

2015 BruinGuide

The official handbook
of Lancaster High

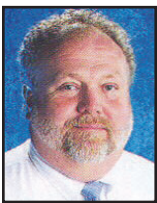
Putting Our Children First!

Let's Learn Together

Welcome to Lancaster High School and the 2015-16 school year! Many opportunities are available here to develop your interests and abilities if you will apply yourselves. Make your high school years the most productive you have had. You have the power to determine your successes.

Our faculty – highly competent and professional – is looking forward to working with each of you and assisting you in every educational endeavor. Listen to all of them; they deserve your respect!

Good citizenship, an honest endeavor to learn, a cooperative attitude, punctuality and thoroughness are some of the factors necessary for your success here and in life. It is possible for all of us to live, learn, work and play together. Lancaster High School will be whatever we make it. Take good care of it and be proud of it.



As principal of Lancaster High School, I will strive to make the best educational opportunities available to you. Take advantage of these opportunities, and we will succeed together. Have a great year, and let us know what we can do to serve you.

Joseph C. Keenan
Principal

Get involved! Run for Student Council

Elections for the Student Council officers will be held during the first month of school.

- We invite you to run for
- President,
 - Vice President,
 - Secretary & Treasurer

We encourage you to get involved in your school by becoming a part of Student Council.

Watch and listen for information in the upcoming weeks on the election dates.

You can make a difference!



Photos courtesy The Rambler staff

Being Bruin: That means spirit, service, friendships, commitment & learning

Great things are going on here

Our students, organizations and faculty brought home numerous local, state and national honors last year.

Here's a small sampling of the great things going on at Lancaster High:

**More than \$5.28 million
in scholarships**

...for our 2015 graduates

57.7% percent of seniors

...had 3.0 GPA's or higher

73.8% percent of seniors

...plan to go on to college, technical education or specialized education

**Exemplary S.C. Project Lead
the Way Program Award**

...to Project Lead The Way Introduction to Engineering Design course, taught by Sam Mullis – the fourth consecutive year winning this award

Read Right program

...funded by a \$200,000, three-year grant LHS won to support and improve literacy among its students

175 weekend meals

...provided by Lancaster High Backpack Feeding Program

Junior Civitan State & International Awards

...International and S.C. Club of the Year, 25th time

...International & Club President of the Year
Jonah Page, Class of 2015

...International & S.C. Male Junior Civitan of the Year, Dilon Patel, Class of 2016

...International & S.C. District Officer of the Year, Seth Phillips, Class of 2016

...International On-Going Project of the Year
...International Environmental Project of the Year

...International Honor Club of Distinction
...International Shropshire Scholarship Award, Zack Cato, Class of 2015

...S.C. Community Project of the Year
Second Place

...S.C. CIRC

...S.C. Most Service Hours Club,
Lancaster Junior Club

...S.C. Most Service Hours Individual,
Dilon Patel

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Disclaimer

Due to time constraints in the printing of this handbook, some policies may change after the printing deadline. We will make every effort to inform all parties of these changes as they are made.

Academics

Our primary goal: Your education

Our primary goal at Lancaster High is the education of all our students.

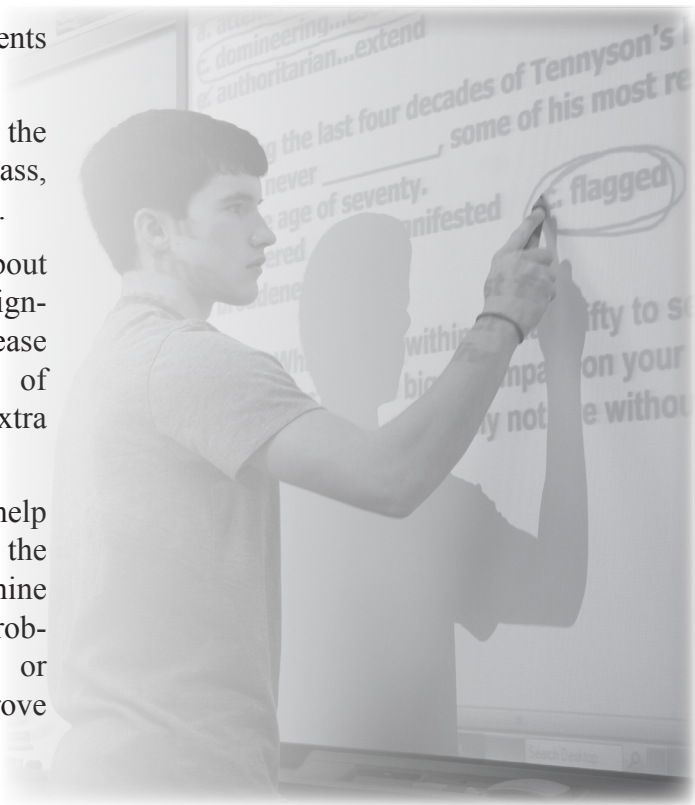
We realize that from time to time, some students have difficulty in their classes.

