



Upper School

Student & Parent Handbook

2026-2027

This handbook does not create a contract and contains guidelines only. HHES reserves the right to modify or amend this handbook at its discretion.

Accurate as of July 10, 2026

Non-Discrimination Statement

Heathwood Hall admits qualified students of any race, color, gender, sexual orientation, nationality, or ethnic origin. All students have the rights, privileges, programs, and activities generally accorded and made available to students at the school. Heathwood does not discriminate on the basis of race, color, gender, sexual orientation, nationality, or ethnic origin in the administration of educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

UPPER SCHOOL DAILY CLASS SCHEDULE	4
UPPER SCHOOL CONTACTS	6
HONOR SYSTEM	7
The Honor Code	8
The Honor Council	9
Honor Council Procedures	9
ACADEMIC POLICIES AND PROCEDURES	12
Academic Achievement Center	12
Academic and Graduation Requirements	14
Academic Probation	15
Academic Requests	15
Online or Summer Courses-Heathwood	16
Online or Summer Courses-non-Heathwood	16
Physical Education Credits	16
Fine Arts Credits	16
Accommodations	17
Advanced Placement Courses and Exams	18
Class Rank	19
College Counseling	19
Continuation at Heathwood	19
Drop/Add Policy	19
Examinations	20
Extended Time	21
Grade Point Average	21
Grading Scale	21
Homework	22
Honor Roll	22
Late Work/Missed Deadlines	23
PlusPortals	23
Reports and Grades	23
Senior Exhibition	24
Standardized Testing (PSAT, SAT, ACT, AP)	24
Major Assessments/Tests	24
TECHNOLOGY	25
One-To-One MacBook Program	25

Heathwood's Responsible Use Expectations	25
Students will use technology in a responsible way.	27
Consequences	27
ATTENDANCE	27
Planned Absences	29
Unplanned absences	30
Truancy	30
Absences and Extracurricular Activities	31
Senior Skip Day	31
Make-Up Work	31
Tardies	32
Departures from Campus	32
STUDENT LIFE	33
Alcohol and Other Illegal Substances	33
Athletic Eligibility	34
Awards	35
Bus Regulations	37
Chapel	37
Civil Behavior	37
Class Meetings	38
Communicable Diseases (including COVID-19)	38
Community Service	38
Counseling	40
Daily Announcements	41
Cell Phones/Smart Watches/Wearables/Earbuds/Headphones	41
Emergency School Closings	42
Food	42
Honor Societies	43
Lockers	43
Lost and Found	43
Lunch	44
Medication at School	44
Messages	44
Morning Meeting	45
Pediculosis (Head Lice)	46
Senior Privileges	46

Sexual Harassment	47
Social Media	47
Student Government	47
Summer Programs/Opportunities	48
Textbooks	48
Threat of Violence/Violence	48
Tobacco/Nicotine	48
Valuables	49
Vandalism	49
Vehicles and Parking Lots	49
Visitors	50
Weapons	50
Winterim and Internships	50
DISCIPLINE	51
Off-Campus Behavior	51
Student Searches and Interviews	52
Interviews by School Personnel and School Resource Officers	52
Detention	52
Disciplinary Action	53
Disciplinary Probation	53
Disruption of Class	54
Friday School	54
Suspension	54
Dismissal/Expulsion	55
Dress Code	55
General Guidelines	55
STUDENT ACTIVITIES	58
Clubs	58
Athletics	58
Performing Arts	58
PEAK	59

UPPER SCHOOL DAILY CLASS SCHEDULE

2026-2027 MS-US DAILY SCHEDULE							
TIME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:10-9:15 65 min	A	G	F	E	D	C	B
9:20-10:10 50 min	B	A	G	F	E	D	C
10:15-10:45 30 min	MEETINGS						
10:50-11:40 50 min	C	B	A	G	F	E	D
11:45-12:35 50 min	D	C	B	A	G	F	E
12:40-1:15 35 min (Lunch)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:20-2:10 50 min	E	D	C	B	A	G	F
2:15-3:05 50 min	F	E	D	C	B	A	G
3:10-4:00 50 min	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help

2026-2027 Upper School Blue/Green Days (Updated)		
US: Blue		
Start Time	End Time	Class
8:00 AM	9:00 AM	Late Start (Faculty Prof. Dvpt.)
9:00 AM	9:15 AM	Passing
9:15 AM	10:35 AM	Class 1
10:35 AM	10:40 AM	Passing
10:40 AM	11:40 AM	Community Time
11:40 AM	11:50 AM	Break
11:50 AM	1:05 PM	Class 2
1:05 PM	1:50 PM	Lunch
1:50 PM	3:05 PM	Class 3
US: Green		
Start Time	End Time	Event
8:10 AM	9:30 AM	Class 4
9:30 AM	9:35 AM	Passing
9:35 AM	10:15 AM	Community Time
10:15 AM	10:20 AM	Passing
10:20 AM	11:35 AM	Class 5
11:35 AM	11:50 AM	Break
11:50 AM	1:05 PM	Class 6
1:05 PM	1:50 PM	Lunch
1:50 PM	3:05 PM	Class 7

Planned Blue/Green Days (2026-2027)

September:	9/17 & 9/18: Start with G	135 Alternating Classes Meet
October:	10/22 & 10/23 Start with G	246 Alternating Classes Meet
November:	11/19 & 11/20: Start with D	135 Alternating Classes Meet
January:	1/14 & 1/15: Start with G	246 Alternating Classes Meet
February:	2/18 & 2/19: Start with A	135 Alternating Classes Meet
April:	4/15 & 4/16: Start with D	246 Alternating Classes Meet

UPPER SCHOOL CONTACTS

A student's advisor is always a great place to start to ask questions about academics or student life. Listed below are the contacts for particular areas in Upper School. Email addresses are first initial followed by last name @heathwood.org.

Academic Advising	Lisa Norman
Academic Support and Learning Plans	Sally Baker/Lisa Norman
Attendance	attendance@heathwood.org /Tony Brown or Alison Edwards
Chapel/Pastoral Issues	Chris Johnson/Sam Armstrong
Class Schedules	Lisa Norman
College Counseling	Mary Beth Fry/Kenetta Dash/Mary Kay Deese
Community Service	Julie Firetag
Discipline Issues	Tony Brown
Diversity, Equity, Inclusion, and Belonging	Willis Ware
Internships	Julie Firetag
School Resource Officer (SRO)	Deputy Josh Albins
Student Life/Clubs/Government	Elise Hagstette
Student/Family Counseling	Elizabeth Grove
Technology/Student MacBooks	JD Evans
Testing-- ACT / SAT	Mary Beth Fry/Kenetta Dash/Christie Abel
Testing-- PSATs/Advanced Placement (AP)	Lisa Norman/Christie Abel
Textbook/Supplies Ordering	Lisa Norman/Christie Abel/Alison Edwards
Transcripts/Records	registrar@heathwood.org /Christie Abel
Winterim	Stan Wood

SCHOOL MISSION

Mission Statement: Heathwood Hall Episcopal School cultivates creative and critical thinking, develops leadership and social skills, and promotes service to others over the pursuit of self-interest through a rich academic and extracurricular program in a supportive community of talented educators and engaged students.

Vision Statement: To inspire and empower students to unlock their potential, develop their character, and gain the confidence to transform a dynamic world.

Guiding Philosophy

We are committed to:

- Requiring the mastery of a challenging college preparatory curriculum
- Developing core competencies for citizenship in the 21st century including: critical thinking and problem solving; collaboration across networks and leading by influence; agility and adaptability; initiative and entrepreneurship; effective oral and written communication; accessing and analyzing information; and curiosity, creativity, and imagination
- Helping our students establish a broader world view and an understanding of global issues and people
- Knowing each child well and inspiring them to take responsibility for their learning
- Engaging students in purposeful and meaningful learning and assessments that connect to learners' lives and to each other
- Living, working and worshipping together to fulfill the teachings of the Christian faith while also understanding and respecting different faith traditions and cultures
- Respecting the dignity of all human beings and caring for all creation
- Encouraging community members to consider and act upon the moral and ethical dimensions of their choices
- Promoting responsible and active citizenship and service beyond self
- Regarding our natural, political, and social environment as an integral part of our classroom experience
- Reflecting regularly to assess both program goals and the progress toward said goals.

HONOR SYSTEM

The Heathwood Hall Episcopal School Honor Code must manifest itself daily in the life of the School community and manifest itself in all that its members say and do. The Honor Code holds high expectations for students to be honest and honorable in all their actions and to hold fellow students to the same standard. This applies to any on-campus Heathwood courses and to courses taken off-site or online that provide Heathwood credit.

The Honor Code

The Code states the following: On my honor, as a student of HHES, I pledge that I will not lie, cheat, or steal nor will I tolerate those who do.

However, students must remind themselves that far from being a list of negative prescriptions, the Code itself is a guideline for establishing an atmosphere within which all members can live and work without fear, physical or emotional.

Teachers must require students to write the following pledge on assessments: **“On my honor, I pledge that I have neither given nor received inappropriate assistance on this work.”**

At the heart of the Code, and critical to its survival, is trust: that no one will seek to harm or take unfair advantage of another, whether in academics or other endeavors. This trust covers not only outright violation of the Code, but also intent to violate the Code as illustrated by possession of incriminating information, by participation in conversations that breach confidentiality, and other such behaviors. Living under an Honor Code also entails responsibilities, both to uphold the Code, and should it be broken, to hold those who violate it accountable, while at the same time helping to heal the breach in communal trust.

Violations

In an attempt to clarify the definition of an Honor Code violation, several examples follow (this is by no means an all-inclusive list, however):

- Copying another person’s work (test, quiz, homework, etc.) or allowing someone to copy work
- Asking for or giving questions and/or answers to tests or quizzes
- Forging a signature on a progress report, test, attendance note, Trip Specific form, Community Service form, etc.
- Using another person’s password to gain access to the Heathwood network or to the Internet
- Removing items without permission from another student’s locker, mailbox, book bag, or handbag

- Plagiarizing—using another’s ideas or words without crediting the source and/or presenting another’s words or ideas as one’s own; this includes using reading substitutes like Sparknotes or Cliff’s notes without giving credit. Some teachers forbid ANY use of reading substitutes (such as Sparknotes or Cliff’s Notes). Check individual syllabi.
- Using a language translator or summary of a longer work in an unauthorized manner
- Using a phone, calculator, or computer to store answers for an assignment, test, or quiz
- Going to an unauthorized browser when taking an online assessment.
- Lying (e.g., to a teacher or adult when asked a direct question)
- Collaborating on work that is not expressly assigned as group/partner work
- Using AI such as Chat GPT to complete assignments unless given express permission by the teacher or advisor.

The Honor Council

The Honor Council is made up of four faculty/staff members. Three members are required to convene at each meeting.

The Honor Council’s function is to determine whether or not a student is guilty of an honor violation and to make recommendations for disciplinary action to the Head of the Upper School and the Academic Dean.

Honor Council Procedures

The Event

- A student is suspected of an honor code violation, either by a faculty member or a fellow student.
- The faculty member or witness may first want to encourage the student to turn him/herself into the Dean of Students or to the Academic Dean.
- If the student will not turn him/herself in, it is the **obligation** of the faculty member to report the suspected violation, either in person or via email. We will strive to maintain confidentiality. However, those who witness an honor violation must understand that the Honor Council cannot consider cases based on anonymous accusations without supporting evidence.
- Alternatively, students or faculty members may simply report the violation to the Dean of Students or Academic Dean if they feel that it would be unproductive to address the student directly. If a student would feel more comfortable reporting to another adult on

campus (advisor, teacher, etc.) that is acceptable. Together, they can report the event to the proper administrator.

