



Hilton Head Preparatory School Residential Life Handbook 2019-20

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HILTON HEAD PREPARATORY SCHOOL PROCEDURES FOR HOUSEPARENTS

The following guidelines are not all inclusive. Other situations may arise which are not listed and will not have ready answers. These situations will be handled on an individual basis. Also, specific house procedures might differ somewhat from this general outline. However, if the following guidelines are used each day, they will help answer many questions and will help avert unusual situations.

VISION STATEMENT

The Hilton Head Preparatory School Boarding Program aims to promote the values of mutual respect and student accountability through fostering a safe and inclusive environment, open campus communication, and improving student involvement in the Hilton Head Prep School Community.

MISSION STATEMENT

The Hilton Head Preparatory School Boarding Program's mission will be to:

- Promote the health and safety of the community through mutual respect and accountability
- Promote civility and positive growth while maintaining integrity and safety
- Create a community in which residents feel invested and connected to each other and the larger Prep community
- Develop opportunities that facilitate learning through interactions with others.
- Open lines of communication between members of the Hilton Head Preparatory School community including, but not limited to, students, staff, administration, and faculty
- Build a framework for the personal growth of its residents by encouraging a commitment to academics, social development, personal responsibility, and respect for others

STANDARDS

- ***Respect:*** Treat people and property with dignity, consideration and thoughtfulness
- ***Accountability:*** Ownership of your words and actions and their impact on others
- ***Communication:*** Through interaction and dialogue, community members will be active participants and will make positive contributions that better the community.
- ***Involvement/Investment in Community:*** Community members will be active participants and will make positive contributions that better the community.
- ***Happy, Healthy and Safe:*** Community members will promote personal wellness which includes respecting the emotional, spiritual, mental, academic, and physical well-being of self and others.

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

CAMPUS

Hilton Head Preparatory School is a community where individuals respect one another and their environment. Each of us possesses a full range of rights and responsibilities and foremost among these is a commitment to treat each other and our environment with unconditional respect. With mutual consideration and trust, our community will thrive as a place of liberal learning and humane life.

- As an educational community, we value learning and scholarly work.
- As a community, we share common purposes, governance, bonds, and traditions.
- We treat each other with respect. Civility is a cornerstone of our community.
- We value our campus and respect our environment.
- We respect individuality. We celebrate diversity as a strength from which we grow and learn from one another.
- All interactions, academic and social, are characterized by integrity.
- We take responsibility for acting in accordance with our community's standards and rules and for reporting violations of those standards and rules.

Houses

12 Myrtle Lane House

This beautiful home has 3 kitchens, 3 living rooms, and 9 bedrooms, 8 with a private bath. The screened porch overlooks a grilling and pool/recreation area. A short walk takes you to the pristine South Forest Beach.

4 Juniper Lane House

The house offers a large open social, dining and kitchen area with 5 bedrooms and 5 bathrooms. This house also offers a nice sized balcony overlooking the private pool and deck area.

Both houses are very close to each other and offer a safe and quiet neighborhood. Also, they are just over a half-mile from the school, 1.2 miles to shopping and .1 miles to the beach.

DAILY BOARDING SCHEDULES

Daily Schedule Monday thru Friday (Please keep in mind schedule may vary)

PREP BOARDING HOUSES

7:00 a.m.	<ol style="list-style-type: none">1. Students wake up; Houseparents assist as needed to ensure students are awake.2. Students get themselves ready for breakfast and/or school.3. Students get rooms ready for a daily inspection.4. Students make sure they are dress code compliant.5. Students make sure that they are prepared for afternoon activity period (as necessary).7. Students do assigned house chores.
7:00 a.m.	Breakfast (optional)
7:15 a.m.	Houseparents inspecting rooms and house
7:45 a.m.	All houses cleared
7:45 a.m.	Prep buses depart from campus
7:45 a.m.	Residential Housing Closed to all students
8:00 a.m.	Classes Begin
8:00 a.m.	It is the Houseparents' responsibility to see that the house is clean and kept in order. Each Houseparent fills out his/her own house report. Each Houseparent records his/her behavior infractions.
2:25 p.m. – 3:15 p.m.	All students in Academic Support as required (Tuesday & Thursday ONLY)
2:30 p.m. (Monday)	Houseparents should be in their respective homes and on duty for the remainder of the night.
3:30pm-5:30pm	Wednesday only – Study Hall
3:45 p.m.-4:30 p.m.	Activity/Athletic Period (Monday, Tuesday ONLY)
4:30 p.m.	Open Time
1:45 p.m. (Friday)	Lunch
5:00 p.m.	All students should be back in housing (Monday – Thursday)
5:30 p.m.	Announcement is made by the Houseparent for dinner. All students are to be at the house unless they are attending an approved activity.
6:50 p.m.	<ol style="list-style-type: none">1. Announcement is made by the Houseparent to indicate students are to prepare for study hall.2. Houseparents should see that all students are getting ready for study hall (<u>getting assignments and materials, drinks of water, going to bathroom, etc.</u>) before it begins.
7:00 p.m.-9:00 p.m.	<ol style="list-style-type: none">1. Houseparents will supervise the study hall period. Students are in the living and/or dining room with academic school materials. The <u>house is quiet</u> during this two-hour period. Houseparents will be present to ensure students are doing what they should be doing.2. Students <u>are not to use any telephone</u> during this time (<i>unless special permission has been given</i>).3. Students are not to play music play games, watch movies, play musical instruments, or sleep during the two-hour study hall. Headphones are allowed; however, the music must be kept at a low volume so as not to be heard by others.

