

# HOLLY HILL ACADEMY

2018-2019

Parent & Student Handbook

# Holly Hill Academy

## Academic Calendar

### 2018

August 9	Parent's Night
August 9-10	Teacher Work Days
August 13	Student Return – Dismissal 2:30 pm
September 3	Labor Day Holiday
September 4	Late In Day – Students Report at 9:00 am
October 8	School Holiday
October 12	Homecoming
October 15	End of 1 <sup>st</sup> Grading Period
October 19	Report Cards
October 26	Senior Night
October 27	Fall Festival
November 2	SCISA Teacher's Meeting (Student Holiday)
November 21-23	Thanksgiving Holidays
December 2	Stage Company Performance 4pm
December 13-14	Exam Review Days
December 17-19	Exams – Dismiss 12:00
December 20	End of 2 <sup>nd</sup> Grading Period- Dismiss at noon for Christmas Holidays

### 2019

January 3	Late In Day
January 11	Report Cards Issued
January 21	School Holiday
February 15 & 18	Holidays
March 12	End of 3rd Grading Period
March 15	School Holiday
March 18	Late In Day - Students Report at 9:00 am
March 22	Report Cards Issued
April 2-6	Spring Break
April 19	Holiday - Prom
April 19-26	Spring Break
April 29	Return to School
May 5	Stage Company Performance
May 15-16	Exam Review Days
May 17	Lower School Awards Day (Grades 1-4) 8:15 am
	K-5 Graduation – 10:30 a.m.
May 17, 20, 21	Exams – Dismiss at 12 noon
May 18	Lower School Awards Day at 8:15 K-5 Graduation
May 19	Baccalaureate (7:00 p.m.)
May 22-23	Teacher Work Days
May 24	Awards Day (Grades 5-12) 8:15 am/Graduation 7:00 pm

# HOLLY HILL ACADEMY

Post Office Box 757  
142 Bunch Ford Road  
Holly Hill, SC 29059-0757

## **Main Office**

803-496-3243

## **Fax**

803-496-9778

## **Gymnasium/Sports Office**

803-496-5098

## **Child Development Center**

803-496-7578

**E-Mail:** [hollyhillacademy@gmail.com](mailto:hollyhillacademy@gmail.com)

**Web:** [www.hollyhillacademy.org](http://www.hollyhillacademy.org)

**CEEB:** 411038



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## HHA Parent Sponsored Board Member Election Procedure

The Board of Directors of Holly Hill Academy has resolved to allow one Parent Elected representative to serve a two-year term on the Board of Directors, beginning on the first called Board meeting in August of the 2018 – 2019 school year and ending on the last called Board meeting of the 2019 – 2020 school year, upon which; the election process will begin for a replacement. The Board of Directors will appoint an Election Committee to conduct these elections. The Committee will provide a letter to the Parents with a Candidate Profile form attachment, any special instructions and cutoff date for submittal. The Candidate Profile form shall include the candidates full name, the names of students enrolled, contact information, their reason for wanting to serve as a member of the Board of Directors, qualities and experiences that they have that might set them apart from other candidates, and a statement verifying acceptance of responsibilities expected of the position.

Any parent wishing to submit their name as a candidate for this position, or vote in the election, must have a child currently enrolled in HHA and all outstanding debts must be paid in full. The same person shall not be allowed to serve two consecutive terms. Candidate Profiles will be reviewed by the Board of Directors and qualified prior to submitting for vote. Anyone wishing to nominate a parent must ask that parent to submit a Candidate Profile. Nominations or write in votes will not be accepted.

All qualifying Candidate Profiles will be provided to each HHA family for consideration on who they would like to choose as their representative on the Board of Directors. A ballot will be provided for each family and only one vote will be allowed per family. Ballots must be signed by the voter and returned to the school office or other designated area no later than the date stated on the ballot. No ballots submitted electronically or those turned in after the designated date will be accepted.



## **MISSION**

Holly Hill Academy is a college preparatory day school consisting of grades K-3 through 12. A South Carolina Independent School Association School of Honor, Holly Hill Academy's purpose is to provide a well-rounded, academically sound environment to the community in which it serves. Further, the Academy seeks to prepare students to be effective and responsible citizens as they approach adulthood. All students are required to follow a college preparatory curriculum.

## **ACCREDITATION**

Holly Hill Academy has been awarded accreditation from the Southern Association of Colleges and Schools as an Advanced Education Accredited school.

## **SCHOOL OBJECTIVES**

The objectives of the school are:

- to provide a challenging college preparatory curriculum as a background which develops the academic potential of each student;
- to create an environment which encourages creativity and fosters an appreciation for learning;
- to create rational, independent, and articulate thinkers;
- to encourage responsibility, self-discipline, commitment to environmental stewardship, and respect within the school community;
- to promote physical fitness and encourage good sportsmanship through a varied and competitive athletic program;
- to encourage moral and spiritual growth;
- to foster a caring, safe environment that encourages student wellness, self-esteem, and good citizenship.

## **ADMISSION PROCEDURES**

There shall be no discrimination on the basis of race, color, national or ethnic origin in the admission of educational policies, privileges, programs, and other activities made available to students nor in the administered programs. Holly Hill Academy is an equal opportunity employer.

Students entering the Academy will be required to have an interview with the Headmaster. Placement for all students will be at the discretion of administration and not according to parental preference. Entrance into the first grade of the Academy will be determined by recommendations of the kindergarten teachers and the Headmaster. This is an administrative decision made in the best interest of your child. ALL PLACEMENT DECISIONS ARE FINAL AND NOT SUBJECT TO CHANGE. ANY STUDENT WHO HAS BEEN DISMISSED FROM ANOTHER SCHOOL IS NOT ELIGIBLE FOR ADMISSION TO HOLLY HILL ACADEMY.

Special note: Holly Hill Academy reserves the right to reject applications for admission to school or for employment and further reserves the right to terminate any association with students or personnel if it determines that such association is incompatible with the aims and purposes of the school.

## REGISTRATION

A non-refundable administrative fee of \$200 will be assessed on all students not fulfilling their contract to Holly Hill Academy.

## TUITION

The Board of Directors sets the tuition and fees of the school. Tuition payments can be mailed to the school (PO Box 757, Holly Hill, SC 29059) or turned into the office during posted business hours. The Board of Directors has also approved the payment of tuition with credit cards. All appropriate fees must be paid in full before a student is enrolled or reenrolled. Records will not be transferred to another school if there are outstanding fees payable to the school. Tuition is due on the first of the month and is late if received after the tenth of the month. A late fee of \$25.00 will be assessed on any payment received after the tenth (10<sup>th</sup>) day of the month.

Past Due Accounts: **ALL PAYMENTS ARE DUE ON OR BEFORE THE 10<sup>th</sup> DAY OF THE MONTH.** A \$25.00 will be assessed for any overdue payment after the 10<sup>th</sup> day of the month. If an account becomes over thirty (30) days past due, the student(s) will not be allowed to attend classes or participate in extracurricular activities (including sports or academic competition) until the account is paid up to date. Holly Hill Academy is not required to accept partial payments of tuition or late fees. Tuition may be paid monthly or yearly.

## ENROLLMENT

All students enrolling in Holly Hill Academy for the first time must complete a Registration form and pay a \$25.00 registration fee. Additionally, they must present a record of proper immunization, and school records from the previous school including test data and report cards. Any student planning to participate in our interscholastic athletic program must have a physical examination. **All student health problems and medications required by the student must be reported to the school. The main office must be notified promptly of any changes.**

## WITHDRAWAL

All withdrawals from the Academy are subject to requirements as stated in the school contract. The student parent should submit to the Headmaster's office a **written withdrawal request**. All fees, including tuition, must be paid prior to the release of records to another school.

