

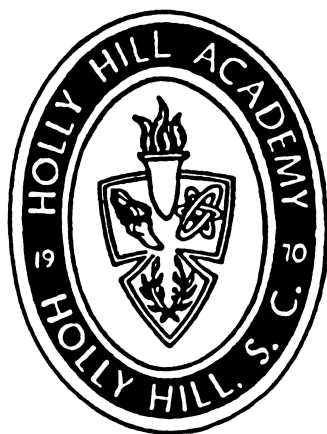


HOLLY HILL ACADEMY

PARENT & STUDENT HANDBOOK

2023-2024

# HOLLY HILL ACADEMY



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142 Bunch Ford Road  
Holly Hill, SC 29059-0757

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**Gymnasium/Sports Office**

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**CEEB:** 411038

## **MISSION**

The mission of Holly Hill Academy is to develop life-long relationships with our students, resulting in academic success, accountability, integrity, and commitment in all areas of their lives. Holly Hill Academy believes in a culture that is respectful, inclusive, and fair to all students.

Holly Hill Academy is a collegiate and career preparatory school consisting of grades K-2 through 12. A South Carolina Independent School Association School of Honor, Holly Hill Academy's purpose is to provide a superior education for pre-kindergarten through twelfth grade students in a safe, well-disciplined, and nurturing 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.

## **DIVERSITY STATEMENT**

Holly Hill Academy strives to be an inclusive school community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a school community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, national origin, political affiliation, race, and religion. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

## **ACCREDITATION**

Holly Hill Academy is Cognia, formally AdvancED, accredited and 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**

HHA does not discriminate 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 Head of School as well as the Dean of Students. Placement for all students will be at the discretion of the Head of School and not according to parental preference. Entrance into the first grade of the Academy will be determined by the recommendations

of the kindergarten teachers and the Head of School. 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.

Admission at Holly Hill Academy seeks academically qualified students who meet the criteria listed below:

- Applicants must demonstrate the potential to achieve academic success as determined by entrance testing, previous transcripts, and recommendations from previous schools. Further, they should demonstrate a desire and potential to contribute to the school community. Students who are not in good standing in the school from which they are transferring will not be considered.
- Priority for available space will be given to qualified applicants whose siblings are currently enrolled at Holly Hill Academy or whose parent(s) is an employee of Holly Hill Academy. Alumni will be given priority one week prior to open enrollment. New applications for all students will be processed beginning May 1st each year.
- Factors to be considered for all applicants shall be according to the following guidelines: applicant's desire and potential to contribute to the school community, applicant's academic strength, discipline record, and date of the completed application.
- Upon notification of acceptance, contract and all fees are due at the time of enrollment. Enrollment is not complete until all financial paperwork is completed. This must be completed in order for your child's spot to be held. Holly Hill's admission policy reflects the state of South Carolina's legal age for school entrance. According to present statutes, a beginning student in kindergarten (K5) must reach the age of five before September 1st of the year in which he/she wishes to enroll. The Holly Hill Admissions Office will consider qualified students with September birthdays. Holly Hill does not discriminate on the basis of race, color, age, religion, national or ethnic origin in administration of its admission, educational policies, scholarships, or athletic programs.

Once admitted to Holly Hill Academy students are expected to maintain satisfactory grades (70 or higher). If grades are not satisfactory the student may not be offered a contract for the following school year. Final decision will be made by the Head of School.

**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.

Once admitted to Holly Hill Academy students are expected to maintain satisfactory grades (70 or higher). If grades are not satisfactory the student may not be offered a contract for the following school year. Final decision will be made by the Head of School.

## **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), turned in to 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 re-enrolled. 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 \$65.00 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 \$65.00 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. All accounts that are in arrears past 60 days will be submitted to the courts to seek compensation for failure to uphold the signed contract. All accounts that have been delinquent in previous years will be placed on automatic draft for future contracts.

## FUNDRAISING

All families are required to fundraise in the amount of \$300 each year. Families may write a check for \$300 or sell items throughout the school year that total \$300. If the required balance is not met in sales the remaining balance will be added to your account in May.

## ENROLLMENT

All students enrolling in Holly Hill Academy for the first time must complete the online Registration form and pay a \$85.00 application fee. Additionally, they must present a record of proper immunization on the South Carolina Certificate of Immunization form 4024, Students social security number or a copy of their social security card, and a birth certificate. School records will be requested from the previous school including test data and report cards. A thirty (30) day probationary acceptance of admission will be given until all records are received. HHA reserves the right to terminate the enrollment contract if a student has a discipline record. Discipline records will be requested as soon as a registration form is submitted. 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. All IEP or 504 documentation must be included in order to receive special services.**

## CLASS DUES

Students in grades 9th-11th will pay \$100 a year for class dues. All remaining dues left in the class account at the end of the senior year will be gifted to the schools project fund. No individual disbursements will be made.