4. Honor roll students may watch TV, use the telephones, use the internet, take showers, or visit other honor roll students in the common area as long as they do not become a distraction to non-honor roll students.
- 9:00 p.m. Announcement is made by Houseparent to indicate end of study period.
- 10:10 p.m. Announcement is made by the Houseparent to indicate that the students should be going to their rooms and preparing for bed.
- 10:15 p.m.
 1. All students should be in their respective rooms.
 2. Shortly after 10:15 p.m., Houseparents **must make a room check to make sure every student is accounted for.**
 3. Students should organize their rooms before going to bed.
- 10:30 p.m.
 1. Lights out. With Houseparent permission, students with extra homework can go to the common areas if more time is needed.
 2. Before retiring, Houseparents should make sure that their house and facilities are locked and/or secured for the night.
 3. Spot checks at various times throughout the night are required at different times and days.

Friday Night Schedule As for the special activities for that night, Houseparents should consult the weekend activities schedule. All students must sign out for special activities and should be back in the house as soon the activity has ended. Friday night dinner can be adjusted accordingly.

- 7:00 p.m.-9:00 p.m. Study Hall – Only for those required
- 10:45 p.m.
 1. Announcement is made by the Houseparent to indicate that the students should be going to their rooms and preparing for bed.
 2. Shortly after 10:45 p.m., Houseparents **must make a room check to ensure every student is accounted for.**
- 11:00 p.m.
 1. Lights out.
 2. Before retiring, Houseparents should make sure that their house and facilities are locked and/or secured for the night.
 3. Spot checks at various times throughout the night are required at different times and days.

Saturday Schedule As for the special activities for that day, Houseparents should consult the weekend activities schedule. All students must sign out for special activities and should be back in the house as soon the activity has ended. Saturday meals can be adjusted accordingly

- 9:00 a.m.-11:00 a.m. Study hall – Only for those required
- 11:00 a.m.-11:30 a.m. Brunch is served (optional for students) times may vary.
- 11:30 p.m.-1:00 p.m. Houseparents can use this time to have students clean their rooms and do their house chores.
- 5:30 p.m. Dinner (possible Dine-Out Night)
- 10:15 p.m.
 1. All students return to housing.
 2. Houseparents should see to it that all students return to the house at this time. Students may attend the special activities if they qualify (consult Weekend Activities Schedule).
 3. **All students must sign out for special activities.**
- 10:45 p.m.
 1. Announcement is made by the Houseparent to indicate that the students should be going to their rooms and preparing for bed.
 2. Shortly after 10:45 p.m., Houseparents **must make a room check to ensure every student is accounted for.**

11:00 p.m.	<ol style="list-style-type: none"> 1. Lights out. 2. Before retiring, Houseparents should make sure that their house and facilities are locked and/or secured for the night. 3. Spot checks at various times throughout the night are required at different times and days.
Sunday Schedule	As for the special activities for this day, Houseparents should consult the weekend activities schedule. All students must sign out for special activities and should be back in the house as soon the activity has ended. Sunday meals can be adjusted accordingly
10:00 a.m.-10:30 a.m.	Brunch is served (optional for students) times may vary.
1:00 p.m. – 4:00 p.m.	This is time set aside for free time and/or special activities. (see activity schedule)
5:00 p.m.	<ol style="list-style-type: none"> 1. All students must be in the house getting ready for dinner. Houseparents are to make sure students return to the house. Boarding students who left boarding for the weekend MUST be back in their respective house at this time. 2. All students should be in the house. Houseparent should see that all students are accounted for. 3. Students should prepare for dinner.
5:30p.m. – 6:30p.m.	Dinner is served – Best time to have house meeting
6:30p.m. – 7:00p.m.	Prep Character Community Connection. All Houseparents on duty and students must attend
7:15p.m.	Announcement is made for students to get ready for study hours. Houseparents should see that all students are getting ready for study hall.
7:30 p.m.-9:30 p.m.	<ol style="list-style-type: none"> 1. Houseparents will supervise the study hall period. Students are in the living and/or dining room with academic school materials. The <u>house is quiet</u> during this two-hour period. Houseparents will be present to ensure students are doing what they should be doing. 2. Students <u>are not to use any telephone</u> during this time (<i>unless special permission has been given</i>). 3. Students are not to play music play games, watch movies, play musical instruments, or sleep during the two-hour study hall. Headphones are allowed; however, the music must be kept at a low volume so as not to be heard by others. 4. Honor roll students may watch TV, use the telephones, use the internet, take showers, or visit other honor roll students in the common area as long as they do not become a distraction to non-honor roll students.
9:30 p.m.	Announcement is made to end study hours.
10:10 p.m.	Announcement is made by the Houseparent to indicate that the students should be going to their rooms and preparing for bed.
10:15 p.m.	<ol style="list-style-type: none"> 1. All students must be in their own rooms. 2. Houseparents should make a room check to make sure every student is accounted for. 3. Students should organize their rooms before going to bed.
10:30 p.m.	<ol style="list-style-type: none"> 1. Lights out. 2. Before retiring, the Houseparent should make sure that their house and all its facilities are locked and/or secure for the night. 3. Houseparents must check every room to make sure that all students are accounted for.

BUS RULES

Getting on the school bus

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behavior that can lead to carelessness. Do not stray onto streets, alleys or private property.
- Line up away from the street or road as the school bus approaches.
- Wait until the bus has stopped and the door opens before stepping onto the roadway.
- Use the hand rail when stepping onto the bus.

Behavior on the Bus

- When on the bus, find a seat and sit down. Loud talking or other noise can distract the bus driver and is not allowed. If seats are assigned, you must sit in your assigned seat.
- Never put head, arms or hands out of the window.
- Stay in your seat while the bus is in motion.
- Keep aisles clear -- books or bags are tripping hazards and can block the way in an emergency.
- Throwing things including spit balls will be cause for you to be suspended from riding the bus.
- Before you reach your stop, get ready to leave by getting your books and belongings together
- At your stop, wait for the bus to stop completely before getting up from your seat. Then, walk to the front door and exit, using the hand rail.