## TRANSCRIPTS

No fee is assessed to students when a transcript is requested for grades to be forwarded to a college, a business, or to the armed services. Transcripts will be sealed and mailed to the appropriate institution based on the student or parent's written request. Records will not be transferred if there are outstanding fees payable to the school.

## CHANGE OF STUDENT INFORMATION

Parents are asked to contact the school secretary promptly of any changes in addresses, phone/cell numbers, email addresses, or places of employment change.

## VISITORS

All visitors should enter the front door and report to the Main Office. Under no circumstances will visitors, regardless of age, be allowed to accompany students in school unless the Headmaster has given prior permission. By state law, and for the safety of your child, all parents or relatives must sign in at the office prior to picking up students from class.

## ARRIVAL

School begins with the first bell at **7:55 a.m.** and ends at **2:30 p.m.** for all students. Students will be admitted at the front gates only. Do not drop off/pick up your child behind the school buildings.

Faculty will be on duty to ensure all students enter the building and report to their assigned areas. After the **8:00 a.m.** tardy bell, 1st-12th grade students are tardy for school. If your child is late, please park in the front, come to the office and sign your child in.

## REGULAR DISMISSAL

For the safety of all of our students, parents should drive to the front of the buildings' loading area to pick up their child/children and exit the school campus carefully. All students should leave the school. No student should be left for ball practice or activities without supervision.

## SCHOOL GOVERNANCE

The Board of Directors governs Holly Hill Academy. The Board has responsibility for selecting the leadership of the school, establishing policies and directions for the school, reviewing current practices as needed and approving the school budget. The Headmaster reports to the Board. The Headmaster is responsible for the day-to-day operation of the school, selection of staff members, admission of students, direction of curriculum and policies and procedures necessary to implement it, coordination of activities and communications between parent and school, and community and school.

## CONFERENCES

Parents wishing to schedule a conference with teachers, counselors, or the administration are asked to phone the office to set up an appointment. Parents are asked to refrain from interrupting homeroom and/or instructional time.

## SCHOOL GRIEVANCE PROCEDURES

School grievances should follow the steps outlined below:

1. Parent and student concerns should first be directed to the teacher/person with whom they have the concern. Parents are asked to schedule a conference through the main office to prevent interrupting the learning environment.

2. If, at this point, the grievance has not been resolved, parents/students have the option of presenting their grievance to the Headmaster in **writing**. The Headmaster will meet with the student, as well as with other persons involved and/or concerned with the matter. Except in extreme instances, the Headmaster shall be the ultimate authority in student grievance matters.

3. However, if the student/parent demands a hearing before the Board of Directors, the grievance may be brought to the Board's attention in writing. The written grievance must be signed. If the Board chooses to hear the grievance, the Headmaster will schedule a meeting and make the parent aware of the meeting date and time.

## LOST AND FOUND

The lost and found accumulates a large supply of jackets, sweaters, backpacks, folders, etc. during the course of one school year. Parents and students are welcome to come to the gym before or after school to search for missing items. All items left at the end of each year are donated to charity.

## PATRIOTISM

All students should be proud to be a part of Holly Hill Academy and always practice the American tradition of fair play, courtesy, and respect for the rights of others. Holly Hill Academy will not tolerate any disrespectful action from any student concerning the flag of the United States of America or of the National Anthem. Students should stand at attention during the National Anthem and participate in the daily Pledge of Allegiance.

## HOMEROOM PROCEDURES

Students will be seated and orderly during homeroom period. Teachers will check roll and students will order lunch. (Please try to send exact change for lunch orders. "Extras" for lunch will not be sold until every pre-order has been filled)

## ATTENDANCE POLICIES

There is a direct correlation between attendance and maximum academic achievement. When a student is excessively absent or tardy, the learning process is disrupted. Absences can be very problematic for both students and teachers. With this in mind, please schedule doctor/dentist appointments after school hours.

In excess of ten (10) unexcused absences (five in a semester course) may result in failure in the course. All doctors' excuses must be presented to the homeroom teacher upon returning to school. Any excused absences not verified by the end of the grading period will be considered unexcused absences - no exceptions. Parents will be called to verify absences on a daily basis for high school students. The school will notify parents in writing when students have accumulated three consecutive or a total of five unexcused tardies. Students who miss four consecutive days (unexcused) or accrue six unexcused days will be required to attend after school make-up sessions for each day missed. The following are considered excused absences:

Illness - Doctor's statement is required.

Medical appointment - Doctor's statement is required.

Death in immediate family - Parent statement is required.

School functions/college visits as approved by Headmaster. (College visits apply to juniors and seniors)

Middle College Students may have additional attendance requirements. Students are required to work with these programs to ensure compliance with their attendance rules.

SENIOR SNEAK DAY will take place on Prom Day and will be considered an excused absence for all seniors. Any other non-school related "group" absence will be considered as cutting school.

## TARDY POLICY

No student will be admitted to any class after the tardy bell rings without a slip from the office. Parents will be notified when a student receives his fifth tardy during a semester.

Tardiness includes the following

- a) being late for homeroom
- b) being late for class
- c) loitering in the halls beyond the tardy bell

The following penalties have been established in an effort to decrease tardiness (both to school and to class):

- If a student exceeds seven (7), the student will not be able to exempt semester exams.
- Upon the tenth (10) tardy, all activities will be forfeited for the remainder of the semester.
- After the tenth tardy, students will be given after school detention.

## EARLY DISMISSAL POLICY

Students are encouraged not to leave school early. When early dismissal is necessary, the student must turn in a parent excuse to the homeroom teacher in the morning so that it may be noted on the daily report.

- If a test is scheduled when a student plans to be absent, he must advise the teacher and make arrangements to take the test prior to leaving. The student will be responsible for gathering his assignments and completing work for the day of early dismissal.
- In the case of illness, parents will be contacted by the office staff to obtain permission for a student to go home.
- Students must sign out in the office before leaving the school grounds.
- If a student misses more than one period and the absence is unexcused or if the absence is due to illness, he will not be permitted to participate in any extra-curricular activity on that day.



## MAKE-UP WORK

Students are responsible for securing information and assignments given during their absence. The teacher will assign make-up tests within a five (5) day period. It is the student's responsibility to make up work and assignments missed while involved in extracurricular or athletic activities. Make-up work must be turned in within a period of time equal to the days absent. Students who are absent on the day prior to the test must take the test on the day of return unless other arrangements are made with the teacher in advance.

## GENERAL CONDUCT

One of the educational objectives of Holly Hill Academy is to develop good citizenship. Students will be expected to conduct themselves in an orderly manner at school and at school sponsored activities, as misconduct on and off campus reflects negatively on our regular school program. A true citizen will abide by the rules, respect property, and be loyal to the democratic faith and ideals. Thus all Holly Hill Academy students will abide by an Honor Code. Students should be polite, thoughtful, and courteous at all times. Movement in hallways must be quiet and orderly. There is no place for horseplay or loud boisterous talk at any time or place in the building. Standing in doorways is not permitted. Students are required to keep to the right and to keep moving when changing classes. Every student should take pride in helping to keep the grounds and building clean. The Holly Hill Academy Board of Directors authorizes the Headmaster to use punishments to include detention, in-school suspension, suspension, and expulsion in a manner which they deem to be just and proper. Teachers are to document and handle minor discipline problems that arise in their classrooms. Teachers are encouraged and supported by the Board of the Directors and the administration to use approved methods of discipline needed to maintain a learning environment in the classroom. Teachers will be "firm" and "fair" with students.

## BULLYING

Violations such as student harassment and bullying of others will result in immediate disciplinary action. First offense will be detention and any further offenses could lead to suspension. If you suspect your child is being bullied or if you as a student are being bullied, please report the offense immediately to the teacher on duty.