## WITHDRAWAL

Students who move out of a 50-mile radius from campus will need to submit a letter to the Board of Directors requesting to cancel their contract with HHA with proof of verification of relocation. All other withdrawals from the Academy are subject to requirements as stated in the school contract. The student's parent should submit to the Dean of Students office a **written withdrawal request**. If a request for withdrawal is granted by the Board of Directors, all fees, including past due, balance of tuition contract, class dues, lunch fees, administrative fees (late fees, fundraising fees, building fees, ACT/SAT fees, Senior fees, Middle School Science trip, Raider Deck, Early Morning Drop-off, Bus fees) **must be paid prior to the release of records to another school**. There will not be a refund on any class dues, regardless of relocation. If the student attended HOBY and HHA paid for their attendance over the summer, a reimbursement fee must be paid to HHA before transcripts will be released to another school. A non-refundable administrative fee of \$200 will be assessed on all students not fulfilling their contract to Holly Hill Academy.

## TRANSCRIPTS

All transcripts will be generated by FACTS, HHA's grade reporting and records provider. All transcripts will be sent to prospective colleges/universities or scholarship committees with an official school seal. **If a transcript is requested after graduation, a \$10.00 fee will be required before the transcript will be sent.**

## **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. Alternatively, parents may update information through FACTS.

## **VISITORS**

All visitors **must** enter and report to the Main Office. Under no circumstances will visitors, regardless of age, be allowed to accompany students into the school or classrooms unless the Head of School 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 doors of their designated building. 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, K5-12th 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. If students are left on campus after school hours, the parent will be called and the student will be sent to Raider Deck (K5-12th grade) and a daily charge of \$10 will be added to your account.

## **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 Head of School reports to the Board. The Head of School is responsible for the day-to-day operation of the school, selection of staff members, admission of students, discipline, curriculum, policies and procedures, coordination of school activities, and communication.

## **CONFERENCES**

Parents wishing to schedule a conference with teachers, counselors, or the Head of School 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 Head of School or the Assistant Head of School. The administrator will meet with

the student, as well as with other persons involved and/or concerned with the matter. Except in extreme instances, the Administrator 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 Head of School 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 office before or after school to search for missing items. All items left 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. All faculty, staff, students, and parents are expected to respect each other's political views.

## **HOMEROOM (K5-5th) First Block (6th-12th) PROCEDURES**

Students will be seated and orderly during homeroom and first block. Teachers will check rolls and students will order lunch. It is preferred that parents order lunch through the Parent Facts Account.

## **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) will result in having to take semester exams and may result in failure in the course. All doctors' excuses must be presented to the homeroom teacher upon returning to school. Excuses must be turned in within five (5) business days to be counted as excused. The school will notify parents in writing when students have accumulated three cumulative tardies. Attendance is a vital part of the educational process. Students who are considered truant based on our attendance policy will be withdrawn from classes and not offered a contract for the following school year.

The following are considered excused absences:

- Illness - Doctor's statement is required.  
(Extenuating Circumstances at the will be reviewed by the of the Head of School)
- Medical appointment - Doctor's statement is required.
- Death in immediate family - Parent statement is required.
- School functions/college visits as approved by the Head of School.  
(College visits apply to juniors and seniors)

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

## SENIOR PRIVILEGES

- SENIORS who meet graduation requirements will be allowed upon approval by the Dean of Students to have early dismissal or late arrival.

## State High School Attendance Requirements and Course Validation Process

Holly Hill Academy complies with state laws and SC State Board of Education regulations (S.C. Code R43-274, S.C. Code 59-65-90) in regards to school attendance. Holly Hill Academy's parent student handbook addresses student absences and excuses.

Each year, schools provide attendance requirement information to parents and students in the student handbook.

Absences in high schools are accrued per course. The state allows five absences during a semester course. The first five absences may be excused, unexcused, or a combination of both. **All absences beginning with the sixth must be excused.**

Holly Hill Academy will consider a student excused after the five original absences, under the following circumstances.

