

# *Langston Learners of Today Leaders of Tomorrow*

## **PARENT AND STUDENT HANDBOOK**

### **Mission Statement:**

*The mission of Langston Charter Middle School is to enrich and empower sixth, seventh and eighth graders with personal responsibility and a compassion for their community through single gender classes, innovative teacher, parent and community cooperative learning. Langston Charter Middle School expects active parental involvement in their child's academic, emotional and social development.*

### **GOALS:**

*Each student at Langston Charter Middle School will:*

1. Read, write, and communicate effectively.
2. Use mathematics, computers, and other technologies effectively.
3. Define, analyze, and solve complex problems.
4. Acquire, integrate, and apply essential knowledge from the academic disciplines:  
Language Arts, Mathematics, Sciences, History, and Spanish
5. Study and work effectively.
6. Demonstrate personal, social and civic responsibility.
7. Be a contributing member of their community.

### **SUGGESTED STEPS TO STUDENT SUCCESS:**

- Believe in yourself!
- Seek the help of any staff member if you find yourself having problems; we can't help if we don't know.
- Be prepared with all necessary materials.
- Look for someone you can help in school. We are part of a team that is working for success.
- Get involved! LCMS has opportunities for leadership training and required community service.

### **HIGH EXPECTATIONS – HIGH STUDENT ACHIEVEMENT:**

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

1. Be responsible for LEARNING at school. Learning is your *first responsibility*. It is great to have friends, but you should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
2. Be prepared and complete all HOMEWORK assignments.
3. Use your STUDENT PLANNER in each class daily.
4. Take PAPER AND PENCIL to each class daily.
5. Take appropriate TEXTBOOKS to each class daily.
6. Know which classes require SPECIAL MATERIALS. Be responsible for taking those materials to each class daily.
7. Turn in all work on time.
8. Put forth your BEST EFFORT at all times.

**GENERAL INFORMATION:**

**ADMISSION POLICY AND STANDARDS:**

**Enrollment Procedures:**

**(a) Eligibility:**

All admissions to the Langston Charter Middle School (LCMS) will meet the admission criteria described in the specified procedures below. Students will be admitted without regard to race, religion, gender, national origin, disability, ancestry, need for special education or itinerant services, or socioeconomic condition. LCMS is open to all students who are eligible to attend grades 6-8 in the School District of Greenville County, Greenville, South Carolina. Expelled students will not be admitted.

By adopting the regulations set forth in the South Carolina Charter School, LCMS agrees to implement the following:

- Every effort will be made to insure that the racial make-up of the school reflects the district population within a 20 percent variance.

- If the level of interest in LCMS exceeds the capacity, students will be accepted into the school by the lottery process, as prescribed by the South Carolina Charter School Act. The **lottery** will be held no later than July prior to the beginning of the school year. The names of each student who has satisfactorily completed the admissions process will be placed in a box and drawn by an individual with no professional or business relationship to LCMS. The student capacity for new enrollees will be determined prior to the beginning of each school year and randomly selected students from

the lottery will be admitted if demand exceeds capacity to serve.

**(b) The Application:**

The complete application packet, including the timeline for registration, is on the school website – [www.langstoncharter.org](http://www.langstoncharter.org)

## **Transfers from Other School Districts**

A student transferring from another school system in South Carolina or from another state must provide his or her previous school transcript, social security number, birth certificate, and a South Carolina Immunization Certificate. An out-of-state student must take his or her immunization record to a doctor or health department or child's school nurse to receive a South Carolina certificate. New residents may temporarily enroll their children in school for **30 days** with a special exemption issued by the school until an immunization certificate can be obtained. Existing immunization records and/or out of state certificates may be evaluated by your child's school nurse who is authorized by the Health Department to issue a SC Certificate if all the other requirements have been met. If a certificate is not presented to the school at the end of the 30 days, the student will no longer be allowed to attend school.

## **Immunization Shots**

A child cannot be admitted to any school or child development program without a State Certificate of Immunization or a valid medical, religious, or special exemption.

Immunizations required by South Carolina law are Tetanus containing vaccine TD tap, DT or TD, Polio, Measles (two doses), Rubella (German Measles), and Mumps. Hepatitis B immunization is required for students entering all grades. (This is a new requirement for students entering grades 6 and 12). A child who has a physician's statement as proof of measles immunity is not required to have the shot. The Varicella (Chicken Pox) vaccine or history of disease is required for all

students admitted to kindergarten and first, second and third grades.

If the child does not have a valid certificate, the parent must take his/her shot records to their physician or the county health department (864-282-4100). A parent must accompany a student under 16 who requires shots.

For further information, call Medical Health Services at 864-241-3111.

## **School Assignment**

LCMS does not follow the assignment by GEOCODE model that the Greenville County School District uses for school assignments. LCMS is a school of parent choice.

## **Application Acquisition:**

In the public announcements we will clearly state where applications are available and the deadline for receipt of completed applications.

The applications will be received and processed for completion of documentation. An Open House for all applicants and other interested persons will be held to describe the educational program, standards, student rights and responsibilities, parent responsibilities, volunteer training program, and expectations.

