday, March 8, 2019
- Monday, April 8, 2018
- Wednesday, May 8, 2018

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.

Athletic Sportsmanship

Prep's teams are required to maintain a high standard of sportsmanship. We expect all of our coaches, student athletes, and spectators to commit to controlling emotion and developing pride in our program that promotes professionalism and accountability. All are expected to:

- Treat the officials, opposing teams, and spectators with respect
- Accept all decisions of the contest officials' rulings
- Exercise self-control of both attitude and actions
- Focus on cheering for our team and not against the other team
- Win with dignity and lose with character.

As a coach, student athlete, or spectator of Prep athletics, we must recognize the importance of our responsibilities to honor and encourage good sportsmanship. Team members should realize they are representing themselves, their team, and our School and community as we compete at home or away.

Unsportsmanlike conduct has no place in the athletic program at Hilton Head Prep. Athletes who display unsportsmanlike conduct, including taunting or encouraging unsportsmanlike conduct, will be subject to disciplinary action including suspension or dismissal from a team. The Headmaster has final authority on such decisions. Parents and fans are also asked to refrain from similar conduct while at games.

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.

The Middle School utilizes a referral/demerit system for behavior inconsistent with its policies. Lesser offenses may result in a lunch or after school detention. For every 10 accumulated hours for lesser offenses, one demerit will be recorded in the student's disciplinary record. Higher level offenses may result in the assignment of one or more demerits. Each demerit carries a penalty of 6 detentions.

A student who accumulates more than 10 demerits during a school year (or more than five demerits if enrolled for only one semester) is subject to immediate dismissal and termination of contract. The demerits tallied will include those given for higher level offenses as well as those recorded for each 10 accumulated work hours.

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.

Discipline

Discipline will be centered on detention and the loss of privileges. Faculty and staff may use referral/demerit forms to record rule violations. The Director of Campus Life and faculty members will document rule violations.

Excellent Citizenship will be based on rule violations. Detention or loss of privilege will be considered a referral and may impact a student's ability to earn Excellent Citizenship honors.

Students could be subjected to the following penalties.

PENALTY REFERRALS

Minor Infractions

The following is the list of consequences students receive for the listed referrals. These consequences are for the first time offense. Students who continue to be referred to the Director of Campus Life's office more than once for minor infractions throughout the school year will face increased number of lunch and/or after school detentions. Please keep in mind the number of detentions and/or demerits will increase with each infraction.

Each infraction will be communicated to the student's parent/guardian via email and/or phone call.

Minor Infractions

Chewing gum

Detentions

1

| | |
|---|-----------|
| Food/candy and/or beverage in class or academic buildings. | 1 |
| Dress Code Violation | 1 |
| Late for school appointments (i.e., class, in-room, activities) | 1 |
| Littering | 1 |
| Electronic Device/Cell phone misuse | 2 or more |

Academic Detentions will be tracked and counted as detentions. As with detentions, once 10 is reached, it will equal 1 demerit.

Major Infractions

The following major infractions will be dealt with individually. Past history of previous minor and major infractions committed during the current school year will be taken into account when levying appropriate consequences.

The below consequences are for the first time offense. Students who continue to be referred to the Director of Campus Life's office more than once for minor or major infractions throughout the school year will face increased number of detentions and/or demerits.

The number of detentions listed for each infraction will be used as a guideline.

| <u>Penalties</u> | <u>Detentions</u> |
|---|--------------------------|
| Inappropriate use of cellular Devices/Wireless Devices/iPods/Headphones, etc. | 6 |
| Conduct or confrontation unbecoming to a Prep Lady or Gentleman | 2-6* |
| Dismissal from class | 3 |
| Failure to follow directions | 2-6* |
| Foul language | 3 |
| Inappropriate Public Display of Affection | 2-6* |
| Unexcused absences from athletics or activities | 6 |
| Unexcused absences from school appointments. (i.e., house meetings/functions, scheduled club meetings, etc.) | 6 |

*The adult has the discretion to issue a number between 2 and 6 hours for these infractions depending upon the seriousness of the situation.

Demerit Offenses**

Direct disobedience
Disrespectful behavior
Fighting
Hazing, bullying, harassment
Honor Code (lying, cheating, stealing, and plagiarism)
Off premise
Smoking
Unexcused absence from class
Vandalism, willful destruction of Prep or others' property
Any major rule violation as described in the Major Rule Violations section

**The Director of Campus Life will decide the number of demerits that will be issued for these offenses and the intervention which will be used.