- The student is absent due to illness with a medical excuse
- There is a death in the students immediate family
- There is a recognized religious holiday of the student's faith
- There are prearranged absences for other reasons and/or extreme hardships at the discretion of the Head of School
- The student is absent due to a certified court appearance or related court-ordered activity including, but not limited to, court-ordered treatment services

If a high school student misses too many days by state law (more than five, with the sixth being unlawful) to receive credit for a course they have passed, they are given the opportunity to validate the course to regain credit. At the end of each semester, students are notified through the school's Guidance Department if they have courses that need to be validated. The cost to validate is \$10 per day for each course. Validating students must pay for all costs and complete classwork and the required number of hours to regain course credit(s) within 30 days of the end of the semester.

Parents are encouraged to routinely monitor student attendance by accessing the information through FACTS. Parents/guardians receive automated notifications each time a student is marked absent from a class. If a parent/guardian has a question the Head of School or Dean of Students should be contacted as soon as possible.

## Validation Information

### **General Information:**

- Cost is \$10 a day per course. For example, if you are one day over in all four classes, the cost is \$40
- Validation will be held Monday-Thursday from 2:30-5:00 in the Computer Room or a Specific teacher's classroom. Validation dates will be given each semester.
- There will be no validation on school holidays or teacher work days



- All validation must be paid for before entering the validation classroom. You will not be allowed to validate and then charge to your family FACTS account. If you have not paid for validation you will not be admitted into the validation classroom

### ***Student Expectations:***

- No cell phones or talking
- All students must complete academic work to receive credit for the time. If students do not have academic makeup work, they will be given an alternate assignment
- School issued computers may be used for academic purposes only. No other devices may be used

## **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 /her third tardy during a semester.

Tardiness includes the following

- being late for any block
- being late for class
- 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 four unexcused tardies (4) cumulative, the student will not be able to exempt semester exams.**
- **After the fifth tardy, students will be given after-school detention.**
- **After the sixth tardy, Saturday detention will be assigned.**
- **After the seventh tardy, discipline will be at the discretion of the Head of School.**
- **Seven (7) tardies constitutes an unexcused absence.**

## **EARLY DISMISSAL POLICY**

**Students will not be allowed to leave campus for any reason other than a medical appointment or family emergency determined and approved by the Head of School or the Assistant Head of School. \*Please note that students leaving campus early will result in an unexcused absence in the classes missed.**

- 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.
- Students must be present for half a day (7:55 - 11:05 or 11:05 - 2:30) to participate in practice or athletic events.
- **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH, HAIRCUTS, OR TO RUN ERRANDS. Please partner with us to ensure all instructional time is being utilized by your student. Please do not sign your child out for an excuse to go get lunch or run errands. Phone calls to sign a child out will not be accepted.**

## **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. Missing assignments must be turned in to your teacher within 5 days. Extenuating circumstances must be approved by the Head of School or Assistant Head of School. All assignments are posted in FACTS. It is the responsibility of the parents/students to check FACTS for classwork and homework. Missing work not turned in within 5 days will receive a zero for that assignment.

## **GENDER POLICY**

Holly Hill Academy follows the policy of recognizing all students by their birth name and gender listed on their birth certificate.

## **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 Head of School to use disciplinary action to include detention, in-school suspension, suspension, and expulsion in a manner which she deems 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. 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.

## **HOLLY HILL ACADEMY DISCIPLINE STATEMENT - AMENDED ON 2/10/19 BY THE BOARD OF DIRECTORS**

At HHA it is important for our students to understand that they have responsibilities and rights. It is also important that they understand their individual rights are balanced against the rights of other students, staff, and teachers within school. This handbook outlines the student's rights and responsibility and provides a guide for the Head of School to balance those rights against her responsibilities to provide a safe environment for all students.

HHA tolerates neither the misuse of drugs or alcohol by members of HHA nor the illegal supply of these substances. HHA is committed to the health and safety of its students and will take action to safeguard their well-being.

The school recognizes the right for a parent to disagree. However, the school will not tolerate situations or discussions (in person or via social media) that undermine teachers, the administration, or the policies of the school. If such situations occur, the administration reserves the right to hold a conference with the parent to withdraw the student from school.

**HHA will not tolerate any type of statements made whether indirectly or directly on social media that implies discrimination, intimidation, bullying or defamation of character toward the school, any student, faculty or staff member on social media by students or parents.**

Holly Hill Academy has a high expectation regarding behavior from our students on and off campus. While we have a discipline policy the Head of School reserves the right to not offer a contract for continued admission based on negative behavior from a student. The Head of School also has a right to revoke admission based on our discipline standards.

