



2022-2023

FAMILY & STUDENT HANDBOOK

Revised 6/28/2022

CLARENDON HALL SCHOOL, INC.
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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 carefully read 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.

MISSION STATEMENT

To provide a quality elementary and secondary education within a Christian Environment to prepare our students for making successful life choices.

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 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.

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 deny admittance or 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.

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 but is not limited to 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.

Admission to Clarendon Hall will be left to the discretion of administration upon review of previous school records, assessment testing, and any other pertinent information.

Upon completion of the enrollment packet, students may be asked to complete an assessment test before acceptance is determined.

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.

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 policy 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.

PREGNANCY

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.

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.

In December 2019, an ambitious project was completed when the newly constructed Clarendon Hall Wellness Center was opened to students and faculty. The new facility boasted the most up to date weight lifting facility in single A SCISA athletics at the time. Many Clarendon Hall boosters and alumni raised the needed funds to make the project a success.

In the summer of 2022, Clarendon Hall completed a new kindergarten and elementary building. The new facility replaced the old facility that served students for over 50 years. This new building added more classrooms to campus and a safe learning environment for students.

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 SCHOOL, INC. BOARD OF TRUSTEES

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

L. Travis McIntosh, President

David H. Bagnal, Treasurer

Brian M. Corbett, Secretary

Emily Robinson-Bair

C. Ray Elliott

L. Chalmers Stukes, IV

Thomas E. Evans, Jr.

Bridget M. Wells

OFFICE STAFF

Head of School.....Mr. Russ Jordan

Guidance CounselorMrs. Alison Ridgeway

Controller..... Mrs. Sonya Seitz

Business Manager.....Mrs. Lisa Reed

Athletic Director.....Mr. Todd Larrimer

Office Manager.....Mrs. Dawn Hodges

Office Assistant.....Mrs. Tammy Carlisle

FACULTY & STAFF MEMBERS

Pre-School 3 Teacher	Mrs. Darlene Wells
Pre-School 3 Assistant	Mrs. Brandi Brantley
Pre-School 4 Teacher	Mrs. Jill Rodgers
Pre-School 4 Assistant	Mrs. Grace Poplin
Kindergarten Teacher	Mrs. Nancy Wilson
Kindergarten Assistant	Mrs. Becky Bays
First Grade	Ms. Sydney Wells
Second Grade	Mrs. April Bryant
Third Grade	Mrs. Janice Felkel
Fourth Grade	Ms. Baleigh Elliott
Fifth Grade	Ms. Laura Ardis
Elementary Assistant	Mrs. Rachel McCaskill
Middle School English	Mr. Jim Rice
Assistant AD/Middle School Science	Mr. Hoyt Collins
Middle School Math	Mrs. Bridget Wells
Middle School Bible/History	Mr. Robert Richardson
Bible, Music, Chorus	Mrs. Candy Ashba
High School History	Mrs. Debbie Bair
High School English	Mrs. Robin Galloway
Bible, Art, and, Chapel	Mrs. Tammy Cogdill
High School Math	Ms. Brynne Baxley
Personal Finance/Speech/CODE	Mr. Aaron Brickle
Foreign Language	Mr. Corby Kolb
High School Science	Mrs. Elizabeth Cila Harris
Media Specialist/Library	Mrs. Susan Oswald
After School Care	Mrs. Katy Minor
Lunchroom Manager	Ms. Donette Lookabill
Lunchroom Staff	Ms. Stephanie Ardis
Lunchroom Staff	Mrs. Ashley Shropshire

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. Fundraisers are an integral part of financial stability and participation may be mandatory on certain fundraisers. Families of athletes are required to pay an athletic fee for each student athlete. Athletic fees must be paid before the student can participate in a Clarendon Hall practice or contest.

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. Teacher emails can be found on the school's website – clarendonhall.org

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.

New members will be selected at the end of the first semester of each year. Only students in grades 10-12 are eligible for the National Honor Society. Officers for the following school year will be elected and installed in May of each year.

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 AND CHAPEL

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.

Leaving campus for lunch is an approved privilege for seniors only. Seniors are not allowed to bring lunch back to other students that are not seniors. Parents may not bring students restaurant prepared lunches during the school day unless the occasion is approved by the head of school.

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) $\frac{1}{4}$ 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.
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

Subject	9th Grade	10th Grade	11th Grade	12th Grade
English	English I	English II	English III	English IV
Math	Algebra I	Geometry	Algebra II	Pre-Calculus/Statistics
Science	Physical Science	Biology	Chemistry	Anatomy/Physiology
Social Studies		World History	U.S. History	Government/Economics
Foreign Language		Spanish I	Spanish II	Spanish III
Computer Science	Computer Science			
Fine Arts	Art Appreciation		Personal Finance/Speech	
Religion	Life Management	Bible		Religious History
PE*	*Credit Earned in 8th Grade			

* Physical Education will be taken in 8th grade.