**(c) Lottery Process:**

If the number of applicants exceeds the number of seats, a class, grade level or building a lottery will be used. In order to ensure that the school attendees meet the racial compositions of the School District, deviating no more than twenty percent, as outlined in the state statute, LCMS will separate lots according to the twenty percent student make-up of those racial groups identified by the School District. LCMS will be able to accomplish this task since the Charter School Application Form requires that students list their ethnicity. In the event that the racial compositions of the Charter School applicants do not coincide with the District's racial composition of students, LCMS will conduct marketing and publicity blitzes geared to encourage enrollment from the under-represented racial group(s). This procedure will help ensure a racially balanced pool of student applicants. Names will be drawn on a date established in an open meeting of the Governing Board or by the Board's/ Body's designee. When all available seats have been filled, then all other applicants will be placed on the waiting list in the order in which their names were drawn. There is no appeal to the sponsor in regards to this lottery process.

**STUDENTS OUTSIDE THE DISTRICT:**

**(a) Percentage of Out of District Students:**

LCMS will accept students who reside outside of the School District of Greenville County in accordance with the district transfer policy of Greenville County. Student enrollment of out-of district may not exceed 20 (twenty) percent of the total enrollment.

**Nonresident Students:**

Students who enroll in a Greenville County School but whose home is outside the county must pay Nonresident Tuition. Students enrolling during the first ten days of a semester will be charged the full rate. After that, the charge will be the number of days remaining in the semester times the daily rate. Tuition is payable to the district. A receipt of payment must be submitted to the Langston office.

**Nonresident Tuition:**

The tuition for nonresident students will be based on per pupil expenditures in alignment with the Greenville County School District Nonresident Tuition program. This program will take into account pupil classification, out of district students and out of state students. LCMS will adopt the JBCBA(P) dated March 8, 1980, policy of Greenville County School District, which addresses School Attendance of Nonresident Students. Residency" and Policy JBCB(P) dated March 8, 1980, which pertains to Students – School Admissions, Nonresident Students: Tuition. Note especially this sentence from JBCB(P): **"At least one semester's tuition must be paid in advance before the student can be enrolled."** See Appendix B for JBCBA(P) and JBCB(P).

Students enrolling during the first ten days of a semester will be charged the full rate. After that, the charge will be the number of days remaining in the semester times the daily rate. All checks should be made payable to LCMS. At least one semester's tuition must be paid in advance before the student can be enrolled.

As approved by the original planning committee, out-of-county children of Langston employees may attend tuition-free. In this event, the out-of-county tuition will be paid by Langston Charter Middle School to the Greenville County School District. Any questions concerning this policy should be addressed to the Board Director.

As information, Section 59-19-90(10)(d) of the Code of Laws of South Carolina (1976) "gives school district trustees the discretion to allow out-of-state residents to attend district schools on an individual basis."

(b) Approval provision for out of district enrollment:

Out of district enrollment shall not exceed 20% of total enrollment and therefore no approval provisions are applicable.

(c) Notification:

The sending district will be notified immediately should a student be accepted to the school. Students from outside of the Greenville County School District will be accepted in the order that Langston Charter School receives their applications; The school board must give prior approval before the enrollment may exceed 20 (twenty) percent of out-of-district students.

(d) Approval provisions for sending district:

LCMS out of district enrollment shall not exceed 20% of enrollment and therefore approval provisions for the sending district is not applicable.

**STUDENT APPEALS PROCESS:**

If a student is denied admission, the principal will explain reasons for the denial to the parents.

If the student is denied admissions due to not being picked in the lottery, there is no appeal process.

The parent has five working days after the notification of denial of admission to submit an appeal to the Board of Directors. Upon written receipt of the appeal, the School Administrator will have five working days to resolve the situation or refer the appeal to an Ad hoc committee of the Board of Directors (Appeals Committee) for action. The Board must respond to the parent in a timely fashion, but not to exceed twenty-one days. Should the denial be overturned by the LCMS Board, the student will be admitted. Should the Board of Directors of LCMS uphold the denial, the parent may appeal to the School District of Greenville County. The decision of the school district is binding for LCMS.

**LOST AND FOUND:**

Students must assume responsibility for their own belongings at all times. A "Lost and Found" box is located in the Office.

## **Student Conduct, Rights and Responsibilities**

### **Student Conduct and Parent Notification:**

Student Right: A right is a privilege to which one is justly entitled.

### **Equal Educational Opportunity**

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21.

The LCMS does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

### **Behavioral Expectations**

A student has the right to be informed of school board policies, school regulations, and the rules promulgated for the student's school, classrooms, and transportation.

### **Academic Information**

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

## **Privacy and Property Rights**

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or School Board policy. A student's right to privacy does not, however, extend to items stored openly in school property such as desks and lockers. School officials may inspect such items of school property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as book bags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student.

The use of such means as trained dogs and metal detectors in an effort to locate prohibited or illegal items does not constitute a search. School officials may use such means at any time in their discretion.

### **Freedom of Assembly**

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, school policy, or school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act and the board policy implementing that Act.

## **Freedom of Expression**

### **Freedom of speech:**

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

### **Other forms of expression:**

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited. The Principal has the final authority, to prohibit the expression of a message, if the message is counter to or undermines the mission statement of the School.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

### **Written expression and circulation of petitions:**

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such personal expression. Students are permitted to use designated

bulletin boards for the posting of notices approved by the Principal.

School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

### **Due Process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation.

Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to alternative program.

### ***Student Responsibilities***

A responsibility is an obligation one has to ensure that the rights of all are protected.

**ALL STUDENTS HAVE THE RESPONSIBILITY TO:**

- 1. Attend school to receive an education:
  - Schools cannot educate students who do not attend school.
- 2. Attend school daily unless ill or legally excused:
  - School Carolina law requires a student to attend school until his seventeenth birthday.