## **DUAL ENROLLMENT**

HHA has a special articulation agreement with Orangeburg-Calhoun Technical College and USC Salk in any given year. Students in grades 11th and 12th who meet admission standards (Critical Reading Score on PSAT of 48 or a passing grade on OC Tech's Accuplacer Admissions Test ) may earn up to six college credit hours per semester through their online program. or on campus. Dual Enrollment classes receive "dual credit" weighting and will be recorded on high school transcripts as AP courses. Admission into the dual enrollment program is administered by OC Tech officials, Mrs. Misty Mathis, HHA's liaison for dual enrollment. Students must be approved through the office before the course begins. Students must have a 3.0 (UGPA) in his/her current classes to be eligible for dual enrollment. Any student who fails a dual credit course will not be allowed to continue in the program. (Amended 1/1/23)

### Guidelines for Holly Hill Academy Dual Enrollment Students

1. Students must have a 3.0 (unweighted) Grade Point Average to be eligible for dual enrollment courses through HHA.
2. A student who scores below a "C" numerical grade (70) will not be allowed to take further dual enrollment courses at HHA.
- 3.

**Virtual SC classes will only be allowed for credit recovery or extenuating circumstances determined by administration.**

## **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. Any Holly Hill Academy student participating in Virtual SC Courses or any Dual Enrollment program will abide by our honor code as well as the servicing institution.

## 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 at 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 will be an automatic zero (0), for one or both students. Discipline will be left up to the Head of School's discretion.*

## DISCIPLINARY ACTIONS - ALCOHOL, TOBACCO, DRUGS AND WEAPONS

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, vape products, 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:**

- Alcohol
- Inhalants; including vaping devices and paraphernalia

- Non-prescription drugs not provided by parents
- Imitation controlled substances
- Anabolic steroids
- 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 result in possible expulsion or suspension 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:**

- Bomb, stink bomb or any device that contains combustible materials;
- Explosives, fireworks, snapper pops, caps or any device containing combustible material and a fuse;
- Knife or facsimile of a knife of any size or shape, including blades or other sharp device;
- Razor blade, box cutter or any device used for cutting;
- Ammunition, bullets, shells, or any object that could be considered to be ammunition;
- Gun of any kind, facsimile, starter pistol, BB gun, stun gun, cap pistol, water pistol, hunting gun, or toy gun;
- 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 result in possible suspension or expulsion from school and may be referred to the criminal justice or juvenile justice system. The Head of School 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 subject to administrative action.

## **DISCIPLINARY REASONS FOR IMMEDIATE EXPULSION OR SUSPENSION**

Holly Hill Academy has the right to suspend or expel a student for cheating or any of the disciplinary reasons below. In the event of such a suspension or expulsion, the Head of School 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.

- *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.

## CELL PHONE USAGE POLICY

**Cell phones are to be off and away.** If a student does not abide by this policy, the following consequences will occur:

**First Offense:** Phone will be taken by the teacher and will be returned at the end of the school day.

**Second Offense:** Phone will be taken by teacher for one week. Phone will be returned at the end of the school day each day and must be given back to the teacher at the beginning of the next school day.

**Third Offense:** Head of School- Check your phone in at the office in the morning and pick it up at the end of each day until the end of the school year.

## 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 outside of lockers, vehicles parked on school property, and any other areas of the school property deemed appropriate. Random drug searches may also be conducted.
- Only the custodial parents 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 Head of School to be sure that proper paperwork is on file and to ensure the safety of the student.

## DISCIPLINE

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:

### LOWER SCHOOL DISCIPLINE (5K – 5th GRADE)

#### 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:

- Minor infractions are handled by the teacher in each classroom. Consequences may include lunch detention or having to return for after school class time.
- Office referrals will be made as deemed necessary by the classroom teacher.

#### MIDDLE AND HIGH SCHOOL RULES (6TH- 12TH 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, administrators have the right to use these responses with any students.

#### CLASSROOM CONSEQUENCES FOR MIDDLE SCHOOL

- 1st Offense: Verbal Warning.
- 2nd Offense: Lunch Detention.
- 3rd Offense: After-school Detention

#### CLASSROOM CONSEQUENCES FOR HIGH SCHOOL

- 1st Offense: Written warning, which must be returned signed by a parent
- 2nd Offense: Lunch 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 Head of School. 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 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 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. **If students are left on campus after school hours, the parent will be called and the student will be sent to Raider Deck (K5-12th grade) and a daily charge of \$10 will be added to your account.**

## **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 5K through 5th grades will be allowed a recess period during the school day. Students in grades 6- 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 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 have administrative action taken! 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 Head of School will schedule a conference between the child, parents, and the Head of School.

