

# CLARENDON HALL



## 2021-2022 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.**

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

**CLARENDON HALL SCHOOL, INC.  
Post Office Box 609  
1140 South Dukes Street  
Summerton, South Carolina 29148-0609**

**Main Office: (803) 485-3550  
Fax: (803) 485-3205**

**[www.clarendonhall.org](http://www.clarendonhall.org)  
School Email: [saints@clarendonhall.net](mailto:saints@clarendonhall.net)**

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

## **WELCOME**

Welcome to Clarendon Hall. Our mission is to provide our students a quality education within a Christian environment to prepare our students to make successful life choices. In order to ensure this type of Christian educational opportunity, certain policies and procedures must be implemented. Through a combined effort on the part of the faculty, administration, and Board of Directors, this handbook was formed to aid in understanding our school, its mission, and its daily routine. In order to accomplish our mission, we ask every member of our Saints Family to read carefully the policies and procedures contained in this handbook.

## **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 inclusive of all school information and policies. For the purposes of this handbook, “student” is any child enrolled at the school, “parent” is the student’s biological or adoptive parent or legal guardian, and “school” is Clarendon Hall.

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.

## **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 **Cognia/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 (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), athletics, or other school-administered programs.

## 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; Isaiah 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.**

## PLEDGE AND NATIONAL ANTHEM POLICY

As a Christian School, Clarendon Hall believes the Holy Bible is the inherent word of God. As outlined in *Romans 13*, Clarendon Hall believes support for the United States of America, the Pledge of Allegiance, and our National Anthem are biblical. All students, faculty, staff, and coaches who are physically able shall be required to stand and place their right hand over their heart and left hand at their side for the Pledge of Allegiance and/or National Anthem anytime they are recited and/or played.

First offense of failure to adhere to this policy during school hours shall result in the individual being suspended for the remainder of the school day. First offense of failure to adhere to this policy at any school-related athletic event and/or extracurricular activity shall result in the suspension of the non-compliant individual for the entire game and/or activity. Subsequent offenses shall be handled at the discretion of administration.

## **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, 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 are 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 BOARD OF TRUSTEES**

Charles B. James, III – Chief Executive Officer, Chairman

L. Travis McIntosh - President

David H. Bagnal, Treasurer  
Brian M. Corbett, Secretary  
L. Chalmers Stukes, IV  
Daniel P. Yount

Emily Robinson-Bair  
C. Ray Elliott  
Bridget M. Wells

### **OFFICE STAFF**

Head of School  
Guidance Counselor  
Business Manager  
Office Manager

Mrs. Kelley Wannamaker  
Mrs. Alison Ridgeway  
Mrs. Sonya Seitz  
Mrs. Dawn Hodges

### **FACULTY & STAFF MEMBERS**

Pre-School 3 Teacher  
Pre-School 3 Assistant  
Pre-School 4 Teacher  
Pre-School 4 Assistant  
Kindergarten Teacher  
Kindergarten Assistant  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
MS English  
MS Science  
MS Math  
MS Bible/History  
Bible, Music, Chorus  
MS Science/HS History  
HS English  
Bible, Art, and Chapel  
HS Math  
Personal Finance/Speech/CODE  
Foreign Language  
HS Science  
Athletic Director/8<sup>th</sup> Grade Physical Education  
Media Specialist/Library  
After School Care  
Lunchroom Manager  
Lunchroom Staff

Mrs. Darlene Wells  
Mrs. Brandi Brantley  
Mrs. Sue Ann Price  
Mrs. Cassie Thompson  
Mrs. Nancy Wilson  
Mrs. Becky Bays  
Mrs. Marie Hancock  
Mrs. April Bryant  
Mrs. Janice Felkel  
Ms. Alicia Connor  
Ms. Laura Ardis  
Mrs. Jenni Bolger  
Mr. Hoyt Collins  
Mrs. Bridget Wells  
Mr. Robert Richardson  
Mrs. Candy Ashba  
Mrs. Debbie Bair  
Mrs. Robin Galloway  
Mrs. Tammy Cogdill  
Mrs. Michelle Corbett  
Mr. Aaron Brickle  
Mr. Corby Kolb  
Ms. Elizabeth Cila Harris  
Mr. Ritchie Way  
Mrs. Susan Oswald  
Mrs. Katy Minor  
Ms. Donette Lookabill  
Mrs. Emily Robinson-Bair

## **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 **\$50 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 Board of Directors will meet monthly if necessary to review past due accounts or other school financial business. In the event an account becomes past due 60 days or more, students may be prohibited from attending classes or any school function.

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 and the selling of World's Finest Chocolates are school required fundraisers.**

## **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**

Closing school is not a decision taken lightly, yet for the safety of our students, families, and staff it is sometimes necessary to close school on short notice due to an emergency such as bad weather or illnesses. School Administration consults with local officials prior to closings. If on campus classes must be cancelled, a notification will be sent via the Call Fire (automated voice messenger) system, and it will be announced to the media. Closings will also be listed on the school answering machine, school website, and social media accounts, when possible.