Getting Off the School Bus

- If you have to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road, until you can turn around and see the driver.
- Make sure that the driver can see you.
- Wait for a signal from the driver before beginning to cross.
- When the driver signals, walk across the road, keeping an eye out for sudden traffic changes.
- Do not cross the center line of the road until the driver has signaled that it is safe for you to begin walking.
- Stay away from the bus' rear wheels at all times.

Room Inspections

Room inspections must be conducted every weekday. Those students who fail must be written up, and they must be asked to initial or sign the consequence form. The following guidelines are to be used when inspecting rooms daily:

- Bed must be made well.
- Trash can(s) must be emptied.
- Room must be swept or vacuumed.
- Desk and dresser must be organized.
- No food (open food/beverage containers are not permitted to be left in bedroom areas).
- Closet must be organized.
- Clothes must be hung or put away, not draped or hanging throughout the room.

A failure to do two of these should be a failed room inspection and will result in consequences.

House Chore List

The Houseparent and Prefects will devise and post a weekly "House Chore List" which will tell his or her students what chores they will have to do for that week. The house chores are to be done daily. The Houseparent must supervise the residents while they are doing their chores to make sure the jobs get finished. If the job does not get finished, it is the responsibility of the Houseparent to ensure it does.

White Glove Inspection

Every first Sunday of each month, a white glove inspection will be held in each of the houses. Students are expected to thoroughly clean their rooms. Along with a routine cleaning of the room similar to what the students do every day, the following guidelines are also to be used:

- Dressers and beds must be vacuumed or swept underneath.
- Desks must be moved out from the wall, and students should sweep or vacuum behind them.
 - Students should be careful not to damage flooring in the process of moving furniture.
- Window sills and blinds must be dusted.
- Desks and dressers must be dusted.
- Dirty clothes must be washed.
- Windows must be cleaned as necessary.

A failed White Glove Inspection is not an option!

Sign-Out Procedures/Weekend Leaves

Criteria for students leaving campus are outlined below. Houseparents must submit a list of students who have been approved to leave campus to the Director of Campus Life by 8:00am Thursday morning. Please specify the mode of transportation that will be utilized on your form. It is imperative that you receive the appropriate permission from the parent and have the parent or host parent sign the transfer of liability prior to the student leaving campus. Houseparents must keep all weekend requests and permission forms in an organized and safe location should they need to be referenced.

New students are allowed to leave campus any weekend that they are eligible beginning the third weekend after registration/check-in. Returning students are allowed to leave campus any weekend they are eligible.

To be eligible for weekend leave the student must be doing satisfactory academic work in all classes of the week he/she desires to leave for the weekend. He/she must also be void of consequences at the time of departure on Friday.

There are two basic types of weekend/holiday leave requests:

1. A student requesting to go home or stay with parents at a local hotel must have the following:
 - a. The student must submit a completed weekend leave request to his or her House Parent no later than Wednesday at 9:00pm prior to the weekend in question. Weekend requests that are submitted late will be denied. Holiday leave requests follow the same procedure but the due date is typically two weeks prior the holiday.
 - b. If the parent is here locally; the parent must enter the house and sign-out their child with the Houseparents' consent prior to the student leaving campus. Only the parent taking responsibility for the child is permitted to sign the child off campus.

If the student is not being taken off campus by a parent but they are going home by means of plane, bus or train; the parent must e-mail or send a fax to the Houseparent confirming that their child is in fact going home.

2. A student requesting to visit with a friend or legal guardian must have the following:
 - a. The student must submit a completed weekend leave request to his or her House Parent no later than Wednesday at 9:00pm prior to the weekend in question. Weekend requests that are submitted late will be denied.
 - b. The parent must e-mail or send a fax to the Houseparent communicating that the parent gives permission for their child to visit with another family or guardian. The parent must give specific details such as:
 - The specific location where their child is going.
 - The specific name of who they authorize to take responsibility for their child (must be 25 years old or older).
 - The specific period of time they authorize the host parent to have their child.

It is the parent's responsibility to communicate with the host parent or guardian to confirm what their child will be doing, where they will be going and most importantly, that they will be supervised at all times.

- c. The host parent or guardian must enter the house and sign-out their guest with the Houseparents' consent prior to the student leaving campus. Only the host parent or guardian that has been approved by the parent may take responsibility and sign the transfer of liability. Individual signing the student out must be over 25 years of age.
- d. In the event the host parent/guardian is unable to physically sign out the student, an email from the host parent/guardian stating the details of the person and accepting responsibility will suffice. In addition, an email communication must be received by the Houseparent from the boarding student's parent/guardian stating permission as well.

Please make yourself available so the student can easily make contact with you before he or she leaves campus. If students are leaving for the weekend, have them sign the weekend request form.

Premises

In order to ensure the safety of its students, Prep requires that students remain on premises at all times. It is the student's responsibility to know proper sign-out procedures and to follow them. During the academic day, the premises are defined as the classroom buildings, the KNS, gymnasium(s), and the Dining Hall (at meal times). Students are not permitted in the boarding houses during the academic day. Students should never be alone in a building or any Prep facility without a faculty member.

On weekends, the premises include those areas designated by the Administration.

Fighting

Hilton Head Preparatory School will not tolerate fighting among its students. This means both physical and verbal. Students have the right to attend classes and live in the houses without fear of being abused in any form. Students who involve themselves in fighting will be subject to severe disciplinary action, including suspension or dismissal and termination of contract.

