

# CLARENDON HALL



## 2018-2019 FAMILY HANDBOOK

# **MISSION STATEMENT**

**TO PROVIDE A QUALITY ELEMENTARY  
AND SECONDARY EDUCATION WITHIN A  
CHRISTIAN ENVIRONMENT TO PREPARE  
OUR STUDENTS FOR MAKING  
SUCCESSFUL LIFE CHOICES.**

**CLARENDON HALL SCHOOL, INC.  
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Summerton, South Carolina 29148-0609**

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***Academic Excellence, Christian Environment  
Since 1965***

## FOREWORD

This booklet was written to give students and parents/guardians an outline of the objectives, principles, and rules of our school and does not cover all situations that may arise. You may use it for reference throughout the school year. We also request students and parents read it in its entirety. While this handbook is not a contract, familiarity with the contents of this book will eliminate much uncertainty and answer most of your questions. The administration reserves the right to change or bypass discipline policies if the situation warrants.

The purpose of this Handbook is to serve as a source of information for parents, students, and faculty of the school and is not all inclusive of all school information and policies.

The Family Handbook is reviewed every year and updated as needed. Suggestions by faculty, parents/guardians, and students are welcome and can be made in writing and given to the administrative staff.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## SCHOOL VISION

To provide an excellent Christian education with the goal to meet the academic, physical, and social needs of our students as we prepare them for life after Clarendon Hall.

## ACCREDITATION

Clarendon Hall, a co-educational day school offering academic instruction in preschool through grade twelve, is an institution fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement **AdvancED/SACS**. As an accredited institution of the **AdvancED** network, we are one of over 32,000 schools and systems in more than 70 countries that are committed to continuous quality improvement through accreditation. **In addition, Clarendon Hall School is a member of the South Carolina Independent School Association (also known as SCISA).** As a member of SCISA, Clarendon Hall adheres to its standards for academic and athletic programs.

## STATEMENT OF PRINCIPLES

Clarendon Hall believes the aim of education is to promote right, reason, and moral imagination, and to explain to the student his/her place in the western tradition into which he/she has been born. Accordingly, it emphasizes academic studies that put the student in touch with the principles of history, language, religion, literature, logic, mathematics and science through which he/she is enabled to make sound value judgments and to understand his/her cultural heritage. Clarendon Hall also believes a well-trained body compliments an educated mind. Accordingly, it stresses academics and Christian education first, then participation in athletics and extra-curricular activities such as clubs and student government.

## **ADMISSIONS POLICY**

Clarendon Hall admits students without discrimination of race, color, nationality, or ethnic origin in the administration of its educational or admission policies (which includes good academic standing at previous school, an acceptable discipline history, and a personal interview with the administration of both the student and the parent), scholarship programs, athletics, or other school-administered programs.

Any student applying for admission and having either an IEP or 504 Education Plan must meet with and be approved by the administration of the school.

## **ADDENDUM**

The U.S. Supreme Court issued a decision creating a constitutional right to same-sex marriage (SSM) in *Obergefell v. Hodges* on June 26, 2015.

Clarendon Hall's stand in response to that decision is as follows:

- We continue to base admissions and hiring practices on Biblical standards regarding sexual morality.
- We will not accept or condone any student who is in a same-sex relationship or allow students already enrolled to remain in attendance if they are also involved in the same type of union.
- We will base ALL decisions for attendance and enrollment on the Biblical standard stated in God's Word.

We strongly stand on the inerrant Word of God which states that all persons are created in God's image and are made to glorify Him (Genesis 1:27; Issiah 43:17), and that God's design was of two distinct and complementary sexes, male and female (Genesis 1:27; Matthew 19:4), which designate the fundamental distinction that God has embedded in the very biology of the human race. Therefore, we oppose effort to alter one's bodily identity to refashion it to its perceived gender identity.

## **IMPORTANT NOTICE**

**It is understood that attendance at Clarendon Hall is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. Clarendon Hall may request the withdrawal of any student at any time, whom, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether he/she conforms to the specific rules and regulations as noted in the Family Handbook.**

## **THE SPIRIT OF A SAINT**

*The following are characteristics all Clarendon Hall students and staff should try to maintain whether at school or away from school. It is the responsibility of the people who are here to behave in a manner which would make the founders of this school proud.*

The Clarendon Hall student:

- 1 Behaves in a ladylike or gentlemanly manner at school and away from school.
- 2 Uses good manners: looks a person in the eye when speaking to him or her, shakes hands, opens doors, offers assistance, speaks kindly, uses “ma’ams” and “sirs.”
- 3 Follows rules at school and away from school.
- 4 Shows respect for ALL others and their property.
- 5 Speaks kindly of Clarendon Hall and those connected to Clarendon Hall.
- 6 Takes care of the school by picking up trash, cleaning up after oneself, and keeping work areas and play areas clean and neat.
- 7 Dresses neatly and modestly and grooms oneself neatly and regularly.
- 8 Takes off hat or cap inside ANY building.
- 9 Shows good sportsmanship in ALL contests.

## **SCHOOL HISTORY**

Founded in 1965 by the Summerton Baptist Church for the purpose of affording a superior elementary and secondary education in a non-denominational Christian environment, Clarendon Hall was originally known as Summerton Baptist Church School. Because of continued growth in student body curriculum, it soon became evident that a separate campus and building would be required. In 1968, Calvary Baptist Church located near Pinewood, South Carolina offered to take over control and continue operation of the school. In 1968, in cooperation with Clarendon Hall School Land Trust, and with a loan secured from the John K. Crosswell Trust of Sumter, South Carolina, Clarendon Hall opened in a new, modern educational building in Summerton, SC, situated on an eight-acre campus easily accessible because of its convenient location. During the 1975-76 school year, the gymnasium, cafeteria, and current multi-purpose room were constructed. Calvary Baptist Church continued operation of the school until 2005 when a new non-profit corporation was formed known as Clarendon Hall School, Inc.