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

## 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 5K-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 5K-5 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. **Blankets are NOT allowed at Holly Hill Academy.**
- 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-styles used in coordinated outfits are fine for any day.)
- Tank tops and shirts with alcoholic beverage logos or profanity are not appropriate attire. No spaghetti strap type dresses or tops should be worn by ladies. Absolutely no midriffs/cleavages shall be shown. If a student wears leggings, their bottoms **MUST BE COVERED.**
- Boys and girls must have their hair neat and well-groomed. Boys must have their hair cut over the ears and not touch their collars. No longer than as if they were wearing a collared shirt. No beards or mustaches will be allowed. No piercings except for ears for girls. No earrings for boys. No gauges. No nose rings. 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: Students will be required to leave campus and have resulting in an unexcused absence.

Covering every problem that may arise with dress and grooming in written form is impossible. The Head of school can, at any time, require that a student change his/her grooming or dress if she 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.

**2nd Offense:** Student will be given early morning detention.

**3rd Offense:** Student will serve three days of work detail after school.

**\*\*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 25 credits for graduation starting for the class of 2024. Students may not graduate early; they must be a senior. Seniors who have satisfied the graduation credits will be offered Dual Enrollment classes. In order to walk in the commencement exercises all graduation requirements must be met. These mandates are as follows:

English - 4 units\*

Mathematics - 4 units

Social Studies - 3 units\*\*

Science – 3 units \*\*\*

Physical Education - 1 unit

Modern Foreign Language - 2 units of the same language

Personal Finance 1 unit (Amended 1/1/23)

Computers - 1 unit

Fine Arts – 1 unit

Electives – 5 units \*\*\*\*

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

\*\*Social Studies units must include: World History, US History, Government, and Economics

\*\*\*Science units must be a lab science course

\*\*\*\*Elective units must include at least 2 academic electives and 3 general electives.

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. These courses will be calculated into the student's GPA. Non-academic courses such as: Additional PE classes, weight training, yearbook, Life 101, Web Broadcasting, ect. These non-academic electives are subject to change year to year. Students will receive a Carnegie unit.

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

Diplomas will not be issued until all requirements for matriculation are satisfied.

## **REQUIREMENTS FOR JUNIOR MARSHAL**

**Junior Marshal selection will be determined by grade point average, specifically the top 4 students at the end of the first semester of their junior year. Junior Marshals are held to the highest standard therefore their discipline record should reflect that. Students that transfer into Holly Hill Academy during their Junior year are eligible to become a Junior Marshal.**

## **GRADE ADVANCEMENT**

Promotion from grades K5 - 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.

## **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; 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 must take the AP exam and are required to pay the AP exam fee. Students who are successful on AP Exams should expect to receive college or advanced placement credit at the college level.

## **HONORS PROGRAM**

Students in grades 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 and entrance exam for eighth grade students for English 1 and Algebra 1.

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

- Utilize a separate syllabus from college prep/tech prep classes
- Require the reading of texts, text materials or supplemental resources that significantly differentiate the course requirements to include primary and secondary resources
- Show evidence of rigor in course expectations, sufficiently beyond the scope of a regular college preparatory course
- Show evidence of critical/reflective/problem-solving thinking practices
- Require project/performance task assessment(s) either as a culminating or interim assessment(s)
- 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, recommendations, and entrance exam.

## **ADVANCED PLACEMENT COURSES**

Holly Hill Academy has set the following guidelines for use as prerequisites for AP courses (Based on 2017-18 Uniform Grade Scale):

AP Biology – 4.0 in Biology; AP English: prerequisite – English III Honors. AP Calculus: Prerequisite - Pre-Cal.

## **SUMMER SCHOOL**

Holly Hill Academy may offer a Summer Session for students requiring make-up work. All summer school classes are held through Virtual SC. 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. 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 Dean of Students, appropriate schedules will be determined and classes assigned. Any schedule change must have the approval of the Dean of Students, and Head of School. 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.tutoring

In order for students to be named for academic honors (such as Junior Marshals 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 Junior Marshal, a student must have been enrolled at Holly Hill Academy for their Junior and Senior year in the high school curriculum.

## **REPORT CARDS**

Report cards are issued electronically at the end of each grading period. A report card will NOT be issued to a student who owes fees to Holly Hill Academy. Parents are encouraged to check FACTS to keep abreast of their students' progress, grades, and assignments.

