

HAMMOND

**Student/Parent Handbook
2010-2011**

UPPER SCHOOL ADMINISTRATION, FACULTY AND STAFF

Headmaster
Headmaster's Administrative Assistant
Upper School Head
Upper School Administrative Assistant
Dean of Students
Director of College Counseling
College Counselor
Registrar, College Office Admin. Asst.
Advisory Coordinator
Student Life Coordinator
Athletic Director

Mr. Chris Angel
Mrs. Tammy Caruk
Mr. Jim Lewis
Mrs. Betsy Lehman
Mrs. Kathy Dunne
Mrs. Rene Bickley
Ms. Carolyn Palfrey
Mrs. Ruby Elenz
Mrs. Jennifer Stowe
Mr. Steven Hillard
Mr. Andy Edgren

ENGLISH

Dr. Paul Ragan (Department Chair)

Mrs. Caryn Kirk
Mr. John McCormack
Mrs. Jennifer Stowe
Ms. Meg Beacham

MATHEMATICS

Mr. Jody Lumpkin (Department Chair)

Mr. Marcus Neal
Mrs. Jean Redfearn
Mr. Ed Cecere
Ms. Elizabeth Moses

HISTORY/SOCIAL STUDIES

Mr. Robert Fowler (Department Chair)

Mr. Jeff Miller
Mr. Richard Purday
Ms. Carolyn Palfrey
Mr. James Lewis

WORLD LANGUAGES

Mr. Matt Ramsby (Department Chair)

Ms. Cristy Vogel
Mr. Matt Ramsby
Mr. Mark Vitali
Ms. Hollie Tripp

SCIENCE

Ms. Kathy Dunne (Department Chair)

Dr. Aruna Dasgupta
Mr. Scott Lutterbie
Ms. Tamara Kjonaas
Mr. Mike Rice

FINE ARTS

Ms. Edith Hines (Department Chair)

Mr. Steven Hillard
Mrs. Anne Fowler
Ms. Linda Khoury
Ms. Kathryn Ramsby
Mr. Lee Shepherd

PHYSICAL EDUCATION

Mr. Andy Edgren (Department Chair)

Mr. Jamie Scott

LIBRARY

Mrs. Lynn Barron (Department Chair)

INFORMATION TECHNOLOGY

Dr. Patrick Lebozec
Ms. Elizabeth Moses

WHO'S WHO FOR STUDENT SERVICES

Absence from school	Mrs. Kathy Dunne Mrs. Betsy Lehman
Automobiles	Mr. Jim Lewis Mrs. Betsy Lehman
College Counseling	Mrs. Rene Bickley Ms. Carolyn Palfrey
Discipline	Mr. Jim Lewis Mrs. Kathy Dunne
Academic Advising	Mrs. Jennifer Stowe Hammond Faculty
Personal Issues	Dr. Ashley Noojin Mr. Jim Lewis
Admissions	Mr. Matt Radtke
Assemblies	Mr. Steven Hillard
Class Trips	Mr. Matt Ramsby
Athletics/Gymnasium	Mr. Andy Edgren
Textbooks	Mrs. Betsy Lehman
Development/Fund Raising	Mr. Bob Davis Mrs. Mahalie Moore
Communications	Mrs. Cissy Pope
Lost and Found	Mrs. Betsy Lehman
Messages	Mrs. Betsy Lehman
Publicity	Mrs. Mahalie Moore
Transcripts	Mrs. Ruby Elenz
Food Services	Mr. David Scarsella
Website	Mrs. Maria Swygert

WELCOME

Welcome to Hammond School. It is the hope of all who teach and work here that you will have an exciting and rewarding year. This handbook is required reading for all students and parents of Hammond School. While it is designed to serve as a guide for acting appropriately in our community, it cannot possibly be all inclusive. The quality of our time together is, in large measure, dependent on each person's commitment to follow both the letter and spirit of the rules of the school, which are informed by the core values of **Honesty, Respect and Responsibility.**

OUR MISSION

The mission of Hammond School is to instill in students a commitment to academic excellence and recognition of individual potential that will contribute to the development of their characters.

UPPER SCHOOL PHILOSOPHY

The Hammond Upper School celebrates diversity of the human experience which is reflected in a college preparatory curriculum that is varied enough to encompass a wide cross section of disciplines. The academic program maintains a core of courses which reflects a strong liberal arts program that is seen by highly selective colleges as competitive and credible.

The Upper School strives to create in students a strong desire to become involved world citizens who have a sense of honor, discipline, and compassion. We ask students to be active in the learning process and in the living process, to learn to value the differences and similarities of people from every corner of the globe. The ideal Hammond student should be courageous and willing to take a position of leadership in all areas of existence, from making a positive impact on the world ecology to creating a human environment that is fair and just.

HONOR CODE AND HONOR COUNCIL

The Honor Code at Hammond is not a compilation of student regulations; rather it is an understanding that persons attending Hammond will act honorably. Hammond students are expected to do their own work, represent themselves truthfully, and claim only that which is their own.

Honor Code issues are considered by the Honor Council, a group of students elected by a committee consisting of the existing senior members of the Council and members of the faculty and administration. The Honor Council has the authority to recommend to the administration the ultimate resolution of an Honor Code matter. No violation of the Honor Code is considered too small to be ignored.

Preamble

Based on the belief that dishonesty has no place in a learning environment, we, the students of Hammond School hereby adopt an honor system to establish and maintain a tradition of honesty in our community.

To administer our honor system, we create the Honor Council. It shall be the Honor Council's duty to review fairly and impartially alleged violations of the Honor Code, to determine whether our Honor Code has been violated; and, in the event of finding an Honor Code violation, to recommend a suitable punishment for the violation to the Head of School.

Both the honor system and the Council shall be governed by the students, for it is our choice and responsibility to live honestly.

Article I: Honor Code

A Hammond student does not lie or cheat and disapproves of those who do.

Article II: Student Responsibilities

The Honor Code is based on the premise that lying and cheating are in violation of the honor system. We encourage but do not demand that our classmates report peers suspected of breaking the Code: we do request, however, that a witness to an honor violation approach the offender in order to counsel him or her concerning the gravity of his or her actions. Any student who chooses to report an offense to the Honor Council, its advisor, or the Upper School Head is guaranteed anonymity.

Article III: Honor Pledge

Each student's signature on the final page of the student handbook signifies that he or she understands all aspects of the honor system and pledges to abide by it. In addition, students will be asked to write the honor pledge, in its complete or abbreviated form, on each test and on assigned work where the pledge applies. The honor pledge reads as follows:

"On my honor, I pledge that I have neither given nor received unauthorized aid on this (test, paper, exam, etc.)."