A major capital campaign project was begun in 2004 to raise funds to improve the facilities at Clarendon Hall. During phase one of the campaign, a new administration wing was added and gave the school a new entrance. Buildings one and two were connected with a new hall to include student lockers and new restrooms. Phase two of the project was completed in 2005 with new landscaping, paving and redesigning of the horseshoe driveway, and the addition of new fencing and arched gazebo. Phase three of the capital campaign project was begun in 2006 to include renovations to the gym and cafeteria, which included air conditioning in the gym. These projects are a direct result of the continued support Clarendon Hall receives from its patrons, alumni, and the community.

The Board, the student body, and the faculty have been drawn from all denominations. Clarendon Hall depends solely upon tuition and gifts received from individuals who are interested in the continuing growth of education through our state and nation.

# **CLARENDON HALL SCHOOL, INC. BOARD OF TRUSTEES**

Charles B. James, III – Chief Executive Officer / Chairman  
L. Travis McIntosh - President

David H. Bagnal  
Emily Robinson-Bair  
Whitney Phillips, Secretary  
Bridget M. Wells, Treasurer

Donald M. Bagnal Jr.  
Brian M. Corbett  
Chalmers Stukes

## **OFFICE STAFF**

Headmaster  
Accounting Officer  
Administrative Assistant

Mr. Phillip Rizzo Jr.  
Mrs. Sonya Seitz  
Mrs. Dawn Hodges

## **FACULTY & STAFF MEMBERS**

Preschool Teacher  
Kindergarten Teacher  
Kindergarten Asst.  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade/ Seventh Grade Math  
Sixth Grade/Seventh Grade ELA  
Bible, Music, Chorus  
M. S. / H. S. History  
H. S. English  
Bible, Art, and Chapel  
H. S. Math  
Personal Finance/Speech/CODE  
H. S. Science  
Athletic Director/Physical Education  
Media Specialist/Library  
After School Care  
Lunchroom Manager  
Lunchroom Staff

Ms. Karen McEwen  
Mrs. Nancy Wilson  
Mrs. Becky Bays  
Mrs. Marie Hancock  
Mrs. Alison Ridgeway  
Mrs. Tammy Carlisle  
Mrs. Kaylee Kuzbary  
Ms. Laura Ardis  
Mrs. Robin Galloway  
Mrs. Bridget Wells  
Mrs. Candy Ashba  
Mrs. Debbie Bair  
Mrs. Melissa Moorer  
Mrs. Tammy Cogdill  
Ms. Karen Schwendinger  
Mrs. Amy McGaw  
Ms. Elizabeth Cila  
Mr. Ritchie Way  
Mrs. Susan Oswald  
Mrs. Katie Minor  
Mrs. Donette Lookabill  
Mrs. Anna Richburg

## **FINANCES/PAYMENTS**

All funds for the operation of Clarendon Hall are received from tuition, contributions, and fund-raising activities. The school operates on a monthly basis; therefore, it is imperative that all fees be paid promptly on or before payment due date. A **\$40 late charge** will be added to payments ten (10) days after tuition due date.

Payment Options: For your convenience, Clarendon Hall offers payment options that are available upon request from the school office.

A student whose fees fall behind in payment will be subject to non-admission. Report cards and records are not released to students or parents until fees are paid. The Finance Committee will meet monthly if necessary to review past due accounts or other school financial business.

Tuition alone will not pay all of the school's operating costs; therefore, during the year other projects are held to raise additional funds for the school or special projects. All parents and students are urged to participate fully in order to make these events successful. **The yearly Silent Auction is a school required fundraiser.**

## **VISITORS**

Parents or other visitors to the school must sign in at the main office upon entering campus. Students are not allowed to have guests on campus during school hours without prior office notification and approval. Parents or other persons must notify the office if they need to see a child or teacher. All student visitors are subject to Clarendon Hall dress and discipline codes.

NOTICE: Pursuant to State Law, persons entering school property are deemed to have consented to search of their person and property (Act 373 of 1994).

## **EMERGENCY CLOSINGS**

It is sometimes necessary to close school on short notice due to an emergency such as bad weather. If school must be cancelled, Call Fire (automated voice messenger system) will send a message, and it will be announced on television station WIS-TV 10 and Manning Live. Closings will also be listed on the school answering machine and school website if possible. Facebook will also be used as a possible tool for communication.

## **CONFERENCES**

Parent/ Teacher conferences are encouraged. Parents are asked to request these conferences after school hours or at the teacher's and parent's convenience. Conferences should be scheduled using teachers e-mail. Please use the school website for this ([www.clarendonhall.org](http://www.clarendonhall.org)).

## **STUDENT GOVERNMENT**

The purpose of the Clarendon Hall Student Government is:

- a. To create an enthusiasm for scholarship.
- b. To stimulate a desire to render service.
- c. To promote worthy leadership.
- d. To develop character and spiritual values

To serve as an officer or class senator of the Student Council or class representative, one must have a grade point average (GPA) of 3.00\* or above based on semester grades for class rank and be enrolled at Clarendon Hall for the next school year. The student must also be of good character, and all student candidates for office must be approved by the faculty. Two representatives from each grades 8 – 12 shall be chosen to serve as Student Council Senate representatives. Elections are held each school year.

## **HONOR SOCIETY**

Clarendon Hall is a member of the National Honor Society and the SCISA Honor Society. In order to be considered for membership, a student must be at least a sophomore, have a 3.75 GPA for the academic year, and faculty approval. This average, as well as a good discipline record, **must be maintained** to continue in the Honor Society. National Honor Society also requires community service.

## **BOOKS – SCHOOL SUPPLIES**

While students may be required to purchase some consumable books for additional class projects, all other books are purchased by the school for student use and remain the property of the school. We expect a certain amount of wear on books as they are transported and used, but **excessive damage such as writing in books, torn pages, water damage, binder damage, etc., will result in a fine to be assessed at year-end by the classroom teacher or the administration**. To reduce general wear on textbooks, it is required that all books be covered with an additional paper or plastic book cover. Sticky adhesive covers are not allowed.