That’s why we’ve established a variety of systems to help students with academic problems.

If you’re having difficulty in any of your classes, the following checklist will be very helpful:

- Make certain you understand all assignments for your classes.
- Use a planner to write down your assignments.

- Complete all assignments at school or at home.
- Get extra help from the instructor during class, before or after school.
- Ask your teacher about doing additional assignments, either to increase your understanding of the concepts or for extra credit.
- Request individual help and guidance from the counselors to determine the cause of your problems in your class or classes or to improve your study skills.



Mission

Lancaster High aims to prepare our students for a responsible and productive future by providing challenging and relevant experiences in a positive environment supported by the community.

clude not only academics, but also the arts, athletics and service. We believe that by expecting our students to perform at a high level, they will maximize their potential.

Beliefs

- We believe that
- All students possess the potential to be successful, contributing members of society.
 - Teachers must inspire and motivate students to learn.
 - A variety of teaching styles encourage students to achieve.
 - All children have the right to a quality education.
 - Learning is an ongoing

- process.
- Every student can learn and children can learn from each other.
- Parents, the community and the school contribute to the education of a child.
- Character development is an appropriate element of education.
- Teachers must have the highest expectations for all students.
- Diverse cultures, ideas, and opinions contribute to the success of society and must be respected.
- Children learn best in a safe, secure and drug-free environment.

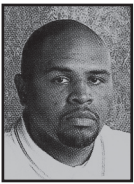
- Social skills are vital to creating a climate for learning.
- Students should be given the opportunity to discover their personal learning style.
- Students are best educated through involvement in arts, athletics and service to others.
- All students should be exposed to information through a variety of media and technology available in every classroom.
- Students learn best when teachers collaborate and cooperate.
- Establishing personal goals is essential to educational success.

Vision

Our vision for Lancaster High School is to have students become successful, well-adjusted, contributing members of society. We envision a school where students take responsibility for their success by utilizing the educational opportunities afforded them, which in-



Eric Byrd
Guidance
Director



Jerron Cauthen
Ninth Grade
Academy Counselor



Beth Crawford
Secretary



Lisa Emory
Registrar



Rick Hodge
Counselor



Charmaine Johnson
Counselor



Sara Jordan
Counselor

Our guidance counselors: There to help you

Every student is encouraged to use our guidance services for help in the areas below:

Academics

- Registration assistance
- Career or educational planning and information
- Test score interpretation

Personal

- School matters
- Social issues
- Personal matters

Appointments

- You must make an appointment to meet with a guidance counselor.

Schedule changes

- Nine-week course (1/2 unit courses) changes must be completed within the first 3 days of class.
- Semester course (1 unit courses) changes must be completed within the first 5 days of class.
- If a student feels the need to make a schedule change, he/she must file a written request with a counselor.

- A fee may be charged for schedule changes.
- A student who drops out of school or transfers must complete a withdrawal form and return his/her books to the guidance office.
 - The withdrawal form should be filed in his/her record.
 - No transcript will be issued.
 - No student will be allowed to re-enter school unless the withdrawal procedure is completed.

This Student Handbook serves as a guide for students. The handbook is designed to help you be aware of your privileges and obligations in your life at LHS. It is your responsibility to maintain creditable standards and to promote a better total educational program within our school and community.

In addition to this handbook, you will receive a school district Learning newsletter that provides specific information regarding attendance, discipline and instructional policies. Please familiarize yourself with these policies and share the information with your parents.

Ten ways to study - that work!

- 1
- Make and keep a study schedule that works for you.
- 2
- Study in a quiet place—the same place each day.
- 3
- Gather all the materials you'll need before you begin – don't forget your dictionary.
- 4
- Don't wait for "inspiration" to strike – it probably won't.
- 5
- A well-kept notebook for each course can help raise your grades.
- 6
- Study in "spurts" of 30 minutes with a 5-minute break between. It's recommended you have at least 3 or 4 "spurts" each evening.
- 7
- Good notes are your insurance against forgetting. Don't try to memorize what the teacher says...write down the meaning in your own words.
- 8
- Frequent review of your notes, quizzes, tests and related material will help improve grades. Most of us forget that this is homework too.
- 9
- Read for meaning and put the meaning in your own words. It must make sense to you!
- 10
- Research shows that studying and preparing for class is "good for you."