Article IV:

1. Each student has the right to keep the results and proceedings of his/her case strictly confidential or to have the results made public if he/she so chooses.
2. Each student has the right to have a faculty advisor of his/her choice present at hearings.
3. Each student has the right to know the charges against him/her before being called before the Council.
4. Each student has the right to appeal the verdict of the Honor Council to the Head of School.
5. Each student has the right to be warned that lying to the Council is a violation of the Code.

Article V: Procedures

An alleged honor offense should be reported to the Honor Council advisor or Head of the

Upper School. The Honor Council advisor is responsible for informing the defendant of the charges and to advise him/her in preparation of the case. Principal parties involved are enjoined from discussing the case with anyone else. Cases will normally be heard at 7:30 AM within two school days following the dispensing of charges.

Article VI: Findings and Recommendations

In the event that a student is found guilty of violating the Honor Code, the Council shall recommend a fitting punishment to the Head of Upper School. The Head of Upper School is solely responsible for deciding the punishment for each student, but considers the council recommendation carefully.

Article VII: Membership of the Honor Council

The Council shall consist of two members from the freshman class, two members from the sophomore class, and three members from the junior class at the time elections are held.

Article VIII: Election of the Honor Council

Elections for membership to the Honor Council will be held at the beginning of the second semester of the school year. The students elected will hold their seats through the first semester of the following school year.

Candidates for election to the Honor Council must be nominated by written recommendation. Students may be recommended by teachers, classmates, or themselves. The Council will review each letter and compile, with aid from advisors, a slate of students eligible to hold a position on the Council from which the members will be selected.

Article IX: The Chairman

The chairman of the Honor Council, a senior, shall be elected by the members of the Council. He or she shall preside over all meetings and cases.

Article X: Quorum and Voting

At least six of the seven members of the Council must be present during all proceedings involving alleged honor violations. Four of the seven members must vote for guilt in order to convict a suspected Honor Code violator.

Article XI: Amendments

Any amendment to this constitution must first be approved by a majority of the Honor Council and then ratified by the student Council.

If a student is convicted of an Honor Council violation, the student will automatically be placed on Honor Probation. Any student on Honor Probation will not be allowed to run for a seat on the Honor Council or be admitted to the National Honor Society for the remainder of the student's time at Hammond. If a student is convicted of an Honor Code violation and is already a member of either the Honor Council or National Honor Society, the student will be automatically removed from either or both organizations. Any student on Honor Probation will not be allowed to run for any elected position during the year of the conviction. In order to be eligible in subsequent years, students may petition the Upper

School Head. Factors considered include but are not limited to a student's attitude and disciplinary record. In addition, the student's reenrollment contract may be withheld until the end of the year. Due to the severity of an Honor Council offense, a repeat offense may result in suspension or expulsion.

Plagiarism (an Honor Offense):

“Plagiarism (from the Latin word for ‘kidnapper’) is the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious and often punishable offense” (*Little, Brown Handbook*, Seventh Edition [New York: Longman], 578).

The *Little, Brown Handbook* distinguishes between “Deliberate plagiarism,” which includes “Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own; [s]ummarizing or paraphrasing someone else’s ideas without acknowledging your debt; [and h]anding in as your own work a paper you have bought, had a friend write, or copied from another student” and “Accidental plagiarism,” including “Forgetting to place quotation marks around another writer’s words; [o]mitting a source citation from another’s idea because you are unaware of the need to acknowledge the idea; [and c]arelessly copying a source when you mean to paraphrase” (579). Both types are serious and may result in Honor Council prosecutions. Further explanation is available in the *Little, Brown Handbook* and from your classroom teachers.

Cheating (an Honor Offense):

Quizzes, tests, and exams are to be the sole work of the individual. No written, verbal or other aid, whether planned or unplanned or accidental may be used by the individual. At no time will students be allowed to have in their possession or in the vicinity any item or information that is pertinent to the test, quiz, or exam. It is the responsibility of the student to plan to avoid any misunderstanding.

Homework is to be the sole effort of the individual student unless otherwise specified by the teacher. Students may not collaborate on any homework assignments. The primary source of extra help is to be the teacher unless otherwise authorized. This policy also includes laboratory assignments.

RULES AND PRINCIPLES

Fundamental Principles: Hammond School acts on the assumption that its students enter with a serious purpose, and in the belief that their own conscience and good sense are a sufficient guide to behavior. The faculty and the administration take seriously their charge to help students cultivate a deep sense of personal responsibility for their own conduct and achievement as well as the well being of the larger community.

The guiding principle of our disciplinary system is that the welfare of the school and the student are inseparable. The freedoms of the Upper School happen within limits outlined in this handbook, thus ensuring that students are protected and guided in their behavior.

While the policies and procedures which follow are not intended to be exhaustive and may undergo changes during the course of the school year, all students should familiarize themselves with them. After reading the entire handbook and seeking explanations of any areas which are confusing, each student and a parent of that student is expected to sign the statement inserted into the back of the booklet and return it to the Upper School office. Particular attention should be given to the sections dealing with the Hammond Honor Code and the Acceptable Use Policy for the Internet, but students are expected to be familiar with and to abide by the guidelines presented in the entire handbook.

Alcohol and Drugs: We are aware that the misuse of alcohol and drugs is a serious problem among the youth of our nation. Our rule is that any possession or use of alcohol or drugs or state of intoxication on the school campus, at school functions, or on school trips is a serious offense, and **will result in immediate expulsion from Hammond.** The definition of a school function is any activity either on or off campus that is sponsored by the school. This includes the periods of time students are in hotels or other lodgings during a school trip and are under the supervision of a teacher, coach, or approved chaperone.

As a condition of enrollment, each student agrees to submit to appropriate drug and alcohol tests where there is reasonable cause to suspect that student has violated the drug and alcohol policy. Such tests will be administered by qualified medical personnel. **Refusal to cooperate will constitute an admission of a violation of the drug and alcohol policy and will result in immediate expulsion.**

If you are arrested for drug use, public drunkenness or for driving under the influence and that fact becomes common knowledge and not just rumor, we reserve the right to take serious action, to speak on behalf of the school as to our disapproval, and to consider whatever disciplinary response is best. Each situation will be considered on its own merit.

Our hope is that this policy will offer students a reason to say “no” and help students combat the peer pressure that accompanies drugs and alcohol.

Marital or Pregnancy Status: No student may be married and/or pregnant and attend Hammond School.