## **DEVOTIONALS**

Devotionals will be held each morning in the classrooms. Chapel services will be held weekly on Wednesday morning for grades 6 –12 and at other designated times for elementary and primary grades.

## **BUS REGULATIONS**

Only students with a signed bus contract may use this service. They are subject to all rules stated on the bus contract and must be on time to bus stops. Riding the bus is a privilege and not a right. Vandalism will not be tolerated. Safe transportation is our primary goal and students are subject to the bus rules as listed on bus contracts as well as the school discipline code. Any student with continued discipline problems may result in removal from the bus. Drugs, tobacco, and alcohol are prohibited. Use of any of these will be subject to Clarendon Hall's discipline policy.

## **LUNCH**

Daily lunch specials, sandwiches, and snacks will be available for purchase during scheduled lunch periods. A price list will be given to students the first week of school. Weekly lunch menus are available in the student's homeroom class and on school website. **No lunch charges are allowed at Clarendon Hall.** Parents may purchase lunch tickets to prepay for lunches. Elementary teachers will assist students with lunch orders.

## **LIBRARY – MEDIA CENTER**

Failure to return overdue books or pay fines may result in the office's withholding of report cards at the end of a nine-week period. Use of the library computers and Internet access is subject to parent permission and all other school rules and regulations.

## **SCHOOL HEAD LICE POLICY**

In cooperation with SC DHEC, the following will be the Clarendon Hall School policy in regard to "head lice."

If your child has crawling lice or nits (eggs) ¼ inch or closer to the scalp, and if head-to-head contact with other children can be avoided, he/she will be sent home. Otherwise, he/she may be sent home from school immediately. After his/her first treatment with an approved lice-removal product, if there are no active lice crawling on the child's head, the student may return to school.

The school will check your child seven (7) days after treatment for any newly hatched crawling lice. If any are present, your child will have to be retreated for lice before coming back to school.

## **MEDICAL INFORMATION**

THE OFFICE WILL NOT DISPENSE ANY PRESCRIPTIONS OR NON-PRESCRIPTION DRUGS (Tylenol, Advil, etc.) TO STUDENTS UNLESS PRIOR WRITTEN SIGNED CONSENT HAS BEEN GIVEN BY THE PARENT OR GUARDIAN ON THE STUDENT INFORMATION SHEET.

The following is a list of other requirements:

1. Parents are responsible for giving the school current information if the health condition of a child has changed since you last completed a health form. It is also the parent's responsibility to notify us of any changes that may occur during the school year.
2. Prescription drugs must be up-to-date. The drugs will be deposited, stored, dispensed (or administered), and secured only in the school office. Prescription drugs must be sent in the pharmacy package showing the proper dosage and a written parental consent form must be signed by the parent. **Students are not to have them on their person.**
3. All controlled substances must be prescribed to the child by the name on the container label and will be dispensed to him or her only through the school office.
4. The school will record on a daily log sheet when, what, and how much your child has been given.
5. If a child has a chronic medical problem that requires medication such as Tylenol, Advil, Motrin, etc., the parent must supply the medication that will be kept in the school office labeled with the child's name and dosage to be given.
6. No medications are allowed to be in the possession of students with exception of inhalers needed for respiratory problems.

**CLARENDON HALL**  
**College Preparatory Course Requirements \*\***

English	4 Units
Mathematics	4 Units
Laboratory Science	4 Units
Foreign Language	2 Units
Fine Arts	1 Unit
Social Science	4 Units
Computer Science	1 Unit
Physical Education	1 Unit
Religion	2 Units
Elective	1 Unit

**\*\* Clarendon Hall’s “College Preparatory Course Requirements”, excluding the Religion credits, meet the South Carolina Commission on Higher Education and the South Carolina Department of Education course requirements.**

**Recommended Sequence of Study**

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English	English I	English II	English III	English IV
Math	Algebra I	Algebra II or Geometry	Algebra II or Geometry	Pre-Calculus or Statistics
Science	Physical Science	Biology	Chemistry	Adv. Biology or Anatomy
Social Studies		World History New Testament History	U.S. History	Economics / Government
Foreign Lang.		Spanish I	Spanish II	Spanish III
Computer S.	Computer I			
Fine Arts	Music Apprec. Or Art		Personal Finance/ Speech	
Physical Ed. *				
Religion	Life Management Under God			Church History

\* Physical Education will be taken in 8th grade.

\*\*\*Dual Enrollment College Credit Classes are offered to seniors who qualify.

**GRADE ADVANCEMENT**

9<sup>th</sup> Grade: The student shall have successfully completed grade 8.

10<sup>th</sup> Grade: The student shall have earned at least five (5) units of credit, including one English credit and one math credit.

11<sup>th</sup> Grade: The student shall have earned at least eleven (11) units of credit, including two English credits, two math credits and one science credit.

12<sup>th</sup> Grade: The student shall have earned at least seventeen (17) units of credit, including three English credits, three math credits, and two science credits.

Graduation: College Preparatory Diploma, successful completion of twenty-four (24) units of credit.

## 10 Point Grading Scale

### South Carolina Uniform Grading Conversions

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## **WITHDRAWING FROM A COURSE**

With the first day of enrollment of the course as the baseline, students who withdraw from a course within five days for a one semester course or ten days in a year- long course will do so without penalty.

Students who withdraw from a course after the specified time shall be assigned a WF, and the F (as a 50)\* will be calculated in the student's overall grade point average.

The time limitations for withdrawing from a course without penalty do not apply to course changes approved by the administration of Clarendon Hall.

Written parental permission is required to change a student's schedule. A class can only be dropped if there is a class available to replace the dropped class.

## **REPORT CARDS – HONOR ROLL**

Report cards will be issued the week following the end of the quarter and must be signed by a parent and returned within two days. Progress reports will be issued to students and/or parents and should be signed by a parent. These also need to be returned within two school days. ***Failure to do this will result in an after-school detention.*** Honor Roll students must receive no grades lower than a B\* in each subject for each quarter. Headmaster's List students must receive a grade no lower than an A\* in each subject for each quarter.