- 3. Be on time for all classes:
  - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
- 4. Come to class with necessary materials:
  - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- 5. Complete all in-class and homework assignments and meet deadlines:
  - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- 6. Obey school rules and school personnel:
  - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- 7. Cooperate with school staff:
  - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- 8. Respect the person and property of others:
  - Treat people and their property with respect by not handling others personal property without

their permission. All students at LCMS will treat each other with kindness and dignity.

- 9. Respect public property:
  - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- 10. See that school correspondence to parents reaches home
  - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

### *Expulsion*

In most cases, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year. Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. The superintendent will ensure the timely processing of all expulsion cases.

The following steps must precede an expulsion:

1. The principal will ensure compliance with the procedures for suspension set forth in the school's policy.
2. Having concluded that a recommendation for expulsion is warranted for the offense, the principal will notify the parents or legal guardian in the notice of suspension that he is initiating expulsion proceedings. The notice shall also specify the reason for the recommendation and shall set a place and time for a

conference. The conference shall be set within **two** school days of the start of the suspension. The suspension shall remain in effect until the expulsion proceedings are terminated.

3. If the principal determines after the conference that a recommendation of expulsion is appropriate, he will so notify the parents and will send the recommendations to the Board of Directors within three school days of the incident that precipitated the expulsion recommendation.

4. Within two school days of receipt of the recommendation, the Board of Directors will review each recommendation and either remands it to the principal for alternative disciplinary action, impose alternative disciplinary action (with parental consent). He will also notify the parents or legal guardian by letter of his action. The letter shall also set forth the time, place, and date of the hearing and the hearing rights described in Step 5(b). Any parent desiring to have concerns heard by the school board must so inform the Board of Directors in writing.

5. (a) Within ten days of the mailing of the letter required in Step 4, the Board Director, acting for and under the authority of the Board, will review the recommendations for expulsion and will conduct any board hearing requested.

(b) At the hearing the parents or legal guardian shall have the right to legal counsel and all other regular rights, including the rights to call witnesses on the student's behalf and to question all witnesses. The hearing will be closed to the public. The Board Director will ensure that the hearing convenes and that the hearing is appropriately recorded.

(c) The Board Director may remand the case to the principal for alternative disciplinary action, impose alternative disciplinary action himself, or expel the student.

(d) Within five days of the hearing, the Board of Directors shall render a written decision and send it to the parents. If the decision is for expulsion, the letter will include the right to appeal to the Board as described in Step 6 and the reasons described in Step 7 that will cause the Board not to affirm the decision of its initial hearing.

6. Parents may appeal the decision of the hearing officer to the Board by sending to either the Board Director a notice of appeal within ten days of receipt of the decision of the Board Director. The notice of appeal must be in writing and must state the precise basis, consistent with the grounds set forth in Step 7, for overturning the decision of the initial hearing.

7. The Board Director shall present any appeals to the Board at or before its next meeting following receipt of the notice of appeal. The Board shall consider the notice of appeal, its initial hearing decision letter, all materials submitted to the Board of Directors, and any response by the Board Director to the appeal. The Board will affirm the decision of its hearing unless the parents demonstrate to the Board that (a) the decision of the initial hearing is not supported by substantial evidence, (b) the decision is not consistent with Policy JD, (c) the student's rights to notice and a fair hearing, consistent with this policy and with relevant statutory and constitutional requirements, were not ensured in the expulsion process, or (d) the decision was motivated by illegal discrimination or arbitrariness.

If the Board determines that the parents have demonstrated any of the four situations set forth in the previous paragraph, it will reverse or modify the panel's decision, or, for sufficient reason, it may order a new hearing or elect to conduct its own hearing. Within five days of its decision, the Board will notify the parents or legal guardian and the Board Director in writing of its decision. The Board will not hear witnesses in reaching its decision.

8. The action of the Board may be appealed to the proper court.

The Board Director will report to the Board monthly the following information for each case presented to a hearing officer since the last report: the alleged offense, the date of the offense, the school, the Board Director that reviewed the case, the date of the Directors review, and the disposition of it.

### **Discipline of Students with Disabilities**

In implementing this code, school administrators shall follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.

### ***Offenses and Consequences***

Students come to school to learn. They follow the rules set up to ensure that their schools are safe and orderly. We are proud of these young people.

For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

## **CATALOG OF OFFENSES AND CONSEQUENCES**

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school board or State board, and when the presence of the student is detrimental to the best interest of the school.

In addition to the consequences of misbehavior listed below, school officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression "on school property" includes transportation services and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

### **Disciplinary Probation**

Students with continuing behavioral problems will be placed on disciplinary probation for the remainder of the school year. Additional referrals during the probationary period will be dealt with appropriately, leading toward a recommendation for expulsion from school.

## **Electronic Devices at School**

During school hours, the use of personal radios, tape/CD decks, mp3 players (iPods), electronic games, and similar devices by students is not permitted unless authorized by an IEP, 504, student assistance plan, or written permission by the principal. School officials may confiscate all such unauthorized equipment. **Do not bring these devices to school.**

## **Mobile Telephones**

Students do not need cell phones at school. The phone in the office may be used in emergencies. Parents should call the office if a message needs to be relayed to their child.

If a cell phone is seen, it will be taken and sent to the office. Phones will be returned to parents after 10 school days.