## MIDDLE COLLEGE

HHA has a special articulation agreement with Orangeburg-Calhoun Technical College whereby students in grades 11 and 12\* who meet admission standards (Critical Reading Score on PSAT of 48 or a passing grade on OC Tech's Compass Admissions Test) may earn up to six college credit hours per semester through their on-line program. Middle College classes receive "dual credit" weighting and will be recorded on high school transcripts as AP courses. Admission into the Middle College program is administered by OC Tech officials, Mrs. Penny Brown, HHA's liaison for Middle College, and Mrs. Autumn Leggett, HHA Guidance Counsellor. Students must be approved through the office before the course begins.

(\*Students in grades 9 and 10 may enroll in OC Tech's Middle College Program if they place their request in writing and meet requirements of entrance. The request will be submitted for consideration into the Middle College Program by the HHA Administration. It is strongly advised that students entering Middle College at this level take only one dual credit course per semester.)

NOTE: College courses taken DURING SUMMER will **not** be considered in a student's cumulative GPA.

### Suggested Guidelines for Holly Hill Academy Middle College Students

1. Student must have a 3.0 (unweighted) Grade Point Average to be eligible for Middle College Courses through HHA.
2. A student who scores below a "C" numerical grade (70) will not be allowed to take further Middle College courses at HHA.
3. A student who receives less than 60 in a Middle College course but passes the course with college credit will receive a grade of 60 on his/her high school transcript.

## HONOR CODE

All Holly Hill Academy students will abide by an Honor Code. The Honor Code is as follows:

**A Holly Hill Academy student shall be on his/her honor to prepare and submit only his/her own work (i.e. no copying homework, plagiarism, etc.) and to refrain from giving or receiving help on tests, examinations, and optional assignments (unless given prior permission by the teacher).**

Personal honor requires that every person act honorably in academic work as well as in every other phase of school life. Personal honor MUST involve respect for one's self and respect for others, their feelings, rights, property, and the desire to obtain the best possible education. To comply with the Honor Code, a student at Holly Hill Academy is charged with the responsibility to see that the code is neither broken by his or her actions nor by the actions of another student. It is the further responsibility of the student to report any infractions, and actively discourage lying, cheating, stealing, and disrespectful behavior in others.

## HONOR CODE VIOLATIONS

I. **Cheating** is defined as giving or receiving unauthorized help on a test or assignment, including the following:

- Communicating in any way with another student during a test including talking to another student or texting/messaging with cell phones.
- Sharing or receiving information about a test or quiz with another student who has yet to take the test or quiz;
- Having in one's possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help including cheat sheets;
- Copying of another person's work;
- Looking on another person's paper during tests or quizzes.

II. **Stealing** is defined as the taking of property or possessions of others without proper authorization or permission.

III. **Dishonesty** is defined as not being honest in work or deed, including the following: Deceiving or giving false information for the purpose of circumventing a school rule, of escaping guilt, of duping school personnel or of protecting those who are guilty; withholding information; or lying or being untruthful.

IV. **Plagiarism** is defined as the use of another's words, style or ideas as if they were one's own or without proper credit to the original source. Expectations will be age appropriate.

Honor Code violations in any form will not be tolerated at Holly Hill Academy.  
Punishments for violation of the honor code are as follows:

- First Offense: Student will receive a 1-day suspension
- Second Offense: Student will receive 3-day suspension
- Third Offense: Student will be dismissed from HHA

## DISCIPLINARY ACTIONS

The following offenses will result in suspension or expulsion:

*Alcohol, tobacco, marijuana, and other illegal drug possession:* either having, handling, ingesting or transporting alcohol, marijuana, controlled substances or products used as paraphernalia during any school-sponsored activity, during school time, or while under the jurisdiction of the school whether on or off school premises.

Drugs shall include but are not limited to:

1. Alcohol;
2. Inhalants; including vaping devices and paraphernalia;
3. Non-prescription drugs not provided by parents;
4. Imitation controlled substances;
5. Anabolic steroids;
6. Controlled substances

A student who brings a drug as defined above onto school property, including school buses, or to school related activities, whether on or off school property, will be expelled from school and may be referred to the criminal justice or juvenile justice system. Any student with proven knowledge of a drug on campus without reporting the possession will be punished for an Honor Code violation.

*Possession of Weapons:* either having, handling, or transporting any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. Possession of weapons is including the above on school buses, or at school related activities on or off school property.

*Weapons shall include but are not limited to:*

1. Bomb, stick bomb or any device that contains combustible materials;
2. Explosives, fireworks, snapper pops, caps or any device containing combustible material and a fuse;
3. Knife or facsimile of a knife of any size or shape, including blades or other sharp device;
4. Razor blade, box cutter or any device used for cutting;
5. Ammunition, bullets, shells, or any object that could be considered to be ammunition;
6. Gun of any kind, facsimile, starter pistol, BB gun, stun gun, cap pistol, water pistol, hunting gun, or toy gun;
7. Other-any object or substance which could cause injury or concern for injury, including but not limited to slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, discs designed to be thrown as a throwing star or oriental dart, or clubs.

A student who brings a weapon as defined above onto school property, including school buses, or to school related activities, whether on or off school property, will be expelled from school and may be referred to the criminal justice or juvenile justice system. The Headmaster may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action or suspension is appropriate. Any student with proven knowledge of a weapon on campus without reporting the weapon will be punished for an Honor Code violation.

*Fighting:* Attacking another student with malicious intent;

*Criminal record:* Conviction of a felony;

*Sexual Misconduct:* Sexual harassment or other improper sexual behavior on school grounds;

*Property Damage:* Deliberate destruction and /or defacing of property (school or personal);

*Prank Day:* Participation in a prank day of any kind on school property.

*Harassment or intimidation:* Consists of gestures, electronic communication or a written, verbal, physical or sexual act perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or insulting or demeaning a student or group of students.

Holly Hill Academy has the right to suspend or expel a student for scholastic or disciplinary reasons. In the event of such a suspension or expulsion, the Headmaster of Holly Hill Academy shall be the sole judge of the sufficiency of such cause or reason. Holly Hill Academy may refuse to accept any student who has prior disciplinary problems including but not limited to arrests for criminal activities, expulsions from other academic institutions, and voluntary or involuntary commitments. Holly Hill Academy may expel or suspend any student if such problems arise during the school year.

## **CELL PHONE USAGE POLICY**

**All cell phones will be turned in to the homeroom teacher each morning and will be returned at the end of the school day.** If a student does not abide by this policy, the following consequences will occur:

- +First Offense:** Phone taken and parent is asked to come to the office and pick it up after school.
- +Second Offense:** Phone is kept in office safe until the end of the semester and then returned to parent.
- +Third Offense:** Headmaster/Parent conference

## **PERSONAL ELECTRONICS USAGE**

Students are allowed to bring personal laptops/l-pads/tablets for notetaking and other academic purposes with teacher permission. Students must follow the rules required for school computer usage. The school assumes no responsibility for broken or stolen electronics.

## **SCHOOL-WIDE RULES AND PROCEDURES**

- Anyone entering the school campus may be subject to search.
- The school has the right to search students and their belongings including, but not limited to lockers, cars, cell phones, book bags, and purses without expectation of privacy. It also reserves the right to confiscate any objects it believes may be illegal or potentially dangerous. If something has been confiscated from a child that belonged to a third party, Holly Hill Academy shall be "held harmless" and not be liable for all third party claims.
- The school has the right to conduct optional /random drug/alcohol testing.
- The school has the right to carry out random canine searches for illegal substance detection conducted by law officials for the purpose of exploratory sniffing of the outsides of lockers, vehicles parked on school property, and any other areas of the school property deemed appropriate. Random drug searches may also be conducted.
- The parent/guardian whose name is on the contract will receive school information. Dual custody must be listed on the student's contract. The parent of any student needing special care due to parental custody issues needs to meet with the Headmaster to be sure that proper care is taken to ensure the safety of the student.