## **EXAMINATIONS**

All upper school courses have semester examinations. Seniors and Junior Marshall with a 90 or greater year to date GPA may exempt second semester exams. Students in grades 9-11, with teacher and administrative approval, may exempt a number of yearend exams per the information below by earning an average of 90 or better in the course. Middle School students (6<sup>th</sup> – 8<sup>th</sup> grades) may not exempt exams.

Freshman: 1 exam

Sophomore: 2 exams

Junior: 3 exams

Students may be denied the opportunity to exempt exams in cases of unexcused excessive absences or tardies. Excessive is defined as being absent or tardy five (5) times per semester.

## **CLASS RANK**

It is the policy of Clarendon Hall to rank 12<sup>th</sup>, 11<sup>th</sup>, and 10<sup>th</sup> students, by grade, at the end of each academic year. A student's position in the class ranking is relative to all other students in each particular grade.

For the purpose of ranking: Courses are weighted, then averaged according to the standards provided in the South Carolina Uniform Grading Policy (SC UGP) to determine each student's GPA. It is the policy of Clarendon Hall to note a student's class rank on their transcript.

Junior Class Marshals, four each year, and Senior Class Valedictorian and Salutatorian are selected according to their rank in their class, and must be enrolled at Clarendon Hall for a minimum of two years to qualify for these awards. The selection of Junior Marshals will be based on their overall GPA at the end of the Fall Semester of their junior school year. A student on the General Course Track will not be eligible for Valedictorian or Salutatorian.

## **STUDENT MAKE-UP WORK/TEST POLICY**

Students who have an **excused absence (note required)** have the privilege to make up class work and tests missed; however, it is the student's responsibility to get the assignments from the teachers and arrange a time to take the tests. Students will be allowed one (1) day plus the number of missed days absent to complete the assignments, if said assignment was given prior to the student being absent from school the assignment is due on the day the student returns to school.

Students absent for extended periods of time will be given special consideration.

Students who fail to make up work within the required amount of time will receive a failing grade for missed work.

Should a student be in attendance for a test review for a test to be given the next day and the student is absent on the test day, the student will take the test on the day he/she returns to school.

## **FAILURES**

Students failing one or more courses in English, mathematics, or reading in grades 1-8 must repeat the grade unless the student takes a summer school class that is approved by the Clarendon Hall Administration.

Students in grades 1-6 will be given a grade of Satisfactory (S) or Unsatisfactory (U) for classes in music, art, computer, physical education, or other related arts classes. These class grades will not be used to determine honor roll.

High School students who fail a core course must repeat the course for credit in a **Clarendon Hall Approved summer school program**.

## **DETENTIONS**

At the discretion of the school administration, school detention will be held from 2:30 pm until 3:30 pm or 7:15 am until 8:00 am on days specified by the school office. Should a student miss the first assigned detention, he/she will be assigned a second detention (two in total). Failure to attend these detentions on the assigned days will result in a one (1) day in-school suspension.

## **STUDENT SUPERVISION & AFTER SCHOOL CARE**

Clarendon Hall School is not responsible for children left unattended after 3:00 pm. Children must be picked up by 3:00 pm unless enrolled in Clarendon Hall's after school daycare program. Students may not roam around the school and any student on campus after 3:00 pm must report to the office. Student athletes must report and be supervised by the designated coach for each sport for after school practices.

## **ATTENDANCE (Applies to Grades K5 – 12)**

Regular attendance is necessary if a student is to make satisfactory educational progress. Therefore, all students are expected to attend school regularly and students are subject to the following rules and regulations:

1. A **valid written excuse** must be presented to the main office attendance clerk the day student returns to school to include: (a) the date of the absence; (b) the nature of the absence; and (c) the signature of the parent or guardian, unless the parent comes into the school to sign-out their student. Excuses are required to make up work missed due to the absence. The attendance clerk will record parent and medical excuses daily. **Medical excuses must be turned in within one week of the absence to be counted as excused.**
2. Students should be absent only in cases of illness, family emergencies, or for doctors' appointments. Students are not to leave school early to go to work.

3. Parents may request permission for absences other than those listed above. However, teachers will not be required to provide make-up work for other unexcused absences.
4. When a student accumulates five (5) unexcused absences, a notice will be mailed to parents.
5. Students missing more than 10 days or 10 classes for non-medical reasons will not be promoted at the end of the school year or receive credit for a class, **unless students make up missed days/classes in "Seat Recovery Time"**. The administration and teachers will review the status of students in this situation at the end of the school year.
6. In grades K5 – 7, attendance will be based on daily attendance. Students must be present every day with no absences, tardies, or early dismissals in order to achieve perfect attendance.
7. In grades 8-12, attendance will be maintained for each class/period or subject, and credit eligibility will be determined by subject; therefore, **it is very important that valid excuses are presented for early dismissals and late arrivals as well as all day absences.**
8. Special excuses may be arranged prior to planned absences, at least a week in advance.
9. **It is the student's responsibility to obtain assignments for homework and class work when absent from class.** The office staff is not responsible for obtaining homework assignments.
10. For extended absences, teachers will work with parents and students to provide work missed upon request by the parent and/or student. If circumstances are mitigating and extenuating, promotion can be at the Headmaster's discretion and with teacher recommendation. However, when a student has over 20 absentee days even with medical excuses, he or she will not be promoted **unless he or she makes up missed days/classes in "Seat Recovery Time"**.

PER SOUTH CAROLINA STATE LAW, PARENT NOTES FOR ABSENCES OR TARDIES TO THE SCHOOL MAY NOT EXCEED 10 DAYS OR 10 CLASS PERIODS (APPLIES TO GRADES K5 – 12).