In the event of an extended closing, our eLearning/Remote Learning protocol shall be enacted. The eLearning/Remote Learning protocol shall take the place of in-school learning. Teachers will submit an Accountability Report for each course for each week the protocol is in place. Students' work that is not completed will affect the student's ability to complete the academic requirements of the school, and therefore the advancement of the student in the course of study at Clarendon Hall. No tuition or fees shall be prorated, refunded, or rebated as the result of an emergency closing.

## 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 by emailing the teacher.

## SERVICE ANIMAL AND PET POLICY

**Only trained service animals are allowed on Clarendon Hall School property.** All other pets (even those on a leash) are strictly prohibited on campus at all times. The only exception to this policy will be for special events where pets are allowed on campus for educational purposes with the advance approval of the administration.

## 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 administration. Two representatives from each grade 9 – 12 shall be chosen to serve as Student Council Senate representatives. Elections are held each school year.

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.**

## HONOR SOCIETY

Clarendon Hall is a member of the National Honor Society and the SCISA Honor Society. To be considered for membership, a student must be at least a sophomore and have a 4.0 GPA for the academic year. 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.**

## DEVOTIONALS

Devotionals will be held each morning in the classrooms. Chapel services will be held most weeks for all students at designated times.

## 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. Monthly lunch menus are available in the student's homeroom class, on school website, and emailed to parents each month. **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. If an account becomes greater than \$20 past due, the student will be given the option of bringing his/her lunch or ordering from a variety of sandwiches.

### **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 regarding "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 cannot be avoided, he/she will be sent home. 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, 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 Advil or Motrin, 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 can 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
Science (3 Laboratory)	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
<b>English</b>	English I	English II	English III	English IV
<b>Math</b>	Algebra I	Geometry	Algebra II	Pre-Calculus/ STATS
<b>Science</b>	Physical Science	Biology	Chemistry	Anatomy/Physiology
<b>Social Studies</b>		World History	U.S. History	Economics / Government
<b>Foreign Lang.</b>		Spanish I	Spanish II	Spanish III
<b>Computer S.</b>	Computer I			
<b>Fine Arts</b>	Art Appreciation		Personal Finance/ Speech	
<b>Religion</b>	Life Management	Bible CP		Church History

**PE**

**\* 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: Promotion from 8<sup>th</sup> grade.

10<sup>th</sup> Grade: 5 units including one English, one math, and three other units.

11<sup>th</sup> Grade: 9 units, including English 1 and 2

12<sup>th</sup> Grade: 16 units including English 1, 2 and 3

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

## **CLARENDON HALL'S COMMITMENT TO BIBLICAL COURSES**

All students shall be required to take Religious History prior to graduation. Students who have earned the right to take dual enrollment courses may request an exemption to this requirement if his/her course load exceeds six (6) credits. Students who transfer to Clarendon Hall whose schedule does not allow them to take Religious History or meet the Bible credits stated herein may be granted an exemption. The head of school may grant exemptions based on these conditions on a case by case basis to ensure the best interest of the student and Clarendon Hall's commitment to a Christian education.

## **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/guardian and returned within two days. ***Failure to do this will result in an after-school detention.*** Progress reports can be viewed on Renweb. 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 may exempt mid-term exams with a 90 or above average. Students in grades 8-12, with teacher and administrative approval, may exempt yearly exams by earning an average of 90 or better in the course. Middle School students (6<sup>th</sup> – 7<sup>th</sup> grades) may not exempt 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 grade.

For 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 the assignment/test 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 0 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.

High School students who fail a core course must repeat the course for credit in a **Clarendon Hall Approved summer school program.** Credit recovery grading will follow the South Carolina Department of Education Policy.

## **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 2 detentions on the assigned days will result in a one (1) day in-school suspension.

## **STUDENT SUPERVISION AND AFTER SCHOOL CARE**

Clarendon Hall 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 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. **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 excessive 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. The administration and teachers will review the status of students in this situation at the end of the school year.
6. In grades K-5 to 7, attendance will be based on daily attendance. Students must be present every day with no absences, tardies, or early dismissals 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 Head of School's discretion and with teacher recommendation.

**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 printed on report cards. **Parents are asked to send a written note of explanation for all non-medical related tardies.** 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 of the quarter. A detention slip will be sent home by the student and must be signed by the parent and returned prior to the 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 wear it. Repeated dress code violators are subject to additional discipline measures to be determined by the administration.

**Students in grade 5 and below should dress in an age-appropriate manner.**

### **Males and 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. Hats, caps, beanies, skullcaps, or hoodie hoods are not to be worn in school buildings.
- b. All headwear shall be left in vehicles or placed in lockers 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).
- b. Pants/slacks/shorts are to be worn in an appropriate manner so that underwear is not visible.

#### **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 overalls/coveralls/camouflage pants.
- e. No gothic clothing- including trench coats, long chains, and clothing with skulls/bones.
- f. 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 and pullovers may be worn.

### **Males**

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

- a. All shirts must be tucked in completely.
- b. All shirts must be collared with the exception of t-shirts displaying these logos:
  - \* Clarendon Hall
  - \* SCISA
  - \* U.S. 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 INFRACTION 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.