## **FACTS**

Holly Hill Academy uses FACTS 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 FACTS access icon at the top right of the Holly Hill Academy website: [www.hollyhillacademy.org](http://www.hollyhillacademy.org). If you have problems accessing the system, please contact the office.

## **EXAMINATIONS & TESTING**

Students taking semester courses may exempt all exams first semester and all second semester exams with a 90 or above average. Exams count as two major test grades and are included in 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."**

All students (grades 1- 7) are required to take the Stanford 10 Achievement Test in the spring. Eighth and ninth graders will take PSAT 8/9 in the spring. All sophomores 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 2:30-3:15 Monday - Thursday. 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.

## **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 Head of School. 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 Head of School. 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**

CLASS 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.

BIRTHDAY - 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.

## **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**

[South Carolina Department of Health and Environmental Control states all public and private schools are to maintain accurate immunization records for all enrolled students.](#) In keeping with the state mandate, students are required to present up to date immunizations on **one** SCDHEC form 4024 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.**

Failure to comply with providing current immunizations will result in suspension until proper records are submitted.

For more information, please refer to

<https://scdhec.gov/health/vaccinations/childcare-school-vaccine-requirements>

## **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 phone 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 a 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, Head of School, or person appointed by the Head of School , 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 Head of School. **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 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. Teachers will issue instructions to all students in their class concerning emergency drills early in the school year. It is important that all faculty members and students are prepared for these drills.

Fire drills will be conducted periodically throughout the year based on State Fire Marshal regulations.

- The fire alarm is the sounding of three short bells.
- When the signal is heard, students will march out of all the 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.

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.

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 for 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 these stations. **EMERGENCY CLOSING WILL BE POSTED ON OUR SCHOOL WEBSITE.** Text alerts and emails will be generated to each cell phone listed in FACTS as parental custodians. This applies to all-day closing and early dismissal if conditions warrant sending students home.

## **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.**

## **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 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 Head of School strives 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. 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 / 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. Any student with questions about information available from our computer network should contact his teacher immediately. Social Media is not to be accessed using school computers. Students may be held accountable for inappropriate computer usage, on or off campus.

The school has installed Promethean boards in a number of classrooms. Promethean boards should only be written on with Promethean 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 privileges. Students are required to clean out their lockers at the end of the school year.

## **STUDENT LOCKER POLICY**

Students in grades 6 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 utilizing 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 GPA 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 Mrs. Robyn Bennett.

### **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*** all four years of his or her high school career. 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**

National Beta Club promotes the ideals of academic achievement, character, service, and leadership among middle and high school students. It is divided into Junior Beta Club (grades 6 - 9) and Senior Beta Club (grades 10 - 12). A student must ***MAINTAIN a B average*** in every class to be academically eligible and must be recommended by faculty on the basis of the above ideals. If a student's average falls below a B, he/she will be disqualified. New members are inducted in the spring. If a student is suspended, receives administrative action for actions that do not comply with the four pillars of leadership, or is found to violate the honor code such as cheating or plagiarism, he/she is automatically disqualified for National Beta Club membership.

## **STUDENT PUBLICATIONS**

### **THE RAIDERS 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 SABRE**

*The Sabre* is the school yearbook published by the student staff annually.

## **HHA RAIDER FLAGSHIP/BOOSTER CLUB**

Athletic programs are supported entirely by the Raider Booster Club. These funds come from contributions, gate receipts, fundraisers, 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.

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

President: Mr. Bryan Dantzler

Vice President: Mrs. Niki O'Connell

Recording Secretary: Mrs. Meredith Prescott

Treasurer: Mr. Josh Brooks

### **Directors**

Mr. Marv Brown

Mrs. Heather Hart

Mrs. Meredith Prescott

Mrs. Susan Paramore- Faculty Rep.

Mr. Micheal Nelson- Athletic Director

Mr. Mike Stickland - Booster Club President



## **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 and fall 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.

## **TRANSPORTATION POLICY**

All student athletes and cheerleaders must either ride to and from athletic events on the bus. 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 judgment 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.

## Technology Code of Conduct/Acceptable Use Policy

### TECHNOLOGY CODE OF CONDUCT/ACCEPTABLE USE POLICY

The Computer Department 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 lab are for student and faculty use. We ask that if you need to use the computer lab, 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 Google Drive accounts. Anyone caught altering or accessing someone else's files without permission will be immediately disciplined.

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.

Student use of electronic devices to send pornographic images or forward them through any other electronic device may result in suspension and/or further legal action.

## **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.