Use of Tobacco: The use of any form of tobacco (smoking, “dip”/smokeless tobacco, etc.) is strictly prohibited on school grounds and at any school event. Hammond is a smoke-free school. Use of this substance by students could lead to a suspension.

Off-Campus Behavior

Students should be aware that certain activities outside of school hours or off school property may result in loss of school privileges and/or other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, on social networking websites, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to take disciplinary action deemed necessary by the circumstances.

Bullying:

Bullying will not be tolerated at Hammond. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, electronic communications, or other behavior such as intimidation, name-calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as spitting or pushing.

Any student who believes that he/she has been the victim of bullying shall report the incident to the Head of the Upper School or the Dean of Students. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or dismissal from Hammond School.

Harassment:

At Hammond, we are committed to creating an environment which is free of all forms of intimidation or harassment based on a person’s race, religion, ethnicity, or gender. It is a collective responsibility of the Hammond community of students, faculty, staff, administration, and parents to make this environment conducive to learning and to foster mutual respect for one another. Behavior which intends to or has the effect of harassing, denigrating, or intimidating anyone, especially on the basis of religion, gender, race, sexual orientation, or national origin will not be tolerated.

Hazing:

Hazing will not be tolerated. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team. Any student, who is witness to or victim of hazing should report it immediately to the Head of the Upper School or Dean of Students. Offending students will suffer appropriate disciplinary action including the possibility of suspension or dismissal from Hammond School.

Major Offenses: Students guilty of any of the following offenses will be subject to serious disciplinary action (including dismissal if the situation so dictates).

1. **The possession or use of alcoholic beverages on school property during official school functions results in automatic dismissal.**
2. **The possession, distribution, or use of non-prescription drugs or drug paraphenalia results in automatic dismissal.**
3. Possession or use of tobacco on school property or during official school functions.
4. Theft (Unauthorized entry into computer systems or programs is considered a stealing offense.)
5. Disrespect or insubordination.
6. Physical or verbal intimidation, fighting or harassment of any kind.
7. Dishonest acts of any kind.
8. Willful destruction of school property (vandalism) or the property of others.
9. The possession of unauthorized knives, firearms, ammunition, or explosive devices of any kind. State law requires that if a school official discovers a student with a weapon, he/she must inform the proper authorities.
10. Leaving school without permission. **This offense will automatically lead to a detention for a first offense and more serious responses for repeat offences. The first offense may also lead to the loss of privileges and study hall restriction.**
11. Chronic unacceptable behavior.

The preceding list of major offenses is not intended to be exhaustive; the administration may at any time dismiss a student whose conduct is considered injurious to the school. Additionally, we reserve the right to search lockers or automobiles parked on the Hammond campus.

Penalties: The Head of the Upper School, Dean of Students, or members of the faculty are responsible for assigning punishments. The penalties that are normally assigned include the following:

1. **A Misconduct Report (MR)** indicates that a student has breached a rule of the school (i.e. violating the dress code, disrespectful behavior, inappropriate language, etc.). Misconduct reports are to be handled in the following manner:
 - A. A student is to be notified that he/she is receiving a misconduct report and the reason.
 - B. A copy of the report will be given to the Dean of Students on the day issued.
2. **Detention** can be assigned for the violation of a major rule of the school (i.e. leaving campus without permission, an unauthorized absence from class, etc.) or if a student compiles four misconduct reports. Detention penalties will be assigned on the following basis each semester:
 - 1st Detention: 1 Friday detention
 - 2nd detention: 1 Friday detention
 - 3rd detention: 1 day in-school suspension and 1 Friday detention

*Note: If a student receives three detentions during a semester, that student and parents should expect to meet with the Dean of Students in addition to the penalty above.

Friday detention will occur from 6:00 a.m.—7:45 am. If a student misses an assigned detention without approval, it will result in an automatic in school suspension. In addition, students who miss a Friday detention will not be allowed to participate in any co-curricular activity on that day.

During Friday detention, students will sit quietly for the allotted time. Studying, reading, sleeping, eating, listening to music, are not allowed.

3. **In-school suspension** sequesters students for the day in the upper school office. Students may be allowed to take tests and quizzes, but may not participate in classes, extra-curricular or athletic activities.

4. **Suspension** may be assigned out of school for serious and/or chronic infractions. A student who has been suspended may not be allowed to receive credit on any school work missed and will remain on disciplinary probation for the remainder of the academic year. An out of school suspension is change in status and Hammond is obliged to report the suspension to colleges that inquire during the admissions process.

5. **Expulsion** will be decided by the Headmaster in consultation with the Head of Upper School. Students who are expelled will not be considered for readmission and give up the opportunity for further academic evaluation. Students who choose to withdraw due to a disciplinary situation may reapply for admission the following year, but the school not obliged to accept that student.

A. Possession or use of alcoholic beverages on school property or during official school functions results in automatic dismissal.

B. Possession, distribution or use of non-prescription drugs or possession of drug paraphernalia on school property or during official school functions results in automatic dismissal.

Manning Library Policies:

1. The library serves students in both the middle and upper schools.
2. The library is open from 7:45 AM to 4:00 PM, Monday through Friday.
3. Arrangements may be made for longer hours for special needs.
4. Books may be checked out for a three-week period. They may be renewed if no one else has requested them.
5. Overdue fines are five cents per school day.
6. Students must return all books and pay all fines before they are allowed to take exams each semester.
7. Reference books and magazines are generally not checked out of the library.
8. The library is a place for reading and study. Please speak quietly, replace books when you are finished with them, and return chairs to tables as you leave.
9. No food or drink is allowed in the library at any time.
10. Students should not sit on or place their feet on tables.
11. The library is not a place for socializing. If students would like to talk, they should visit the student center or move outside.

Hammond School Internet Policy:

Students may access the Internet in the library or computer lab. Because of the wide range of information available, ethical and moral concerns, and costs, the school must insist upon strict guidelines governing Internet use.

Internet Rules: Students will obey the Hammond Honor Code during all Internet activity. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General rules for behavior and communications apply.

The network is reserved for school related activities only. Internet use that is deemed inappropriate by any Hammond faculty, staff, administrator or supervising adult will result in the cancellation of a student's computer use. Access is a privilege and entails responsibility.

Network storage areas may be treated like school lockers. The Network administrator may review files and communications to maintain system integrity and to insure that users are using the system responsibly.

The following are not permitted:

- Logging in under another student's name
- Sending or displaying inappropriate materials or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright or any other laws
- Changing another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purpose
- Personal e-mail, playing computer or internet games
- Downloading any files from the Internet without permission
- Bypassing any securing measures on the computer

Violations may result in a loss of access as well as other disciplinary or legal action.