## DISCIPLINE

### LOWER SCHOOL DISCIPLINE (1<sup>st</sup>–4<sup>th</sup> GRADE)

Holly Hill Academy requires young students to be respectful of their teachers and others so that teaching and learning may occur. We ask for parents' assistance in requiring that students follow these simple rules:

#### RULES:

1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

#### CLASSROOM CONSEQUENCES:

Discipline policies are handled by the teacher in each class level.

Office referrals will be made as deemed necessary by the classroom teacher.

### MIDDLE AND HIGH SCHOOL RULES (5<sup>TH</sup>- 12<sup>TH</sup> GRADES)

#### CLASSROOM PROCEDURES:

1. Enter the class quietly.
2. Go directly to your seat.
3. Remain in your seat until directed otherwise.
4. Get out materials and be prepared for class.
5. Participate in class.

#### RULES:

1. Be prepared to work when class begins. (Have all required materials for class and use the restroom between classes)
2. Respect other people and their property.
3. Keep hands, feet, and other objects to yourself.
4. Be polite.
5. Work quietly during tests and assignments.
6. Follow class procedures.
7. Do not bring food or drink into the classroom buildings.

## DISCIPLINARY RESPONSES

All members of the school community must demonstrate by their actions a willingness to live within the rules and expectations of Holly Hill Academy. Under our educational method, we ensure a positive learning atmosphere – a safe, nurturing environment based on honesty, respect, responsibility, and discipline. In the course of operating the school, the administration may choose to reprimand student behavior and actions through a variety of disciplinary responses, from a relatively minor detention, to expulsion from the school. Continuous or willful disregard of a teacher's guidelines, demonstrated by noncompliance with either general guidelines, specific rules, or requested actions will be viewed as a conscious statement of the student's desire to be separated from the school community. Although these consequences will be primarily for middle and high school students, the Headmaster has the right to use these responses with any students.

## CLASSROOM CONSEQUENCES FOR MIDDLE SCHOOL

1<sup>st</sup> Offense: Verbal Warning.

2<sup>nd</sup> Offense: Lunch Detention.

3<sup>rd</sup> Offense: After-school Detention

## CLASSROOM CONSEQUENCES FOR HIGH SCHOOL

1<sup>st</sup> Offense: Written warning, which must be returned signed by a parent

2<sup>nd</sup> Offense: Lunch detention

3<sup>rd</sup> Offense: After-school Detention

### After-school Detention

A teacher may choose to assign lunch/recess detention or after-school detention for minor violations. Students serving after-school detention will be given a 24-hour notice before serving the detention as scheduled by the teacher. A student who misses detention will have his penalty doubled by the Headmaster. While detentions are considered minor in nature, an accumulation of detentions is considered a serious matter showing lack of respect and may result in suspension or expulsion.

### Automatic Suspension Violations

The following discipline issues will not be tolerated and will result in an automatic one-day suspension:

Use of the Internet on a non-educational website

Any student using a computer unsupervised must have a note from a teacher, also signed by Headmaster.

Use of profanity

Use of inappropriate gestures to fellow students or teachers

Disrespect to teachers

Stealing

Failure to sign out prior to leaving campus

Cutting classes

Honor Code Violations (See page 7)



### Automatic Expulsion Violations

The following discipline issues will not be tolerated and will result in an automatic expulsion:

Illegal drugs on campus or on school-related activities

Alcohol on campus or on school-related activities

Threats to the school, faculty, and/or fellow students

## **AFTER SCHOOL HOURS ON CAMPUS**

Holly Hill Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students after the official school day ends. Students who remain on campus for a specific school event or activity must remain at the site of the activity for safety and security reasons. Students and parents should know in advance the time and the place of the activity as well as the expected time of completion. Parents are urged to be with their children at all school events. Students are not permitted to enter to simply "hang out" in any building after school hours. Students found in any room or building without administrative permission or supervision will be subject to disciplinary action.

## **HALL PROCEDURES**

Students should only be in the halls at the beginning and close of school and while moving from one class to another class unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting are never permitted. Students are not allowed to go to the lunchroom to purchase drinks, snacks, or other foods except at lunchtime.

## **RECESS PERIODS**

Students in the 1st through 4th grades will be allowed a recess period during the school day. Students in grades 5-12 may have free time during "lunch". During this time all students will be fully supervised. Teachers will be assigned specific duties during this period to prevent any rough play and promote playground safety. This should be a time for students to develop social skills, exert energy, and enjoy the outside weather. Occasionally, recess may be held in the classroom or the gymnasium due to inclement weather. Teachers or Administrators reserve the right to revoke recess at any time.

## **FOOD CONSUMPTION**

No food or drinks will be allowed in the classroom buildings or the gymnasium. Absolutely no breakfasts or fast food items are to be brought into the buildings to be consumed prior to the opening of the school day. Students are expected to complete their breakfast before arriving at school. (Please note the Classroom Consequences listed on p.11 for violations.)

ABSOLUTELY NO GUM IS ALLOWED ON THE HOLLY HILL ACADEMY CAMPUS!!!

## **VEHICLES ON CAMPUS**

**Parents and student drivers are not to block the driveways or exits at any time.**

**Handicapped parking is reserved next to the buildings.**

**Students may not return to their parked vehicles during the school day.**

Students must park in assigned parking areas. There will be no parking on roads leading into or exiting the school property.

The driving of automobiles by students is a privilege and not a right. Any student observed driving recklessly on school property will be disciplined severely! Once students drive onto campus in the morning, they are not to leave until the end of the school day. Students are not allowed to sit in cars before or during school. If a student needs to return to his vehicle during the school day, written permission must be given by the teacher or permission granted by the front office. Once the vehicle is parked, it is off limits until the end of the day.

NOTE: Drivers are responsible for the actions of their passengers while driving on campus. Failure to abide by these rules will result in the following consequences:

**1st offense:** The Headmaster will send a formal letter to the student's parents and schedule a conference between the child, parents, and the Headmaster.

**2nd offense:** Driving privileges will be revoked for the remainder of the year.

## DRESS CODE

Modes of dress and style of hair for all students shall conform to the standards of good taste and neatness. Where deviations are noted by the Headmaster and teachers, students will not be allowed to attend classes until parents bring proper attire to school.

- Shorts may be worn by students in grades 1-12 throughout the school year. Modest mid-thigh walking shorts are acceptable. No nylon shorts, bike shorts, or running shorts will be tolerated. On PE days, students in grades 1-4 may wear gym shorts of appropriate length (fingertip level or below) to school. Shorts & skirts should extend at or below the fingertips. Khaki pants, shorts, skirts, and capris are suggested for girls. Polo (or golf type) shirts tucked in are requested for boys. Jeans/denim, if worn, must not be faded, have holes or tears, or have ragged/cut-off edges or hems.
- Students will be allowed to wear leather or leather-like flip flops (no rubber flops or shower shoes). We strongly recommend that students wear collared, Polo-type shirts or button up shirts. Please limit the use of "fun" T-shirts to HHA, SCISA, or college-related logos. (Solid, dressy-type T-shirts used in coordinated outfits are fine for any day.)
- Tank tops and shirts with alcoholic beverage logos or profanity are not appropriate dress. No spaghetti strap type dresses or tops should be worn by ladies. Absolutely no midriffs/cleavages shall be shown.
- Boys and girls must have their hair neat and well-groomed. No beards or mustaches will be allowed. No earrings for boys. No caps are allowed in the building (ladies or gentlemen). Boys will arrive at school clean-shaven daily.
- Boys who disregard the "shaving rule" will meet the following consequences:
  - 1st Offense: Warning
  - 2nd Offense: After-school detention
  - 3rd Offense: Suspension

Covering every problem that may arise with dress and grooming in written form is impossible. The Headmaster can, at any time, require that a student change his grooming or dress if he deems it appropriate.