### **TARDIES (Grades K5 -12)**

School tardies and class tardies are kept separately. The main office will keep records of all school tardies. Teachers will keep records of class tardies and report students to the office based on the scale below. School tardies will be sent home on progress reports and report cards. Tardies begin again each quarter. **The Headmaster must approve all non-medical excused tardies. Parents are asked to send a written note of explanation for all non-medical related tardies, but they cannot exceed ten (10).** Medical related tardies require a doctor's excuse.

1. The third (3) tardy results in one (1) after school detention. Each additional tardy after this will result in a detention for the duration on the quarter. Parents will be notified when their student receives a detention.
2. Tardies will "reset" at the beginning of each quarter.

## **CLARENDON HALL DRESS CODE**

All students in grades 6 through 12 must adhere to the following dress code. Students are reminded the dress code applies to ALL school functions, including athletic events, home or away. THE DRESS CODE WILL BE ENFORCED. If you are not sure about an outfit, please do not allow your child to wear it. Repeated dress code violators are subject to additional discipline measures to be determined by the administration.

### **Males & Females**

#### **1. Shoes:**

- a. Shoes must be worn at all times on campus.
- b. Most sandals are permitted; however, molded rubber athletic sandals, and other “beachwear/shower wear” are not permitted.

#### **2. Headwear:**

- a. Headwear is not appropriate during the school day. All headwear shall be left in vehicles or submitted to the office upon arrival to school.

#### **3. Pant/Shorts:**

- a. May not be shorter than four (4) inches above the knee (measured from the top of the knee).

#### **4. Other items:**

- a. No body piercing or tattoos.
- b. No clothing that is frayed, has holes, or is cut-off.
- c. Wind suits are acceptable **ONLY** when worn with the permission of an athletic coach on game days.
- d. No denim overalls/coveralls.
- e. No gothic clothing- including trench coats, long chains, and clothing with skulls/bones.
- f. No camouflage shirts, pants, or hoodies.
- g. No extreme haircuts or “unnatural colors” (age appropriate).

#### **5. Outerwear:**

- a. Anoraks, fleece pullovers, light jackets, hoodies, sweatshirts, crew, v-neck, or cardigan sweaters may be worn in compliance with the guidelines for t-shirt logos.
- b. Camouflage coats may be worn. Coats are defined as clothing that zips or buttons from the top to the bottom.

### **Males**

#### **1. Shirts:**

- a. All shirts must be tucked in completely.
- b. All shirts must be collared with the exception of t-shirts displaying the following logos:
  - \* Clarendon Hall
  - \* SCISA
  - \* US Armed Forces
  - \* Palmetto Boys State
  - \* Plain/solid t-shirts (may not be a white undershirt).
  - \* College
  - \* FCA/Christian/church youth related
  - \* Palmetto Girls State
- c. T-shirts are only allowed on Thursdays and Fridays unless authorized by the administration.

## **2. Pants/Shorts:**

- a. Must be worn in an appropriate manner and may not be excessively baggy.
- b. Must be no more than four (4) inches above the knee.
- c. Belts must be worn if the pants have belt loops.

## **3. Hair:**

- a. Should be kept neatly trimmed and combed, above the eyebrows, the ears, and the collar. Hair pulled behind the ears does not meet the standard.
- b. Students must be clean-shaven and may not wear sideburns below the base of the ear.

## **4. Other:**

- a. Males may not wear earrings.

## **Females**

### **1. Shirts/Tops/Dresses:**

- a. All undergarments must be covered. Straps may not be exposed.
- b. The midriff may not be exposed.
- c. Tank top, halter top, racer-back, or off-the-shoulder styles may not be worn.
- d. Tops with thin straps, exposed backs, or low-cut styles may not be worn.
- e. All t-shirts must be tucked in completely. Acceptable T-shirts for females are the same as those listed for the males. T-shirts are only allowed on Thursdays and Fridays unless authorized by the administration.

### **2. Pants/Shorts/Skirts/Dresses:**

- a. Must be worn in an appropriate manner.
- b. May not be excessively tight.
- c. May not be shorter than four (4) inches above the knee and the slit of a skirt or dress may not extend above the fingertip length (must be appropriate in appearance).
- d. Belts must be worn if the pants have belt loops.
- e. Leggings/jeggings, yoga pants, and spandex pants must be worn with appropriate tops that must meet the dress code length requirement: shortest length of the top must be at fingertip length.

### **3. Hair:**

- a: Should be kept neatly trimmed and combed.

## **DISCIPLINE POLICY**

The policy listed below is to be considered general procedure. Since discipline is considered of utmost importance for maintaining a good academic environment for learning, the administration reserves the right to deal with each situation on an individual basis. Teachers are expected to contact a parent in writing or by phone before a detention will be assigned. However, if the infraction requires immediate discipline, the teacher has the right to ask for administrative intervention.

**Level I Offenses:** Failure to follow classroom rules: Running in or roaming the building without a hall pass; Unsafe play/play fighting; Excessive tardies; Failure to return signed documents; Being unprepared for class; PDA (public display of affection); Major classroom disruptions; Lying; Unauthorized use of electronic devices without teacher permission; and/or Lingering in the parking lot before and/or after school hours. Most of these offenses are handled by the classroom teacher. However, the consequence for a written office referral on a Level I offense will be one of the following:

- Conference with the teacher and the student
- Conference with parent and/or student
- After school detention
- Excessive level I offenses will result in one (1) day suspension

**Level II offenses:** Bringing pornographic materials to school; Bullying; Fighting or physical aggression; Having/using alcohol or having/using tobacco or electronic cigarettes (e-cigs and disposable vaping devices) at school, on school property, or during school-sponsored functions; and/or Chronic level I behavior.

The standard consequence for an office referral on a Level II offense will be one of the following:

- First offense: One (1) day suspension
- Second offense: Two (2) days suspension
- Third or subsequent offense will result in a disciplinary hearing by the Administrator and Board of Directors.

\*\*The severity of a Level II offense may result in a Board of Directors and Administrator hearing.