Destruction of Property

Hilton Head Preparatory School is making every effort to improve the physical appearance of the campus and its buildings. To succeed at this goal, it will take the cooperation of each student and staff member.

Students are held financially accountable for the destruction or damage to any Prep property. Charges for damages in the common areas of a building will be divided among the students using that building unless the person or persons responsible are known.

Visitors

Visitors of students, other than the student's immediate family, are not permitted on campus during the week or weekend without first receiving permission from the Houseparent and the Director of Campus Life.

Maintenance Issues

All maintenance issues (broken windows, leaky faucets, cracks and holes in the walls, etc.) in the Prep houses should be referred to the Director of Maintenance and the Director of Campus Life via e-mail.

Students must report any damages or items in need of repair to the Houseparent on duty immediately.

Room Changes

Students will inevitably want to change rooms throughout the year. The Residential Program discourages it. Thus, whenever this situation arises, please work to resolve the conflict he or she has which is prompting the urge to change and then notify the Director of Campus Life and lead Houseparent. If we decide together that a change would be productive, a “Room Change Request Form” will be completed and turned into the Houseparent. If a student and their parent continue to insist on a room change in spite of the objection of Prep, a \$400 fee per student will be assessed and the room will be changed.

Fire Drills

Each House will be responsible for holding one unannounced fire drill per month.

Weekend Request Form

If a student wants to go home or with another student for the weekend, he or she must fill out a “Weekend Request Form” and turn it into the Houseparent of his or her house. The Houseparent will then confirm any necessary permission from the student’s parent/guardian and the adult where the student will be visiting/staying the requests into the Lead Houseparent and Director of Campus Life Wednesday morning. The Lead Houseparent and Director of Campus Life will record the requests and give the forms back to the respective Houseparent. It is important that you keep these forms on file throughout the year.

RESIDENTIAL HOUSING ASSIGNMENTS

Daily Duties

4 Juniper Ln	Quinn de Souza
12 Myrtle Ln	Geoff Kontz
Floater	Ben Joplin

Weeknight Duty

The weeknight duty schedule will be provided prior to the opening of school.

The weeknight begins at 3:00pm Monday – Thursday and 1:15pm on Fridays. The Houseparent on-duty will be in the house and supervising at that time. The Houseparent is on duty from 3:00pm until 8:00am the next morning. Unless previously arranged, it is anticipated/expected the Houseparent will stay the night in his/her home when scheduled off duty.

Study Hours

All students will participate in an **evening study hall from 7:00p.m. – 9:00 p.m. (extra study time will be provided for two hours on Saturday as well for those in need as decided by the school)**. The study hall shall take place in the House and monitored by the Houseparent.

Who do I Contact with questions/concerns?

Academic Issues	Tina Webb-Browning
Athletic Issues	Rich Basirico
Medical Issues	Kelly Yokley
Disciplinary Issues	Mike Foley
Residential Issues	Mike Foley
Emergency Maintenance	Jamie Maples

Boarding Students’ Handbook – So you are aware of what is expected of HHP Resident Students

HOUSING AND RESIDENTIAL LIFE

For boarding students, the house is the nucleus for much of life at Hilton Head Preparatory School. In the house you will form some of your closest relationships with other students and faculty members. As the house serves as your temporary home and a permanent home for some faculty members and their families, please respect the needs of your house mates and make the house as pleasant a place as possible. You and your house mates are responsible for being sure that it is a place where visitors feel comfortable and welcome. What follows are the rules and guidelines for life in the houses.

Houses will be your home while a student at Prep. The students are expected to behave in an appropriate manner while in the houses and to treat the equipment and furniture properly. The appearance of the houses will depend on the treatment given them by the students. For them to look nice, they must be treated nicely. The students are responsible for the cleanliness of the houses.

Safe Deposit Boxes

Students are *highly encouraged* to purchase a lock box/safe to store their personal valuables/belongings (for example: iPod, wallet, money, jewelry, computer, etc.).

The School shall not assume any liability for items of value.

Room Changes

Students must follow the procedures below to request a room change within the house:

1. Must speak with your Houseparent regarding any requests
2. Your Houseparent will speak with the Director of Campus Life for approval
3. Once review of request is complete, the Houseparent will notify you of the decision
4. **A fee of \$400 will be imposed per student on a parent/student room change request that is not endorsed by Prep.**

Telephones

The student telephones located in each house are for the purpose of communication with parents and other people external to the school community. Students are not to use the telephones to communicate between houses.

Students are not permitted to unplug telephones or remove telephones at any time.

No phone calls will be made or received during study hall or after lights out unless approved by the Houseparent

Students who misuse the telephone by being on the telephone too long will be penalized according to the rules governing telephone misuse.

Cellular Telephone Guidelines

1. Having a cell phone at Hilton Head Preparatory School is a privilege, not a right. This privilege may be revoked in whole or in part at any time for any reason as deemed appropriate by the School.
2. Cell phones may never be used or seen during group meals or evening study hall.
3. You may never lend your cell phone to another student or receive calls for other students on your cell phones.
4. Students who are using their cell phones during the study hours or at other inappropriate times may be subject to having their cell phone rights revoked indefinitely which may include giving all phones to the Houseparent.
5. Please place your name on your cell phone to avoid any confusion with someone else's cell phone.
6. No phone calls will be made or received during study hall or after lights out unless approved by the Houseparent.

Laundry

Laundry facilities are provided in each house. Students will be instructed at the beginning of the year as to their use and are expected to follow these guidelines. If necessary, students will have a schedule for the time of use. Ironing may be done in the prescribed place in each house as the Houseparent so allows. Students are not to iron in their huserooms.