ACADEMIC PROGRAM

Graduation Requirements: To be eligible for graduation from Hammond, a student must have completed the following minimum requirements:

- * 4 Units in English
- 3 Units in history (World Cultures, U.S. History, World History)
- 3 Units in mathematics (Algebra I, Geometry, Algebra II)
- 3 Units in the same World language (two of which must be earned in the upper school)
- ** 3 Units in science (Lab Science Courses)
- 2 Units in Physical Education (Each season of a sport played equals a semester.)
- 1 Unit in the Fine Arts
- *** 4.5 Units of Electives
- 23.5 Minimum Credits

* English is required of all students each year enrolled.

** Biology, Chemistry, Physics, as well as all AP biology, chemistry, and physics are considered lab science courses.

*** Electives include additional academic subjects in the areas of foreign language, mathematics, science, history, and art.

Internal Awards and Honors:

The Distinguished List will be composed of students earning the equivalent of a 4.0 on the South Carolina Uniform Grading Scale in each class.

The Honors List will be composed of students earning the equivalent of a 3.0 on The South Carolina Uniform Grading Scale in each class.

National Honor Society will be composed of students earning a cumulative 4.0 on the South Carolina Uniform Grading Scale. Students are eligible for induction the fall semester after completing freshman year or during the fall semester of the junior or senior year.

Honor Graduate will be composed of students earning a cumulative 4.5 on the South Carolina Uniform Grading Scale by the end of spring semester of senior year.

Cum Laude is the highest academic honor given in the upper school, based upon criteria established by the Cum Laude Society, and no more than 20% of the senior class and 10% of the junior class may be inducted.

Academic Evaluation: Evaluation of student academic performance will be communicated as follows:

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	0 - 69 (no credit received)

Academic Deficiencies: After each grading period, a student becomes subject to the review of the Head of the Upper School. Based on the evaluation, students may be placed in daily-supervised study halls as well as placed in one of the following categories:

1. If a student fails one course, he will receive an **academic warning**. In addition, if the course is required for graduation, the student must complete one of the following two options:
 - Repeat the course the following school year .
 - Repeat the course in a summer school session approved by the Head of Upper School or Director of College Counseling.
2. **Academic Probation**--Students who fail two courses in any given grading period, or who show chronic academic difficulties over the course of two or more grading periods will be placed on Academic Probation and re-enrollment status will be in jeopardy.
3. **Study Hall**--Any student with a grade lower than **C** for any marking period may be placed in a study hall, at the discretion of that student's advisor. Freshman participating in one Hammond sport will be assigned a study hall in place of P.E. for one semester. Students participating in two sports will receive credit for a year of P.E. and will report to study hall both semesters. Freshmen on the Honors List after the third quarter may have a free period the fourth quarter.
4. Students must earn a **C** in required math and foreign language courses before progressing to the next level. For example, students earning a D in Spanish I must complete one of the following three options before moving to Spanish II:
 - Repeat the course the following school year before moving on to the next course.
 - Repeat the course in a summer school session approved by the Head of the Upper School or the Director of College Counseling.
 - Complete thirty hours of supervised outside work in the subject with a tutor approved by either the Head of Upper School.

Advanced Placement Courses: Interested students may request Advanced Placement classes. Enrollment is limited, and entrance is granted by the Academic Council of the Upper School. Generally, a student should have a minimum of a 90 in the prerequisite standard course or an 85 in an honors course to be considered for an Advanced Placement course. **All students taking an AP course are required to take the AP examination.**

Honors Courses: Students who have both the desire and ability (determined by faculty evaluation and departmental guidelines) may take Honors courses. Academic departments will consider departmental honors recommendations and pass those along to student prior to course registration in the spring.

Grade Point Average: Hammond uses the South Carolina Uniform Grading Scale (SCUGS). Grade point averages are formally calculated once, at the end of each academic year when the course is awarded credit, and at the end of the first semester senior year, to allow for the submission of mid-year reports for college applications. Parents and students with questions about GPA should contact the College Counseling Office.

Test Days: All major tests, papers, and projects will be due on these days. However, there will be times during the year when our schedule necessitates a deviation from this schedule. (Every effort will be made to communicate such exceptions to students.) Daily or minor quizzes may be given any day.

Monday: Foreign Language and History
Tuesday: Science and Math
Wednesday: Foreign Language and English
Thursday: History and Math
Friday: Science and English

Physical Education: One credit will be earned in the freshman year, and one will be earned in the sophomore year. Students may earn credits through participation in a Hammond Athletics. Students who successfully participate in two Hammond sports will earn a year's credit, while those who participate in one sport will earn a semester's credit. Student may apply for a waiver if they are involved in an outside program that is not offered at Hammond, meets at least five times a week, and the student demonstrates serious commitment to that athletic activity.

Incomplete Grades: Students receiving incomplete grades will be given a reasonable time frame, generally two weeks maximum, to make-up all work. If a student does not complete his/her required work within this period, the incomplete will be changed to an **F**.

Make-up Work: After an excused absence, a student will have only the number of days he/she was absent to make up the work missed, not to exceed 5 days. **It is the student's responsibility to contact the teacher, determine what materials were missed, and complete the assignments and tests prior to the make-up deadline.**

Exceptions:

1. When the absence is predetermined, the student is required to turn in complete a **Blue Slip** prior to his absence. Blue Slips require the signature of each teacher, and allow the teacher to inform the student about assignments and work expected during the absence. Students may be asked to do some work before a planned absence, and that will be communicated on the Blue Slip. The student is expected to return to school prepared for normal classroom work and prepared to take assigned tests, as communicated in the Blue Slip.
2. A student whose first day of absence is the day of a previously scheduled test or quiz is expected to be prepared to take that test or quiz the day he/she returns to school.
3. In case of extended absences, the student or parent should contact the student's advisor for assistance in scheduling make-up work. A student or parent may also email individual teachers for assistance.

Assignments During an Absence: Parents or students may request assignments by emailing each individual teacher. These assignments will be available in the office at 3:15 PM on that day, as coordinated by the upper school administrative assistant. However, it is the student's responsibility to keep abreast of all assignments missed during an absence.

Report Cards and Interim Reports: Report cards are prepared at the end of each quarter and posted on-line. Interim reports are also posted to all students during the first quarter. Subsequent quarters' interims are issued to all students earning **D's** or **F's** or **to those whose grade has changed a full letter.**

Daily Co-curricular Activity Eligibility:

The health of our students is important. If a student is too sick to attend even a single class then they may not participate in co-curricular activities, including practices and performances on that particular day. If a student has a doctor's appointment (or other pre-approved non-academic commitment), the student must still attend a minimum of three classes in order to be eligible participate in any daily co-curricular activity. Study halls and free periods do not count.