Typically, students serve behavioral detentions during lunch. Once a student exceeds 5 lunch detentions, they will no longer be able to serve during this time. Instead, students will attend after school detention from 2:30pm until 3:30pm. Detention will take priority over all after school activities, with the exception of games/performances. If inappropriate behavior continues, in/out of school suspension may be assigned at the discretion of the Head of Middle School, Director of Campus Life and/or Headmaster.

Alcohol, Drug, or Drug Paraphernalia Use/Possession

The mission of Hilton Head Preparatory School calls on the school to provide a safe environment in which our students can grow personally and academically. The use of illegal drugs by any student or School employee is strictly prohibited. Drug education, a universal drug testing program and strict enforcement of School policies with respect to identified drug use, up to and including student or employee separation, support our drug free environment.

Prep does not permit the possession of illegal drug paraphernalia by any student or employee at any time. The possession of drugs, alcohol, or drug-related paraphernalia on campus will be regarded in the same light as their use. Prep reserves the right to search any locker, backpack/purse, student vehicle, or boarding room in the process of resolving a discipline issue. Possession of any of the aforementioned items on campus or during any school sponsored event may result the individual's immediate separation from Prep.

Random Selection Testing

The purpose of the universal drug testing program for Prep's Grades 8-12 is simple: deter drug use by our students by giving them a reason to say no. With the commencement of each academic year, a random drug testing process will be initiated that will require each student to be tested. The School at its sole discretion may determine to test all students initially and at any time during the academic year. Each student will be randomly tested at least once during the academic year and others more than once due to random selection.

Our current method of testing is hair analysis; however, the right to utilize a urine analysis is reserved as needed at the Headmaster's discretion. Students may be scheduled or selected at random for 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. Any attempt to falsify a drug test by using a substitute specimen or contaminating the specimen can be considered immediate grounds for dismissal. The school currently uses Psychedics or an equivalent accredited company. Psychedics' patented technology detects drug use within the previous three months. The Headmaster, School Counselor, and pertinent administration will be privy to the drug testing results. The Headmaster may appoint appropriate administration to manage a particular case should the circumstances warrant.

Testing Based on Suspicion of Violation

In order to determine the extent of involvement, students suspected of violation of the alcohol or drug policy may be required to undergo appropriate chemical analysis. In the event that a student is suspected of violating the alcohol policy, appropriate chemical analysis will be conducted by an administrator. In the event that a student is suspected of violating the drug policy, appropriate chemical analysis will be conducted by the School Nurse or school administrator. Testing may also be conducted at school-sponsored events.

Positive Results

In response to a student's positive test and/or admission of drug use, the School shall immediately require a conference with the student and his or her parents/guardians. Prep will require that the student obtain a substance abuse evaluation through a school approved counselor or community agency, at the parent/guardian's expense, if he or she wishes to remain at the school. If the student and parents/guardian are willing to meet the aforementioned requirements, then the student who has tested positive and/or admitted use for the first time will continue normal academic activities but will incur consequences in extracurricular sports and/or extra-curricular activities. Students will be removed from a team, extra-curricular activity, or leadership position for a period of time as determined by the School Administration.

After a positive result and/or admission of drug use, the student will be placed on Final Probation and be re-tested at the parent's expense every 100 days or at all subsequent random drug tests throughout the remainder of his or her enrollment at Prep. A second positive test and/or admission of drug use will result in the student being separated from Prep.

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.

Bullying, 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.

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 – Conversation with administration and school counselor along with communication home to parent/guardian and 2 detentions
- 2nd Offense – Create an Individual Behavior Plan, parent/guardian meeting with school counselor and administration and 4 detentions
- 3rd Offense – In-School Suspension/Parent Meeting and 2 demerits
- 4th Offense – Out-of-School Suspension/Parent Meeting 4 demerits
- 5th Offense – Possible separation from Prep and up to 5 demerits

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, Head of the Upper School, Director of Campus Life 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.

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 Middle 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 Middle 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 Middle 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 Middle School and then to the Headmaster.

DISCRETION OF THE HEAD OF THE MIDDLE SCHOOL

As situations arise that may not be specifically addressed in this Handbook, the Head of the Middle School, Director of Campus Life or Headmaster may, at his/her discretion, add, delete, or revise any or all portions of the Middle 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 Middle School Student and Parent Handbook and agrees to comply with all policies and procedures listed therein.

The undersigned also acknowledges that the Middle 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 August of 2016, supersedes all prior Middle School Student and Parent Handbooks.

Enrolled Student Printed Name: _____ Grade _____

Enrolled Student Signature: _____

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: _____