Residential Life

The following regulations will be helpful in making your residential experience safe and pleasant:

- a. *Honor Roll Privileges:* Students maintaing an overall grade point average of 3.0 or higher (all A's & B's – Any C's, D's or F's will disqualify the privilege) will be given Honor Roll Privileges. These privileges include: Not required to attend study hall, allowed to study in your own room, allowed to leave the house after properly checking out with your Houseparent, but must return by 8pm. This is checked weekly, if your grades drop, you will lose the privileges until the next grading period. Privileges can be revoked at any time due to missing assignments/projects/etc as well as behavioral issues.
- b. *Housing Requirements and Exemptions:* Hilton Head Preparatory School is a boarding and day school. A substantive residential experience enhances achievement, personal growth and the development of a strong campus community, all of which are hallmarks of a Prep education. The School is committed to its residential identity and to the many benefits that stem from the relationships, activities and programs available to students in the Houses. An integral component of each student's Prep experience in residential living provides important opportunities for students to learn about others as well as themselves develop interpersonal skills and take responsibility for their immediate actions and community. This is an ideal complement to the learning that occurs in our classrooms, laboratories, and athletic fields.
- c. *Roommates:* Entering first year students are not able to live with another student who they know. Roommate preferences are NOT GUARANTEED.
- d. *Dates for Occupancy:* House opening and closing dates are determined by the Administrative Team and published widely. Houses will open the morning on the date specified. Students are not admitted to Houses prior to those dates. Students failing to leave by specified closing time and date or entering facilities without authorization are subject to disciplinary action. Meals are not available during vacation periods or breaks. When a student withdraws, takes a leave of absence, or is expelled, he or she must vacate the room within 24 hours of notification, or at a time as determined by the Headmaster or Director of Campus Life.
- e. *Access to Houses:* Students shall enter and exit residential facilities through approved entrances and exits only. Entering or exiting through any house window is prohibited. With the exception of an emergency situation such as fire, students are prohibited from using the windows or other non-approved means to enter or exit residential facilities.

All Houses are locked during the academic day. Propping open a House door is a violation of School policy. For safety and security reasons, students should never allow strangers into any campus House. Suspicious looking persons should immediately be reported to the Houseparent and/or the Administrator on Duty. Deliveries for the Houses are made to the Administrative Building located at the entrance of the School.

A student room key will open the door to his/her own room. Upon issuance of a room key, each student must sign a House Key Agreement and agree to: 1) NOT lend or trade room key; 2) NOT duplicate room key; 3) IMMEDIATELY report the loss of a room key to the Houseparent; 4) Return

room key upon moving out of the House. Loss of room key will result in a replacement billing at the rate established by the School. A student room key will access his or her designated House.

- f. *Assignment of Rooms:* (As part of the Student Code of Conduct, each Hilton Head Preparatory School student is responsible for all activities, including the behavior of any guest, that take place in his/her house room) Additionally, there are no exchanges of rooms, additional occupancy or substitution of one occupant for another or their personal belongings without authorization of the Director of Campus Life and Houseparent. **With the exception of emergency situations, a Room Freeze is in effect during the first two weeks of both the Fall and Spring Semester.** If a room change is needed, the student should request authorization for a room change by completing the proper procedures. The Houseparent will process the request and the student will receive notification of authorization. An unauthorized room change may result in a loss of privilege and/or judicial action. ***At no time does Hilton Head Preparatory School guarantee a single, double or triple room.***
- g. *Reassignment of Rooms:* The School reserves the right to reassign rooms or remove students from the Houses when deemed necessary. In addition, students who are in a double room by themselves or in a multiple room (triple) with a vacant space may be required to "consolidate space" by moving to another room or by having another student move into that vacant space. Open rooms can be created for use as the Administration deems necessary.
- h. *Room Furnishings:* Students are responsible for all School furniture or furnishings present in their room upon arrival. Students will be billed for lost, damaged or missing items. No common area (or other School) furnishings are to be moved into student rooms. Additional furniture may be purchased at the student's expense with Houseparent permission (i.e. chair, shelf, etc.). ***Students may not move furniture at any time without Houseparent approval. Televisions are not allowed in a student's room; however, students are permitted one monitor each, not to exceed 27 inches.***
- i. *Storage:* Only properly identified and locked trunks, suitcases, or metal containers will be stored, at the owner's risk. Limited space is available for storage of PERSONAL belongings over the summer months, subject to the above storage guidelines (up to four 60 quart bins may be purchased & stored per student). All luggage may not be stored in the room, it will be stored in a designated area within the house.
- j. *Emergency and Routine Maintenance:* Report leaking faucets, stopped up drains or circuit breaks promptly to the Houseparent. During late night hours, report to your Houseparent when immediate attention is necessary to prevent damage. Routine maintenance requests are initiated by a Houseparent communicating a Maintenance Request via email.
- k. *Housekeeping Services:* Once every other week a professional house cleaning individual will conduct a general cleaning of all common areas.
- l. *Room Cleanliness:* Room inspections shall be conducted by the Houseparent on a daily basis. Students are expected to maintain a cleanly room at all times. Boarding students may not have any product, cleaning or otherwise, that may damage School property.
- m. *White Glove Room Inspection:* White Glove room inspections will take place one time per month on the first Sunday.
- n. *Room Cleanliness upon Weekend Departure:* Students leaving for the weekend must clean their room properly before leaving campus.
- o. *Window Screens:* Removal of any house screen is considered property damage. Occupant of room and/or person responsible will be held accountable for any such damages and billed appropriately.