General Co-curricular Eligibility ((including athletic events and/or cu-curricular activities):

In order to participate in co-curricular activities, a student must not be on academic restriction. This eligibility is determined on the day quarterly report cards are issued.

Athletic Team Try-out Guidelines: If try-outs are necessary, the school will generally follow these guidelines*:

1. Inform student body that try-outs will be held.
2. Inform all players regarding criteria for evaluation. Example: Baseball players will be evaluated on their ability to run, throw, field, and hit.
3. Because of the month overlap between the winter and spring seasons, it is rarely possible to have the whole team together for the official start of the Spring season. In the case that try-outs cannot be held with all potential team members present, try-outs may be held on an individual basis.

Grade Level Policy for participation in interscholastic athletics:

Year Round

Sporting Clays: Open to grades 7-12.

Equestrian: Open to grades 6-12.

Fall Sport

Varsity Football: Open to boys in grades 9-12

Junior Varsity Football: Open to boys in grades 8-9

Middle School Football: Open to boys in grade 7

Cross Country: Open to boys and girls in grades 6-12

*Varsity Volleyball: Open to girls in grades 8-12

*Junior Varsity Volleyball: Open to girls in grades 7-10

*Varsity Girls Tennis: Open to girls in grades 7-12

*Junior Varsity Girls Tennis: Open to girls in grades 7-10

*Varsity Cheerleading: Open to girls in grades 8-12

*Junior Varsity Cheerleading: Open to girls in grades 8-9

Middle School Cheerleading: Open to girls in grade 7

Varsity Boys and Girls Swimming: Open to boys and girls grades 7-12

Winter Sports

Varsity Boys or Girls Basketball: Open to boys and girls in grades 8-12
Junior Varsity Boys or Girls Basketball: Open to boys and girls in grades 8-10
Middle School Boys or Girls Basketball: Open to boys and girls in grades 7-8
Varsity Wrestling: Open to boys in grades 9-12
Junior Varsity Wrestling: Open to boys in grades 6-8
Varsity Cheerleading: Open to girls in grades 8-12
Junior Varsity Cheerleading: Open to girls in grades 8-10
Middle School Cheerleading: Open to girls in grades 7-8

Spring Sports

Varsity Baseball: Open to boys in grades 8-12
Junior Varsity Baseball: Open to boys in grades 7-10
Varsity Softball: Open to girls in grades 8-12
Junior Varsity Softball: Open to girls in grades 7-10
Varsity Boys Soccer: Open to boys in grades 8-12
Varsity Girls Soccer: Open to girls in grades 8-12
Junior Varsity Boys Soccer: Open to boys in grades 7-10
Junior Varsity Girls Soccer: Open to girls in grades 7-10
Varsity Track: Open to boys and girls in grades 6-12
Varsity Boys Tennis: Open to boys in grades 7-12
Junior Varsity Boys Tennis: Open to boys in grades 7-10
Varsity Golf: Open to boys and girls in grades 7-12
Junior Varsity Golf: Open to boys and girls in grades 7-8
Lacrosse: Open to boys in grades 7-12.

Athletic Medical Release Forms – All students participating on competitive athletic teams must turn in a completed medical health form. Any student that does not have a current form on record will not be permitted to participate until all of the necessary paperwork is completed. The deadlines are as follows:

Fall Sports – July 15th

Winter Sports – October 14th

Spring Sports – January 13th

Parent-teacher conferences are welcomed at any time during the year and may be arranged by calling the teacher or the Upper School office. An afternoon of scheduled parent-teacher conferences is held in the fall of each academic year.

THE DAILY SCHEDULE

DAILY SCHEDULE ROTATION

	Mon	Tues	Wed	Thurs	Fri
8:00-8:50	A	H	G	B	A
8:55-9:45	B	A	H	G	B

DO NOT ROTATE

	9:45-10:05	Break			
10:05-10:55	C	C	C	C	C
11:00-11:50	D	D	D	D	D
11:50-12:15	Assem	Advise	Assem	Clubs	Assem
12:15-1:05	E	E	E	E	E
1:05-1:40	F	F	F	F	F
1:45-2:35	G	B	A	H	G
2:40-3:30	H	G	B	A	H

*All Upper School students have lunch F Period

STUDENT ATTENDANCE/TARDY POLICY

Given that class attendance is essential for an intellectual community of learning, Hammond reserves the right to refuse credit to students who miss eight or more classes in any course during a semester. Parents of students who have excessive absences in any course during a semester will be notified by the Dean of Students and asked to come to school for a family conference. The Dean of Students and Head of Upper School is solely responsible for excusing student absences and determining if academic credit can be awarded.

1. All students must be on time for their first scheduled class of the day.
2. Underclassmen are not permitted to leave campus without first obtaining permission from the Upper School Office and the student's parent.
3. Students must sign out in the Upper School Office prior to leaving and must sign in upon returning to campus.
4. Regular school hours are as follows: Monday-Friday: 8:00 AM – 3:30 PM; Monday-Thursday: extra help until 4:00 PM
6. Teachers will take attendance during the first five minutes of class. Any student with an unexcused tardy of less than ten minutes will receive a tardy slip informing them of an automatic thirty-minute detention with the Dean of Students. These detentions are not negotiable and must be served on the afternoon of the offense, immediately after the school day.
7. Students who are more than ten minutes late to a class, assembly, or meeting will be required to serve an automatic Friday detention.
8. Tardy slips will also be issued for students late for class meetings or any standard assembly.
9. Students who receive more than one tardy slip in a given day will automatically earn a Friday detention.
10. The receipt of six tardy slips in the same quarter will result in a parent conference with the Dean of Students and a Friday detention.
11. Students who are going to be more than ten minutes late to class or students who miss one or more classes for any reason must report to the Upper School Office prior to going to class.
12. Students are required to attend all assemblies, unless excused by the Dean of Students or Head of Upper School.

Underclassmen are not permitted to leave the campus without first obtaining permission from the office and his/her parents. Students must sign out in the upper school office prior to leaving and must sign in upon their return.

Excused Absences:

1. An absence due to illness or a family emergency. Written documentation from a parent is required immediately upon return to school. Failure to produce written documentation may result in disciplinary action. A school nurse is available to evaluate students who need medical assessment.
2. An absence due to a doctor's or dentist's appointment in the event that the appointment cannot be scheduled outside of school hours. Written documentation from the doctor's office or dentist's office is required immediately upon return to school. Failure to produce written documentation may result in disciplinary action.
3. **Planned Absences:** Students making a college visit, or missing school for legitimate family

concerns must have those visits approved ahead of time with the upper school and/or college office, and obtain and complete a **Blue Slip** from the main office. Written or verbal documentation or confirmation from a parent is required at least two days prior to departure.