The Fact-Finding Process

- The Dean of Students and/or the Academic Dean of the Upper School will investigate the incident, speaking to the student, teachers, and witnesses. Any artifacts (papers, tests, etc.) will be gathered.
- The Dean and Academic Dean will decide if there is enough evidence for the Honor Council to hear the case.
- If this is a student's **FIRST OFFENSE** and if the student admits to the honor violation, the Dean of Students, Academic Dean, or Head of the Upper School may determine a consequence without sending it to the honor council. The student may always request an honor council hearing.
- If the case goes to the honor council, the Dean of Students/Academic Dean will submit, in writing, any evidence, testimony, etc. to the Honor Council in advance of the meeting.
- If the case goes to the Honor Council, the Dean or Academic Dean will meet with the student to explain the process and set a time/date for the honor council meeting. Meetings will usually be held either before or after school or during available meeting times.
- The Student has one evening to discuss the event with his/her parents.
- The Dean of Students/Academic Dean informs the Head of the Upper School.
- The Dean of Students/Academic Dean contacts the family the next morning.

The Honor Council Meeting

The Honor Council will likely hear from the following people:

1. The Dean of Students and/or Academic Dean
2. The Student(s) suspected of the infraction.
3. An Advocate for the student: This would usually be the advisor, but could be another adult member of the Heathwood community. The advocate may have the opportunity to speak on behalf of the student.
4. The community member who brought the case to the Honor Council.
5. Any relevant witnesses. These witnesses may provide written testimony or may be required to attend the hearing, depending on the situation.

Note: Parents are not invited to the hearing itself though they are welcome to ask questions before or after the hearing.

- A member of the Honor Council goes over the complaint.
- The student offers his/her account of the event; the Faculty Council may follow up with questions. Even if a student pleads guilty, the Honor Council may want to ask questions in order to recommend an appropriate penalty to the Upper School Head.
- The teacher or witness offers his/her account of the event if necessary; the Faculty Council may follow up with questions.
- The Council deliberates and makes a decision--guilty or not guilty of an honor violation. **For a student to be found guilty of an Honor Code violation, the evidence against the student must be “clear and convincing.” The decision must be unanimous.**
- The Council will submit their decision, in writing, to the Head of the Upper School.
- A final decision of penalty is made by the Head of the Upper School.
- The decision is delivered to the student and his/her family.

The Penalty

The Upper School Head will determine what disciplinary action is appropriate. No two honor violations are the same, and though we always strive to be fair in our penalties, please know that we look at each circumstance individually. A student who turns himself/herself in may be given a mitigated penalty depending on the circumstances.

Likely penalties:

1st offense

- A zero on all or part of the affected assignment (if applicable).
- An apology to the affected parties
- Community service, monetary reparations, or detention, Friday School, or loss of senior privileges (if applicable)
- An honor violation becomes part of the student's school record and could affect the student's chance of being inducted into certain societies, running for office, etc.

2nd offense

- A zero on all or part of the affected assignment (if applicable).
- An apology to the affected parties
- In or out-of-school suspension (type and number of days dependent on the offense)
- Community service or monetary reparations (if applicable).
- Reporting to colleges or other outside institutions (when asked directly by the outside institution/organization). Note: out-of-school suspension, dismissal, or expulsion only.
- An honor violation becomes part of the student's school record, and a student with two or more violations will be ineligible to run for office or be inducted into certain honor societies for a full calendar year after a second offense.

3rd offense

- Out-of-school suspension, dismissal, or expulsion.

The Appeal

The student has the right to appeal the Honor Council's finding of guilt when there is new information to enter. The appeal, in writing, should be submitted to the Upper School Head within 10 school days of the Council's finding.

ACADEMIC POLICIES AND PROCEDURES

Academic Achievement Center

The Academic Achievement Center (AAC) is a resource available to students who desire additional tutoring and/or skills development with specially trained instructors. AAC tutors work one-on-one with students before, during and after school and during the summer months. Fees are charged for this individualized instruction, and families are billed monthly. The School or parents may suggest or inquire about assistance from the AAC. There may be instances where the School requires AAC attendance as a condition for enrollment or re-enrollment.

The Academic Achievement Center (AAC) will store, in a locked cabinet, all the records of students who have received a psycho-educational evaluation, counseling or therapy reports, or any information on testing or learning profiles, whether they attend the AAC for tutoring or not.

At the beginning of each year, the Director of the AAC will meet with teachers and provide an accommodation plan for students who have current ***psycho-educational evaluations on file***. Upon receipt of an evaluation, the AAC Director will provide a list of students who qualify for extended time based on their suggested testing accommodations to the Academic Dean. The

Academic Dean will submit an accommodation request to The College Board and ACT on the student's behalf and will communicate with the student and parents the accommodation decision. **Note that The College Board and the ACT require that a learning profile be in place a minimum of 4 months prior to requesting the accommodation.**

All evaluations must be current within three years to date to be considered for accommodations at school and/or for standardized tests. In addition to an initial psychoeducational evaluation and a reevaluation every three years, annual documentation which explains the functional limitations of the condition allow Heathwood Hall to determine appropriate accommodations for a student is required for some diagnoses (e.g., ADHD), as part of their qualified formal plan of support. Please note that a doctor's note confirming ADHD or Generalized Anxiety Disorder diagnosis will not be enough to receive extended time for standardized tests through College Board and ACT. Note that without extended time through College Board, a student will not be granted extended time for assessments in AP classes. Here is additional information for helping secure the correct documentation for these cases.

 Documentation Guidelines: ADHD

 Documentation Guidelines: Anxiety and Other Disorders

Academic and Graduation Requirements

To meet graduation requirements, a student must complete successfully the following:

English	4 credits
Mathematics	4 credits
Science	3 or 4 credits* (Biology, Chemistry, and Physics required)
Social Studies	3 or 4 credits* (Government and Economics and US History required)
Religion	1 credit (Old Testament or New Testament required)
World Languages	3 credits (through Level 3 of the same language)
Fine Arts	1 credit
Technology	½ credit
Physical Education	1 credit
Additional Courses	3½ credits
Senior Exhibition	1 credit
TOTAL	26 credits

*A total of 7 credits in the science and social studies disciplines, to be satisfied with a minimum of 3 in one and 4 in the other.

Note: Students must also complete a minimum of 20 hours of community service per year and at least one internship/job shadowing experience as a part of their graduation requirements.

A maximum of one credit in Physical Education will be granted through full participation in interscholastic athletics, at the rate of ¼ credit per season.

Starting in the 2024-2025 school year, a maximum of one credit in Fine Arts will be granted through full participation in interscholastic drama at the rate of ¼ credit for every two performances.

In sequential courses such as mathematics and foreign language, a minimum standard is necessary before the next level of the subject may be undertaken. If the final grade falls in the “C-/D” range, summer work may be required, or the course may need to be repeated the following year.

Academic Probation

Heathwood Hall is a college preparatory school; hence, it is necessary for students to perform at or above a certain level in terms of academic performance. The Academic Committee or the Administration may place a student on Academic Probation if they are concerned about a student's ability to continue successfully at Heathwood Hall. Examples of performance that may result in Academic Probation include, but are not limited to, the following:

- a) A semester grade point average below a 70 in a student's academic courses.
-or-
- b) Two or more semester grades below a 70 in a student's academic courses.
-or-
- c) Particularly poor performance in multiple courses for the most recent quarter or exam period (midterms or finals).

At the end of each semester, any student who meets any of the following criteria will be informed in writing that he/she has been placed on academic probation, and continuing enrollment may be in jeopardy. For the midyear review, first semester grades will be used, while second semester and final grades will be used at the end-of-year review.

Students on probation may be restricted in their extracurricular participation (athletics, theater, student government, etc.). The Academic Committee will review each case at the end of the probation semester and on the basis of student progress and academic performance, will determine whether to remove the student from probationary status, to continue probation, or to recommend dismissal. Students who complete their probation semester with two or more failing grades will be recommended for dismissal.

In most cases, no student will begin the junior or senior year on academic probation; hence, sophomore and juniors are expected to be in good academic standing if they wish to re-enroll for the junior and senior year.

Academic Requests

The Upper School offers a wide variety of academic and elective courses to allow students to explore new subjects in a formal way or to continue their study of existing subjects in deeper, more meaningful ways. We recognize that there are times in which students may want to take an elective course during the summer or online.

Online or Summer Courses-Heathwood

Students may enroll in for-credit online or summer courses that are offered through Heathwood Summer Programs. These courses have been approved by the Academic Committee to be the equivalent of the corresponding school-year course. Upon successful completion, the course and grade for these Heathwood courses will be reflected on the student's Heathwood transcript.

Online or Summer Courses-non-Heathwood

Students who enroll in online or summer courses not offered through Heathwood Summer Programs should not expect Heathwood credit for these classes. In extenuating circumstances, students may petition the Academic Committee to have a course count as an elective graduation credit. The student should write a letter to the Academic Committee the **quarter before** the course begins requesting Heathwood credit for the course. Proposals will not be accepted retroactively. Please note that the Academic Committee does not typically approve courses that are currently offered at Heathwood. In cases of grade/credit recovery in which a student has earned a grade of D or F during the school year, the student may earn a 70 (C-), which will replace the earlier grade in the GPA. Upon successful completion and submission of an official transcript, the course and grade will be entered on the student's Heathwood transcript. **Starting with the class of 2025, a student may take no more than 2 credit recovery courses for failed courses.**

Physical Education Credits

A maximum of one credit in Physical Education will be granted through full participation in interscholastic athletics at the rate of $\frac{1}{4}$ credit per season. Injuries will be reviewed on a case-by-case basis, but the injured student should still be present for the team as required by the coach in order to receive credit.

Students involved in competitive athletic activities not offered by Heathwood (e.g Equestrian, Dance) may petition the Academic Committee to receive Physical Education credit, for a maximum of one credit. The request should be submitted at the end of the season or no later than the end of the year in which the student is asking for credit. There should be a letter of support from the student's coach or instructor documenting the number of hours per week involved in practice and competition or performance. Normally, $\frac{1}{4}$ credit is awarded for 125-150 hours.

Fine Arts Credits

A maximum of one credit in Fine Arts will be granted through full participation in the Heathwood drama program at the rate of $\frac{1}{4}$ credit per two performances.

Accommodations

Accommodations are subtle changes in instructional practices or assessment administration that intend to provide optimal access to success for students with learning differences.

Accommodations do not alter academic expectations; they provide support to help students with learning differences meet those expectations. It is important to note that accommodations do not modify or reduce academic expectations; rather, they provide strategic support to help students meet those expectations effectively.

For students to receive academic accommodations through a Learning Profile (accommodation plan), a comprehensive psychoeducational evaluation conducted by a licensed professional is required, which results in receiving a diagnosis based on DSM-5 criteria. This evaluation helps us to better understand the student's learning profile and determine appropriate supports.

Typical accommodations provided for Upper School students:

- Extended Time (for in-class assessments, tests, and exams, not to exceed 100% extended time or double time)
- Preferential Seating
- Provision of Guided Teacher Notes and/or Parallel Notetaker
- Provide Structured Refocusing Breaks to Allow for Increased Attention Capacity
- Allow Student to Use Word Processing for All Longer In Class Assignments
- Allow Student to Use Word Processing for All Out of Class Assignments
- Allow Student to Listen and Follow Along with Audiobooks
- Allow Student to Use a 4-function calculator on non-calculator portions of tests.

While this is not an exhaustive list, please note that Heathwood Hall reserves the right to review recommended academic accommodations from the evaluator and determine which ones are able to be provided within our setting.

There is a separate request process in order for students to receive accommodations on standardized testing with College Board and ACT. These requests will be made when an evaluation has been completed and results shared with the Academic Dean and the Director of the Academic Achievement Center. Academic accommodations must have been in place for a minimum of 4 months before being considered by College Board or ACT. (Please see "Extended Time" section for more information.)