- p. *Room/Resident Hall Temperature:* Students are not to adjust the thermostat controls for the central heating/cooling units.
- q. *Damages:* Any damage to a room or its furnishings will be charged to the occupant(s) assigned to the room. The School holds occupant(s) and/or person responsible for both malicious or accidental damages to the assigned House room. Common Areas (lounges and hallways) are also the responsibility of all residents. Damages that cannot be assigned to specific individuals may become the responsibility of all the residents of a floor or house, but only in cases where these charges exceed \$10/resident.
- r. *Fire Alarms:* Fire alarms and extinguishers are to be used in cases of emergency and are not to be misused anywhere on campus.
- s. *Courtesy Hours:* Courtesy Hours are in effect at all times. Everyone is expected to comply with a request for quiet from another person at any time. Students are not to play with skateboards, roller blades, scooters, basketballs, tennis balls, soccer balls and other athletic equipment in the house. The equipment will be confiscated if it is misused.
- t. *Study Hours:* In keeping with the academic mission of Prep, houses are required to maintain quiet hours during the academic year. From Sunday-Thursday, quiet hours are from 7:00 p.m.-9:00pm. During examination periods, 24-hour quiet hours begin immediately following the last day of classes and are strictly enforced. No registered events may occur after the beginning of Quiet Hours during the examination period.
- u. *Late Lights:* Permission to stay up past lights out may be granted by the Houseparent for academic purposes only and is at the discretion of the Houseparent. Permission will only be granted if the student has made good use of previously provided study time and of his/her own free time.
- v. *Room Privacy:* Students do have a right to some privacy; students are NOT to enter/visit a room unless they are an invited guest.
- w. *Visitation between Same Gender Houses:* Students (resident & day) are not to visit other houses which they are not assigned to live without permission from Houseparent. A Houseparent must always be present.
- x. *Visitation between Opposite Gender Houses:* Students, at no time, are to visit the House or floor of a student of the opposite gender without proper permission from all necessary parties (Houseparent &/or Administration). All students who violate this policy will be subject to immediate dismissal.
- y. *Being Out of House:* Resident students out of his/her assigned house without permission after lights out until the morning is forbidden. Students should not leave their assigned room during the same period of time unless necessary. Violations will be considered an off premise offense.
- z. *School Visitors:* ALL Visitors to the School (classroom buildings or Houses) MUST have permission from the Houseparent or Director of Campus Life.
- aa. *Resident Student Illness:* Report any/all illnesses to the Houseparent who will then report information to the School Nurse. If a student is sick in the morning before school s/he must report to school at the proper time to be evaluated by the nurse.
- bb. *Signing Out:* All resident students MUST sign out of House upon exit. This includes weekend activities. Does not include after school activities/athletics of which a student is a member.
- cc. *Decorating of Rooms:*
 - a. Nails, hooks or other materials that damage walls are **not** to be used in House rooms.
 - b. Posters, photos, etc. must follow the following guidelines:

- a. Bulletin boards will be provided for each student.

Director of Campus Life and Houseparents may provide counseling, House staff supervision, student discipline, human relations programming, and other programming related to issues of student life.

The Houseparents are able to serve as advisors and resource persons for residents. In addition, the team works to develop a sense of community in the houses by promoting communication, planning activities, and helping residents resolve disputes. The Houseparents will also assist in coordinating various social, recreational, cultural, and educational programs in each house.

Specific Rules Regarding Boundaries and Security

- Proper respect for the opposite sex is expected of all students. Social contact is encouraged as long as students can maintain acceptable behavior patterns. There are proper places and times for socializing.
- Students should not loiter in areas for which there is little supervision. Closed buildings are off limits unless an approved chaperone is present. If there is doubt concerning social regulations, ask first. Do nothing that might cause the wrong interpretation or comment.
- Students should use the walks in traveling across campus. Helping take care of the campus is a student responsibility.
- Visitors should request permission from the Director of Campus Life and/ or Houseparent to visit students. It is the responsibility of the student being visited to inform the visitor of this rule.
- Students should not get into any car without approval of the Houseparent or Director of Campus Life.
- Personal property should be kept in the student's room and the door should be locked.
- Students should never leave valuable items such as laptop computers unattended. The school assumes no liability for a computer that has been stolen because the owner left it in an unlocked room or unattended. During the school day, students should keep laptops with them at all times.

Vehicles

Boarding students are not permitted to have vehicles on the campus nor are they permitted to keep a vehicle in local storage for their use. Boarding students are not permitted to go to the parking lot where day students park their cars during the academic day.

Weekend Trips

Students take various trips throughout the year. Some of the trips that may be scheduled: Shopping Trips, athletic games, Artist Series, etc. To take these trips a student must be making satisfactory progress in all classes and have a satisfactory citizenship record.

Weekend & School Break Leave

New students are allowed to leave campus any weekend that they are eligible beginning the 3rd weekend after registration. Former students are allowed to leave campus any weekend they are eligible.

To be eligible for weekend leave the student must be doing satisfactory academic work in all classes of the week he/she desires to leave for the weekend. He/she must also be off the penalty board at the time of departure on Friday.

Written or fax permission from the parent or guardian for the weekend leave accompanied by a weekend request completed by the student must be in the Director of Campus Life office prior to 3:00pm Thursday. When a student holiday begins Friday at noon, weekend requests must be in by Wednesday at 3:00pm. Telephone calls or texts will not substitute for the written or fax permission from the parent or guardian. The written or fax permission must be sent directly to the Houseparent. Weekends will begin at 1:30pm on Friday

and end at 5:00pm on Sunday. Students arriving on campus after 5:00pm on Sunday will be deprived of weekend privileges as determined by the Houseparent and Director of Campus Life.