Students using cell phones during the school day to call, text, or go online are subject to suspension from school on the first offense.

## **Paging Devices (Pagers/Beepers)**

No student may possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. The only exceptions are:

(a) a student under age 18 may possess a paging device if the student needs the paging device for a legitimate medical reason or

(b) a student age 18 or over may possess a paging device if the student is an active member of a volunteer firefighting organization, the student is an active member of a volunteer emergency service organization, or the student needs the paging device for a legitimate medical reason.

(c) a student requires such a device as afforded him by his/her IEP, 504, student assistance plan, or written permission by the principal .

The principal of the school will decide what constitutes a legitimate medical reason consistent with School or State guidelines. When a student possesses a paging device without permission as outlined in this code, the principal or his designee may confiscate the student's paging device and discipline the student in accordance with the "Offenses and Consequences" section of this Code of Conduct.

## **Consequences for improper use of electronic devices – including mobile phones and pagers**

First offense – confiscation of the pager, mobile telephone, or electronic device and after a conference with the parent/legal guardian, the device will be returned to the adult.

Second offense – confiscation of the device and after a conference with the parent/legal guardian, the pager, mobile phone, game, etc. will be returned to the adult 30 days after the confiscation.

Third and subsequent offenses – confiscation of the pager, mobile phone, or electronic device and after a conference with the parent/legal guardian, the device will be returned at the end of the school year and the student may be subject to additional disciplinary consequences including: detention (during or after school), out of school suspension, and work detail assignment.

### **Damaging school property**

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden.

Consequences: Parent or guardian will be informed, and restitution for the damage will be required. Failure to pay for damages could result in court action by the school or district. The student may lose privileges, be suspended, be recommended for expulsion, and receive other disciplinary sanctions.

### **Theft**

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member or the school or district.

Consequences: Restitution and parent notification are required. Additional disciplinary action may be taken, including suspension, recommendation for expulsion, notification of law enforcement, and other sanctions.

### **Disobedience and disrespect**

Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense.

Consequences: Parent notification, detention, restriction from participation in school activities, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences.

### **Profanity**

Profane and vulgar expressions (oral, electronic, written, or nonverbal (e.g., gestures)), including those communicated or displayed on clothing, are forbidden on school property.

Consequences: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, , work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

### **Threats, harassment, hazing, intimidation or blackmail of students**

Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.

Consequence: Student counseling, parent notification, detention, restriction from participation in school activities, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

### **Sexual harassment/misconduct of a sexual nature**

Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, or a teacher to report the behavior.

Consequence: Student counseling, parent notification, detention restriction from participation in extracurricular activities, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

### **Consensual participation in sexual misconduct**

Consensual participation in any sex act involving physical contact other than hand holding.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking

someone's hair, or purposeful brushing against another's body.

- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by the School.

**Consequence: Students will be recommended for expulsion.**

## **Gambling**

Any participation in games of chance for money or other items of value is forbidden on school property.

Consequences: Parent notification, detention, restriction from participation in school activities, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

## **Fighting**

Any hostile physical conflict between individuals is forbidden on school property.

Range of Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in school activities, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

## **Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials**

These items are inappropriate for school and can cause severe injury. They will be taken and WILL NOT be returned.

Laser pointers can only be used during a presentation and at the teacher's discretion.

Consequences: Student counseling, parent notification, detention restriction from participation in school activities,

work detail assignment, suspension, referral to school resources, referral to law enforcement officials if warranted, and recommendation for expulsion are possible consequences.

## **Distribution of unauthorized materials**

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited.

Consequences: Counseling, referral to school resources, detention, restriction from participation in school activities, work detail assignment, suspension, referral to school resources and recommendation for expulsion.

## **Cheating or plagiarism**

The LCMS expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

Consequences: Parent notification is required. No credit will be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.

## **Misuse of Technology Resources**

Technology Resources are made available in the School to support and enhance instructional options and learning opportunities. Technology Resources in LCMS include equipment, networks, and access to the Internet. Student access to Technology Resources is a privilege and not a right.

Before a student may access the Internet from the school, parent and student must sign an Internet Permission Form provided by the school. The form is returned to the school and placed on file there.

Efficient, ethical, and legal utilization of Technology Resources is expected of students. Use of Technology Resources must be in support of education and in accordance with all School Board policies and specific school regulations.

Students will utilize the access methods provided them and access only Technology Resources for which they have authorization. The continued availability of Technology Resources relies upon the proper conduct of students.

Users of Technology Resources have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in school computers. The School reserves the right to review system use at any time. This includes the right to examine, restrict, or remove materials used, generated, stored, or passing through Technology Resources. Routine maintenance and monitoring of Technology Resources may lead to the discovery that the user has or is violating the Acceptable Use Policy or other School regulations.

Consequences: Restriction or loss of privileges and other disciplinary action which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

## **Smoking**

Smoking and possession or use of tobacco products and smoking paraphernalia on school property is prohibited.

Possession and/or use of tobacco at school will result in out-of-school suspension.

## **Truancy/cutting class/leaving school/unauthorized walk-out**

Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or campus without school permission.

Consequences: Parent notification and/or parent conference, detention restriction from participation in school activities, work detail assignment, suspension, and referral to school resources or community agencies.

### **Tardiness**

A student who arrives late to school or to class is tardy. Students will be referred to the Principal when four or more tardies have occurred.

Consequences: Parent notification, detention restriction from participation in school activities, work detail assignment, suspension, referral to school or community agencies.