Advanced Placement Courses and Exams

The School offers Advanced Placement courses as options to those students who have demonstrated the potential aptitude, work ethic, and previous academic performance to be successful in a college level course. A student may take **1 AP** course as a sophomore and no more than **4 AP** courses as a junior.

Factors considered by the faculty regarding recommendations for placement in these courses include, but are not limited to grades in current courses, standardized test scores, consistency with daily work, consistency with course assessments, attendance, and a demonstrated strong work ethic. Recommendations are made by teachers in the spring of the academic year; interested students should set goals early in the year, and parents, teachers, and students should regularly monitor the progress toward those goals.

If a student is not recommended for an AP course at the time of course selection, the student may submit an appeal to the Academic Committee. The appeals will be reviewed by the Academic Committee and you will be notified of the decision as soon as possible. In some cases, the outcome will be decided after final grades are submitted. If the appeal is denied, the student and parent will have the opportunity to meet with the Department Chair and Academic Dean to discuss the appeal further.

Participation in these classes is an honor to be both earned and maintained. Students in AP courses are expected to take the exam and to take it seriously. Any student who does not take the exam or who fails to take the exam seriously (e.g., does not diligently attempt all the sections) will lose AP designation and risk having the appropriate schools be notified of the change. In addition, any student who is not performing up to expectations can be removed from the AP class at midyear by the classroom teacher in conjunction with the Department Chair, Academic Dean and Upper School Head.

Students in AP courses are expected to take the AP Exam and will be required to pay the College Board AP Exam fee. Families should note that the **AP exam is an additional fee** charged by the College Board and they will be billed for each AP course their student takes. The charge for 2026-2027 will be **\$110** per exam.

If a student is absent from the regularly scheduled AP Exam and chooses not to take the makeup exam, the AP designation will be removed from the student's transcript.

Students who wish to take an online AP course for Heathwood credit must make a formal request to the Academic Committee the quarter before the start of the course. Please note that the Academic Committee only approves AP courses that Heathwood does not currently offer.

Additionally, students may not take an AP exam independently through Heathwood if it exceeds the AP course cap. Upon successful completion and submission of an official transcript and completion of the AP Exam, the course and grade will be entered on the student's Heathwood transcript.

Students are highly discouraged from taking an AP Exam without taking the course offered at Heathwood.

Class Rank

Class rankings are calculated primarily for in-house use. A class rank, based on the State's Uniform Grading Policy, and used only for SC Commission on Higher Education scholarship, is determined annually for all students, beginning with grade nine. *(Note that class rank is not reported to colleges, either in-state or out-of-state, for admission purposes.)*

College Counseling

Our three-person college counseling team is available to work with all Upper School students and parents. While formal counseling begins in the junior year, activities begin in ninth grade to orient students and their parents to this important process. Early programming also includes encouraging students to focus on building a strong academic foundation.

In addition, many college representatives visit Heathwood each year, and a number of evening programs are offered to parents and students. Students and parents also are encouraged to use the information found on the [College Counseling section](#) of the Heathwood website, to read the bulletins and other emails that are sent to all Upper School families, and to use our college-research/application platform, Cialfo.

Continuation at Heathwood

An invitation to re-enroll at Heathwood Hall is extended to students in January. In some cases, the invitation may be deferred because of academic, attendance, behavioral, or account issues. Re-enrollment for the next academic year also may be rescinded if a student's performance in the second semester fails to meet acceptable standards.

Drop/Add Policy

Class schedules and teacher assignments are determined on the basis of information provided during preregistration in the spring, so students should consider carefully their course selections.

With the permission of the Upper School administration, a student may drop/add a course during

the first two weeks of a semester if space is available in the requested course. In order to drop a course after the second week of the semester, a student must provide a written parental request and must receive the support of the teacher and advisor. Adding a course after the second week will be allowed only in exceptional circumstances.

If a course is dropped after the first grading period, the withdrawal will be indicated on the student's transcript, with the appropriate withdrawal grade (Pass or Fail) and a notation of no credit. No semester credit is given in yearlong courses that are not completed.

Please note that if a senior drops a class after transcripts have been sent to a college, the College Counseling Office is obligated to send an updated transcript to the college.

Examinations

All academic courses include a cumulative examination at the end of each semester. The exam schedule is set by the Academic Committee and is available to the students at the beginning of the school year. All exams must be taken during the scheduled exam period. If there is an academic conflict (e.g a student is taking two math classes), then the student will coordinate with the Academic Dean to determine which exam will be taken during the scheduled conflicts time. The scheduled conflict time is not to be used for students to take an exam early due to travel conflicts. If there is a personal conflict due to planned family travel, students must make arrangements with the Academic Dean to take their exams after the exam period and before the next semester begins. If there is an unplanned emergency (sudden medical issue, death in the family, etc), students should contact the Academic Dean to reschedule their missed exams.

Each exam is approximately two hours in length and constitutes one-fifth (20%) of each semester grade. Each student must be clear of his/her library, athletic, discipline, and community service obligations before report cards or transcripts are released. Families must also be cleared with the business office.

Underclassmen (grades 9-11) are expected to stay on campus between exams if they have two exams scheduled on a given day. If they have only a morning exam, they may leave school after their exam; if they have only an afternoon exam, they may arrive in time for their exam.

Underclassmen (grades 10-11) in an Advanced Placement course will substitute the AP exam in May for their cumulative 2nd semester exam.

Seniors (grade 12) are exempt from cumulative 2nd semester exams.

Extended Time

For students with a psychoeducational evaluation that recommends extended time on testing, there is an allowance for 50-100 percent extension of time on in-class assessments, tests, and exams. Students who require additional time should submit their evaluation results to the Academic Dean and Director of the Academic Achievement Center so that a learning profile can be completed and shared with the students' teachers. This testing should be no more than **three years old**. Once the evaluation is shared and the learning profile is complete, the Academic Dean will submit a request for the proper accommodations for standardized testing through the College Board and ACT. Note that the learning profile must be in place a minimum of 4 months before accommodations will be approved by the College Board or ACT. Please note, there is no time extension on due dates for homework assignments or out-of-class projects. It is the student's responsibility to partner with their teachers to arrange for the accommodations on assessments. Students with extended time allowance are expected to complete the assessment during the same school day. Extended time will often take place before or after school and should take precedence over other activities..

Grade Point Average

Only academic courses will be considered in the determination of the grade point average, which will be presented on a 100-point scale. All academic courses will be weighted equally except Advanced Placement courses and those designated as honors courses by the Faculty Academic Committee. Quarter and semester grades for each AP course will be weighted by adding five numerical points, and for each Honors course, by adding three numerical points. (The weighting is used only in the computation of the GPA and is not reflected in the grade achieved by the student.) Academic courses include those in the English, Mathematics, Science, Social Studies, World Languages, and Religion disciplines.

In addition to the standard Heathwood GPA, transcripts will also indicate a SC UGP GPA (South Carolina Uniform Grading Policy GPA), converted in accordance with guidelines established by the SC Commission on Higher Education.

Grading Scale

Heathwood Grading Scale

Student work is evaluated in a variety of ways, depending on the nature of the assignment and the discipline. The Heathwood letter grading scale and its numerical equivalents are as follows:

98 -100	A+	83 - 86	B	70 - 72	C-
93 - 97	A	80 - 82	B-	65 - 69	D
90 - 92	A-	77 - 79	C+	Below 65	F
87 - 89	B+	73 - 76	C		

Credit for a course requires a minimum final grade of 65; while a 65 grants credit for a course, some classes may require summer work in order to progress to the next course in the academic sequence.

Uniform Grading Policy

At the end of each academic year, student GPAs are converted in accordance with [South Carolina's Uniform Grading Policy set forth by the South Carolina Department of Education](#). The SC UGP rank is used as one factor in determining eligibility for year-end awards, Cum Laude induction, SC Life, Hope, and Palmetto Fellows scholarships.

4.0 GPA

Heathwood does not calculate GPAs on the 4.0 scale, but there are times that you may need this information.

To calculate a 4.0 GPAs, the scale is as follows:

A=4.0

B=3.0

C=2.0

D=1.0

Honors courses get a 0.5 bump.

AP courses get a 1.0 bump

Homework

Homework is assigned regularly in every class and is an integral part of the learning process at Heathwood Hall. Completion of homework demonstrates respect and appropriate acceptance of responsibility. A student may be expected to make up incomplete homework at the discretion of the teacher. Teachers are not required to accept late homework assignments.

Honor Roll

An Honor Roll is compiled at the end of each semester grading period to recognize those students who achieve a B+ (87) or better average of their academic courses (with no more than one grade of B [80-86] and no grade below 80). In order to be named to the Honor Roll, a student must be enrolled in a minimum of four (4) academic courses. AP and Honors courses will be weighted in the determination of the Honor Roll, but there can be no unweighted grade below a B- (80). The Honor Roll With Distinction requires an A (93) average with no unweighted grade below an A- (90). Special recognition is given to those individuals who have been named to the Honor Roll on the basis of their first semester and second semester or year-end grades in each course.

Late Work/Missed Deadlines

All teachers will outline clearly the dates and times assignments are due. In an effort to instill responsibility and good work habits and in fairness to students who complete work on time, the Upper School has established a policy regarding missed deadlines. Late assignments will be penalized by a loss of 10 percentage points per school day; assignments not received by the beginning of the third school day following the due date will receive a grade no higher than fifty ("50"). Teachers are not required to accept late homework or daily assignments.

Students must arrive at school prepared; printer problems, etc. are not acceptable reasons for late work. Work also may also be considered late if the student is tardy to school without an acceptable note (doctor or dentist excuse) or if the student's absence from the class was planned (even with a doctor's note).

It is a student's responsibility for being prepared for tests, quizzes and other in-class assessments. Students do not have the option of "taking a late penalty" on an assessment (test, quiz, etc.) that is given in class.. A student who is present at school will take assessments and complete them the same day unless an arrangement has been made with the teacher ahead of time.

PlusPortals

PlusPortals is the Learning Management System used by Heathwood Hall to provide an interface that allows students and parents to access class information, information about assignments, and grades. While some classes may use Google Classroom to augment PlusPortals, the following information will be always available on PlusPortals page: Class Summary, Course Syllabus, Course Assignments, Course Links and Documents.

While faculty strive to post assignments by Sunday afternoon for the upcoming week and to update if there are changes, the student is also responsible for communicating with the faculty if any discrepancies are noted. Grades are added into PlusPortals in a timely manner.

Reports and Grades

There are four grading quarters in the Upper School. Grading reports will be issued to students and parents at the end of each quarter. Only first semester, second semester, and final grades will be reported on the official transcript.

Report cards can be found in **PlusPortals** through the **E-Locker** and then in the **E-Portfolio** tab. Instructions on how to access your reports in the E-Portfolio using the ParentPlus mobile

app and using the PlusPortals from your computer's browser can be found below in both written and video form.

- [Accessing E-Portfolio using PlusPortals \(pdf\)](#)
- [Accessing E-Portfolio using PlusPortals \(mp4\)](#)

Senior Exhibition

The Senior Exhibition is the culmination of the student's academic experience at Heathwood Hall and demonstrates the student is becoming an inquisitive, independent young adult, ready for the demands of college. The unique and valuable elements that distinguish the Senior Exhibition include more academic independence, a student-generated topic, community involvement, public presentation, public- and faculty-generated standards of assessment, and the long-term aspect of the endeavor. Successful completion of the Senior Exhibition is a requirement for graduation. Grading is determined by the student's committee and counts as one academic credit that factors into the student's final GPA. All steps of the Exhibition must reflect and have their origins in one or more of the following academic disciplines: English, Fine Arts, History, Languages, Mathematics, Religion, Science, Technology, or Social Sciences. Further information and guidelines are included in the Senior Exhibition Handbook (available online at the beginning of the school year).

