

HILTON HEAD PREPARATORY SCHOOL NEW PARENT GUIDE



**Enriching Curriculum. Stimulating Arts
Program. Nurturing Environment.
Engaging Academics.**

Welcome to Hilton Head Preparatory School. We value our new and existing families and are excited to include you in our Prep community! For our new families we do everything in our power to make your welcome warm and transition seamless. We hope you find this guide helpful and we welcome your input. Thank you for choosing Prep to enhance your child's education. We look forward to a wonderful school year!

WE ARE ENROLLED! WHAT HAPPENS NEXT?

- **Lower school** families will receive a Supply List and Summer Reading List prior to the start of school in August. Please contact the Lower School Administrative Assistant, at 843-715-8551.
- **Middle School** information regarding supplies is sent by email in August. Please contact the Middle School Administrative Assistant, at 843-671-2286 ext. 551 with questions.
- **Upper School** students should have completed course registration in the Spring and Summer. Please contact the Head of Upper School, at 843-671-2286 ext. 581 with questions.

DOWNLOAD THE APP!

Hilton Head Preparatory School has an APP available for Apple and Android. Select the grades of your children and follow the instructions. This will ensure you receive important announcements and emergency information.

THE "PARENTS/STUDENTS" TAB ON WWW.HHPREP.ORG

Hilton Head Prep has a "green" philosophy and we try to communicate almost entirely online. You will find important information pertaining to your student and important information for parents by clicking on the PARENTS/STUDENTS tab on our website.

WHAT WILL I FIND ON THE PARENTS/STUDENTS PAGE?

The Hilton Head Prep website is a comprehensive resource for parents, students, faculty, staff, and alumni. Helpful pages and links include:

- Link to purchase lunch and view menus
- Net Classroom – view report cards in all grades
- Schoology – receive weekly class assignments, class notes, and live grade updates
- Hilton Head Prep Faculty Directory
- Lower, Middle & Upper School Handbooks

We encourage you to explore our website so that you will be comfortable navigating it once school begins.

CONTACT US

The main phone line is 843-671-2286

SCHOOL HOURS

School is in session Monday-Thursday from 8:00 a.m. to 3:00 p.m. and Friday from 8:00 a.m. to 1:30 p.m. for Lower and Middle School students. Upper School is in session Monday-Thursday from 8:00 a.m. to 2:50 p.m. and Friday from 8:00 a.m. to 1:10 p.m.

TRANSPORTATION

Most parents drive their children to and from school; some parents coordinate car pools with other families. Hilton Head Prep also offers bus transportation to the greater Bluffton area. For more information about transportation services contact the school at 843-671-2286 Ext. 522.

LUNCH

Lunch and snack are available at Hilton Head Prep. Menus and pricing information can be found on our website under the Parents/Students tab. Additionally, students may bring their lunch. On Fridays, a lunch break is scheduled for junior kindergarten through second grade. Older students have the opportunity to eat a heavy snack prior to our 1:30 p.m. dismissal.

STUDENT HANDBOOKS

Many of your questions will be answered by the appropriate division handbook. The handbooks cover details such as uniforms, absences, car pools and discipline procedures. The handbooks are posted under the Parents/Students tab at www.hhprep.org.

TEXTBOOKS

Textbooks are provided for Lower, Middle, and Upper School.

UNIFORMS

Uniforms can be purchased locally at Uniform Work & Sport on Hilton Head Island at 29 Hunter Road, Suite E, or online at Land's End. Our school number is 900065418 when ordering through Land's End online. Dress code policies are listed on our website.

CARLINE

There are two carpool lines for parents to drop off students: one in front of the Montessori entrance and the other at the back entrance of Sea Pines Plantation off Lawton Road. Upper School students who drive will have a designated parking spot. See the Upper School Handbook for details.

PREP PLUS AFTER SCHOOL CARE FOR LOWER SCHOOL STUDENTS

Hilton Head Prep is proud to offer Prep Plus, an after-school program for Lower School students Monday through Thursday from 3:00 p.m. to 6:00 p.m. and Friday from 1:30 p.m. to 5:00 p.m. Please contact the Lower School Administrative Assistant at 843-671-2286 ext. 551 for more information.

NEW PARENT COORDINATORS

Each year, current Hilton Head Prep parents volunteer as New Parent Coordinators. They are a valuable resource for you and are available to answer specific questions you may have about Hilton Head Prep and its programs. The New Parent Coordinators will be provided.

PARENT VOLUNTEERING

Each Hilton Head Prep parent is a member of the Parents Association (PA). We encourage everyone to get involved! **Prep Pride Fund:** Each family is asked to make a charitable tax-deductible contribution to the Prep Pride Fund. The Prep Pride Fund supports teacher professional development, technology upgrades, student activities and many other critical needs of the school. You will hear from the Development Committee on how to participate. For more information, please email Margot Brown at mbrown@hhprep.org.

SHOULD PROBLEMS OR CONCERNS ARISE

THE TEACHER

When an academic or social problem or other concern arises with your child, please call the teacher directly involved with the situation as soon as possible. Email or leave a message on the teacher's voicemail and the teacher will return your call within 24 hours (1 school day). Be assured that most difficulties can be resolved at this level when parents and teachers communicate and work together for the benefit of the child.

THE ACADEMIC ADVISOR IN THE MIDDLE AND UPPER SCHOOL

Each student in grades 6-12 has an advisor who is responsible for the student's overall life and work at school and who coordinates communication between school and home. Whenever you have a question or concern about your Middle or Upper School student, which may go beyond a single subject, please call the academic advisor. In the Lower School, please contact the homeroom teacher for academic issues.

ADMINISTRATION

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

HEADMASTER

The Headmaster welcomes the opportunity to meet with parents to discuss various school-related topics. Many such conversations have little or nothing to do with a particular child's specific academic development. When a specific situation is involved, however, the headmaster expects the process outlined above to be followed first. The Headmaster communicates regularly with the administrators during weekly meetings. He often offers suggestions or insights into a variety of student problems or concerns. It is to these colleagues that he authorizes responsibility for finding solutions to problems at the level closest to the classroom itself.

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

WHOM DO I CALL WHEN...?

SCHOOL MAIN PHONE NUMBER 843-671-2286

I have a question about my tuition account	Business Office
My child is sick and will miss school	Attendance Email (attendance@hhprep.org) or Specific Division
I am concerned about the amount of homework	Classroom Teacher
I have a question about dress code	Director of Student Life
I don't know what my child will need for a field trip	Classroom Teacher
I observe poor sportsmanship at a game	Athletic Director
I need to have my child miss more than three or more days of school for a reason other than medical	Division Head
I notice a potential safety hazard on campus	Headmaster
I think my child might benefit from counseling	All School Counselor
My child may need tutoring or testing	Learning Resources
I am concerned about teaching methods	Classroom Teacher
I want to contribute financially to the school	Development Office
I have a suggestion for the newsletter	Communications
I would like to recommend a family to the school	Admissions Office
My child would like to bring a guest to school	Admissions Office
I want to help with Parents Association events	Development Office
I need to change our address and/or phone number	Division Assistant
I hear rumors about the school, its programs or faculty	Headmaster
I have a question about school finances	Business Office
My child needs to replace a textbook	Teacher
I have a question about a test score or a report card	Teacher or Advisor
There is a change in the child custody or other legal issues	Division Head
I think a teacher or administrator has been unfair	Teacher or Division Head
I want to thank or commend a teacher or administrator	Teacher or Division Head
I know nowhere else to turn about a school matter	Headmaster
I want to know if there is a bus service	Director of Transportation
I need a Prep Sea Pines Pass	School Main Phone Number



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