The School will provide transportation to the Savannah Airport if the request is made through the office and if it is for the designated school date and time for departure. Students who must leave prior to the end of a school day may be asked to find their own transportation (cab). If no request is made, the school assumes the parents will come for the student. A charge is made for transportation furnished by the school. Students returning to Prep by bus, plane or train must be at their respective house NOT later than 5:00pm. Late arrivals are responsible for their own transportation to the School.

Weekend leaves are extended for going home or with your parents. If students desire to go elsewhere, the parent or guardian's permission must indicate the location and person to be visited. The School does not permit students to sign out to homes of the opposite sex unless he or she is a relative. Students are not permitted to sign out for the weekend or school breaks/vacations with the intention of staying with someone under the age of 25 unless the parents will be present. Transportation arrangements must be approved by the School. The person to be visited must also submit a written invitation. Students are expected to spend over-nights in the home of and under the direct supervision of a) their parents or b) the parents of the family being visited.

If a student is requesting to go off-campus with the family of another student, both students must be in good academic and citizenship standing. A written invitation must be turned in and both families must turn in a written permission. Weekend requests need to be filled out and turned in by Thursday of the week that a student desires to leave campus

Students visiting in the home of other students should conduct themselves as ladies or gentlemen and when returning to the campus they should be discreet in discussing their visit. Students not conducting themselves in accordance with the standards of Hilton Head Preparatory School will be denied the privilege of visiting in the home of other students.

Parents who are picking up their children at the School must still send approval to the School for weekend leaves so that the student's departure for the weekend is adequately documented. Administrative approval must be obtained if their child is on the Penalty Board and/or the Study Hall List.

All students are to be back on the campus no later than 5:00pm on the last day off. It is the student's responsibility to make allowances for delays in travel and assure his arrival on time.

Students who arrive back on campus late and/or are not able to attend classes on Monday following a weekend leave will be deprived of weekend privileges as determined by the Administration.

Weekend Academic Restriction

The School wants to give students who are having academic difficulty the opportunity to utilize some of their weekend down time for study. As such, students who are on the mandatory study hall list (with lower than a C- in two or more courses) will only be allowed to travel for the weekend with their parents. In addition, students on weekend academic restriction will only be permitted to attend one school trip.

Closed Campus

During Thanksgiving, Christmas Break, Spring Break, and Summer all Prep houses are closed. Cost effective Prep sponsored trips will be provided as an option to all boarding students. More information regarding the trips will be shared as available.

Visiting in Staff Members Apartments/Rooms

A student will not be allowed to visit in a non-house faculty member's home at any time without consent of the Headmaster, Director of Campus Life OR Houseparent. Notification must be given to the Houseparent(s) on duty. Students who violate this rule will be penalized.

Sunday Character Connection

All boarding students are required to attend the Character Connection on Sundays while in residence at Prep. The program begins at 6:30p.m. Students attending a church service off campus are required to dress appropriately.

FREQUENTLY ASKED QUESTIONS

Assignment Notification: When will I be notified of my housing assignment? Students will learn of house and room assignments during registration or upon arrival to campus.

Candles: Can I have candles in my room? Candles, incense, and open-flame devices are prohibited in all Houses.

Closing of the House: Students with permission to stay on campus during a break period are the only ones who can be housed during times when the School is otherwise closed with proper faculty supervision (Thanksgiving break, winter/semester break and spring break, summer break). Plans for breaks are to be communicated by the dates set forth by the Administrative Team. Permission is only granted in extreme circumstances.

Difficulties with Roommates: What if I am having difficulty getting along with my roommate? Adjusting to a new roommate is a process that involves time and effort. First, we encourage you to try to talk with your roommate about any issues or concerns. If this is unsuccessful, then feel free to contact your Houseparent or Director of Campus Life for assistance. Room changes are considered only after all other options have been exhausted.

Early Arrivals: Is it possible to come to campus prior to the scheduled arrival time? Only students required to be on campus by the School may return before the scheduled arrival date. We must adhere to this guideline in order to facilitate the completion of scheduled renovation projects, summer housing transition, and final preparation for students' arrival.

Housing Assignment Availability: When will I receive my housing assignment? Students will learn of rooming assignment upon return to campus. Returning students will be given the opportunity to **request** his/her roommate for the following school year. There is no guarantee that this request will be fulfilled and it is expected the student and family will support the School with these decisions.

Items to Pack: What should I bring with me? Depending upon your needs, the answer to this question may vary. However, below is an itemized list of items that current students **suggest** you **purchase upon arrival**. Trips to local shopping facilities will be provided upon arrival based on driver availability and reasonable hours:

- Alarm clock
- Backpack
- Batteries
- Bedding (extra-long sheets, blankets, comforters, and pillow)
- Comfortable shoes and boots
- Clothing (seasonal items including winter coat and gloves)
- Desk lamp/study light
- Drying rack
- Entertainment needs (Books, reasonable stereo/radio, sports equipment, etc.)
- Basic first aid kit (for example: Band-Aids, Neosporin, etc.)
- Flashlight

- Formal and semi-formal attire (for special events)
- Clothes hangers
- Laundry supplies and basket
- Lap Desk
- Small memo or dry erase board
- Appropriate pictures/posters – Inappropriate subjects include, but are not limited to: Drugs, alcohol, sex, etc.) – Pictures/posters containing the aforementioned material will be removed at the discretion of the Houseparent and/or Administration
- Scissors
- Sewing kit
- Stacking crates, storage boxes
- Stamps/stationery
- Study aids/classroom supplies (dictionary, thesaurus, calculator, etc.)
- Surge protector
- Towels and washcloths
- Umbrella
- Wastepaper basket

Laundry Facilities: Are there laundry facilities in the Houses? What about ironing boards and irons?

Each House has a laundry room for the residents of that specific house. Ironing board/irons may only be used in approved areas of the house.