### DRESS CODE FOR FIELD TRIPS:

Teachers will be in charge of determining appropriate attire for field trips depending on the field activity involved. Students should remember they represent our school and should always be dressed in a manner befitting the integrity of a Holly Hill Academy Raider.

#### CONSEQUENCES FOR VIOLATING THE DRESS CODE:

1st Offense: Student will be sent to the office to call parents. Student will not be allowed to return to class until the parent has brought appropriate clothes.

2nd Offense: Student will be sent to the office to call parents. Student will not be allowed to return to class until the parent has brought appropriate clothes, and the student will be given detention. The student will lose flip-flop privileges for 1 week.

3rd Offense: Student will be suspended for one full day of school and will lose flip-flop privileges for 1st semester.

**\*\*Each offense will result in a discipline referral to go in the student's discipline record.**



## REQUIREMENTS FOR GRADUATION

Holly Hill Academy adheres to the state mandates of 24 credits for graduation. These mandates are as follows:

English - 4 units*	Economics - 1/2-unit
Mathematics - 4 units	Government - 1/2 unit
Social Studies - 3 units**	Computers - 1unit
Science – 3 units	Fine Arts – 1 unit
Physical Education - 1unit	Electives – 4 units

Modern Foreign Language - 2 units of the same language

\*English credits must include 1unit of American and 1unit of British Literature.

\*\*One Social Studies unit must be US History.

Academic electives are considered a college preparatory course in computer science (i.e. one involving significant programming content, not simply keyboarding), courses in English, foreign languages, social science, humanities, laboratory science (excluding those for which biology and/or chemistry is not a prerequisite), or math above the level of Algebra II beyond those required for graduation.

Please note: Some colleges require **three** units of the same foreign language. Check college requirements for this information.

At graduation exercises, both honor and high honor graduates will be recognized with honor cords as follows:

Honor Graduate (Red Cord): Minimum 3.9 GPA

High Honor Graduate (Gold Cord): Minimum 4.3 GPA

Seniors must have a minimum of 22 units in order to participate in graduation exercises. Diplomas will be not be issued until all requirements for matriculation are satisfied.

## GRADE ADVANCEMENT

Promotion from grades 1-8 for students who fail one or more subjects will be determined individually in conference with the faculty and parents; however, failure in 2 of the 3 courses in Math, Literature, or English will result in the student repeating the grade.

In order to be promoted in grades 9 - 12, a student must have the following minimum units at the end of the year: From

Freshman to Sophomore: 6 units

From Sophomore to Junior: 12 units

From Junior to Senior: 18 units

To graduate: 24 units

## GRADES

Teachers will assign grades based on the following grading system:

**A = 90-100    B = 80-89    C = 70-79    D = 60-69    F = Below 60**

## RANKING POLICY

Holly Hill Academy ranks its students based on GPA points as proscribed by the SC Uniform Grading Policy. Beginning in the ninth grade, each student's final GPA is used to determine rank in class. This ranking is updated at the end of each academic year in high school. Parents may access their student's rank in class from the Guidance Department at any time following the completion of the student's ninth grade year.

## HONORS AND AP COURSE OFFERINGS

**AP COURSES:** AP English Literature and Composition (English V); AP Biology; Middle College Approved Dual Credit Courses; AP Calculus

**HONORS COURSES:** Honors English I, II, III; Algebra I-H, Algebra II-H, Honors Geometry, Pre-Calculus, Calculus-H, Physics

## **HONOR/ADVANCED PLACEMENT**

Honors and advanced placement programs are designed to meet the entrance requirements for colleges and universities. Students taking Honors and AP courses must meet the entrance criteria. Students in Advanced Placement courses have the option to take the AP exam in the spring. Students who are successful on AP Exams should expect to receive college or advanced placement credit at the college level.

## **HONORS PROGRAM**

Students in grade 8-12 are allowed to participate in Honors classes. Selection for entry into the Honors program is based on a compilation of data from classroom grades, test data, and faculty recommendation.

Honors courses meet the following criteria established by the State Department of Education:

1. Utilize a separate syllabus from college prep/tech prep classes
2. Require the reading of texts, text materials or supplemental resources that significantly differentiate the course requirements to include primary and secondary resources
3. Show evidence of rigor in course expectations, sufficiently beyond the scope of a regular college preparatory course
4. Show evidence of critical/reflective/problem-solving thinking practices
5. Require project/performance task assessment(s) either as a culminating or interim assessment(s)
6. May serve as preparation for future Advanced Placement courses.

Eighth Grade Honors: Eighth grade students may enroll in high school honors classes. Courses available are English I-Honors and Algebra I Honors. Placement in Honors classes is based on test scores, class grades, and recommendations. Eighth grade students who are eligible for Honors classes must pass each honors course with a 77 or above or they will be required to take the CP class in ninth grade.

## **ADVANCED PLACEMENT COURSES**

Holly Hill Academy has set the following guidelines for use as pre-requisites for AP courses (Based on 2017-18 Uniform Grade Scale): AP Biology – 4.0 in Biology; AP English: pre-requisite – English III Honors.

## **SUMMER SCHOOL**

Holly Hill Academy may offer a Summer Session for students requiring make-up work. The student must pass with a grade of "60" or above to correlate with the grading scale at Holly Hill Academy. Nontraditional summer (credit recovery) school will consist of 60 hours of seat time of tutoring, which must be documented and approved by the headmaster. At the end of nontraditional summer school or a credit recovery class, a maximum yearly average of 60 will replace the failing course grade on the permanent record. End of course tests MAY be required to validate that students have the skills necessary to be successful in subsequent courses. Students may take a maximum of two recovery courses per summer.

**All Summer School coursework must be approved by the administration prior to enrolling in the course.**

## **SC GRADING SCALE**

Holly Hill Academy complies with the Uniform Grading Scale Policy adopted by the General Assembly of the State of South Carolina. This Grading Scale will be used to convert numerical grades as indicated on the report card to the Grade Point Average reflected on the student's transcript. It uses a quality point system to determine grade point averages (GPA). Grades earned in all academic courses, including designated courses taken in the eighth grade, are used to compute GPA's. Courses are weighted using the SC Uniform Grading Policy into College Preparatory, Honors, and Advanced Placement categories.

A copy of the revised SC Uniform Grading Policy is available at the following web link <http://ed.sc.gov/agency/stateboard/agendas/archived/2007/jan/5503.doc> (SC Department of Education, State Board of Education).

## **CLASS SCHEDULES**

Class schedules for Grades 8-12 should be considered very carefully. With the advice of the Assistant Headmaster and/or Guidance Counselor, appropriate schedules will be determined and classes assigned. Any schedule change must have the approval of the Assistant Headmaster. All students will be encouraged to take six subjects based on the twenty-four (24) unit graduation requirement.

## **HEADMASTER'S LIST/HONOR ROLL**

Headmaster's List and Honor Roll for grades 6 - 12 will be published at the end of each grading period, end of each semester, and the end of the year. Students achieving all A's will be qualified for the Holly Hill Academy Headmaster's List. Students achieving no grade lower than a "B" will qualify for the Honor Roll. Semester and yearly Headmaster's List and Honor Roll will be determined by grade average.

In order for students to be named for academic honors (such as Junior Marshalls and National Honor Society), they must exemplify both academic and discipline records becoming of such a designation. In order to be eligible for Valedictorian/ Salutatorian or Graduation Marshall, a student must have been enrolled at Holly Hill Academy at least two consecutive years in the high school curriculum.