### **Failure to pay school fines**

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in disciplinary action.

Consequences: Loss of privileges, restriction from activities, or other penalties as the school administration deems appropriate.

### **Threats and assaults against school personnel**

Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.

**Consequence: Student will be recommended for expulsion.**

### **Firearms on School property**

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year.

**Consequence: Student will be recommended for expulsion.**

### **Weapons on school property**

Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.

**Consequence: Student will be recommended for expulsion.**

### **Alcohol, Illegal Drugs, Controlled Substances, Medications, Intoxicating Inhalants, and Drug Paraphernalia**

The following are prohibited:

- a. Possession, sale, or distribution of alcoholic beverages, illegal drugs and narcotics, toxic substances, and drug paraphernalia
- b. Unauthorized possession, use, or distribution of a controlled substance or medication (prescription and over the counter) and intoxicating inhalant
- c. Coming onto school property at any time after use of any alcoholic beverage, illegal drug, controlled substance, or intoxicating inhalant as evidenced by scent, actions, or admission.

**Consequence: Student will be recommended for expulsion.**

## **Ganging**

“Ganging” or participating as a member of a gang in inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A “gang” shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. “Participation” also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.

**Consequence: Student will be recommended for expulsion.**

## ***Suspension / Alternative Program***

### **Suspension**

Suspension is the temporary removal of a student from school to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than 30 days in any one school year unless expulsion is recommended. Absent the approval of the School Board, no student may be suspended during the last ten days of a school year if the suspension will make the student ineligible to receive credit for the school year unless the presence of the student constitutes an actual threat to a class or school or unless a hearing is granted within 24 hours of the suspension.

## **Due process**

In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him and notify him of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, the administrator should make such an investigation. If the administrator determines that the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension and its length and of a time and place when the administrator will be available for a conference. The conference shall be set within two school days of the start of the suspension.

### **Immediate suspension**

In unusual circumstances, when the conduct of a student requires immediate action because his presence in school is dangerous to staff or students, the student may be suspended immediately without notice or the opportunity to respond to the charge, provided the parent or legal guardian is notified as soon as possible of the time and place for a conference to discuss the matter.

### **Sending a suspended student home during the school day**

When a student is suspended, the administrator will attempt to contact the parent/legal guardian to request that he pick up the student from school. Until a parent/legal guardian arrives the student will remain under the direct supervision of the

Principal or designee. If the administrator cannot reach the parent/legal guardian, the student must stay at school until the end of the school day.

### **Suspension Appeals**

If, after the conference with the school administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the Director of the Board or his designee. To appeal a suspension, the parent/legal guardian must write the Director within five days after the conference with the school administrator, advising the director of the exact reasons why the administrator's decision should be overturned and the facts that support those reasons.

### **Missed School Work**

Students who have been suspended will be required to complete all work assigned during the suspension period – including any work assigned by the principal. All required work must be complete and turned in to the principal before a student returns to class. Students will not receive credit for work missed due to an out-of-school suspension. Make-up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

### **Students with Disabilities**

Students with disabilities are afforded the same rights as a nondisabled student. All Civil rights laws, IDEA and ADA federally mandated guidelines will be met for each student with a disability.

## **DRESS CODE:**

Students at Langston are expected to arrive at school each day prepared to focus on their education. To that end, our students will wear uniforms to school and to designated school-sponsored events. All students who attend Langston agree to abide by the designated school uniform dress code. All uniforms must be purchased from our designated school uniform vendor:

Education Outfitters, 1451 Woodruff Rd., 627-0784,  
[www.educationaloutfitters.com](http://www.educationaloutfitters.com)

For the most current list of uniform clothing items, please refer to our website – [www.langstoncharter.org](http://www.langstoncharter.org) - under the About Langston Middle tab.

Boys may wear a plain white T-shirt underneath their uniform shirt.

**BOTH BOYS AND GIRLS MUST WEAR THEIR SHIRTS TUCKED IN WHILE ON SCHOOL PROPERTY.**

## **OUTWEAR GIRLS AND BOYS**

V-Neck Navy Pullover Sweater  
V-Neck Navy Pullover Sweater Vest

## **JACKET – BOYS AND GIRLS**

Navy Fleece Jacket

NOTE: This is the only jacket students may wear in the school building.

## **SHOES**

Students may wear their choice of shoes provided they meet the following requirements:

1. Must be **solid white or black**
2. Must lace or buckle
3. Must have a covered heel and heel height may not exceed 1 ½ inches
4. Must be closed toe
5. No boots or slip-on shoes may be worn
6. No lights, dangling charms or distracting embellishments
7. Solid white or black athletic shoes should be worn on PE days.

## **SOCKS**

Socks must be worn at all times. Only plain, solid white, khaki or navy socks are permitted. Girls may not wear hose.

## **BELT**

The school-designated belt, available at Education Outfitters must be worn with any pant with belt loops.

**Acceptable Dress:**

LCMS designated uniform  
Appropriate Foot Attire

**Unacceptable Dress:**

Any clothing item that is not the school's designated uniform.  
Hats, bandannas, or other headwear are not allowed at school.

Any items that disturb the learning environment, such as:

- Non-human hair color or unconventional hairstyles
- Visible Tattoos
- Piercings other than one in each ear
- Excessive or large jewelry
- Wigs

Students should be prepared for a wide variety of temperatures.

The principal will have the final decision of what constitutes unacceptable dress.