**The following are considered level III offenses:** Having/using illegal drugs and/or possessing a firearm at school, on school property, or during school-sponsored functions. The consequences for a Level III offense is suspension until an expulsion hearing can be held to determine if the child will be allowed to remain at Clarendon Hall. The final decision will be made by the Administrator and Board of Directors.

## **OUT OF SCHOOL SUSPENSION**

Student Suspension: out-of-school suspension results in an academic penalty. Students whose absence is due to disciplinary suspension are not allowed to make up missed work. This means a student will receive an "F" on all missed work. This means a zero (0) for class participation, a zero (0) for quizzes and a fifty (50) for major tests.

In addition, on the day of suspension a student is not allowed on campus or allowed to participate in extra-curricular activities.

## **HONOR VIOLATIONS AND GENERAL CONDUCT**

**Honor violations: Honor violations include but are not limited to:**

1. Giving or receiving assistance on a test, report, project, or other assignment;
2. Copying another student's work; or
3. Knowingly plagiarizing.

Any honors violations will result in a zero (0) being given for the first violation. Any subsequent violations will result in a zero (0) and disciplinary action.

If a student becomes pregnant or is responsible for a pregnancy, while enrolled at Clarendon Hall, the student's educational plan will be determined by the Clarendon Hall School Board of Directors and the Headmaster.

## **ALCOHOL/CONTROLLED SUBSTANCE SCREENING**

It is the policy of Clarendon Hall, hereafter referred to as CHS, to provide its Board members, employees, and students with a safe environment that is free from the effects of illegal and non-illegal drugs/substances and alcohol abuse.

CHS believes the use of drugs and alcohol presents a danger not only to the individual who uses drugs and alcohol, but to the entire school. Therefore, CHS is committed to taking necessary steps to eliminate drugs and alcohol from the campus. Random drug/alcohol testing will be done periodically during the school year.

### **TESTING OF CURRENT BOARD MEMBERS, EMPLOYEES AND STUDENTS**

Alcohol/drug testing of current board members, employees, and students will be performed when there is a reasonable cause to believe that a Board member, employee, student on duty may be under the influence of alcohol or drugs. Determination of cause is within management's exclusive and sole discretion, but may include the following: unusual observed behavioral pattern, declining work performance, reasonable suspicion of drugs, personal or vehicle on-the-job accidents, etc.

Alcohol/drug testing for reasonable cause will be performed in conjunction with Clarendon Behavioral Health Services, and the individual will sign the release form. Individuals refusing to sign the release form, or undergo the required testing will be advised that they are in violation of CHS policy and subject to immediate discharge/expulsion.

Board members, employees and students will also be subject to random screening. The method will be determined by management in cooperation with Clarendon Behavioral Services.

### **TESTING RESULTS AND DISCIPLINARY ACTIONS**

#### **Negative Results**

Any Board member, employee, or student who undergoes alcohol/drug testing with negative results will be allowed to return to school or his/her assigned duties.

#### **Positive Results**

Any Board member, employee, or student who undergoes alcohol/drug testing with positive results will be referred to the EAP for counseling or treatment. Refusal to participate in the EAP or seek treatment for drug/alcohol abuse from a recognized professional or institution will be viewed as

insubordination, and the individual will be discharged/expelled. Documentation will be made in the individual's file.

If in the opinion of management, the individual is determined to be able to function safely in his/her assigned duties, he/she may continue to do so while receiving treatment or counseling for the alcohol/drug problem.

If it is deemed the Board member, employee, or student would place himself/herself or others in danger to continue in his/her duties, the Board member, employee, or student will be granted leave during the treatment as approved by the administration.

Although treatment through the EAP is confidential, the headmaster or board chair will be informed as to the continuance and completion of treatment. Upon completion of the recommended treatment, the Board member, employee or student will again undergo screening for alcohol/drug use. If results are positive, immediate termination/expulsion will result. If this second, follow-up screening is negative the individual will be allowed to continue or return to school with his/her assigned duties. In the event a "for cause test" is requested, a positive test screening will result in immediate termination/expulsion.

As stated in the Family Handbook: Random alcohol/drug testing will be done periodically during the school year. As well, locker searches will take place. Furthermore, any students suspected of being under the influence of drugs or alcohol may be tested. If a student refuses testing, he/she will be dismissed immediately. If the test result is positive, the student will have three (3) school days to arrange counseling. If counseling is not set up in three days, then said student will be suspending until counseling is set up. A student must also submit verification of successful completion of treatments end and submit to unannounced testing each month for a year at the parent/guardian's expense. Any eligibility for sports programs are suspended during this time of treatment until Administration sees fit to reinstate said student. If a student has a positive test any subsequent time while at CHS, he/she will be expelled.

### **SOCIAL MEDIA/INTERNET USAGE**

Clarendon Hall reserves the right to monitor online student behavior. If a student's online behavior detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school or in any way embarrasses the reputation of the school, staff, or students, it will be handled by the administration.

A posting to social media sites by a student during the school day is prohibited, and if such events take place, the student will receive a minimum of two detentions.

All cell phones, computers, tablets, etc. are to be turned off when a student arrives on campus and can only be used in class with a teacher's permission.

## **CELL PHONE POLICY**

Cell phones are allowed on campus only if they are **OUT OF SIGHT AND TURNED OFF during school hours**. No Smart watches or similar devices may be worn during school hours. If your child needs to contact you during school hours, he or she must first receive a pass from the teacher then go to the main office to use the school's phone.

**First Offense:** The phone will be taken and warning given. The phone will be returned to the student at the end of the day.

**Second (and subsequent) Offenses:** The phone will be taken and returned to the parent/guardian, and the phone must be turned in to the administrative office prior to the start of the school day for two weeks.