## **REPORT CARDS**

Report cards are issued at the end of each grading period. A report card will NOT be issued to a student who owes fees to Holly Hill Academy. Report cards must be signed by a parent and returned within two days of the issue date.

Parents are encouraged to check PowerSchool to keep abreast of their students' progress, grades, and assignments.

## POWERSCHOOL

Holly Hill Academy uses PowerSchool as its grade, attendance, reporting, and information storage system. Parents may check a student's grades and attendance at any time utilizing this program. Each family is issued a User Name and initial password to access the system. Login by using the PowerSchool access icon at the top right of the Holly Hill Academy website: [hollyhillacademy.org](http://hollyhillacademy.org). If you have problems accessing the system, please contact the office.

## EXAMINATIONS & TESTING

Seniors and students taking semester courses may exempt all but one exam first semester and all second semester exams with a 90 or above average. Every senior must take at least one exam in a core course (Math, Science, English, History, or Foreign Language) first semester. All other students (Grades 6-11) must take all exams first semester but may exempt all exams second semester with a 90 or better average. Exams count twenty percent of the semester grade. Any student suspended from school during the semester will not be allowed to exempt any semester exams.

**No exams will be given early. All students failing to report to exams will receive a zero, unless the absence is deemed "excused." (P. 5)**

All students (grades 1-7) are required to take the Stanford 10 Achievement Test in the spring. Eighth and ninth graders will take PSAT8/9 in the spring. All sophomores and juniors are required to take the PSAT each fall. Juniors and seniors are advised on an individual basis concerning the SAT and ACT college entrance exams.

## TUTORING

Teachers may provide extra help between 2:30-3:00. It is the parent's and/or student's responsibility to make arrangements in advance with the teacher for extra help and make-up testing. Parents are responsible for the transportation of students who stay after school. Extra help sessions set up by the classroom teacher take precedence over students' extracurricular activities.

## SCHOOL RING

The wearing of a school ring is a privilege granted by Holly Hill Academy. HHA students will be given the opportunity to order their school ring midterm of their sophomore year.

***KEEP INFORMED!!!***

**WWW.HOLLYHILLACADEMY.ORG**

**Click ON THE POWERSCHOOL ICON AT TOP RIGHT  
FOR STUDENT GRADES AND ASSIGNMENTS.**

**PLEASE CHECK E-MAIL DAILY!**

## **Technology Code of Conduct/Acceptable Use Policy**

### **Holly Hill Academy**

#### TECHNOLOGY CODE OF CONDUCT/ACCEPTABLE USE POLICY

The Computer Department, Media Center, and classrooms at our school offer students supervised access to the Internet along with computer usage. A few simple guidelines for students have been developed that we ask you as parents and students help us enforce:

1. No programs or games may be installed on any computer in the Holly Hill Academy Network.
2. Students are to show consideration and integrity when using the computers and the Internet on the Holly Hill Academy campus.
3. Anyone found tampering or vandalizing computers and networking equipment will be held responsible for any damages he/she has done.
4. The computers in the labs and in the media center are for student and faculty use. We ask that if you need to use the computer labs, please notify the computer instructors in advance. This way you can be sure that the lab is available.
5. Anyone caught using the Internet in an unauthorized way, (i.e. chatting with friends, accessing unauthorized websites and programs, etc.) will have his/her privileges revoked. Further disciplinary actions will be taken.
6. Data may be saved to flash drives and/or to the network. Anyone caught altering or accessing someone else's files without permission will be immediately disciplined.
7. The administration is strongly against cyber bullying. The administration reserves the right to discipline a student(s) for cyber bullying actions taken on or off campus if the actions are intended to have an effect on another student or the actions adversely affect the well-being of a student(s) while in the school. Cyber bullying involves taunting, threatening, and/or harassing others by the use of the Internet and/or other communication devices.
8. Use of electronic devices to send pornographic images through the school system or forward them through any other electronic device may result in suspension and/or further legal action.

By signing below, you consent for your child(ren) to be photographed and/or videotaped for school use. Pictures and video may be used on the school website, |Facebook page, newspapers, and magazines. You also consent for your child(ren) to use technology and follow the Technology Use Policy as outlined in the Student Handbook.

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Signature(s) of Responsible Party/Parties

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Date

## ALMA MATER

To our dedicated founders,  
Praise and tribute would be bring,  
For their vision, courage, industry,  
Our gratitude we sing.  
As we look into the future  
Years of fruitfulness and pride,  
We will pledge our love and loyalty-  
Holly Hill Academy.

We praise our Heavenly Father  
For His ever-present hand;  
For His guidance as we steer our course  
To build a better land.  
As united we press forward  
Working, playing, side by side,  
We will pledge our love and loyalty-  
Holly Hill Academy!

Mary G. Tindal

All Holly Hill Academy students are encouraged to learn the Alma Mater to show pride and school spirit.  
Please be respectful when you sing the Alma Mater or hear it sung during school activities.

\*\*\*\*\*

## **SCHOOL LUNCH**

Students are expected to follow these rules as part of our cafeteria policies:

1. All trash must be deposited in trash containers.
2. Tables, counters, and the floor around the table should be left clean for others.
3. Pushing or shoving in the lunch line is not allowed.
4. Talking is allowed during lunch, but noise should be kept at a minimum.
5. Students must comply with all instructions of cafeteria personnel.
6. All lunch periods will have teacher supervision as assigned.
7. No students should be in the serving area at any time.

## **LUNCH PROGRAM**

Lunch menus will be published monthly. Students are to place lunch orders during homeroom. Please send exact change with your child, if possible. All pre-ordered lunches will be served before students are allowed to order "extras."

## **TEXTBOOKS**

Textbooks are the property of Holly Hill Academy and issued to students accordingly. Damage from misuse will be evaluated by the issuing teacher and the Headmaster. A charge will be collected for all damaged textbooks. Textbooks are replaced as needed. The Holly Hill Academy faculty makes recommendations for replacements annually. Any questions concerning controversial material in textbooks should be directed to the Headmaster. Some courses require the purchase of additional materials by the students including but not limited to middle college courses.

## **FIELD TRIPS**

Field trips are regarded as an extension of the classroom. To participate in a field trip, students must have a signed Parental Consent Form. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent chaperones may be asked to help provide transportation.

CHAPERONES:

- All regulations established for the trip must be adhered to by all chaperones involved. This includes all school regulations regarding smoking, drinking, dress, and transportation.
- In order for chaperones to give full attention to the class, we ask that younger siblings not accompany a parent chaperone.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.
- There may be a charge for parents to participate in field trips to cover expenses.
- Students and parents should follow the school dress code unless otherwise notified.

## **PARTIES**

BIRTHDAYS

Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Parents should arrange all birthday celebrations in advance with the classroom teacher. If parents are sending invitations to school to go home with students, an invitation should be sent with every child.

CLASS PARTIES

Parties may be planned for Halloween, Christmas, Valentine's Day, Easter and end of the year in Grades 1-4. Halloween parties and Valentine's Parties should be simple in nature. Other class parties should be approved by the administration.

OFF CAMPUS PARTIES/TRIPS

Holly Hill Academy is not responsible for any party/trip not officially sponsored by the school. Students planning parties/trips off campus will not be allowed to make announcements in class or to collect money for these activities during school hours.