**PRIVACY RIGHTS OF PARENT/GUARDIAN AND STUDENTS:**

LCMS follows state and federal guidelines to protect the privacy of all students. Parents may have to submit identification to be allowed access to student information.

**PARENTAL INVOLVEMENT:**

If children are to succeed in school, the home and school must work together. If parents are truly to be partners in their children's education, school must reach out to involve them; and parents need to take part in decisions affecting their children. As partners in education, parents have certain rights and responsibilities.

***Parents' rights include:***

- to know what is expected of their child;
- to know what and how their child is being taught;
- to know what progress their child is making, on a timely basis;
- to be informed if the child experiences difficulty;
- to see the child's school records;
- to visit the child's school and talk to his or her teachers and principal;
- to be encouraged and assisted to participate in educational decision making; and
- to be treated with courtesy and respect by school personnel.

***Parents' responsibilities include:***

- sending the child to school rested, clean, fed and ready to learn;
- sending the child to school in accordance with the dress code;
- ensuring that the child attends school regularly;
- being aware of the child's work, progress and problems;
- maintaining continuing contact with the child's teachers and principal;
- reinforcing at home the importance of acquiring the knowledge, skills, and values needed to function in society;
- volunteering time, skill, or resources when needed and possible;
- taking part in school and community programs that empower parents to participate in making educational decisions; and
- responding to communications from the child's school.

### **ANNOUNCEMENTS:**

The teachers will make announcements only during first period. The principal or assistant principal must approve *all* announcements at least one day in advance. Emergency announcements must be approved by the principal or assistant principal and may be read during the last 15 minutes of the school day.

### **ASSEMBLY CONDUCT:**

Assemblies are a privilege that can be revoked either for the remainder of the event or for all future events. All rules and procedures normally used at LCMS will be in effect at these events.

### **BATHROOMS:**

Boys' and girls' bathrooms are not social centers. If a student is repeatedly found to be loitering in these areas, he/she will be subject to disciplinary action. Passes to bathrooms during classes will be issued by the teacher at his/her discretion and only for emergencies.

### **FIELD TRIPS:**

Any student wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parental permission requirements as outlined by the supervising faculty member.

Participating students must be passing all subjects and have submitted signed permission slips prior to the activity.

### **FIRE ALARM:**

**The emergency signal is a loud, unusual alarm. When it occurs, all pupils are to leave their places quietly and walk quickly in an orderly manner to the designated exits.**

### **DO NOT RUN!**

**Leave all books, but take your valuables. Stop for nothing. Avoid confusion. Use double lines if possible. When outside, move away from the building and remain with your class and teacher until the signal is given to return. Then file back in an orderly manner.**

**WHEN A ROOM IS VACATED DURING A FIRE DRILL, IT IS ESSENTIAL THAT ALL WINDOWS AND DOORS BE CLOSED AND ALL LIGHTS BE OFF!!**

The prescribed exit routes are posted in each classroom and students are urged to become familiar with them.

### **FOOD AND REFRESHMENTS:**

1. Food and drinks are not allowed in the classroom except at lunch.
2. Food may be allowed in classroom activities at the teacher's discretion.

### **MEDICATION:**

Any student who is under the care of a physician and taking medication during school should have his or her parent notify the office of this information. A medication administration permission form must be obtained from the office. **Parents must bring medications to the school in original containers only.** Any emergency inhalers that a student must carry on their person will require a physician's note stating this requirement.

**The student is not to carry medication on his person. A parent must bring it to the office.**

**Medication includes any over-the-counter pills, liquids, medicines, vitamins, cough drops, etc.**

**IMPORTANT: Student possession of and/or distribution of any medication at school may be grounds for expulsion.**

Students on medication or special diets needing to be excused from class can obtain permission slips from the health room.

### **PARKING:**

Visitors will park in accordance to the designated area on the campus map and are expected to follow posted campus guidelines. At no time should the entrance to the school be blocked by a parked car.

### **PHYSICAL EDUCATION EXCUSES:**

Physical Education teacher will accept a doctor excuse or a parent excuse for exemption for that day. Long-term PE excuses from physicians should be brought to the Physical Education teacher at the beginning of the first PE session following the issuing of the excuse.

### **ROOM CONDITIONS:**

Classrooms should be kept clean. All trash must be placed in the trashcans provided in the classrooms. The teacher in each classroom is responsible for the heating, lighting and ventilation in that room. Students are prohibited from opening or closing blinds; from turning lights on or off; and from adjusting the heat in any room without specific permission from the teacher.

### **STUDENT FUNDRAISING:**

The Principal or his/her designee must approve all fundraising.

### **SUBSTITUTE TEACHERS:**

A substitute teacher has the same authority as a "regular" teacher, and should be treated with respect and courtesy. Any attempts to take advantage of substitutes will result in disciplinary action at the appropriate level.

### **TECHNOLOGY:**

Any electronic device that interferes with the learning environment shall be confiscated. The device WILL NOT be returned to the student. If possible the device will be returned to the student's parent or guardian upon their request. These include, but are not limited to, headphones, gameboys, pagers, cell phones, mp3 players, etc.

### **TELEPHONES:**

There is a telephone in the main office for emergencies only. In case of emergency the parent may contact the main Office. Students will be notified and called to the phone if necessary.