**Any cell phone violation can result in a complete data review by the administration prior to being returned. Clarendon Hall is not responsible for lost or stolen cell phones.**

## **OTHER SCHOOL RULES**

1. Driving is a privilege. ***Reckless driving will not be tolerated!*** Students have a designated parking area. There will be no congregating around parked vehicles during the school hours. Remember that ALL vehicles parked in school parking lot are subject to being searched. **Office permission is required for students to go to parked cars during the school day.**  
**Upon arriving at school, all student drivers and passengers MUST leave the parking lot.**
2. **Students are not allowed to receive phone calls in the office.** If there is an emergency, a member of the office staff will bring your child to the office to return your call.
3. Students involved in Student Government and/or National Honor Society are expected to follow school rules and show exemplary behavior. A first office referral may result in probation. A second office referral may result in dismissal from organization. **Any member caught cheating will result in the termination of membership.**
4. Sexual harassment is unacceptable conduct for members of the student body and employees. Any incident of sexual harassment should be reported immediately to the administrator. If person is found guilty, appropriate disciplinary actions will occur, up to and including separation from the institution. (A copy of the Sexual Harassment Policy is available per request.)
5. Electronic harassment: Harassment may occur through several mediums or means, including electronic communications. This includes, but is not limited to, internet (such as social media sites), email, and cell phones (including phone pictures or messaging as well as voice).  
**The harassment policy applies to all school activities both during and after school hours that may have an effect on student school activities or impact the school in a negative way.**
6. Students will be using the internet to research and to take part in other learning activities. Misuse of the internet is a Level I offense and will be treated as such. This includes off campus events.

## PROM/DANCE CODE

1. Students may not return to the dance or prom once they leave the building. Exceptions may be made only by the school faculty sponsor, and only for unusual circumstances.
2. Smoking and the use of other tobacco products is prohibited and will be punished in accordance with the discipline code.
1. 3. Anyone with the smell of alcohol on his/her breath is assumed to have been drinking at the dance and will be treated accordingly. Students are responsible for their own guests' behavior. **Violations will be punished in accordance to the discipline code for alcohol and drug use.**
4. Guests may be dropped off at the door, but parking is to be in the designated parking area. Parking is not allowed in the school's horseshoe driveway if the dance is held at Clarendon Hall.
5. Only the front door is to be used. The side doors are for emergencies only.
6. Sponsoring groups should provide refreshments.
7. The group sponsoring the dance must have three chaperones on duty at the same time. A husband and wife are considered one chaperone. The same chaperones need not remain throughout the dance or prom, but there must always be three present. **There must always be a faculty, staff, or board member present at any dance or prom, at all times.**
8. The dance/prom must end by 12:00 a.m. All band or entertainment contracts must be approved by the headmaster and proper billing provided.
9. The Junior-Senior Prom is subject to a mandatory arrival time for admittance to the prom. Other rules governing the prom will be set by the administration to include location, set-up, departure times, and clean-up. Underclassmen may attend only if they are a date of a senior or junior.
10. The group sponsoring the event is responsible for clean-up.

## RIGHT TO SEARCH

**Clarendon Hall reserves the right to search the person, property, or automobile of any student or employee on campus or attending a school sponsored event at any time. This right is reserved to protect the at-large student body and will be exercised prudently.**

# **CLARENDON HALL ATHLETICS**

Clarendon Hall offers junior varsity and varsity sports in the following: football, basketball, baseball, softball, volleyball, cheerleading, bowling, golf, and fishing. All team sports are governed by the rules of The South Carolina Independent School Athletic Association (hereinafter referred to as SCISAA) and Clarendon Hall. Midget football and cheerleading are also offered for elementary students.

## **STATEMENT OF PHILOSOPHY**

The Clarendon Hall Athletic Program is intended to aid in the development of favorable habits and attitudes that will help its students contribute as adults in a democratic society. The interscholastic athletic program shall be conducted in accordance with the existing policies, rules, and regulations of SCISAA as well as those set forth by the Clarendon Hall Board of Trustees and Athletic Committee. While we take pride in winning, we discourage all pressures that might tend to lead to the neglect of good sportsmanship, academic excellence, and sound mental health. At all times the athletic program shall be conducted in such a way as to justify it as an educational pursuit.

## **ATHLETIC ATTENDANCE POLICY**

**A student must attend four (4) periods of the school day to be eligible to participate in athletics for said day. If attending an off-campus school, the student must attend two classes at the Clarendon Hall campus. A lower school student must be in attendance for a minimum of a half-day.**

## **SCISAA ATHLETIC CODE OF CONDUCT**

Athletes, coaches, and fans shall always conduct themselves in a reasonable and sportsmanlike manner, reflecting full and true credit to the school. The following are considered violations:

1. Making any degrading remark about an official, coach, or athlete during or after a game, either on or off the field/floor of play.
2. Arguing with an official(s) or going through motions indicating dislike/disdain for a decision.
3. Making any degrading remark of criticism of any official, coach, athlete, or school to the media.
4. Use of any foul, abusive, or profane language at any time.
5. Hitting, shoving, striking, or attempting to strike an official, coach, athlete, or fan at any time.
6. Being ejected from any contest.
7. The use and/or display of alcoholic beverages, tobacco (including smokeless types), or other controlled substances are strictly prohibited at any SCISAA EVENT.
8. The detaining of an official following a contest to request a ruling or explanation of actions by an official.
9. It shall be considered unsportsmanlike conduct of a school official to remove a team from the playing area before a game is completed.

## **ATHLETIC GOALS AND OBJECTIVES**

Athletes of Clarendon Hall should aspire to attain the following qualities:

1. Team spirit and cooperation.
2. Commendable sportsmanship.
3. Ability to improve by commitment.
4. Goal oriented success.

## **REQUIREMENTS FOR PARTICIPATION**

1. **Each student athlete is required to pay the current stated athletic fee per student to participate in sports for the year.** This fee is due prior to the first practice of any sport for the school year.
2. Physical examination by a medical doctor or other approved healthcare provider are required prior to the first practice and proof of the exam must be provided on the SCISA form. Physicals are required on a yearly basis.
3. SCISAA “Agreement for Participation” form must be signed by the parent/guardian and participating student.
4. SCISA “Warning of Inherent Risk – Minor Waiver/Release” must be signed by parent/guardian and participating student.
5. Academic eligibility is determined per SCISAA Constitution, Article VI.
6. **School attendance and full-time enrollment required (see note under eligibility).**

## **ELIGIBILITY**

All student/athletes must be eligible to participate in each athletic season in accordance with policies set forth by SCISA and the Clarendon Hall Board of Trustees. SCISA eligibility requirements and standards are listed on the SCISA website at [www.scisa.org](http://www.scisa.org). For more details, contact the athletic director.