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

***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.

GRADE ADVANCEMENT

9th Grade: Promotion from 8th grade.

10th Grade: 5 units including English I, one math, and three other units.

11th Grade: 9 units, including English I and II

12th Grade: 16 units including English I, II, and III

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

The 10-point grading scale chart can be found on the following page.

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 yearlong 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

Report cards will be issued the week following the end of the quarter for grades 1 – 12. If all financial obligations are met, progress reports are emailed weekly through RenWeb, and grades can be viewed on RenWeb.

Kindergarten Report Cards: Students in K5 will receive a Skills Assessment Report at the end of each quarter to show academic progress/mastery.

HEADMASTER’S LIST AND HONOR ROLL

Headmaster’s List students must receive a grade no lower than a 90 in each subject for each quarter.

Honor Roll students must receive no grades lower than an 80 in each subject for each quarter.

EXAMINATIONS

Students in grades 8-12 may exempt final exams by earning a yearly average of a 90 or better. Teachers’ approval is required per class for exemptions as well. Seniors may also exempt first semester exams by earning a semester average of a 90 or better.

Students in grades 6 and 7 may not exempt exams.

Students may be denied the opportunity to exempt exams in cases of unexcused excessive absences or tardies.

CLASSROOM ACCOMODATIONS

Clarendon Hall is not equipped to provide certain accommodations for students with Individual Educational Plans or 504 Plans. If a student has an IEP or a 504 Plan, limited accommodations can be made on a case by case basis and at the discretion of teachers and administration.

CLASS RANK

It is the policy of Clarendon Hall to rank students in grades 10-12, 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 MARSHALS

Junior Marshals are selected according to their class rank and must be enrolled at Clarendon Hall for a minimum of two years. This selection is made after completion of the first semester of their junior year.

VALEDICTORIAN AND SALUTATORIAN

The Senior Class Valedictorian and Salutatorian are selected according to their class rank at the end of their Senior year, must be enrolled at Clarendon Hall for a minimum of two years, and must be enrolled in the college preparatory program.

STUDENT MAKE-UP WORK/TEST POLICY

Students who have an excused or unexcused absence 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.

PROMOTION TO NEXT GRADE, FAILURES, AND CREDIT RECOVERY

Kindergarten: Readiness skills must be mastered, and the teacher must recommend advancement for students to be promoted to the first grade.

Grades 1-2: Students must pass reading and math and must have teacher recommendation for promotion.

Grades 3-5: Students must pass English, reading, and math to be promoted. If a student fails only one of these subjects, he/she must have teacher approval to be promoted. If a teacher approves, promotion may be contingent upon satisfactory completion of work during the summer.

Grades 6-8: If a student fails English or Math, he/she must take approved summer courses to be promoted. If a student fails two or more subjects, he/she will be retained unless teacher recommendation approves summer school as an option.

Grades 9-12: Grade Placement/Advancement will be contingent upon students earning appropriate high school credits. If a course is failed, administration will determine if credit recovery or summer school is an option.

Credit Recovery: In the event a course is failed, the course may be repeated in an approved summer school program or through an approved Credit Recovery Program.

For transcribing the final grade in a credit recovery course, the following procedures shall be followed:

1. The original course grade will remain on the transcript as is.
2. The credit recovery course will be marked "CR" at the end of the course title.
3. If the credit recovery course is passed with a grade of 60 or higher, the passing grade will be transcribed as the grade of 60 or higher with 65 being the highest grade transcribed.
4. If a credit recovery course receives a "P" and not a numerical grade, the grade will be recorded as a 65.
5. If the credit recovery course is failed with a grade lower than a 60, the grade will be recorded as "NP" which will be transcribed as a 0 on a transcript.
6. If a credit recovery course receives a "NP" and not a numerical grade, the grade will be recorded as a 0.
7. The above policy will be calculated the same for any transcript that is transferred into Clarendon Hall.

DETENTIONS

At the discretion of the school administration, school detention will be held from 2:45 p.m. until 3:45 p.m. or 7:15 a.m. until 8:00 a.m. 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 two 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 3:00p.m. Children must be picked up by 3:00p.m. 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 p.m. 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 medical excuse 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 medical 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 mandatory conference will be required to develop a plan for improved school attendance. Attendance affects academic progress and can reduce a student's capacity to meet grade level or course expectations.
5. Students missing more than 10 days or 10 classes for non-medical reasons may be required to repeat the course or be dismissed from the school at the discretion of the school administration.
6. 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. A student can fail due to excessive absences. Students must attend four complete periods in one day to be counted for a full day.**
7. Special excuses may be arranged prior to planned absences, with at least a week's notice, pending administration approval.