4. Extenuating circumstance such as family emergencies do require official confirmation as an excused absence by the Dean of Students or Head of Upper. Communication with parents will determine the status of such absences. In such cases, the welfare of the student will be the primary consideration in the decision.

Unexcused absences:

Attendance in school is important, so student should make every effort to come to school each day. Absent students quickly fall behind and create extra work for themselves and their teachers. Hammond reserves the right to determine whether or not an absence is excused or unexcused. However, the list below of unexcused absences below gives some examples that have occurred. A Friday detention will be assigned for an unexcused absence. A student who misses more than one academic class with an unexcused absence may receive in an in-school suspension.

1. Absences due to oversleeping, traffic problems, or school-related activities the day before (athletic events, performances, school trips, etc.).
2. An absence that results in an early departure or delayed return from any vacation period that is not approved by the Upper School Office.
3. Non-medical appointments.
4. Students returning late from lunch and/or free periods.
5. Underclassmen are not permitted to leave campus without first obtaining permission from the Upper School Office and the student's parent. Students must sign out in the Upper School Office prior to leaving and must sign in upon returning to campus.
6. Driver's training courses or DMV appointments.

The school will respond to unexcused absences in the following manner:

- A. A Friday detention will be assigned.
- B. More than ten absences per semester will lead to an official school response. Students will likely have to make-up work, do additional work in a subject, or meet with the instructors to get caught up. Excessive absences for any reason could jeopardize a student's status at Hammond School.

School Visitor Policy

Hammond School welcomes visitors who are immediate family members, current students, Hammond alumni/ae, and invited guests of the faculty and administration. Students from local schools may visit campus only if they have arranged for an official visit through the admissions office. Only organizations specifically contracted by Hammond School may send representatives to campus to solicit to students or employees. All visitors to the school must report to the receptionist in Barks Hall immediately upon arrival to the school.

COLLEGE COUNSELING SERVICES

Hammond School provides a complete college counseling program for students in grades 9-12. Students and parents are encouraged to take advantage of the services offered by the College Counseling Office during all four years of high school, especially during the junior and senior years.

While college admissions can be a confusing, often overwhelming topic, it is important to understand what colleges look for in a potential candidate and how to best take advantage of the opportunities presented during the years students spend in the Upper School at Hammond. The Office of College Counseling will provide information throughout a student's four year high school career designed to clarify the process.

Freshmen and their parents will be introduced to the college admissions process early fall semester through a **College Counseling Night** especially designed for ninth graders. It is important that both parents and students attend **College Counseling Night** as this program will form the foundation for all future college admission discussions.

Similarly, sophomores and their parents will continue exploring the admissions process through a **College Counseling Night** designed to address how students can best take advantage of the opportunities presented during their sophomore year. Tenth graders will also meet one-on-one with a member of the College Counseling staff to continue assess academic progress and goals and to begin discussing the college process.

Juniors at Hammond will have numerous opportunities to continue their exploration of the college admission process. A fall semester **College Counseling Night** will kick off the year, followed by one-on-one student academic conferences with a member of the College Counseling staff, campus visits by college representatives, organized in-state and out-of-state college tours, and programs and publications designed to de-mystify college process.

The senior year in the Office of College Counseling is one of focused activity with one goal in mind: College admission. The Office of College Counseling will work closely with students during their senior year to offer the information and support necessary to complete the process begun four years earlier as freshmen.

STUDENT LIFE

Backpacks, Clothing Bags: Backpacks and clothing bags are not allowed in the Theater. Backpacks and clothing bags should never be left in the hallways or in the outside areas near the doors. Backpacks and bags may be taken to classrooms, stored in lockers, or placed on the shelves outside the buildings. This is a requirement for us to remain in good standing with our fire code.

Dress Code: The dress code is detailed in the appendix of this handbook and applies to all students throughout every school day, including fall and spring exam days, and AP exam days. The only exception will be on days that are announced in advance. Hammond's upper school dress code is designed to allow our students to have a uniform appearance of neatness and cleanliness, while giving students more options and choices that is appropriate for upper school students. Students not following dress code during the school day will receive Misconduct Reports, detentions, and eventually more serious disciplinary responses. Students may be sent home to change into dress code at the discretion of the school, and such absences may be viewed as unexcused.

Elected Office Criteria – Before submitting a written application in the form of an essay, students must meet the following requirements in order to be eligible for a student-elected office:

1. A nominee must have at least a C average overall and no grade below a C for the most recent semester grading period.
2. A nominee should have no Honor Council violations to be eligible for class office. (see p. 8 for further details) Students with an honor violation wishing to hold office will be required to submit an essay application and interview and a faculty committee will decide.
3. If a student has a major offense violation, the student should check with the Head of the Upper School to determine eligibility.
4. For Spring elections, a student must be under contract for the following year to be eligible for class office.

Locks and Lockers: All students will have the option of using a locker. Those assignments will be posted in the upper school office prior to the beginning of the school year. Students are expected to keep their lockers free of writing, decals, etc., and should keep a school lock for the protection of any property kept in the locker. School locks may be obtained in the Hawk Shop. Maintenance costs or repair of lockers caused by vandalism or carelessness will be borne by the student. The students must clear out lockers by the last day of school, as the school will not take responsibility for articles left in the lockers.

Students should keep valuable items such as money and jewelry in their possession at all times. The school is not responsible for lost or stolen items.

Senior Privileges: Seniors at Hammond are expected to have developed the maturity and leadership to manage more freedoms than underclassmen. Seniors in good academic standing (no failing grade) may leave school during their free periods or during lunch if a consent form signed by their parents is on file in the upper school office. Seniors in good academic standing are also eligible for early release from school and exemption from Final Exams in May. Seniors

who earn 8 Misconduct Reports or commit or commit an honor violation during a semester forfeit senior privileges, particularly the ability to leave campus during the school day. A study hall may also be assigned.

Senior Exam Rules:

- 1) Seniors who do not have a B or above in a course must take a two hour Exam, and continue attending that class until the exam date.
- 2) Seniors must continue to attend AP classes until the AP exam.
- 3) Seniors with excessive absences during the senior year must take all exams.
- 4) Seniors must fulfill all athletic obligations for spring sports.