### **TEXTBOOKS AND COMPUTER SOFTWARE:**

Textbooks are loaned free of charge to the student. Each student issued a textbook has the responsibility to return it in the same condition, as it was issued, less normal wear. Students are encouraged to cover each textbook issued. Some academic courses will require calculators. Students need to purchase their calculators and book bags since there are no lockers available.

Reimbursement for lost or damaged textbooks, computer software, library books, or other school equipment will be charged according to the current replacement cost. The year-end report card will be withheld until the Office receives reimbursement monies.

### **COURSE OF STUDY:**

Each student's program of study will have a strong academic core including mathematics, science, language arts, history, and foreign language. South Carolina Academic Achievement Standards will be used as a basis to develop the middle school's curriculum frameworks with learning standards for each area.

In addition to completing the above required core courses, students must also complete a minimum of community and/or school service hours/year that will be determined for each grade level by the principal and leadership teacher.

All students will need to demonstrate mastery in the essential skills in reading, writing, math, science and social studies, by passing PACT. The end of school year MAP scores will measure annual yearly progress by showing a measurable improvement from the beginning of the year MAP scores.

### **HOMEWORK:**

Homework is an integral part of a quality education. Homework not only provides excellent opportunities for developing good study habits, but also offers the student the opportunity to progress beyond the constraints of the class time. It provides the framework for the student to apply his/her learning on an individual basis. Homework should be structured to complete, supplement, and enrich regular classwork. It also provides review and reinforcement of a particular skill, topic or concept.

Students are expected to contribute considerable time and effort in completing the assignments. Students must realize that homework is an integral part of almost every daily course of study. Parents should provide surroundings that are conducive to study. Parent support and encouragement is vital to finishing assignments and developing quality work. Below are guidelines for students and parents when completing homework assignments at LCMS.

A. Parent Expectations:

Parents are encouraged to:

- a. help to establish a regular schedule for learning at home such as study areas, times and atmosphere.
- b. to be sure that the student has sufficient study time by monitoring and evaluating outside activities.
- c. guide and revise with students – probing and reviewing notebooks, note cards and written work when no specific homework assignments have been given.
- d. initial the student planner and write notes to the teacher that can be reviewed.
- e. give their students individualized support. Parental support is critical to developing a love of learning.

B. Student Expectations:

Consistent with the curriculum requirements, it is the responsibility of the student to

- a. expect homework and study every night (either assigned homework or review notes).

- b. ask for clarification in class if the assignment is not clearly understood.
- c. record both daily and long-term assignments, due dates, pages, sections and other resources in your student planner every day.
- d. complete your homework in proper form, as defined by the LCMS policy. Be aware of LCMS policies for assignments missed due to absence.
- e. submit homework and makeup work together on the assigned date.
- f. use a study area at home and plan time to accomplish all homework.
- g. remember a study plan is free from distraction (television, telephone, etc.).

Parents and students must be aware that completion of outside schoolwork is complicated by each student's participation in extra-curricular activities and other commitments. However, the school's expectation is that the completion of assignments should be a **high priority** with each student.

## **GRADING:**

To receive credit, a student must complete the course requirements in a satisfactory manner, and must be in compliance with the attendance policy. Report cards are to be picked up by the parents/guardians at 4 ½ and 9 week intervals. The South Carolina Uniform Grading Scale will be used.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 or Below

## **PARENT CONFERENCES:**

Parent/teacher conferences are an important element in reporting student progress to parents. Conferences may be requested by teachers or parents at any time. Parents may initiate a conference by calling the Office and making an appointment with the teaching team. When a parent requests a conference with the teacher, he/she will attempt to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule and will not interfere with class time. Conferences may or may not include all teachers of the student. Conferences with a specific teacher(s) should be requested at the time of the call.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

## **MAKE-UP OPPORTUNITIES FOR EXCUSED ABSENCES:**

Students who have an excused absence from class shall be afforded the opportunity to make up classwork with their teacher. **It is the student's responsibility to request all make-up assignments from the subject teachers during or following absences from class.** Students must request work the day they return to school. Students have five days to complete missed work.

## **MAKE-UP OPPORTUNITIES FOR UNEXCUSED ABSENCES:**

Students who are absent due to cutting class or cutting after school study group must make up the missed work. If the missed work is not made up according to LCMS policy, the student will automatically receive a zero (0) for that assignment. A zero received in this manner may not be changed. Students will not receive credit for work missed due to an out-of-school suspension.

## **ATTENDANCE:**

### **ATTENDANCE POLICY AND PROCEDURES**

**Daily attendance and active participation in each class is a critical part of the learning process.** Our policies and procedures established at LCMS are designed to help students

learn responsibility and increase their potential for success. A significant role of today's middle school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence points to the fact that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents.

When a student is reported absent for one or more periods, contact will be made with the student's home. We ask if an error occurs to please contact our Office.

### **COMPULSORY ATTENDANCE:**

Section 50-65-20 of the Code of Laws of South Carolina allows a penalty for failure to enroll or cause a child to attend school. "Any parent or guardian who neglects to enroll his/her child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than **FIFTY DOLLARS (\$50.00)** or be imprisoned not more than **THIRTY DAYS**; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article."

### **EXCUSED ABSENCES:**

EXCUSED ABSENCES are defined as absences due to one or more of the following:

- Illness
- Medical/Dental related, including appointments (verification needed)
- School sanctioned activities

- Absences related to legal system
- Family Emergency
- Bereavement/Funeral
- Religious observances
- Pre-arranged Absences (must be approved by Principal)
- Corporate Shadowing
- Career Awareness Activities
- Short-term suspensions resulting in an absence

All of these listed absences require written documentation signed by the parent/guardian within 5 school days of the absences to be considered. All written absences are kept on file.