**Level I Infractions:** Includes, but not limited to the following:

- Failure to follow classroom rules
- Roaming in halls/walking into random classrooms
- Failure to return signed documents
- Unsafe play/play fighting
- Being unprepared for class
- PDA (public display of affection)
- Unauthorized use of electronic devices
- Lingering in the parking lot
- Dress Code Violations
- Misuse of the internet including off campus events.

**Consequences:**

- Conference with the teacher and the student
- Conference with the parent and/or teacher
- After-school detention

**Level II Infractions:**

- REPEATED failure to follow classroom rules (with documentation)
- Running, jumping, pushing in the hallways (this is unsafe with the younger students sharing the same hallways)
- Major classroom disruptions
- Lying
- Disrespect
- Kicking, tripping, hitting, etc.
- Inappropriate language
- 3 level I warnings

**Consequences:**

- One hour detention
- In-school suspension (ISS)

**Level III Infractions:**

- Possession and/or dissemination of pornographic materials on school property or at a school function
- Disrespect to faculty or staff
- Cutting class or school
- Bullying
- Vandalism/Defacing school property
- Stealing
- Fighting /physical aggression
- Possessing/using tobacco, electronic cigarettes, or alcohol at school, on school property, or school-sponsored functions
- More than 3 level II infractions

**Consequences:**

- First offense: 1 day out of school suspension
- Second offense: 2 days out of school suspension
- Third offense: Disciplinary Hearing/expulsion

**Level IV Infractions:**

- Having/using illegal drugs on school property or at a school function
- Possessing a firearm at school, on school property, or during school sponsored functions
- Pregnancy (mom or dad)
- Indecent exposure

**Consequences:**

- Immediate dismissal/expulsion

**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 Head of School.

**ALCOHOL/CONTROLLED SUBSTANCE SCREENING**

It is the policy of Clarendon Hall 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.

Clarendon Hall 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, the school 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 school 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 believes a positive and constructive relationship among the school, the faculty/staff, the students, the parents/guardians, and/or other family members is essential to the mission of the school. Thus, the school reserves the right to monitor online behavior. If 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 and may result in disciplinary action.

Unless authorized by a faculty or staff member, a posting to social media sites by a student during the school day is prohibited. If such events take place, the student will face disciplinary action.

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. **No Smart watches or similar devices may be worn during school hours.**

### **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.**

### **DRIVING ON CAMPUS**

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.**

## **HARRASSMENT**

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.)

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 influence student school activities or impact the school in a negative way.**

## **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.
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.**
8. The dance/prom must end by 12:00 a.m. All band or entertainment contracts must be approved by the head of school 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. Football and cheerleading are also offered for elementary students.

**Participating in athletics at Clarendon Hall is a privilege and not a constitutional right.**

## **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. All required SCISA/SCISAA forms must be signed by the parent/guardian and participating student.
4. **School attendance and full-time enrollment required (see note under eligibility).**

## **ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY**

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 (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, and year-end final grades) to be eligible.
- Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, and year-end final grades).
- A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each grading period.
- A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility.

Other academic requirements are listed under SCISA Article VI – Eligibility Rules: Student.

## **ATHLETIC PARTICIPATION POLICY**

For an athlete to be a member of a team there must be a commitment on their part to give their best as an individual and a teammate. The following are the participation requirements for students participating on varsity and junior varsity athletic teams.

- Three (3) unexcused absences from practice will result in the student/player being dismissed from the team. SCISA declares the first practice date for each sport. The only exception to this policy is overlapping sports, such as football and basketball. A football player would be excused from basketball practice until the end of the school's football season.

Excused absences include:

- Doctor appointment
- Illness
- Funeral
- School function or field trip
- After school tutoring

- Any player who quits an athletic team will not be allowed to rejoin the team. In addition, an athlete who quits a team will not be allowed to participate in the next sport until the end of the current season of the sport/team they quit.

As a reminder the school policy states that “A student must attend four periods of the school day to be eligible to participate in athletics for said day.” Activity period is not considered a class period.

## **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.

## **NEW AND TRANSFERRING STUDENTS' ATHLETIC ELIGIBILITY**

New student athletes (students beginning Clarendon Hall at start of school year) or any transferring student athletes (students who transfer to Clarendon Hall at any point during the school year) shall be eligible to join a sports team if he/she joins the team within two (2) weeks (14 days) of the first official game/competition (scrimmages and jamborees are not considered official games). Coaches must notify the athletic director, who shall notify the head of school when a new and/or transferring student wants to join an athletic team within this two week period in order for the player to be considered for eligibility. After this two (2) week period, the student shall be ineligible to participate in the sport for the duration of the season. This policy is in addition to athletic eligibility requirements stated by the South Carolina Independent School Association (SCISA). Therefore, if SCISA requires a student to sit out for a specified period, the student shall be ineligible if unable to join the team within 14 days of the first official game.

## **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/or 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 Clarendon Hall. 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 Stanza

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 Stanza

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*