Standardized Testing (PSAT, SAT, ACT, AP)

Upper School students participate in a number of pre-college testing experiences that prepare for and satisfy college admission and placement requirements. In addition, standardized test scores provide one piece of information that is useful in advisement for honors or AP class placement. In October, freshmen take a practice Preliminary Scholastic Assessment Test designed for students in eighth or ninth grade (PSAT 8/9), sophomores take a practice Preliminary Scholastic Assessment Test (PSAT), and the juniors take the PSAT/National Merit Scholarship Qualifying Test. Heathwood serves as a testing site for one SAT and ACT for all juniors. Parents of students in grade 11 will be billed for the SAT and ACT administration fees. Finally, all students enrolled in AP courses must take the corresponding AP exams. Parents will be billed for these exams as well. Any parent who believes that he/she may be entitled to a fee reduction (if their income is at 185% of the poverty line), should contact the Academic Dean in the fall.

Major Assessments/Tests

Major in-class assessments are important parts of the academic process. While teachers try their best to spread assessments out, many of our academic classes have students in different grade levels and different courses. In general, teachers try to ensure that students have no more than 2

major in-class assessments/tests on the same day. If a student has more than 2 major in-class assessments/tests assigned on the same day and the student would like the opportunity to reschedule one of the assessments, he or she should communicate with all of the teachers involved as soon as the conflict has been identified and at least 48 hours in advance of the test date. The teachers will then determine who will reschedule their assessment for their class or for just the student(s) impacted. The impacted student(s) may need to make arrangements to take one of the tests before or after school or during a study hall. Of course, a student may take all of the assessments as regularly scheduled.

TECHNOLOGY

One-To-One MacBook Program

The Upper School MacBook Program is a school-owned, family-lease program where each Upper School family is required to lease an Apple MacBook Air from the School. [This document](#) provides more information about the program. It is the responsibility of the students to care for their device, to keep it updated, and to report any damaged devices or cases to the technology office.

Heathwood's Responsible Use Expectations

Whether in person or online, members of the Heathwood community should represent themselves with honor and integrity and display behavior that is thoughtful, respectful, empathetic, and caring. Additionally, Heathwood community members cannot bring negative or distracting attention to the School or treat fellow Heathwood community members in a way that compromises our ability to create and maintain an exceptional and safe educational experience for our students.

Heathwood's Responsible Use Expectations are designed to give students and their families guidance regarding the appropriate use of campus-issued and personal technology devices both on and off the Heathwood Hall Episcopal School campus. These guidelines are not exhaustive.

Students will use technology in ways that promote honor and integrity.

- Students will follow teacher directions at all times for technology use.
- Students will complete their work, pay attention in class and in group gatherings, and will not disrupt the work of others.

- Students will not participate in gaming, shopping, messaging, posting on social media, etc. during class (including study halls) or at other inappropriate times or when it is disruptive to others or interfering with academic performance.
- Students will give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and texts. (See Honor Code.)
- Students will not share their work with others or collaborate on assignments without the specific permission of the teacher. This includes sharing Google Docs. (See Honor Code.)

Students will use technology in a way that promotes respect and civility.

- Students will refrain from hurtful, insensitive, profane, sexual, discriminatory, racist, thoughtless, sexist, harassing, or homophobic language, symbols, or pictures in email, group chats, texts, social media, or any other online platform, as such actions are not consistent with Heathwood's mission and values.
- Any audio or video recording may only be done with the permission of all parties being recorded. (This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.)
- No identifiable photographs of other students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, "appropriate written consent" means a signature by a parent or legal guardian of the student.
- Cyberbullying, the use of electronic information and communication devices to harm a person or persons through any electronic medium, such as text, audio, photos, or videos, is prohibited. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful, or vicious messages/comments online;
 - Creating or contributing to online content that has stories, cartoons, pictures, or jokes ridiculing others;
 - Accessing an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication and tricking that person into revealing sensitive personal information and forwarding that information to others
 - Generating and/or distributing AI-generated images, videos or other material that is false, cruel, hurtful, or vicious.
- Students will not send any electronic communication that creates a hostile, disruptive environment on the school campus, including communication that harms the school and/or its community members.
- Official group chats or other online forums for school organizations (e.g. clubs, classes, etc.) must include a Heathwood adult associated with the group.

Students will use technology in a responsible way.

- Students will not access, view, display, create, or store any obscene, violent, pornographic, or otherwise offensive material on any school device or access or store this material on the school network or in any school-issued Internet account (e.g. Google Drive, iCloud, etc.) as this is counter to the school's mission and values.
- If a student accidentally accesses a website that contains material counter to the school's mission and values, he/she is to notify a teacher, adult member of the tech staff, principal, or head of school as quickly as possible so that such sites can be blocked from further access.
- Students are prohibited from accessing school file servers, personal non-HHES issued computers, and any computers or accounts belonging to faculty, staff, administrators, or other students, without explicit permission from the designated user or administrator.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students will not send emails to large groups of students or entire classes without permission from faculty.

Consequences

The School reserves the right to enforce appropriate consequences for the violation of any section of the Responsible Use Expectations--whether that violation occurs on or off campus. Such consequences could include loss of the use of a personal device for an amount of time determined by the administration; loss of privileges on the School's network; possible disciplinary action, including detention, Friday School, suspension, dismissal or expulsion; and possible legal action.

When the school becomes aware of major infractions of school rules, even if these occur outside of school-sanctioned events, the administration may notify parents to help foster a positive parent partnership and to ensure that all students represent our school in a caring, honorable, and responsible way.

ATTENDANCE

There is a direct relationship between attendance and maximum academic achievement. Absences are problematic for both students and teachers, and excessive absences impede learning and may prevent a student from re-enrolling at Heathwood. Parents, educators, and students have responsibilities to make sure that attendance is optimal:

- Parents have the responsibility to see that their children do not miss school unnecessarily.

Family trips should not be scheduled during school days.

- Teachers have the duty to ensure that the academic progress of classes is not impeded by students who miss school frequently.
- Teachers are expected to keep Plus Portals up-to-date and to make reasonable accommodations for students when they are ill (see “Make-up work”), but they are not obligated to reteach lessons or act as private tutors for students who miss class unnecessarily or excessively.
- Students must accept full responsibility for making up missed work, including staying after school if this is required by a teacher. **Students may be required to complete missing classwork before they can attend afternoon extracurricular activities.**

For safety reasons, it is imperative that the school is made aware of a student’s absence by 8:30 am on the day of the absence. Please email usattendance@heathwood.org. If a student is absent, and we have not heard from a parent, we will email or call home to ensure the student’s safety. Please help us by letting us know about students’ absences in advance.

Students should not exceed a predetermined number of absences **(including planned and unplanned)** each year:

- (a) seven (7) for a semester class
- (b) twelve (12) for a yearlong class

An arrival to school after 8:40 am will result in an absence for the first period class. A student must attend at least half of a class to be considered present for that class. Typically, there are two kinds of absences that the school recognizes: **planned and unplanned. We do not differentiate “excused” and “unexcused” absences. Students who miss class without permission from a parent are considered truant. (See “Truancy.”)**

Attendance Probation

Just as students must meet certain academic standards in order to continue at Heathwood Hall, so must they meet certain attendance standards. The Academic Committee or the Administration may place a student on Attendance Probation if they are concerned about a student’s ability to continue successfully at Heathwood Hall based on a track record of missed or tardy classes.

In general, students and their parents will be asked to meet with the Academic Dean and the Dean of Students at the end of the first or third quarters if they approach or exceed the stated attendance limits, and a plan will be put in place that could include restricting activities in some way. At the end of the semester, any student who has **eight** or more absences in a course will be informed in writing that he/she has been placed on attendance probation for the upcoming semester, and continuing enrollment may be in jeopardy if their attendance does not improve.

Students on probation may be restricted in their extracurricular participation (athletics, theater, student government, etc.). The Dear of Students and the Academic Committee will review each case at the end of the probation semester and will determine whether to remove the student from probationary status, to continue probation, or to recommend dismissal. While the review process will consider the reason for the students' absences, ultimately the way for a student to ensure that he/she is restored to good standing is to have an attendance record that falls within the stated semester limits. Please note that excessive tardies will also be factored into the recommendation.

In most cases, no student will begin the junior or senior year on attendance probation; hence, sophomore and juniors are expected to be in good attendance standing if they wish to re-enroll for the junior and senior year.

Planned Absences

Planned absences are those that the students and parents know about in advance. These may include scheduled medical appointments, college visits for seniors, court appearances, extra-curricular school activities, etc. The administration and faculty should be given as much notice as possible for planned absences. **Families should use the published academic calendar to avoid scheduling vacations during school time.**

Protocol for Planned Absences

- **A parent** should send an email to attendance@heathwood.org that includes the dates and reasons for the upcoming absence. This email should be sent at *least two* days in advance of the absence.
- **Students** should contract their teachers to develop a plan to complete missed work due to the absence. Teachers may ask students to complete work before or after the absence. ***If arrangements are not made before the absence, students will be expected to take assessments or turn in assignments on the day of their return, and they may incur a late penalty.***
- In the case of prolonged absences (three or more days) for documented leave, students should also meet with their advisor for help with coordinating make-up work.
- Upon return to school, students must submit to the Upper School Office any documentation of their absence if appropriate (e.g. doctor's note, college information, court records, etc.).

Unplanned absences

Unplanned absences are those that could not have been anticipated in advance. These may include sudden illness or family medical emergencies. Unplanned absences may involve a full day of classes or a partial day.

Protocol for Unplanned Absences

- A parent should send an email to attendance@heathwood.org by 8:30 am. The email should include all relevant information about the dates, times, and reasons for the student's absence, as circumstances for the absences will be considered in the review process.
- If possible, students should notify each of their teachers via email to develop a plan to complete missed work due to the absence. Upon return, students need to meet with each of their teachers (regardless of whether or not a class meets that day) to make arrangements for make-up work.
- The time limit for making up work due to full-day unplanned absences is the total number of class periods missed in a given course plus one day. For example, if a student missed class on Monday and Tuesday and returned on Wednesday, he/she would have until Friday to make up the work for full credit.
- In the case of prolonged absences (three or more days) for documented leave, students should also meet with their advisor and the Academic Dean for help with coordinating make-up work.

Parents need to be in communication with the School about individual circumstances that warrant special consideration, such as certain medical conditions and prolonged medical illnesses. Proactive communication will allow the School and the families to work together in handling the student's absences from school.

The student may be referred to the discipline system and grades may be penalized if the above procedures are not followed.

Truancy

Truancy is considered a serious breach of the rules of attendance and is one in which the student chooses not to attend class or other class activities for unacceptable reasons and/or without parental consent. **Heathwood Hall does not recognize missing school or class to work on homework, classwork, projects, community service, or a job as legitimate excuses.**

Unauthorized absence from class, Advisory, Chapel, or Morning Meeting will result in at least an assignment to Friday School, and late work may not be accepted.

Truancy may also result in suspension and loss of credit for any classwork or assessment missed during the absence.

Absences and Extracurricular Activities

Heathwood requires that a student who plans to participate in or attend athletic events (including practices), fine arts events (including rehearsals), or other school activities ***must attend at least three classes*** on the day of the event. Students who are serving suspension may not participate in any extracurricular activity on the day of the suspension; athletes will serve a minimum one-game suspension.

Senior Skip Day

Heathwood does not recognize a “senior skip” day. We appreciate parents’ support of this policy.

Make-Up Work

Students whose absences are pre-planned (due to doctor’s appointments, Heathwood sports, etc.) are expected to make arrangements in advance with teachers to submit their work. (See “Attendance.”). Teachers may ask students to complete work before or after the absence. ***If arrangements are not made before the absence, students will be expected to take assessments or turn in assignments on the day of their return or at the teacher’s discretion, and they may receive a late penalty.***

Students should arrange with teachers to make up all work missed as a result of a full-day unplanned absence. The time limit for making up such work is the total number of class periods missed in a given course plus one day. For example, if a student missed class on Monday and Tuesday, he/she would have until Friday to make up the work for full credit. (See “Attendance.”)