### **ATTENDANCE PROCEDURES:**

It is the student's responsibility to arrange for all make-up work following an excused absence. After a student has been absent for three days due to illness, the Office will assist in obtaining assignments. If this service is necessary, a request should be made to the Office. Prior notification of a medical absence is always helpful.

Absenteeism may affect the final grade a student receives in any class. All students are expected to be regular and punctual in attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for referral to the Principal. Continued consecutive absences will result in an investigation and the truant officer notified if deemed appropriate. Due Process Procedures will be followed whenever it is determined a student will be suspended for attendance problems.

### **STEP-BY-STEP ATTENDANCE PROCEDURES:**

1. Absences must be cleared WITHIN 48 HOURS OF RETURN with a written excuse signed by parent/guardian.
2. A student's absence will be considered excused only when verified by a parent/guardian.
3. If absences are not excused UPON RETURN, student will receive an unexcused absence slip. Students must remember that it is their responsibility to have their parents excuse absences on time.
4. Falsely representing a parent/guardian in any way will result in disciplinary actions.

### **UNEXCUSED ABSENCES:**

It is the student's responsibility to arrange for all make-up work following an unexcused absence. An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian within 48 hours upon the return of the student from an absence. A student whose absences are unexcused will be expected to make up work for the days missed. This type of absence is also defined as truancy. The progressive discipline may include Saturday School, short-term, and long-term suspensions.

### **PRE-ARRANGED ABSENCES:**

If a student anticipates an extended absence, a written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. It must be recognized that absences have a detrimental effect on a

student's accomplishments and progress, and this should be considered prior to requesting an absence contract.

A student's academic grade or credit in a particular subject or course may be adversely affected by tardiness and/or absences in that the student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course.

### **STUDENT DISMISSAL PRECAUTIONS REGULATION:**

In order to ensure students' safety, the office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Parents/guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a proper signature of the parent/guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child, shall be maintained in School Offices.

If anyone seeks the release of a student from school, he/she must report to the Office and present satisfactory identification.

### **EARLY DISMISSALS:**

Early dismissals for appointments or illness must be arranged prior to departure. The Attendance Office will not accept notes “after the fact”. The note must contain a parent contact number as well as the name of the adult that is picking up the student.

### **TARDINESS:**

Students are expected to arrive at school on time. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. LCMS believes it is important to ensure students are attending class as well as arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning. The only excuse accepted for tardiness to school will be when there has been an unusual emergency and the school has been notified by the parent/guardian.

**NOTE: Parents bringing students to school after 8:30AM must come to the office and sign the student into school. This is essential to ensure attendance record accuracy.**

Students are also expected to be in each class throughout the day on time. Punctuality is a habit. Future employers are not going to take the time to teach it. Students are given ample time to change classes, and tardiness is simply not necessary. Excessive tardiness will result in classroom consequences determined by the teacher. Continued tardiness will result in a referral to the principal.

### **TRUANCY:**

Student absences without the knowledge and consent of the parent are considered truancy. Truancy is a violation of the LCMS Code of Conduct and is subject to disciplinary measures imposed by both the school and Family Court.

### **WITHDRAWAL FROM SCHOOL:**

A student withdrawing from school must provide *written* authorization from a parent/guardian, which is to be presented to the Office. The student is then given a Withdrawal Slip, which will be used to check out. The Withdrawal Slip is to be brought back to the main Office. All fees and fines must be paid before a transcript will be forwarded.

### **EMERGENCY INFORMATION:**

Parents should notify the Office of address and phone numbers and alternative phone numbers that can be used in emergency situations. The ability to contact parents is essential.

### **EMERGENCY EVACUATIONS:**

In the event of an emergency, or emergency drill, students will evacuate the buildings under the direction of their current teacher, then line-up for roll call and further instructions. Fire and crisis drills are set up to help prevent injuries and deaths in the case of an emergency. Emergency evacuations will be practiced throughout the school year at unannounced intervals of at least 4 (four) times per year.

**EMERGENCY SCHOOL CLOSING:**

In case school is closed for bad weather or any emergency, listen to local radio stations, or contact the school for closing announcements. The school Principal must authorize school closing. In the event of severe weather, LCMS follows the closing decisions of Greenville County Schools.

**EXTRA-CURRICULAR ACTIVITIES:**

To be eligible to participate in a LCMS extra-curricular activity, a student is required to:

1. Meet the academic requirements set forth by the school and (if applicable) the state organization governing the sport, activity or program.  
**AND**
2. Have and maintain a record of acceptable and appropriate citizenship, character and personal conduct, both inside and outside the school.

Forms of eligibility must be signed by each teacher and given to the adult in charge of the activity. Also both parent/guardian and student should sign a permission form, which includes the outline of the activity’s advisor, function and procedures.

**CLUBS, ORGANIZATIONS & ACTIVITIES:**

These activities and formation of clubs must be approved by the Principal.

**EXTRA-CURRICULAR ACTIVITIES APPEAL PROCESS:**

1. Any student or parent having a concern or problem related to an extra-curricular activity should contact the Activity Advisor and/or Principal.
2. If the student and/or parent do not agree with the decision of the Activity Advisor, then an appeal can be made to the Principal.
3. The decision of the Principal is final.