Dryers are provided in the laundry room, wet clothing should not be hung in student's rooms to dry.

Maintenance/Cleaning: How are the houses cleaned and maintained? Once a week a professional house cleaning individual will conduct a general cleaning of all common areas and launder all personal bed linens. Both the top and bottom sheet of each bed should be removed and placed in the washer and dryer room before they leave for school that day. All beds will be remade upon completion of laundering and prior to the return of students from school.

Chore list – Rotation of chores go by each room. Roommates work together and are assigned a different chore each week. Every morning and evening, all counters and kitchen tables wiped down and sanitized, all food put away in its proper place, all dishes cleaned or loaded into the dishwasher (sink clean and clear.) House trash is to be taken to the trashcan downstairs, every morning.

Mattress size: What is the size of the mattresses in the Houses? Is bedding supplied? Mattresses in the Houses are 36" x 79.5". These are longer than standard sized mattresses. Extra long single bed sheets can be obtained in most department stores. Students are responsible for supplying their own bedding, including pillows.

Meal Plan Assignment: Am I automatically assigned a meal plan? Breakfast and dinner will be provided by the Houseparent(s) or ordered in from local restaurants. Lunch is provided at school.

Am I allowed to order food? Students are permitted to order food during appropriate times. Food may not be ordered during study hall (unless the student is on the Honor Roll) and must be ordered before 9:10pm Sunday – Thursday and by 10:00pm on Friday & Saturday. If food is ordered after these times, the food will be turned away or stored for consumption the next day. Once the order is placed, the student must stay in the main living area of the house and wait for the delivery of their food to greet the driver. Proper tipping is expected for all delivery drivers.

Personal Safety: What types of measures are taken to protect my safety? The houses are locked during the academic day and at night. Upon closing for the night, the Houseparent will set the alarm. Students are to never be in a building on campus when faculty is not present.

Students are responsible for ensuring that their room doors are kept locked at all times. It is important for roommates to discuss the importance of keeping their possessions safe by keeping the doors locked.

Pets: Can I have a pet? To preserve student health and safety, all types of animals (mammals, reptiles, fish, etc.) are prohibited in all School houses.

Property Insurance: Does the college provide personal property insurance? The School does not cover personal belongings and is not held responsible for misplaced items.

Refrigerators: Are there refrigerators in the rooms? Refrigerators are not provided in the rooms. Many students choose to buy their own refrigerators. This may be done during a trip to the local store (WalMart, etc). Often, this is an area where roommates might decide that one will purchase a refrigerator while the other purchases something else that could be used by both; however, each student in the room is allowed one refrigerator. In addition, refrigerators MUST be cleaned out prior to departure for all breaks and at the end of the school year by the student.

Reporting Maintenance Concerns: How can I report maintenance concerns? The best way to report a maintenance concern is to inform the Houseparent. It is important that students are as detailed as possible when reporting maintenance issues. Critical items to include are: the location, specific problem, and a contact number and name.

Room Changes: Can I get a room change? Room changes can be accommodated following the aforementioned specific housing guidelines after the first two weeks of each semester. Room changes are based upon availability and at the discretion of the Director of Campus Life.

Roommate Selection: As a first year student, can I choose my own roommate? We are able to take roommate requests, but strive to place friends with different roommates to provide an opportunity to social and interact with other students.

Single Rooms: Can I get a single room? Hilton Head Preparatory School does not offer single rooms. All rooms are set up to accommodate two and, if necessary, three students. The School reserves the right to assign roommates in each room.

Telephones: What about telephones and long distance access? Each house does have a telephone; however, students are required to have a phone with an American number.

Travel Home: Is there access to an airport? Boarding students must provide all travel information to their Houseparent at the time as set by the School.

What is the proper procedure for leaving campus for the weekend? Necessary paperwork may be acquired from the Houseparent. Paperwork must be submitted to the Houseparent by Wednesday. The Director of Campus Life will review request and inform Houseparent of decision.

Viewing the room: Can I come during the summer to see and/or measure my room? Since our Houses are being renovated or are utilized during the summer to house student employees, athletes, and summer conferences, it is not possible for students to see and/or measure the rooms. The School does not keep specific room dimensions.

What is not allowed in the houses? Students are not allowed to bring large stereo speakers to the School. This presents a noise and space problem in the house. The Houseparent along with the Director of Campus Life will determine if the speakers are appropriate for the house.

Tobacco products or smoking paraphernalia are not allowed in houserooms or on your person at any time. Violations will constitute a smoking violation.

Cooking equipment, heating elements, or cooking in student rooms is not allowed. Students are allowed to cook in the house kitchen with Houseparent permission and MUST clean up all items used upon completion of meal.

All electrical appliances other than radios, stereo systems and clocks must have clearance of the Administration.

Possession of fire arms (including paint ball guns), fireworks, knives, clubs, chains, candles, incense, explosive caps, and/or inflammable fluids is not permitted.

Heaters and electric blankets are not allowed. Electric fans are subject to the approval of the Houseparent.

Selling or buying clothes or any other personal property among students is prohibited.

The Houseparent must give permission and be present for students to cook in the house kitchen or on the grill (if one is available).

Other Recommendations:

We recommend that students not bring telephone "calling cards" to the School to avoid unwanted use or misuse by unauthorized persons.

We recommend that students not bring expensive jewelry to the School. This will eliminate the possibility of losing or having it stolen.

Keep a minimum amount of money (less than \$50.00 cash) in the house.

Borrowing or lending money or personal property is discouraged. If you loan out personal property and a problem occurs with the item loaned, the problem needs to be handled between the parties involved.

Houseparents will maintain important student documents in a safe (passport, visa, I-20, etc).