## IMMUNIZATIONS

All students are required to present updated immunization forms at the time of enrollment and are required to continue to show certificates of immunization as updates occur. In addition, incoming seventh grade students are required to meet the new standard as listed below:

**One (1) dose of Tdap vaccine (tetanus, diphtheria, and pertussis) administered on or after the 7th birthday will be required for all seventh graders. It is strongly recommended that adolescents who have not yet received a dose of Tdap vaccine be immunized in advance of this requirement.**

For more information, please refer to <http://www.scdhec.gov/health/disease/immunization/>

## SICKNESS

If a student becomes ill at school, he/she will be sent to the office. Students who have thrown up or have a fever of 100 or above, will have their parents called. Students are expected to be picked up in a timely manner when called. Student drivers will not be released until after the office has contacted a parent, relative, or guardian. All students must have a current SC Certificate of Immunization on file in the school office. Names, email addresses, and telephone numbers of emergency contacts should be kept current. In case of medical emergencies. Students who leave school early for illnesses may not participate in any school activities or athletics the remainder of that day.

## MEDICATION/HEALTH

The school will provide locked storage for prescribed medication for a student upon written signed request of the parent. The request must contain explicit instructions for administering the medication to the student and should be contained in the prescribed medicine bottle. Any medication brought to school must be given to the receptionist. Only the receptionist, Headmaster, or person appointed by the Headmaster, shall dispense prescription/non-prescription substances with parental permission. All medication must be taken in the presence of school personnel. Any questions on this policy should be referred to the Headmaster. **No over-the-counter medications (i.e. Tylenol, Tums, cough drops, etc.) will be provided by the school.** Tylenol, Tums, and cough drops may be sent by parents with a signed note for administration, but the school does not provide these medications. These medications should be sent to school in a Ziploc bag, in the original container, labeled with the child's name and dosage.

Holly Hill Academy has a No Nit Policy which provides for the exclusion of a child from school until all head lice, lice eggs (nits), and egg cases have been removed. Upon the return of the child to school, he/she should be checked by the office before returning to class.

## MEDICAL APPOINTMENTS

Students and parents are reminded that doctor and dentist's appointments should be made at times other than school hours if at all possible. An appointment card or doctor's statement to that effect should accompany all appointments that must take place during school hours. Teachers should be notified in advance of necessary appointments. Student attendance is required for promotion. (See attendance policy.)

## INJURY / ILLNESS

Any injury or illness must be reported immediately by a student to the teacher in charge. The teacher will send for the appropriate personnel to assist the student. If necessary, the parent or guardian will be notified. In the event of a serious emergency, 911 will be called first, then the parents will be notified. If the student must be transported to the hospital prior to the arrival of the parents, a representative of the school will accompany the student.



## SCHOOL INSURANCE

Holly Hill Academy is required by the South Carolina Independent School Association to carry Catastrophic Insurance Coverage on all students registered at the school.

## EMERGENCY PROCEDURES

Holly Hill Academy has developed an Emergency Procedures Plan for the purpose of maintaining a safe school. Fire drills will be conducted periodically throughout the year based on State Fire Marshal regulations. The fire alarm is the sounding of a three short bells. When the signal is heard, students will march out of all rooms in an orderly fashion in a single file line with as little talking, confusion, and noise as possible. A diagram is posted in each classroom. After the clearing of the building, all groups will move to a safe distance from the building and remain in line until the all clear signal is given to reenter the building. All doors and windows should be closed, and lights should be turned off in all classrooms. When exiting the building, the first student will open the door and hold it until that class is out and then the first student from the next class will do the same. Teachers will issue instructions to all students in their class concerning emergency drills early in the school year. Drills will also be held during the year for tornadoes and earthquakes. During a tornado drill, there will be an announcement over the PA followed by two long bells. Students are to exit to an interior hallway nearest to the classroom and sit against the wall. Proper actions may mean life or death. It is important that all faculty members and students are prepared for these drills. Holly Hill Academy also maintains a Blood borne Pathogens Exposure Control Plan on file in the Main Office. All proper procedures are utilized in the event of accident or injury. In case of an emergency, an Emergency Medical File is kept in the office on each student.

## EMERGENCY CLOSINGS

If there is any question as to whether or not school will be closed due to inclement weather, please listen to TV station Channel 5, WCSC-TV in Charleston and Channel 10, WIS-TV in Columbia. Any announcements concerning school closing will be broadcast from this station. EMERGENCY CLOSING WILL BE POSTED ON OUR SCHOOL WEBSITE. Emails will be sent to those with an email address on file with the office. This applies to all-day closing and early dismissal if conditions warrant sending students home.

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## SCHOOL TELEPHONE

The telephone in the Main Office is to be used for school business only. It is difficult for school personnel to deliver personal messages to students. Please anticipate needs and plan accordingly. **Only emergency messages should be requested.** (If your child has a cell phone, it is suggested that you text your message to your student for retrieval when he/she receives his phone at the end of the day.)

## MAIN OFFICE/TEACHER CENTER

No students should be in the Main Office unless school business is to be conducted. Lounging in the Main Office will not be permitted. The copy machines located in the Main Office should not be used unless permission has been given by office personnel. Use by students is prohibited.

## LIBRARY POLICIES

Students who need to use the library and media services may do so before school, after school, or during class time with the teacher's permission. Students using this center should respect the study atmosphere that a media center deserves.

## GUIDANCE

The Headmaster and Guidance Counselor strive to aid each student in utilizing abilities to the fullest, in making sound choices, and in developing self-understanding. Both academic and personal counseling are available to students. Mrs. Autumn Leggett is the school's Guidance Counselor. Mrs. Penny Brown assists in scholarship and college information.

All applications for college admissions and/or scholarships must be turned in to the guidance counselor two weeks prior to the deadline date. This should include any references, essays, forms, fees or other information pertinent to the application. It is the applicant's responsibility to ensure that this information is received in a timely manner so that these may be mailed no later than one week ahead of the deadline.

## COMPUTERS

Computer use is encouraged for all students. The "Technology Code of Conduct" must be signed and returned before any student is permitted to utilize technology. **The Technology Code of Conduct / Acceptable Use Policy must be followed by each student. Students violating this agreement are subject to disciplinary action.** Internet access is available to all students; however, a filtering system is in use. Any student with questions about information available from our computer network should contact his teacher immediately. Facebook and Myspace are not to be accessed using school computers. Students may be held accountable for inappropriate computer usage, on or off campus.

The school has installed SmartBoards in a number of classrooms. SmartBoards should only be written on with Smart pens. No other pens or markers should be used on the boards. Fingernails and other sharp objects should not be used on the boards.

## CARE OF BUILDINGS AND GROUNDS

HHA takes pride in the appearance of our campus. Please help us to keep it neat by making sure papers, trash, etc. are placed in the proper containers. Vandalism (writing on walls, desks, destructive waste) can result in suspension. Improper care of lockers may result in loss of locker privilege. Students are required to clean out their lockers at the end of the school year.

## STUDENT LOCKER POLICY

Students in grades 5 through 12 will be issued lockers during the first week of school.

- +Students will keep lockers clean and neat or will forfeit the privilege of renting one.
- +Articles of value should not be kept in the lockers.
- + HHA is not responsible for items missing from lockers
- + No padlocks are allowed on lockers.

## ACTIVITIES AND ORGANIZATIONS

### *STUDENT ACTIVITIES*

A student in grades 7 - 12 must maintain a cumulative GPR of 2.0 to be a Student Council officer or editor of a publication. No student may hold two major positions, unless shared.

### *HHA STUDENT COUNCIL*

The Student Council was created to provide a better understanding between teachers and students, to provide a definite plan for the government of the student body, to promote the development of democratic ideals, leadership, and responsibility, to uphold the high standards of character and achievement, and to maintain a spirit of cooperation and understanding among students, past, present and future. Advisor for the Student Council is Susan Paramore.

Student Council Officers for 2018-2019  
Co-Presidents: Brice Crider and Grayson Hopkins

### *NATIONAL HONOR SOCIETY*

The National Honor Society is designed to encourage and recognize all-around educational development. A student must maintain a 3.50 grade point ratio and is chosen for membership by the faculty on the basis of character, service, and leadership. New members are inducted in a ceremony which takes place in the spring of each school year. If a student is suspended for cheating, he/she is automatically disqualified for Honor Society consideration.