8. 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.
9. 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 SECTIONS OF ANY ONE CLASS PERIOD (APPLIES TO GRADES K5 – 12).

PERFECT ATTENDANCE

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.**

TARDIES (K3 – 8th)

The accumulation of more than four tardies during a semester will result in a call to the parent/guardian by administration.

The accumulation of seven or more tardies during a semester will result in a call to the parent/guardian from administration as well as a formal notification placed in the student's permanent record. Disciplinary action may be taken as well.

After the tenth tardy, truancy will be indicated on the student's permanent record.

NOTE: Students are considered tardy if they are not in Homeroom for attendance at 8:00am. Students who come in after 8:00am must sign in at the front office and will be considered tardy. Parents must send a valid written excuse within two school days following the tardy; otherwise it will be considered an unexcused tardy.

TARDIES (GRADES 9-12)

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. School tardies will be printed on report cards.

CLASS TARDIES:

Teachers will report class tardies to administration by submitting a Discipline Referral Form. The class tardy policy is set by each teacher.

SCHOOL TARDIES:

The accumulation of four unexcused tardies during a semester will result in a one-hour detention. Each additional tardy will result in a subsequent one-hour detention. At the

issuance of a fifth tardy, a conference will be requested between the parent/ guardian and administration.

The accumulation of seven tardies during a semester will result in the loss of driving privileges for a week and the loss of exam exemption privileges. After each consecutive tardy following tardy number seven, student drivers will lose driving privileges for an increased amount of time.

After the issuance of the tenth tardy, truancy will be indicated on the student's permanent record and official transcripts. Failure to serve assigned and scheduled detentions will result in a one-day suspension for each detention missed.

*A valid written excuse must be approved by administration for a tardy to be considered excused.

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 or at any special school ceremonies. Hats, caps, beanies, skullcaps, or hoodie hoods are not to be worn in school buildings.
- B. All headwear shall be left in vehicles or left in bookbags 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 visible body piercing or visible tattoos.
- B. No clothing that, has holes, rips, 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. Haircuts and coloring that are considered extreme by the administration are not allowed.

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
 - * Appropriate/Unoffensive Brand Logos
 - * Plain/solid t-shirts (may not be a white undershirt)
 - * College
 - * FCA/Christian/church youth related
 - * Palmetto Girls State
 - * Duckfest
- C. T-shirts are only allowed on Thursdays and Fridays unless authorized by the administration.
- D. T-shirts may not display:
 - Obscene symbols, language, or gestures
 - Tobacco, drugs, or alcohol
 - Other public or private school names, brands, or logos

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.
- D. All undergarments must be covered.

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. If a student is not clean shaven, they will be asked to go to the front office to shave.

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. 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. 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.

Discipline Infractions include but are not limited to:

Alcohol

Cell Phone/Media

Cheating/Plagiarism

Defiance (defiance of authority or policy)

Disrespect

Disrupting Class

Dress Code

Drugs

Fighting

Forgery

Gambling

Gum/Food/Candy/Beverage Possession (when not approved)

Indecency/Obscenity

Littering

Lying

Pregnancy

Sexual Harassment

Threats/Bullying

Tobacco

Truancy (Excessive Absences and/or Tardies)

Vandalism

Weapon

*Consequences for discipline infractions will be determined and issued by the administration. When a behavior becomes a detriment to Clarendon Hall students and staff, students and their parents/guardians may be required to go before a disciplinary board. All discipline referrals will be listed on RenWeb.

OUT OF SCHOOL SUSPENSION

Student Suspension: out-of-school suspension results in an academic penalty.

Students are required to make up all missed work due to out-of-school suspensions. A zero (0) will be assigned for any homework, daily assignments, and/or quizzes given while in out-of-school suspension. Major tests will be made-up upon return to school, and the student will receive no more than 50% credit.

HONOR VIOLATIONS AND GENERAL CONDUCT

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.

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.

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.

CELL PHONE POLICY

Cell phones and smart watches are to be turned into a teacher upon entering class. Students must receive permission from the teacher to use their personal phone.

Students may have their cell phones during break, lunch, and in between classes. Cell phones are not allowed during any assembly, ceremony, or special school service.

Cell phones may not be used to create videos, photos, or media to be posted to any social media app during school hours.

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

Second (and subsequent) Offenses: The phone will be taken and returned to the parent/guardian only, 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 damaged, lost, or stolen cell phones and/or smart watches.

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.

Students must only park in student parking when coming to any school related event.

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 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