Teachers may use judgment in creating a schedule for turning in missed work. Students may need to complete work before or after school or during study halls.

Finally, students who must miss an extended amount of class time due to injury, surgery, or concussion should develop a make-up plan in conjunction with their advisors and the Academic Dean.

Tardies

At **8:10 a.m.** all students are due in their first period classroom where attendance will be taken. Failure to arrive by **8:10** constitutes a tardy to school. A student arriving after **8:20** must sign-in at the Upper School office, and he/she will be given a pass to class.

Heathwood recognizes that students will sometimes face unavoidable circumstances in the mornings (traffic, trains, etc.). Therefore, each quarter, students will be permitted up to three (3) school tardies before being referred to the discipline system. Students will be assigned a detention for the fourth and subsequent school tardies each quarter. Excessive tardiness to school will result in Friday school or other loss of privileges.

Students also are permitted three tardies in each class per quarter before receiving a detention. However, tardiness by five (5) or more minutes to a class is considered excessive and may result in detention. A student must be present for at least half of a class to be counted present.

Departures from Campus

Students may not leave campus for any reason without school approval, parental permission, and without signing out in the Upper School office. If a student must leave campus during the school day, the parent should email the Attendance Office (attendance@heathwood.org) before the student is scheduled to leave. Please include the time of departure, the time the student will return (if applicable) and the reason for the departure.

The student should sign out in the Upper School office immediately before departure and sign in upon return to campus. If applicable, a student should bring documentation for the absence.

In the case of early departure for athletics or other school-related events for which parental permission has been granted already, each student must sign out in the Upper School office at the appointed dismissal time. Any deviation from this policy will be considered an unauthorized departure from campus and will be referred to the discipline system. ***Please note that students must be in a minimum of three classes in order to participate in after-school activities.***

If a student becomes ill during the school day, he/she must report to the Nurse's office. The Nurse will evaluate the student and contact a parent/guardian, if appropriate, to seek permission for the student to be excused from school (either to be picked up by a parent, or by driving if the student is able to drive). For the student's safety, no student may leave campus due to illness without adhering to this procedure. *It is not acceptable for a student to call a parent directly for permission to leave and then sign out from campus without seeing an adult in authority.*

Unauthorized departures from campus will be referred to the discipline system.

STUDENT LIFE

Alcohol and Other Illegal Substances

The Heathwood Hall community believes students should be alcohol and drug-free and actively supports programs and initiatives that aim to reduce such risky behavior. Student health and safety are primary concerns at Heathwood Hall. If a student is struggling with alcohol or substance use, we encourage the student or other members of the community to seek assistance from a trusted adult (e.g. advisor, teacher, administrator, counselor). The school wants to support the student in this area and will not be punitive as long as the reporting happens before a school violation occurs. Self-reporting cannot be used to circumvent an imminent violation.

The following policy addresses the issue of substance use by Heathwood students.

- (1) The entire School community must be assured students do not use, possess, sell, purchase, barter, distribute, or are under the influence of alcoholic beverages or other controlled substances on School property (including buildings, grounds, vehicles), at any School-sponsored activity, function or event whether on or off School grounds (including any place where an interscholastic athletic contest is taking place), during any field trip, or during any trip or activity sponsored by the School. K2 and other synthetic drugs are considered controlled substances. A student who disregards this guideline shows the greatest disrespect for the community and violates its trust to such a degree that he/she risks separation from the School, either through dismissal or expulsion.
- (2) If the School becomes aware of a student's chemical use outside of school, the School may make any number of recommendations dependent on the nature of the incident, its legal disposition, the danger posed to others, and the impact it has on the full School community. The School believes parents and students should take seriously the issue of substance use by our young people, and it will take steps to educate, to support non-users, and to do all in its power to help students make wise decisions.
- (3) The School may administer a breathalyzer test as a condition of admission to school or a school-related activity to any student or his/her guests. It may also administer such a test at any time during the school day or activity. Students exhibiting signs of having consumed alcohol, including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor may be requested to take a breathalyzer test administered by a school administrator or school resource officer. If test results are

negative, no action shall be taken, although subsequent administrations of the breathalyzer test may be given at any time. Students who test positive for alcohol (a .02 or higher reading on the breathalyzer test) or students who refuse to take a Breathalyzer test upon reasonable suspicion will be subject to all school rules relating to the use and/or possession of alcohol.

It should be noted that Heathwood Hall officials may be obligated by law to summon the Richland County Sheriff in any case involving possession or use of alcohol and other illegal substances on campus.

Athletic Eligibility

A student participating in interscholastic athletics at Heathwood Hall must adhere to the athletic standards specified by Heathwood Hall and the South Carolina Independent School Association (SCISA). The Athletic Director and the Upper School administration will review the grades of athletes at the conclusion of each grading period to determine if additional measures need to be taken to improve academic performance (for example, assignment to afternoon study sessions and/or restricted participation). Students may not participate in athletic contests on the day of a suspension or during the time assigned to Friday School. In addition, athletes in season who violate their signed pledge will experience sanctions as outlined in the Athletic Handbook. SCISA maintains academic guidelines a student must meet **every quarter**. These are found in the Heathwood Hall Athletic Handbook and are as follows:

- A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible.
- A Maximum of Two Credits earned/recovered during summer sessions may be accepted from an accredited school with an established summer school program.
- First Semester Academic Eligibility: A student must have earned a minimum of 4 core units or any 5 units of credit from the previous school year to be declared eligible for the First Semester (Fall) of a school year. - Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st Semester.

Awards

The following are awarded to Upper School students annually at the May awards assembly. Some athletic awards are presented at the banquets for each sport season. Additional recognitions and awards are presented during the school year at Morning Meetings.

Academic Cups are presented to the graduating senior demonstrating the highest achievement in the specific discipline.

- All Saints Cup in World Languages (French, Latin, Spanish)
- Church-of-the-Cross Cup in Fine Arts
- Saint John Cup in English
- Saint Martin Cup in Mathematics
- Saint Michael Cup in Science
- Trinity Cup in History
- St. Isidore Cup in Technology

Bishop's Cup - given to that member of the Student Council who has shown strong leadership and dedication to student government at Heathwood Hall

College Book Awards - presented to outstanding rising seniors who fit criteria established by the awarding institution

Devanny Award - presented to the graduating senior(s) in the name of former Headmaster, the late Earl H. Devanny, for outstanding citizenship, scholarship, and participation in school activities

Distinctive Senior Exhibition Awards – recognizes outstanding writing and scholarship on the Senior Exhibition paper as determined by the Distinctive Scholars Committee.

Elsie Nixon Lamar Alumni Award - presented annually by the Alumni Association of Heathwood Hall to that member of the graduating class who best exemplifies the qualities which the School admires and attempts to instill in students: love for persons of all ages; devotion to family, church/faith, scholarship, and school; and leadership in both the school and community

End-of-the-Road Award - presented to a graduating senior who has made a contribution to the athletic program that is without equal and who has achieved excellence in every athletic endeavor undertaken during a long and productive athletic career

Jake Gray Clarkson Memorial Award - awarded to that member or those members of the senior class that lettered in three varsity sports during his/her or their senior year to recognize, like Jake, their significant contribution to the interscholastic program at Heathwood Hall and desire to compete

in multiple arenas and be a supportive teammate to many.

Faculty Award for General Excellence - provided by the faculty for that student in the graduating class who clearly has manifested the highest academic excellence

First Stone Award - given to that member of the graduating class who has displayed the most Judeo-Christian attitude and selfless conduct to fellow students at Heathwood Hall

Gayle O. Averyt Award - given to that graduating senior who has demonstrated quiet and positive leadership and has overcome challenges, showing unflagging efforts in pursuit of excellence

Headmaster's Award - presented by the Headmaster to that member of the graduating class who has made great strides of achievement in all areas of school life and has shown outstanding citizenship

J. Robert Shirley Awards - presented to the student in each class, regardless of ability, who best exemplifies the qualities of hard work and determination in pursuit of classroom excellence throughout the school year

PEAK Student Leadership Award – recognizes graduating seniors who have demonstrated outstanding dedication and leadership in as a PEAK student leader

President's Volunteer Service Award – presented to students who have demonstrated a sustained commitment to volunteer community service during the year by giving 100 hours of their time in service to the community

Richard Hammond Service Award – established in memory of Richard Josey Hammond ('89) and presented to the senior who has demonstrated outstanding effort over a long and successful athletic career as a participant or a spectator

Robert V. Royall Leadership Award - presented annually to that student in the graduating class who has demonstrated leadership at Heathwood Hall.

Ryan Fairman Waldron Memorial Award in Creative Writing - established in memory of Ryan Waldron ('93) to honor a senior who clearly demonstrates the dedication to writing which Ryan exemplified

Sarah Love Magoffin Community Service Award - presented to the student who has given sincerely of time and talent for the good of the Heathwood and Columbia communities

Scholar-Athlete Award - presented to a graduating senior who possesses an ability to achieve in academics as well as athletics

Spirit Award - presented to a graduating senior who possesses a rare blend of loyalty and enthusiasm to aspire for achievement not only through self, but through others

St. Francis Cup - given to the member(s) of the senior class who has given willingly of him/herself in many facets of school life

Bus Regulations

School bus transportation is a privilege. It is important for the safety of the passengers that students sit in their seats, keep arms inside the bus, help keep the bus clean, and respond appropriately to the driver. Upper School students who act inappropriately or harass other students will be referred to the disciplinary system.

Chapel

As an Episcopal school, Heathwood Hall accepts the great challenge of helping young people in their quest to find meaning in life and to practice mercy. One of the ways in which the School attempts to address the spiritual dimension is through community worship. The Chaplain or other faculty members plan weekly chapels that use the Episcopal morning prayer service and follow the appropriate lectionary cycle. Eucharist services are held at special times of the School and the Christian church calendar. Heathwood Hall welcomes students and faculty of all religious backgrounds. All community members, regardless of creed, are required to attend chapel.

Civil Behavior

Heathwood Hall expects its students to be good citizens who demonstrate responsible behavior, engage in civil dialogue, model integrity, and exhibit tolerance and respect for differences. As such, the school will not tolerate offensive and prejudicial behavior or any form of harassment of students, faculty, or staff--either in person or online. The following are some examples of inappropriate behavior:

- use of foul language in public spaces
- obscene or suggestive remarks or jokes, verbal abuse, or insults
- display of explicit, offensive, or demeaning materials
- physical or verbal hazing
- threats
- comments which are demeaning with respect to race, disability, religion, ethnic origin, gender, sexual orientation, class, or physical appearance

- cyberbullying in which harassment, use of targeted offensive language, rumor and innuendo, and explicit or implicit defamation happens using technology

Heathwood strives to maintain an environment where students, faculty, and staff can study, work, and live in mutual respect and free of fear. Instances of suspected harassment, hazing, or other forms of offensive or demeaning behavior should be referred to the Upper School Head, Academic Dean, or Deans of Students. Attempts will be made to move quickly, and as confidentially as possible, to address the situation.

As we work to build community in the Upper School, parents are encouraged to speak to one another. If your child is being hurt in some way, reach out to the administration, but also reach out to that other family. Share your experiences. Ask for conversation. Help to set expectations. We must work in tandem. It cannot be the sole responsibility of the School to affect change.

Consequences for such behavior likely will include suspension and counseling, or, in severe cases, dismissal from school. Students may not be inducted into Honor Societies or allowed to run for office. (See also Sexual Harassment.)