### *NATIONAL BETA CLUB*

## STUDENT PUBLICATIONS

### *The Raider's Digest*

*The Raider's Digest* is the school newspaper published by the student staff. The paper is distributed at no charge to all students four times each year. The '18-'19 Editor-in-Chief is Nidhi Patel. Mrs. Amy Ladd serves as advisor to the newspaper staff.

### *The Sabre*

*The Sabre* is the school yearbook published by the student staff annually. The 2018-19 Co-editors are Brice Crider and Hannah Swank. Advisor is Mrs. Robyn Bennett.

### **2018-2019 PTAC**

President: Ms. Heather Hart  
Contact: HHAPTAC@gmail.com

### **HHA RAIDER BOOSTER CLUB**

Athletic programs are supported entirely by the Raider Booster Club. These funds come from contributions, gate receipts, fund raisers, and Booster Club memberships. In order to maintain our high standards of quality equipment and supplies, Booster Club membership will be a requirement for a student to be eligible to participate on an athletic team. The membership will include the entire family. The Raider Booster Club is open to anyone interested in promoting athletics at the Academy.

2018-2019 President: Jem Mott

### **HOLLY HILL ACADEMY BOARD OF DIRECTORS**

President: Mrs. M.C. Colvin  
Recording Secretary: Mrs. Tammie Rickenbacker  
Treasurer: Mr. Josh Brooks

#### **Directors**

Mr. Marv Brown  
Mr. Jay Rush  
Mr. Bryan Dantzler  
Mrs. Niki O'Connell  
Rev. Jeff Johnson

Faculty representative: Mrs. Susan Paramore

## ATHLETICS

Enthusiasm, spirit, and teamwork characterize all sports at Holly Hill Academy. Each sport provides a chance for the individual to learn sportsmanship, fair play, and the fundamentals of the game.

At Holly Hill Academy we play to win! We also have a reputation of fair play and good sportsmanship. In order to keep this reputation, we ask that players and spectators adhere to the following guidelines:

- Don't question decisions that umpires or referees make.
- Don't make noises which hinder the playing of the game.
- Don't forget that the visiting team and fans are guests and should be treated as such.
- Don't harass visitors before, during, or after a contest.

### ATHLETIC ELIGIBILITY

Any student participating in athletics at Holly Hill Academy must adhere to the athletic standards as specified by HHA and the South Carolina Independent School Association. All students in grades 7-12 who pass four core subjects each grading period and pass four core subjects at the end of the school year are eligible. Sixth grade students are allowed to play spring sports if they meet the above eligibility requirements.

The Athletic Director is responsible for monitoring each student-athlete's academic progress. The coaching staff at Holly Hill Academy will not tolerate disruptive students or those who display a lack of effort regarding academic matters.

Each student must pass a required physical examination, submit a parent's permission form, and show proof of medical insurance. Any player not completing a season except for injury sustained during participation in a supervised school activity or for serious illness will not receive a letter. Those dismissed from a team or those who voluntarily leave a team before completion of the season will not receive a letter.

Cheerleaders are also required to meet the same eligibility requirement as other athletes.

IMPORTANT RULES FOR ALL SPORTS: No smoking or drugs will be tolerated; No drinking of alcoholic beverages will be tolerated; Athletes must attend all practice sessions; Athletes must attend five class periods to participate in a game or practice.

**ALL PARENTS WHO HAVE STUDENTS PARTICIPATING ON ATHLETIC TEAMS ARE REQUIRED TO JOIN THE HHA BOOSTER CLUB. MEMBERSHIP DUES ARE \$100. STUDENT ATHLETES WILL NOT BE ALLOWED TO PLAY UNLESS THE MEMBERSHIP DUES ARE PAID.**

### TRANSPORTATION POLICY

All student athletes and cheerleaders must either ride to and from athletic events on the bus or with their parent or another parent.

Any student who chooses to deviate from this rule will be removed from the squad. We ask for your help and cooperation in enforcing this policy.

## SCISA REGULATIONS FOR SPORTSMANSHIP

The South Carolina Independent School Association welcomes you to all sporting events. Your enthusiastic support for your school is encouraged. The athletic arena is an extension of the classroom. Valuable lessons, other than winning and losing, are taught. SCISA has reasonable expectations of participants, fans, coaches, and officials for professionalism, behavior, and sportsmanship.

### EXPECTATIONS OF PARENTS AND OTHER FANS

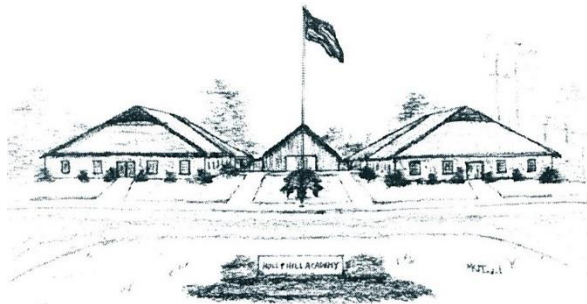
- \*\*Realize that a ticket is a privilege to observe a game and support high school activities, not a license to verbally assault others or be generally obnoxious.
- \*\*Accept all decisions of contest officials.
- \*\*Be an exemplary role model by positively supporting teams in every manner possible.
- \*\*Respect fans, coaches, participants, and officials.
- \*\****Be A Fan....Not A Fanatic!!***

### EXPECTATIONS OF STUDENT PARTICIPANTS

- \*\*Treat opponents with respect; shake hands prior to and after contests.
- \*\*Respect the judgement of contest officials, abide by the rule of the game and display no behavior that could incite fans.
- \*\*Accept seriously the responsibilities and privilege of representing school and community; display positive public action at all times.
- \*\*Live up to the high standards of sportsmanship.

### EXPECTATIONS OF CHEERLEADERS/SPIRIT GROUPS

- \*\*Stimulate desired response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- \*\*Treat opposing cheerleaders and fans with respect.
- \*\*Recognize outstanding performances by all players.
- \*\*Maintain enthusiasm and composure, serving as a role model.



## **HHA FACULTY & STAFF FOR 2018-2019**

Mrs. Jennifer Snyder – Child Care Director  
Mrs. Valerie Bell – K-5  
Mrs. Susan Shuler - First Grade  
Ms. Wendy Prescott - Second Grade  
Mrs. Susan Green - Third Grade  
Mrs. Alice Odom - Fourth Grade  
Mrs. Shannon Strickland – IT, Lower School Computers  
Mrs. Betsy Munn - Library, PE, Music, Art, Middle School Social Studies  
Mrs. Susan Paramore - Fifth Grade, MS Language Arts  
Ms. Josephine O’Ryan - Middle School Science, SAT Prep/HS Earth Science  
Mrs. Dana Shuler – Health/Stage Company  
Mr. Michael Nelson - Athletic Director, Mathematics, PE  
Mrs. Millie Colvin – Librarian, Double Sextette  
Ms. Penny Brown - High School English, Asst. Headmaster  
Mrs. Robyn Bennett – Spanish and HS Language Arts  
Mr. Aaron Johnson - HS Social Studies  
Mrs. Amy Ladd- HS Science  
Ms. Seth Patrick - Algebra I, Geometry  
Ms. Mary Lou Wood – Calculus, Pre-Calculus, Alg. II H, Alg ICP, Alg III  
Mrs. Autumn Leggett – Guidance Counselor, University Seminar  
Mrs. Teresa Hollman – Handi-House  
Mrs. Wanda Blume - Handi-House  
Mrs. Lynn Franklin - School Secretary  
Ms. Wendy Dukes - Administrative Assistant  
Mr. Garland W. Crump – Headmaster