Academics

Our homework policy

Philosophy

The foundation of the *High Schools That Work* (HSTW) philosophy is based upon the belief that improving the rigor and relevance of the curriculum and improving relationships will increase student achievement and promote citizenship.

To achieve these goals, Lancaster High requires homework across the curriculum.

- ◆ Homework is defined as any assignment that is completed during non-classroom time.
- ◆ Homework is a necessary extension of the school day and an important part of a student's educational experience.
- ◆ Homework encourages self-discipline, positive self-esteem and an interest in learning.
- ◆ Homework also promotes the Lancaster High School-Home-Community relationship, as parents, teachers and community supporters are involved with students in completing assignments.

Purpose

- ◆ Strengthen skills already taught.
- ◆ Extend learning time.
- ◆ Provide enrichment opportunities.
- ◆ Promote creativity, responsibility and independence.
- ◆ Develop good work and study habits.

Types of homework

- ◆ Preparation homework – given to prepare students for upcoming lessons.
- ◆ Practice – given to reinforce lessons already taught.
- ◆ Enrichment – given to provide challenging learning opportunities for extension and enrichment of the lesson.

Parent(s)'/guardian(s)' responsibilities

- ◆ Provide a suitable study atmosphere that is quiet, well lighted and periodically supervised.
- ◆ Emphasize the value and importance of homework.
- ◆ Support the school in its efforts to emphasize the importance of homework.

High Schools That Work: Key Practices

The mission of schools in the High Schools That Work network is to prepare high school students for both postsecondary education and careers by having students complete a rigorous academic core and an academic, a career/technical or a blended concentration.

- ✓ Setting high expectations
- ✓ Increasing access to challenging career/technical studies
- ✓ Increasing access to rigorous academic studies
- ✓ Having students complete a challenging program of study

- ✓ Having a structure and schedule for teachers to work together
- ✓ Giving students choices for school-based and work-based learning
- ✓ Having each student actively engaged in the learning process
- ✓ Involving students and parents in a guidance and advisement system
- ✓ Providing a structure system of extra help
- ✓ Using student assessment and program evaluation data for continuous improvement

- ◆ Encourage and praise students as they complete homework assignments.
- ◆ Expect daily assignments and check to make sure that students are completing them.
- ◆ Insist on adherence to deadlines. (Review progress on long-term assignments).
- ◆ Show interest in the homework but do not do the work for students.
- ◆ Maintain the home/school connection via calls, emails and conferences.
- ◆ Encourage reading for pleasure as well as above and beyond regular homework assignments.

Students' responsibilities

- ◆ Complete homework assignments to the best of their ability. Assignments should be neat and on time.
- ◆ Request help with homework if needed.

Teachers' responsibilities

- ◆ Assign a minimum of one homework assessment per week (minimum of four homework grades per grading period) with feedback given to students. (Assign-

ments can be graded for accuracy and /or effort).

- ◆ Return homework to students in a timely manner.
- ◆ Do not assign homework as "punishment."

Expected time ranges

- ◆ Expect one-half hour (30 minutes) of homework per class each night.
- ◆ This time statement is not meant to be a minimum or maximum.
- ◆ Individual students will need varying amounts of time to complete assignments.
- ◆ The complexity of honors level work may require additional time as well as summer assignments.

Expectations for non-core courses

Fine Arts, Physical Education, Vocational Education, ROTC, Special Education, Health, Driver's Education

- ◆ Assign a minimum of two assignments/projects per semester that require students to do research, presentations and/or writing.
- ◆ These assignments should be graded and included in the overall average that the student received for that class grade.
- ◆ For special education needs students, assignments are dictated by IEP requirements.

Exam Exemption

Only seniors with passing averages may exempt final exams. This policy will be discussed with you further during the school year.

Our Student Honor Code

- ◆ Students will be assigned a zero for an assignment if they are found to be
 - plagiarizing,
 - cheating or
 - taking ideas from another's work and claiming it as their own.
- ◆ Students could be prohibited from participating in extra-curricular activities.
- ◆ The incident could be placed in the student's discipline record.
- ◆ **PLAGIARISM & CHEATING WILL NOT BE TOLERATED.**

Promotion standards

Attendance requirements

- ✓ Must meet the state and district attendance standards in all grades.