Class Meetings

Class meetings occur as needed during the morning activity time period. These are opportunities for students to come together to discuss class and/or community issues. All items pertaining to class business should be cleared through class advisors, and all requisitions for funds should be cleared through the Upper School office. Attendance at class meetings is mandatory.

Communicable Diseases (including COVID-19)

Students must be free of the symptoms of fever, vomiting, and/or diarrhea for 24 hours before re-entering a classroom and must not have to take any medications to relieve these symptoms. Students who miss the majority of the school day due to illness should not attend extracurricular activities on that same day. Please be sure to follow the procedures outlined in our handbook.

Community Service

Part of Heathwood's Mission is to promote service to others over the pursuit of self interest. To this end, the Upper School requires all students to complete a minimum of twenty (20) hours of community service per school year. Service credit will be granted for hours given in the spirit of voluntarism to a nonprofit (e.g., Red Cross) or a service-delivery (e.g., hospital) organization, as long as no remuneration is received. Students may not miss school to perform community service. See your advisor or the Dean of Students if you are unsure whether or not your service meets Heathwood's requirements.

Here are some guidelines:

What service IS accepted?

- Service to a non-profit organization (e.g. Red Cross, Harvest Hope; SPCA; Heathwood Hall)
- Service to a service-delivery organization (e.g. a hospital)
- Work done through a religious organization to serve the great community (working at a soup kitchen, mission work, etc.)
- Work done in support of our political system (helping with non-partisan voter registration, working at the polls, etc.)

What does NOT count as service?

- Babysitting for neighbors/friends/family
- Yardwork (unless done through a charity organization)
- Work at a for-profit business
- Work done for a parent or relative
- Work done as part of a worship service (leading worship services; singing in the choir, serving as an acolyte.)
- Political campaigning for specific parties or candidates.
- Service performed during school hours
- Donating good or funds

Notes:

- Approved Service hours will be capped at eight (8) hours per day
- Service spent as a counselor or CIT at a typical summer camp will be capped at 40 hours per week.
- Service to camps that serve a disadvantaged population (for example a camp dedicated to people with disabilities) will not be capped, but no camper will be awarded more than 8 service hours a day. Time spent eating, sleeping, resting at camp do not count toward service hours.
- Parents may not serve as the direct supervisor for community service.

How do I track my hours?

- Current Upper School students with a Mobile Serve account should continue to log hours through Mobile Serve.
- Over the summer, Ninth Graders and students new to Heathwood, [should fill out this form](#) to be turned into advisors the first week of school. After that, these students will then have access to MobileServe.

Beginning in the Fall, all community service should be logged via **MobileServe**, a volunteer tracking app that all students must have.

Advisors will work closely with advisees to monitor progress, but the Director of Community Partnership will approve all proposals and maintain records for each student. It is the student's responsibility to make sure all hours have been recorded in MobileServe and to notify the Director of Community Partnerships of any discrepancies. All questions of interpretation and experience validity will be handled by the Dean of Students.

Heathwood Hall will organize several days of service on Saturdays and school holidays. Students are encouraged to sign up to work on these days to meet part of their service obligations.

All service hours must be submitted within 30 days of the service. Hours submitted after this time will not be accepted.

Students are encouraged to submit all community service hours they earn, including those beyond the twenty-hour requirement (e.g., additional summer hours, hours completed as a part of a club or organization, etc.). Students are strongly encouraged to complete at least ten (10) hours of community service during the first semester.

Any student who has not met the twenty-hour community service requirement by the end of the day on Wednesday, May 26, 2027 will be required to serve 1.5 times the number of missing hours. In addition, students who are missing hours will not receive a report card or a transcript until the hours (plus the penalty hours) are completed. **Finally, students will not receive a schedule for the upcoming year or be able to attend any Heathwood summer programs (camps, sports practice, etc.) until the hours (plus the penalty hours) are completed.**

Heathwood Hall will honor students who are uncommonly dedicated to service for others. Students can earn different levels of recognition by completing 100 or more community service hours in a year (June 2026-May 2027). **Please note that students must complete these hours by April 30th in order to be recognized at our awards ceremony.**

Seniors participate in a service project in August which fulfills their mandatory service hours. However, seniors also are expected to participate in school-wide service projects and are encouraged to continue documenting service throughout the year.

Counseling

Heathwood has a robust counseling department that provides school-wide programming; in addition, trained counselors offer confidential counseling and guidance services and crisis intervention for students and their families. Counseling may be initiated by parents, teachers, peers, or the individual student. Appointments should be scheduled with Mrs. Grove (egrove@heathwood.org); students may also drop by Mrs. Grove's office in the Robinson Center. Appointments should be scheduled during free periods, club times, study halls, or before and after

school. Please note that our counselors cannot provide weekly, on-going counseling for students, but they will be happy to refer you to a counselor in the community.

Teachers, as advisors, are also an integral part of Heathwood's guidance and counseling program, and they serve as student advocates and first points of contact between the school and the home.

Daily Announcements

The school maintains an electronic bulletin of announcements. These announcements will be read aloud at the beginning of the first period of each day.

Cell Phones/Smart Watches/Wearables/Earbuds/Headphones

The school seeks to teach students civil and responsible use of technology. To that end, students are allowed to use cell phones between classes and during a senior's free periods as long as they do not disrupt others or prevent interactions with adults and peers in the community. Students will be required to turn in cell phones to teachers (including study hall teachers) at the beginning of each class. We reserve the right to restrict smart watches for any reason, and other wearables (e.g. Meta Glasses, etc.) are not allowed on campus.

Students may not bring cell phones to any public meetings (i.e. Chapel, Morning Meeting, Class Meetings, etc.). **Starting in the 2026-2027 school year, cell phone use will not be allowed inside the Dining Commons as well.** Any unauthorized use of such devices will typically result in a detention, Friday School, and/or confiscation of the device.

During the school day, earbuds/headphones may only be used by seniors with a free period, in study halls with the teacher's permission, or by students with a documented accommodation. Earbuds/headphones should not be worn while walking between classes so that students may engage with other members of the Heathwood community. They should be stored in a backpack between classes and during community gatherings.

Cell phones may not be allowed on certain class trips.

Parents can help us enforce these rules by not texting or calling students during the school day. If you need to get in touch with your child, please call the Upper School Office.

Emergency School Closings

Inclement Weather Policy

In the event of inclement weather, Heathwood Hall will delay or close at its own discretion. We will confer with other school districts before making any final decisions. The school will notify families via email, website, and APNotify. Please note, in order to receive text messages from Heathwood Hall via the APNotify system, all cell phone numbers are required to subscribe by texting the word "YES" to 79041 to opt-in.

Because our students come from a wide geographic area, we understand that weather conditions may prevent families from traveling on local roads. We encourage families to make their best assessment of weather conditions when deciding whether or not it is safe to drive to school. Heathwood will respect a family's decision not to send a child to school during inclement weather, even though the school may be open.

For families using Heathwood's bus transportation, the service will operate when school is open. If the opening of school is delayed, bus pick-up times will be adjusted for the delay. For example, if the school opening is delayed by two hours, bus pick-up time will also be delayed two hours. If school is dismissed early, parents of bus riders will be contacted for permission before children are allowed to ride the bus. If the weather is so severe that it is unsafe for our bus service to operate, we will contact families of riders so that appropriate arrangements for pick-up can be made.

Heathwood Hall Communication Systems

Heathwood Hall website www.heathwood.org

Heathwood Hall Social Media: Facebook, Instagram

Heathwood Hall APNotify: Mobile text messaging system

Food

Seniors with privileges may go to the Plaid Peddler at any time that they do not have an obligation. It is a senior's responsibility to be on time to every class and meeting. For grades 9-11, students may visit the Plaid Peddler only before or after school hours, during club time if there are no obligations, or during lunch. In addition, students may go to the Plaid Peddler during advisory or study hall with permission from the teacher and after checking in. Students must return in a timely manner to keep this privilege. Students should not go to the Plaid Peddler between classes.

Students may not take food from the Dining Commons to be eaten at a time outside of the

regularly scheduled lunch period.

Students are responsible for cleaning up after any food or drinks consumed on campus.

Students may not order food to be delivered to campus at any time from any restaurant or food delivery service without express permission from an administrator.

Honor Societies

Heathwood Hall inducts students into two Honor Societies each year: National Honor Society and Cum Laude. The National Honor Society chooses members from the junior and senior classes based on four criteria: scholarship, leadership, service, and character. Note that students should have averaged at least 25 hours of community service per year to be considered for NHS. Inductions take place in the Fall. For more information, please see the NHS bylaws posted on PlusPortals or contact Meghan McCollum (mmccollum@heathwood.org).

Cum Laude induction is based on such criteria as scholarship, test scores, and academic achievement on the state or national level. No more than 10% of juniors and seniors may be added each school year. Inductions take place in the spring. For more information, please contact George Scouten (gscouten@heathwood.org) or Elisha Sircy (esircy@heathwood.org).

Litter

We are all stewards of the Heathwood Hall campus, and as such, we must do our part to keep the grounds free from litter. It is not the job of the maintenance staff to pick up trash left behind by students. Students should use the trash cans located throughout the campus to dispose of trash. In addition, students should contribute to the community by picking up others' trash when possible. Students who litter will be referred to the discipline system.

Lockers

Every 9th grade and new student will be assigned a locker at the beginning of the school year. All other students may apply for lockers on a first-come, first-served basis. Students are encouraged to bring a lock to secure the contents of their lockers, but the faculty and administration have the right to ask a student to open his/her locker at any time should there be any question about its contents. Students are expected to have their lockers cleaned out at the conclusion of final exams. Seniors may request lockers if they choose. A locker is considered the property of the person using it. Students who enter lockers belonging to others violate the Honor Code.

Lost and Found

Small valuable items such as keys, wallets, calculators, and eyeglasses should be turned in to the

Upper School office, where they will be kept until the owner can claim them. Books, athletic equipment, and articles of clothing that are left outside will be collected and placed in the Upper School office. Unmarked items that are not redeemed by the end of the semester will be considered discarded and will be donated to a charitable organization. Any student who is missing anything should report the loss to the Upper School Office. Because of the wide variety of problems associated with lending and borrowing students' possessions, the School strongly discourages both.

Lunch

During lunch, students may eat in the Dining Commons, under the Dining Commons, in the patio areas outside the Robinson Center (including Jake's Place and Mimi's Meet-Up), under the Robinson Center, by the picnic tables outside the lower gym, or in a classroom with a teacher's permission and presence. Students may not go to other areas of campus including parking lots, the chapel, empty classrooms, the Athletic Center, PEAK building, etc. without permission and adult supervision. Students may not eat in the Robinson Center lobby, but they may congregate there after eating. All dishes must be returned to the Dining Commons, and all trash must be thrown away. Generally, students may play basketball on the courts next to the Middle School or the Lower Gym..

Students may not take food from the Dining Commons to be eaten at a time outside the regularly scheduled lunch period.

Medication at School

South Carolina law does not allow dispensing over-the-counter or prescription medication to students without written permission from a parent/legal guardian and a licensed healthcare provider. Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of the school nurse or appropriate faculty and staff members. For the safety of Heathwood Hall students, and in order to be in compliance with State law, parents must complete and submit forms about medication to the school nurse. Without working through the school nurse, students may not have on their person or in their possession on campus either prescription or non-prescription medications. On overnight school trips, parents may give written permission for students to carry and administer their own prescription and non-prescription medications.

Messages

Most communication with students will take place through their Heathwood email address. Students are responsible for checking this account each day. Teachers and administrators will use this account to send important information.

If a parent should need to contact a student or teacher during the course of the school day, he/she may contact the Upper School office. Every effort will be made to communicate from there to the

appropriate person, although this may not happen right away unless an emergency is involved. Calls should be limited accordingly.