Senior Speeches: All seniors are required to address the student body at a regularly scheduled assembly. **Seniors will be scheduled to meet with the Head of Upper School to discuss topics and review progress. The final speech must be approved at least three days prior to its delivery.**

Automobiles

Automobiles post the single greatest threat to safety on our campus. Because our first goal is protect the safety of the children on our campus, we have several restrictions and rules regarding automobile use.

Traffic Regulations: **Please Note: As of 2010, Hammond roads are cell-phone free. Neither parents nor students may use their cell phone to talk or text while driving on campus!**

1. Moving Regulations

- A. Speed limit on the school grounds is 15 MPH.
- B. Cars may not load or unload in the flow of traffic.
- C. Drivers must observe traffic signs and exhibit courtesy at all times.
- D. There is no two-way road on the Upper School campus. All vehicles are to travel only in the allowed direction.
- E. Parking stickers must be visible in both the front and rear wind-shields.

Students and parents should realize that driving any vehicle on the Hammond campus is a privilege, not a right, and should conduct themselves accordingly. Any violation of our traffic regulations will result in a loss of driving privileges for a period of time to be determined by the Dean of Students.

2. Parking Regulations

- A. No parking is allowed in any space that is not indicated by white lines on both sides.
- B. No one should drive or park off the pavement on the Upper School campus.
- C. Faculty have assigned spaces beside the baseball field, the gym lot, on the side of Bostick, beside the art building.

- D. Students may not park in the traffic lanes beside the gym.
- E. Students may not park in any assigned faculty spaces.
- F. Freshmen are not allowed to bring cars on campus.

3. Automobile Registration

- A. All students must register their vehicles in the upper school office.

Vehicle Access: Students are not allowed to go to their cars during the school day for any reason. If students need to store items during the day, they should use their lockers or other space on campus. Student may not hang out or loiter in the parking lot.

Cell Phones: Hammond does allow students to carry and store cell phones, but their use is highly restricted. Basically, cell phones should not be seen, heard, or in use inside of any school buildings. Students must step out of the buildings to use them.

1. **At all times** on campus cell phones should be in a silent or off mode
2. Text messages and Voice Messages can be checked and Phone calls made only **outside of the buildings** during free periods, break, or lunch.
3. At no time should a cell phone ring or audibly vibrate inside a building, classroom, library, theater, or dining hall.
4. The use of cell phones is prohibited at all time in the library, rest rooms, and locker rooms.

Failure to follow these basic rules will result in escalating disciplinary responses, and may result in the confiscation of the phone.

EMERGENCY PROCEDURES

Emergency Medical Procedures: School officials will make every attempt to reach a parent or guardian in the event of an emergency. If unable to reach a parent or guardian, the school will notify the person(s) designated on the Release Form. Parents and guardians should always leave instructions for reaching them in emergency situations.

All physical injuries will be examined by an administrator as soon as possible.

The completed Release Form contains authorization and consent for the school, through a qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances. In the event of an emergency requiring immediate medical care in which the school is unable to notify the parents, the school is also authorized to have the child treated by a qualified physician at the nearest emergency clinic.

Immunization and Health Forms: South Carolina law requires that all students entering a particular school for the first time must present an Immunization Certificate.

Emergency Closing of School: In the event of inclement weather, Hammond will close at the same time as other schools in District #1 of Richland County. School closings are announced on radio and television stations. No announcements are made when weather

and/or road conditions are not hazardous. Reopening Hammond after an emergency closing will not necessarily be the same as District #1 schools. Announcement of reopening will be made by Hammond School over radio and television stations.

Disaster/Emergency Evacuation Procedures: The city fire department will determine whether we evacuate our campus or not.

If deemed necessary to evacuate the campus, the transportation director will be called upon to provide three or more drivers with CDL licenses to drive larger busses. Other Hammond personnel will be selected to drive five smaller busses. All pre-kindergarten and kindergarten students and adequate numbers of teachers should load into the school's three large busses and five smaller busses. These busses shall travel to either Heathwood Hall gymnasium, Williams-Brice Stadium, Interstate Transportation Co., 2511 Trotter Road, off the Sumter Highway or Shandon United Methodist Church on Devine St. depending on type of evacuation.

PLEASE SIGN AND RETURN TO THE UPPER SCHOOL OFFICE:

I have read and understood all guidelines in the Student Handbook 2008-2009, including honor council procedures, acceptable use policy for the Internet, and the principles governing plagiarism and agree to abide by all policies and procedures outlined therein.

Student's Name _____
(Please Print)

Student's Signature _____

Date _____

Parent's Name _____
(Please Print)

Parent's Signature _____

Date _____

2009 – 2010 Grade Point Conversion Table

Average	Grade	College Prep	Honors	Advanced Placement (AP)
100	A	4.87	5.37	5.87
99	A	4.75	5.25	5.75
98	A	4.62	5.12	5.62
97	A	4.50	5.00	5.50
96	A	4.37	4.87	5.37
95	A	4.25	4.75	5.25
94	A	4.12	4.62	5.12
93	A	4.00	4.50	5.00
92	B	3.87	4.37	4.87
91	B	3.75	4.25	4.75
90	B	3.62	4.12	4.62
89	B	3.50	4.00	4.50
88	B	3.37	3.87	4.37
87	B	3.25	3.75	4.25
86	B	3.12	3.62	4.12
85	B	3.00	3.50	4.00
84	C	2.87	3.37	3.87
83	C	2.75	3.25	3.75
82	C	2.62	3.12	3.62
81	C	2.50	3.00	3.50
80	C	2.37	2.87	3.37
79	C	2.25	2.75	3.25
78	C	2.12	2.62	3.12
77	C	2.00	2.50	3.00
76	D	1.86	2.36	2.86
75	D	1.72	2.22	2.72
74	D	1.57	2.07	2.57
73	D	1.43	1.93	2.43
72	D	1.29	1.79	2.29
71	D	1.14	1.64	2.14
70	D	1.00	1.50	2.00
69	F	0.87	1.37	1.87
68	F	0.75	1.25	1.75
67	F	0.62	1.12	1.62
66	F	0.50	1.00	1.50
65	F	0.37	0.87	1.37
64	F	0.25	0.75	1.25
63	F	0.12	0.62	1.12
0-62	F	0.00	0.00	0.00

2010-2011 Grade Point Conversion Table

Average	Grade	College Prep	Honors	Advanced Placement (AP)
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.125	0.625	1.125
0-61	F	0.00	0.00	0.00
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

SCHOOL UNIFORM REQUIREMENTS

Approved vendors: K&M Uniforms (Columbia) and Land's End Catalog (use Hammond ID #9000-9318-8 when ordering)

Fridays at Hammond are **Red Shirt** days for all three divisions.