## **SPORTSMANSHIP**

The SCISA welcomes parents and athletes to all athletic events. The athletic arena is an extension of the classroom. Valuable lessons, other than winning and losing are taught. SCISA has recommended the following reasonable expectations of participants, fans, coaches, and officials for professionalism, behavior, and sportsmanship.

### **ACCEPTABLE BEHAVIOR:**

1. Applause during introduction of players, coaches, and officials.
2. Accepting all decisions of contest officials.
3. Showing concern for injured players, regardless of team.
4. Encouraging surrounding people to display only sportsmanlike conduct.
5. Applaud at the end of the contest for all participants.
6. Handshakes between participants and coaches at the end of the contest, regardless of outcome.
7. Searching out opposing participants to recognize them for outstanding performance or coaching.
8. Cheerleaders are to stimulate desired response using only positive cheers, signs, and praise without antagonizing or demeaning opponents, and should recognize outstanding performance by all players. Cheerleaders should treat opposing cheerleaders and fans with respect and are to maintain enthusiasm, composure, and serve as role models.

### **UNACCEPTABLE BEHAVIOR:**

1. Disrespectful or derogatory yells, chants, songs, cheers, or gestures.
2. Booing or heckling an official’s decision.
3. Criticizing officials in any way or displays of temper with an official’s call.
4. Blaming a loss on officials, coaches, or participants.
5. Using profanity or displays of anger that draws attention away from the game.
6. Laughing or name-calling to distract an opponent.
7. Refusing to shake hands or give recognition for good performance.
8. Harassing of a player on an opposing team.

## EXPECTATIONS OF PARENTS

1. Realize that a ticket is a privilege to observe a game and support school activities, not a license to verbally assault others or be generally obnoxious.
2. **SCISA policy requires that parents, students, and spirit groups are positively supporting their team, NOT harassing the opponents.**
3. Accept all decisions of contest officials.
4. Be an exemplary role model by positively supporting teams in every possible manner.
5. Respect fans, coaches, participants and officials.
6. Be a Fan ----- Not a Fanatic!

## EXPECTATIONS OF STUDENT PARTICIPANTS

1. Treat opponents with respect; shake hands prior to and after a contest.
2. Respect the judgment of contest officials, abide by the rules of the game, and display no behavior that could incite fans.
3. Accept seriously the responsibilities and privileges of representing our school and community; display positive public action always.
4. Live up to the high standards of sportsmanship.

## ATHLETIC AWARDS

Only varsity athletes will be allowed to letter provided they remain academically eligible for each sport season. Varsity coaches will decide who is eligible to receive a letter on each team. Special awards will also be given in each sport, and this is at the discretion of individual coaches. Students who become academically ineligible during a school quarter will not be permitted to letter in that sport and will not be recognized at the athletic banquet. Students who quit a sport before the end of the season are not eligible for recognition at the athletic banquet and may not letter in that varsity sport.

## COLLEGE RECRUITMENT POLICY

In the event an athlete should be contacted personally by a college recruiter, he/she has the obligation to work through the Athletic Personnel of Clarendon Hall. Inform your coach of the contact as soon as possible. College recruitment and NCAA standards are available in the Athletic Office. It is recommended that any students wishing to participate in college athletics register with the NCAA during their junior (11<sup>th</sup> grade) year.

## EQUIPMENT AND UNIFORMS

All equipment and uniforms are the property of The Clarendon Hall Athletic Department. Athletes must replace any lost or damaged equipment with a replacement cost fee to be determined by the administration.

## GYM AND WELLNESS CENTER

Our gymnasium is for the use of students, school functions, and organizations that are approved and scheduled through the school administration and/or athletic director and/or when the Headmaster deems it necessary for church functions. The gym is not to be used in the absence of authorized personnel presence or without prior permission.

The Wellness Center is open to Clarendon Hall students and faculty only and can only be used by these persons when a coach or otherwise designated adult person is present for supervision. Presence in and use of the weight room or gym without the necessary supervision and permission may result in disciplinary action from the administration or athletic department.

## **INJURIES**

All injuries should be reported to the coach as soon as they occur or prior to practice. The coach will then report these to the Athletic Director for proper follow-up and notification to parents if necessary. Parental medical insurance coverage is primary and should be filed for all injuries, and parents are responsible for all medical expenses related to athletic injuries. School insurance is provided as secondary coverage only. Claim forms are available in the office, and parents are responsible for obtaining insurance forms.

## **TRANSPORTATION**

All student-athletes will ride with the team to and from games except when riding home with a parent. Arrangements to ride home with a parent should be made the day prior to the game in writing and must be approved by the athletic director or coach. **Athletes are not permitted to drive or ride with other students to and from athletic events. THE ATHLETIC DIRECTOR SUPERVISES ALL TRANSPORTATION.**

# CLARENDON HALL

## *ALMA MATER*

### First Verse

To thee our Alma Mater may we ever be true,  
Let God's will be known to us as we strive to live life through.

### Chorus

Our love for freedom is our motive as we recognize the need  
For every man to have the right ..... Not to follow, but to lead.

### Second Verse

To thee, Hail, Alma Mater, may our lives e'er be blessed.  
To use what you've given to us as we go forth on life's quest....

### Chorus

Our love for freedom is our motive as we recognize the need  
For every man to have the right.....Not to follow, but to lead.

## SCHOOL COLORS

*Burgundy and White*

## MASCOT

*Saints*

## SCHOOL MOTTO

*"Thy Word is a lamp unto my feet and a light unto my path."*

*Psalm 119:105*