Since not all teachers have a direct phone line, email is the best line of communication. Email addresses will include a teacher's first initial, followed by last name @heathwood.org. For example, George Scouten's email address is gscouten@heathwood.org.

Morning Meeting

It is important to the life of the School community that we meet together and communicate well with one another. The Executive Council is responsible for organizing a weekly Morning Meeting for hearing student, teacher, and other community announcements..

Non-Custodial Parents (in cases of separation or divorce)

In cases of separation or divorce, we send school communications to both parents unless we are presented with a court order barring one parent from associating with his or her child. This means that both parents will receive report cards, interim reports, and general mailings, regardless of who is financially responsible. Each parent is granted access to the child(ren), to teachers, and to administrators. Such access is provided without notification to other parties. It is the responsibility of each parent to make sure the school has his or her current address, phone numbers, and email addresses. It is the parents' responsibility to provide to the Upper School office all records of relevant court decisions and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy.

Heathwood Hall's first obligation is to its students. Regardless of the relationship of parents to each other, we believe that a healthy partnership among the school and both parents is in the students' best interest. If a person comes on campus and we have written documentation restricting contact with the student, we will notify our school resource officer and have the unauthorized person removed from campus. We will contact the custodial parent to make them aware of the situation.

It is the job of the parents to communicate with each other. The school wishes to stay out of marital conflicts and settlements; we ask parents not to pull teachers or administrators into the middle of such disputes. All attorneys must direct any questions or requests to the Academic Dean for Finance and Operations. Attorneys are not to have any direct contact with classroom teachers.

When an important issue necessitates short notice, we will attempt to reach both parents. Some situations warrant calling or writing the custodial parent only. They include – but are not limited to – calls that a child is sick, routine classroom matters (field trips, homework assignments, special dress requirements, etc.), and special requests. We will use our judgment about which

kinds of issues both parents want and need to know.

Pediculosis (Head Lice)

Students who have reason to suspect they have head lice must report to the school nurse for a confidential examination and recommendations for treatment if nits or live lice are found. If the case has been verified by an outside health professional, the student and/or parent must notify the school nurse immediately.

Senior Privileges

Seniors may earn certain privileges because of their responsibility and leadership in the School. The privileges include the ability to leave campus during lunch or free periods. It is expected the seniors will respond in a positive and mature manner and will not abuse the privileges the School has extended to them.

Disciplinary issues, honor issues, poor academic performance, or failure to make sufficient progress on the Senior Exhibition are all grounds for a loss of privilege. In addition, taking underclassmen off campus during the school day will result in a loss of senior privileges.

Senior privileges will not begin until several weeks into the first quarter. The Authorization for Senior Privileges form will be distributed the second full week of school. Senior privileges do not begin until students have done the following:

1. procured a parking sticker through the main office
2. returned the signed Authorization for Senior Privileges Form
3. met with their advisor to discuss the senior exhibition.

Students who do not leave campus during free periods may work in the lobby of the Robinson Center lobby, under the Robinson Center, in the Campus Center, in the library, or at Jake's Place or Mimi's Meet-up.

Note: Beginning with AP exams, juniors may also earn privileges as outlined above, including lunch, study halls, and completed AP classes.

Sexual Harassment

Sexual harassment in school is unwanted and unwelcome behavior of a sexual nature and is a violation of our Code of Civility. Sexual conduct is considered unwelcome if the student does not request or invite the conduct, and views it as offensive or undesirable. Sexual harassment can be in verbal or physical, in person or written, including through electronic means.

Examples:

- Sexual gestures
- Sexual comments or “dirty” jokes
- Spreading rumors about sexual activity of others
- Sexual advances
- Touching, grabbing, or pinching of a sexual nature
- Graffiti or drawings of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Pressure for sexual favors
- Touching oneself sexually or talking about one’s sexual activity in front of others
- Accessing or displaying explicit content on phones or other devices.

Any student who believes a student or an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly, thoroughly and confidentially. Students who file a complaint of sexual harassment or inappropriate conduct of a sexual nature by an employee will not be subject to retaliation or reprisal in any form.

Social Media

In the online environment, students are expected to follow all Heathwood Hall policies and conduct themselves as in school. Students may face consequences for behavior on social media that violates Heathwood’s values and policies; that reflects poorly on the School or its faculty and staff; and/or that is hurtful to another human being. Note that filming or posting TikTok or other social media videos during the school day is prohibited. Please see “Responsible Use Expectations.”

Student Government

Student Government elections take place in April for the following year. In order to run for an office, a student must be re-enrolled and must not be on academic probation. A student who has had an honor violation, too many minor disciplinary infractions, or a major disciplinary infraction may not be eligible to run.

A student must be re-enrolled in order to vote for Student Government offices in the spring.

Summer Programs/Opportunities

Heathwood students are encouraged to take advantage of the opportunities available to them in the summer. The School sponsors camps for academic and outdoor experiences, and faculty members often lead foreign language students on educational trips abroad. Students are encouraged to discuss these and other possible opportunities with the appropriate faculty member or an administrator.

Textbooks

Textbooks for all Upper School classes will be rented through eCampus's All-Access program. Through this program, all students' books & digital content will be provided by eCampus, and families will be billed the bundled per-student price (\$395) through our Business Office on August 20th along with the annual MacBook lease fee (\$375). Textbooks will be delivered to campus and distributed to students at the beginning of the school year. Additionally, if a student changes his or her schedule, the updated books will be sent to that student without any action required on the part of the family. At the end of the year, students will return their rental books to Heathwood and we will coordinate the return to eCampus. The Business Office will charge families at the end of the year for any books not returned.

Threat of Violence/Violence

Members of the School community must be assured of safety. To this end, no written or verbal threats of violence against any person or property will be tolerated, nor will actual violence. In the case of suspected or reported threats, a student may be removed from normal school activities or asked to remain at home until the circumstances of the situation can be determined and appropriate consequences resolved.

Consequences for violence or issuing a threat of violence may include suspension and counseling, and/or dismissal from school.

Tobacco/Nicotine

The school takes a strong position on the use of any kind of tobacco by adolescents because of the clear health risks. Specifically, the School does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electronic cigarettes, vaping devices, nicotine pouches, etc. A student caught using any type of tobacco/nicotine product or in the possession of a tobacco/nicotine product or paraphernalia will receive a suspension. All guests at Heathwood Hall, whether students or adults, are asked to respect the school's "smoke free" campus.

Valuables

Heathwood Hall is a community that respects the property of others. However, students are advised to resist bringing to campus valuables or large sums of money that cannot be safeguarded. Heathwood Hall will not assume responsibility for missing items.

Vandalism

The School considers the misuse, defacing and destruction of any property as vandalism, and it will react strongly to all reported incidents, both in and out of school. Depending on the severity and intent, the student could be dismissed from Heathwood Hall. It is not appropriate or acceptable for any Heathwood student to trespass on the properties of other schools or of students who attend other schools. Pranks associated with interschool rivalries subject students not only to school penalties but also to prosecution under the law. Students are encouraged to display their school spirit appropriately and in a positive manner.

Vehicles and Parking Lots

Driving on school property is a privilege, not a right. Any abuse of this privilege may bring disciplinary consequences, including immediate loss of campus driving privileges (and if applicable, Senior Privileges). The School also reserves the right to discipline careless or reckless driving on Heathwood Hall Road leading into the School. To insure student safety, all vehicles must be registered through the Plant Management office and must have a registration sticker clearly visible. Seniors may park in the paved athletic center lot or in the gravel lot next to the baseball field. Underclassmen in the West lot next to the PEAK building.

The parking lots are extensions of the school buildings. All rules—including rules connected to vandalism and civil behavior—apply to these areas.

Underclassmen should make certain they bring from their cars everything they need for the entire school day; they are not allowed in any parking lot or other unauthorized area of campus during the school day without permission from an administrator. Students leaving campus with privileges may go to the parking lot to retrieve their car and depart campus, but they may not linger in the parking lots or in their cars in the parking lots. Violations will result in referral to the discipline system.

Students riding to school with parents should be dropped off at designated locations. Rideshare services are not permitted without advance written parental permission sent to attendance@heathwood.org.

Visitors

We welcome visitors to our campus as long as their visit has been cleared. It is not appropriate for students from other schools to visit during free time or lunch, and Heathwood students have the responsibility of notifying their friends that an unauthorized visit will result in disciplinary action for the Heathwood student.

All visitors should check in through the Admission Office or sign in at the Upper School office when they arrive on campus (provided they have received permission from the Upper School administration to visit). Student visitors need to understand they must respect our dress code, behavior policy, and driving regulations. Likewise, Heathwood students should not visit other campuses during the school day unless that visit has been planned with the institution.

Weapons

The presence of firearms, knives, or other weapons on school property poses a severe threat of serious harm or injury to students and staff. While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, or other items which are generally considered to be weapons.

It is a felony to have on campus any type of weapon. The School is obligated by law to summon the Richland County Sheriff in any case involving possession or use of a weapon on campus. Possession of a weapon may result in dismissal from the School.

Winterim and Internships

Winterim occurs annually during the first week in March and provides a rich educational experience that takes place beyond the traditional classroom and outside the daily academic schedule. Students may choose to participate in activities that are staged locally, or they may choose to become involved in a program that travels regionally, domestically, or even internationally. Winterim is an obligation of enrollment at Heathwood Hall. Students may not schedule family trips during this time.

The Winterim curriculum focuses on four core areas: academic and/or cultural enrichment, service, wilderness immersion, and internship opportunities. It is strongly recommended that students engage in a program grounded in each of the four core areas during their time in the Upper School.

Students are required to complete at least one internship during their four years as an Upper School Student. Students who choose to complete their internship during Winterim week must complete all application materials, secure an approved sponsor by the published deadline, and attend all pre-Winterim meetings. Parents and immediate family members may not serve as a sponsor. Students are expected to complete 30-35 internship hours to receive the Internship credit required for graduation. If the internship is completed during Winterim week, students must complete all required hours during that week, even if the hours are earned with multiple sponsors. Internships completed during other school breaks may have the required hours distributed over a longer period of time.

The Winterim brochure (distributed in the fall) contains specific details and guidelines for students and parents. It should be noted that participation in a Winterim trip is a privilege that may be lost if a student is having serious academic or behavioral difficulty or is guilty of an Honor Code violation. The School reserves the right to make the final decision about a student's eligibility to participate in school-sponsored Winterim activities.

DISCIPLINE

In accordance with Heathwood Hall's philosophy and objectives, the school community has certain expectations of student conduct. Students are expected to be honest, to be responsible for their behavior, to demonstrate self-discipline, and to respect the faculty and fellow students. The purpose of the discipline system is to encourage these qualities in students and to remind them when they have not met the School's expectations. Choosing to attend Heathwood Hall means that you are part of a community and that you agree to the rules and norms that have been established. A student who habitually breaks or ignores Heathwood Hall's rules exhibits a disrespect and disregard for the community and its values.

Heathwood Hall reserves the right to discipline students who are involved on or off campus in an activity that demonstrates the student cannot follow the School's Codes of Honor and Conduct or whose actions reflect negatively upon the School's reputation. *Students who violate the Codes will jeopardize their participation in athletics and other extracurricular activities, including seeking and holding office or being inducted into certain societies.*

Students should contact the Dean of Students with any questions about discipline.

Off-Campus Behavior

Students may be subject to discipline for misconduct which is, or may be, disruptive to the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School

community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, on social networking websites, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to take any disciplinary action deemed necessary by the circumstances, up to and including dismissal or expulsion.

Students and parents are expected to inform the School when they are detained or arrested; most often in these instances, local law enforcement also notifies our Resource Officer and the Upper School Head. In these cases, the School seeks to support the student in addressing his/her difficulties but it does reserve the right to respond with disciplinary and/or counseling requirements, up to and including expulsion. The School and family most likely will have many more options if the student discloses his/her situation rather than the School having to respond after the student's or School's reputation has been brought into question.