	LS Girls	LS Boys	MS Girls	MS Boys	US Girls	US Boys
Knit Shirts	White, Navy, Red, Short or Long Sleeve/ blend or cotton with Hammond Logo	White, Navy, Red, Short or Long Sleeve/ blend or cotton with Hammond Logo	White, Navy, Red, Short or Long Sleeve/ blend or cotton with Hammond Logo	White, Navy, Red, Short or Long Sleeve/ blend or cotton with Hammond Logo	White, Navy, Red, Chambray Blue, Maize, or Black Short or Long Sleeve/ blend or cotton with Hammond Logo	White, Navy, Red, Chambray Blue, Maize, or Black Short or Long Sleeve/ blend or cotton with Hammond Logo
Shirts/Blouses	White Short or Long Sleeve Peter Pan blouse with "H" initial	White Short or Long Sleeve oxford cloth with Hammond Logo	White Short, Long, or ¾ Sleeve oxford cloth with Hammond Logo	White Short or Long Sleeve oxford cloth with Hammond Logo	White or solid light blue Short, Long, or ¾ Sleeve oxford cloth	White or solid light blue Short or Long Sleeve oxford cloth
Shorts	(1) Khaki or Navy/ blend or cotton with "H" initial (2) Navy biker Shorts recommended under jumpers & skirts	Khaki or Navy/ blend or cotton with "H" initial	Khaki or Navy/ blend or cotton with "H" initial	Khaki or Navy/ blend or cotton with "H" initial	Khaki or Navy/ blend or cotton with "H" initial	Khaki or Navy/ blend or cotton with "H" initial
Pants (see Note)**	Khaki or Navy/ blend or cotton**	Khaki or Navy/ blend or cotton**	Khaki or Navy/ blend or cotton**	Khaki or Navy/ blend or cotton**	Khaki or Navy/ blend or cotton**	Khaki or Navy/ blend or cotton**
Jumpers/ Dresses	(1)Plaid (K&M only) Navy or Khaki (2)Mesh Polo Dress Navy or Red Long or Short Sleeve with Hammond Logo		Mesh Polo Dress Navy or Red Long or Short Sleeve with Hammond Logo			

Guidelines for Long pants – Our Long pants policy is designed to allow families limited choice beyond that provided by our two primary uniform vendors; there, the customary embroidered "H" is Not a requirement. Please follow the following guidelines when purchasing pants that retain a tailored/traditional uniform look. Pants may have a flat front or pleated front, cotton or blend twill only. Pants must have a finished cuff or hem and may not have external pockets (No cargo pants). Pants must be traditionally-styled (No low-rise or bell bottoms are permitted. Slightly flared legs are acceptable). Traditionally-styled pants **do not include "western-cut" pants with riveted pockets. Navy pants must be dark blue. No visible brand labels are acceptable, and all pants must have belt loops.

SCHOOL UNIFORM REQUIREMENTS

Approved vendors: K&M Uniforms (Columbia) and Land's End Catalog (use Hammond ID #9000-9318-8 when ordering)

	LS Girls	LS Boys	MS Girls	MS Boys	US Girls	US Boys
Ties (assembly days)				7 th & 8 th grade only: Hammond School Tie from K&M <u>No Upper School striped ties!</u>	Optional Tie	Choice of tie in good repair
Socks/Tights	Solid color Short or knee socks & White, Red, or Navy tights	Solid color socks (White, Navy, Brown, Black)	Solid color Short or knee socks & White, Red, Navy or Black tights or leggings	Solid color socks (White, Navy, Brown, Black)	Solid color Short or knee socks (White, Navy, Brown, Black)	Solid color socks
Shoes	Any closed-toe, closed-heel shoe that is secure on foot....No boots	Any closed-toe, closed-heel shoe that is secure on foot....No boots	Any closed-toe, closed-heel shoe in solid Brown, Black, Navy, Red, or neutral including tennis shoes in good repair. No boots, high heels or moccasins	Any closed-toe, closed-heel shoe, including tennis shoes in good repair	Any closed-toe, closed-heel shoe including tennis shoes in good repair. No stilettos, spiked, or high heels, (including wedged heels)	Any closed-toe, closed-heel shoe, including tennis shoes in good repair
Belts	Black or Brown braided/solid leather Navy stretch magnet belt (optional for PK & K) Navy ribbon belt	Black or Brown braided/solid leather Navy stretch magnet belt (optional for PK & K)	Black or Brown braided/solid leather No ribbon belts!	Black or Brown braided/solid leather	Choice of belt	Black or Brown braided/solid leather
Hair Accessories (optional)	Plaid or matching headband, scrunchie, or bow on barrette					

Assembly Days – Uniform Requirements (Middle & Upper School only)

On Assembly Days in the Upper and Middle Schools, students should adhere to the following dress code for the appropriate attire. Items listed on this chart are detailed further on the *School Uniform Requirements* pages.

MS Girls – Monday	MS Boys (5 th & 6 th) - Monday	MS Boys (7 th & 8 th) - Monday	US Girls - Monday	US Boys - Monday
Skirt –Hammond Plaid (K&M)	Pants – Khaki Long pants	Pants – Khaki Long pants	Skort or Skirt – Hammond Plaid (K&M), solid Khaki, solid Navy, or solid Black OR...	Pants – solid Khaki, solid Navy, or solid Black
Shirt – White/ Long, or ¾ Sleeve oxford cloth with Hammond Logo	Shirt – White/ Long or Short Sleeve oxford cloth with Hammond Logo	Shirt – White/ Long or Short Sleeve oxford cloth with Hammond Logo	Pants – Solid Khaki, solid Navy, or solid Black	Shirt – solid White or light blue/Short or Long Sleeve
Socks - solid color Short or knee socks/ White or Navy socks	Socks – solid dark color socks	Socks – solid dark color socks	Shirt – solid White or solid light blue/ Long, or ¾ Sleeve oxford cloth	Tie
Shoes – closed toe, closed heel, dress shoes, <u>tennis shoes are acceptable</u> for 5 th & 6 th grade only (NO boots, high heels, or moccasins)	Shoes – closed toe dress shoes or <u>tennis shoes are acceptable</u> for 5 th & 6 th grade only	Shoes – closed toe dress shoes	Shoes – closed toe, closed heel shoe that is secure on the foot and in good repair	Shoes – closed toe, closed heel shoe that is secure on the foot and in good repair
	Belt – Black or Brown, braided or solid leather	Belt – Black or Brown, braided or solid leather		Belt – Black or Brown, braided or solid leather
		Tie – Hammond tie from K&M uniform (No Upper School stripe rep ties)	Tie - optional	