Student Searches and Interviews

School administrators and officials may conduct reasonable searches on School property of lockers, desks, vehicles and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause.

Any contraband items or evidence of a violation of law or school rules may be retained by school officials and/or turned over to an appropriate law enforcement agency, as required by law.

Interviews by School Personnel and School Resource Officers

Teachers and administrators, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances which will attempt to avoid unnecessary embarrassment to the person being questioned. School resource officers will act consistent with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Detention

Detentions may be issued for a variety of infractions found in the handbook, including, but not limited to excessive tardies to school or class, dress code violations, inappropriate behavior in class, etc. If a student earns a detention, he/she can serve at one of two times: 1) 3:20-4:00 p.m. on Wednesday afternoon or 2) 7:20-8:00 a.m. on Thursday morning. The weekly detention cycle begins Wednesday morning and ends Tuesday afternoon; this allows each student two opportunities to attend detention --Wednesday afternoon or Thursday morning. Detentions begin

promptly. **Late students will not be admitted.** If a student has been assigned two detentions, he/she must come to both detention periods. A student who misses detention will be assigned Friday School. In the rare event that a student received three detentions in a given week, the student will be referred to the Dean of Students.

Excessive detentions may lead to a Friday School. Excessive detentions and Friday Schools may keep a student from being able to run for a Student Government position or from being inducted into certain societies such as the National Honor Society.

A student and the parent(s) or guardian(s) will be notified of disciplinary assignments via Heathwood email. **It is the student's responsibility to check his/her Heathwood email each day.** The weekly detention list will be posted in the Upper School Office each Tuesday afternoon.

Disciplinary Action

Violations of school rules may result in a warning or a student being assigned to detention, but more serious violations may result in an automatic Friday School and also may include community service obligations. Repeated minor offenses or more serious violations may jeopardize a student's abilities to run for office, be inducted into honor societies, travel on school trips, or hold senior privileges.

All discipline takes precedence over other obligations – including sports, extracurricular activities, and academic assistance. Medical excuses and family emergencies are the only acceptable reasons for missing assigned discipline.

Discipline incidents and consequences will be logged on Plus Portals and will be visible to parents and students. The entire discipline record is shared when a student transfers to another secondary school. Only consequences that result in out-of-school suspension or dismissal are required to be shared with colleges and universities.

Disciplinary Probation

Heathwood Hall requires its students to behave in a manner in keeping with the values of the School. To that end, the Dean of Students Office will examine the discipline records of any student with excessive minor infractions or egregious interactions with the discipline systems. A student who is placed on disciplinary probation will be notified of his/her status, and the record will be reviewed again at the end of the probation period, at which point the Committee will determine whether to remove that student from probation, extend the probation, or recommend dismissal from Heathwood Hall. Advisors and parents will also be notified of a student's probationary status.

Disruption of Class

Students asked to leave class must report to the waiting area outside the US Head and Academic Dean's offices and speak to an administrator before he/she is allowed to return to classes. There will be disciplinary consequences for being asked to leave class, and these will be determined as a result of consultation with the teacher and the student.

Friday School

Friday School is served from 3:20-5:30 on the Friday immediately following the offense. Absence from Friday School is a major offense. Friday School takes precedence over all other extracurricular obligations.

Suspension

Suspension from school may be assigned to any student whose violations of the School's Codes of Conduct and Honor are of such a serious and/or chronic nature that he/she and the School need time for reflection about the student's ability and commitment to be a positive member of the Heathwood Hall community. Suspension can result from an accumulation of offenses or one major offense. Suspension is the last course of action before expulsion. All academic work for the days missed will be completed and submitted to the respective teachers according to an individualized plan crafted by the Dean of Students and the student's teachers. There will not be an academic penalty for the work as noted below. Students are ineligible to participate in any extracurricular activity the day of suspension and/or are ineligible to participate in the first athletic contest following the suspension within the current season. Finally, the student and/or the School may be required to disclose any suspensions to colleges or on job applications. There are two forms of suspension:

In-School Suspension

A student serving an ISS receives his/her school work to complete in a designated room isolated from the student body. A student may also be asked to perform service work on campus. A student who has been in ISS is not allowed to participate in any extracurricular activities on the day of suspension (athletic practices or games, drama rehearsals or performances, etc.) nor is he/she allowed to attend school activities as a spectator.

Out-of-School Suspension

A student serving an OSS is required to perform community service at a specific location for six hours (the equivalent of a school day). This service may not be applied toward the twenty-hour community service requirement. An Out-of-School Suspension is more serious than ISS and may be assigned for more than one day. A student who has been on OSS is not allowed to participate in any extracurricular activities on the day of suspension (athletic practices or games, drama rehearsals or performances, etc.) nor is he/she allowed to attend school activities as a spectator.

Out-of-School suspensions must be reported to colleges in the application process.

Whether ISS or OSS, a suspension serves three functions: First, it serves as a message to the offender – and the community – that a particular behavior or action is unacceptable. Second, it offers a glimpse of what a permanent separation might feel like. And finally, it helps the school and the student put closure on the offense, allowing everyone to move forward.

Dismissal/Expulsion

When a student's behavior, actions, or academic performance are not at acceptable standards, and as outlined periodically throughout this handbook, he or she may be either dismissed or expelled from the School. In the case of dismissal, the student will be required to be separated from the School for an extended period of time (most often, a minimum of one year) but may reapply for admission at a later date. In the case of expulsion, the student is not eligible for readmission.

Dress Code

The Heathwood Hall Dress Code serves many purposes: It promotes unity and school pride; it puts students on equal footing regardless of socioeconomic status; and perhaps most importantly, it models ideals of professionalism and seriousness within the context of a school.

When choosing to join the Heathwood community, students and their families also commit to following school rules, including the dress code. Students who disregard the dress code are breaking their covenant with the Heathwood community.

The following Dress Code pertains to the school day, from arrival in the morning until dismissal in the afternoon. Students should dress according to the guidelines for all classes, field trips, disciplinary consequences, and off-campus experiences, unless otherwise notified.

General Guidelines

- Students are expected to be clean and well-groomed, and reasonably professional in appearance.
- Clothing must not be ripped, torn, patched, frayed, or otherwise visibly damaged or altered.
- Clothing must be clean and fit properly, not be excessively baggy, too short, too tight, or too revealing.
- Only ears and noses may reveal piercings. Extreme piercings (e.g. ear gauges, septum rings) are not permitted. No other body parts may reveal piercing.
- Hair must be neatly groomed and must not fall into the eyes. Extremely unnatural hair

color (e.g. blue) or any hairstyle deemed extreme or distracting is not permitted.

- Facial Hair is not permitted for students, who must be clean-shaven.
- Head coverings (including hats, hoods, bandanas, durags, etc.) are prohibited indoors and outdoors barring sincerely held religious belief (e.g., hijabs or yarmulkes) or to reasonably accommodate medical or disability-related issues.

Pants/Shorts/Skirts/Skorts/Jumpers

- Students may wear traditionally styled pants and shorts. Pants and shorts must be plain with no cargo pockets. Denim, spandex, and lycra are not acceptable.
- Girls may also wear skirts, skorts, or jumpers purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Land's End.
- Athletic skirts/skorts are not permitted.
- For all students, pants/shorts/skirts/skorts/jumpers must be khaki, navy blue, or Heathwood Plaid in color.
- For all students, shorts/skirts/skorts/jumpers must be a length appropriate to a professional school environment. They must extend at least beyond the fingertips when students are standing up straight with their arms at their sides. Administration will make the final determination of what is appropriate.

Shirts

- Shirts will have a collar, will display the Heathwood logo, and should be in an approved Heathwood color (blue, green, gray, white, and yellow).
- Peter Millar striped polo shirts with the Heathwood logo (purchased in the Plaid Peddler) are appropriate.
- Shirts must be purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Land's End.
- Student-athletes will be able to purchase team polo shirts which are approved for daily wear.

Sweaters, Sweatshirts, and Fleece

- Sweaters, sweatshirts, and fleeces can be purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Land's End. Sweaters, fleeces, and sweatshirts should be in an approved Heathwood color (blue, green, gray, white, or yellow) and must include the Heathwood name or logo.
- Sweaters, sweatshirts, and fleeces may only be worn over an official Heathwood logo shirt.

- Non-Heathwood outerwear may be worn for inclement or cold weather. Outerwear is a raincoat or winter coat (not a sweater, sweatshirt, or hoodie) and must be removed indoors.

Shoes/Socks/Stockings/Leggings

- Shoes must be worn at all times. Closed-toe shoes may be mandatory for science labs and specific school activities, and athletic shoes are required for P.E classes. The following types of footwear are NOT permitted: house slippers, athletic slides, plastic flip flops (e.g., anything you would wear at the beach or in the shower).
- Fishnet stockings, ripped stockings, or stockings/socks that stop above the knee are not permitted.
- Leggings or tights (navy blue, black, and gray) may only be worn under dress code bottoms. **Sweatpants may not be worn.**

Friday Dress Code

On Fridays, students will be able to wear Heathwood spirit gear, including athletic t-shirts or team jerseys and other Heathwood issued t-shirts, sweatshirts, etc. (e.g. drama, YIG, etc.). These shirts will be worn with dress code bottoms. In the second semester, seniors will be allowed to wear college t-shirts, golf shirts, quarter zips, and/or sweatshirts on Fridays.

Athletic/Extracurricular Dress

On Fridays, student-athletes will be able to wear their team jerseys or team t-shirts if they wish. Additionally, all teams will be able to buy team polos that will be appropriate to wear any day of the week. Note: All team shirts must be approved by Athletics, Divisions, and Marketing Departments prior to printing.

Dress Down Days

Occasionally students will be given the opportunity to be out of dress code during the school day, for example during Homecoming Spirit Week. Students should dress according to the appropriate theme, or they should be in dress code.

STUDENT ACTIVITIES

Many opportunities exist for quality student involvement in extracurricular activities and special interest groups. All students should plan to contribute to the School in at least one of these areas. The schedule of club and class activities is coordinated through the club sponsors and approved by the Dean of Students' Office. A list of meeting times and events will be posted on a shared calendar and included in the daily announcements. The school welcomes new clubs and activities, but first they must be approved by the Dean of Students' Office.

Clubs

A wide variety of clubs will be available to students. Club meetings generally take place on Tuesday and Thursday from 10:15-10:45. Clubs may also be scheduled before school and after school. If students are not attending a club meeting during club time, they may congregate in the Robinson Center lobby, under the Robinson Center, at the patio areas next to the Robinson Center, or in a classroom with a teacher's permission and supervision. Students may go to the Plaid Peddler during club time.

Athletics

The Athletic Program offers participation in many different sports on the varsity and junior varsity levels. These include baseball, basketball, bowling, cheerleading, cross-country, equestrian, football, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball, wrestling, and sporting clays. While some athletics teams require try-outs, all students are encouraged to participate in the athletics program at Heathwood Hall.

Performing Arts

The school has choral and band performances each semester in conjunction with the students' band and chorus classes. In addition, the music faculty may provide additional opportunities, such as *a capella* and jazz band, which are selective in participation. All students are invited to participate in the schools' drama program. Heathwood stages several productions each year, including cross-divisional theatrical performances and one-act competition pieces. Opportunities exist for students to audition for the cast, assist with scenery or lighting, or become stagehands in the various productions.

PEAK

PEAK Student Leaders develop and enhance leadership skills by assisting with programs offered by the PEAK Outdoor Center throughout the year. In order to become Peak Student Leaders, students must apply to the program and participate in a Basic Training program held early in the school year. Upon completion of Basic Training, members are allowed to help facilitate basic level adventure programs. PSL members must complete 10 hours of service to PEAK programs each semester to remain a member in good standing.