Promotion from grade 9

- ✓ Must have 5 units
- ✓ Must be able to schedule all remaining units in the appropriate sequence

Promotion from grade 10

- ✓ Must have 10 units
- ✓ Must be able to schedule all remaining units in the appropriate sequence

Promotion from grade 11

- ✓ Must have 16 units

Minimum graduation requirements

- ✓ Must be able to schedule or complete all remaining units in the appropriate sequence
- ✓ To qualify for a state high school diploma, a student must earn 24 units of credit distributed as follows:
 - ✓ English 4 units
 - ✓ Math 4 units
 - ✓ Social Studies 3 units
 - ✓ Science..... 3 units
 - ✓ Computer Science 1 unit
 - ✓ Physical Education or JROTC 1 unit
 - ✓ Foreign Language or Vocational 1 unit
 - ✓ Health 0.5 unit
 - ✓ Electives 6.5 units
 - Total 24 units

Academics

Our Media Center serves you

The major objective of the Media Center is to enable students to access information from a variety of sources.

- These resources include
- books,
 - magazines,
 - newspapers,
 - Internet access,
 - computers,
 - CD-ROM,
 - videos and
 - audiocassettes.
- With the technology available, accessing our resources can usually be done quickly, inclusively and effectively.
 - The Media Center also provides students and staff with a quiet place to study or to pursue areas of individual interest.
 - Students are expected to be courteous and respectful of others at all times in the Media Center.
 - No food or drinks are allowed in the Media Center.
 - Students working in the Me-

dia Center during a regular scheduled class are required to have a written pass from the classroom teacher.

- To check out materials, students must present their student IDs.
- The Media Center is open
 - before school,
 - after school and
 - throughout the day.
- Borrowing periods
 - Regular collection - 2 weeks with 2 renewals
 - Reference materials - Overnight
 - Vertical file materials - Overnight
- Fines
 - Overdue materials - 10 cents per day
 - Lost materials - Replacement cost
- Supplies
 - Basic school supplies such as pencils, mechanical pencils, pens, notebook paper, White-Out, poster board, report covers, glue sticks, erasers, highlighters, com-



Mary Lou Elliott
Media specialist



Dannie Lou Vaughn
Media specialist



Janet Mackey
Media specialist



Patti Rollings
Media assistant

puter diskettes, CDs, flash drives and index cards are sold in the Media Center.

- Services - The media specialists are available to help with
 - reading recommendations
 - researching assignments
 - answering computer questions and teaching computers
 - locating material from other sources
 - photocopying
 - printing microfiche
 - placing a reserve on materials that are checked out
 - placing an advance reserve on overnight materials.

Rules for using district Internet

- ✓ All students who have a signed approval form by their parents or guardian will have access to Internet information resources through the media center, computer lab, or classroom.
- ✓ Students will not post personal contact information about themselves or others. This includes their address, telephone, school address, etc.
- ✓ Students will avoid the inadvertent spread of computer viruses by following the district virus protection procedures. See the media specialist, a teacher, or the computer facilitator before downloading to a disk.
- ✓ Students will not download files unless absolutely necessary. If necessary, all files must be downloaded to floppy disk, zip cartridge, or other media unless pre-approved by the media specialist, a teacher, or the computer facilitator.
- ✓ Students will use the system only for educational and career development activities and high quality self-discovery activities.
- ✓ Students will not plagiarize works they find on the Internet.
(See LHS Student Honor Code)

Textbooks/Lockers/Locks

Textbooks

- Textbooks will be issued to each student at the beginning of each semester from the book room.
- Textbooks will be returned at the completion of each course.
- Once issued, textbooks become your sole responsibility.
- You must provide care and protection to the books and must return them in acceptable physical condition at the end of each semester or to a guidance counselor through an official withdrawal at other times of the year.
- If you have lost your book, you must pay for it.
- It is your responsibility to turn in

your books. If you do not, you will be charged for each book.

- All textbooks will be inspected for damages, and fees will be charged, if necessary. Any textbook that has water damage will require the student to pay the full price for the book.
- All textbooks must be turned in by the student's last day of attendance. A student must pay a late fee for any textbook turned in after this day.

Lockers

- You have a locker in this building with your own lock that nobody else can get into without your giving him the combination, so

there is no excuse for you to lose a book. Take advantage of your locker.

- It is your responsibility to turn in the lock. If you do not, you will be charged for the lock issued to you for your locker.
- Never leave your books or book bag unattended.

Locks

- Do not turn your locker lock in until you have cleared your locker of all books and have turned them in.
- Textbooks left in lockers after the last day of school will be collected and returned to the bookroom without any credit to the student.

Safety

Let's work together to stay safe

Emergency cards

- Each student should submit an emergency card to the main office.
- It is the student's responsibility to make sure the names of the people on the card and their phone numbers are correct and regularly updated.
- Students should also make sure people listed on cards can respond when needed.

Student information/
change of address

- If your name, street address, or telephone number changes at any time during the school year, please notify the guidance department immediately. You must present a proof of residency to change your address.
- Keeping our records up-to-date so we can contact a parent or guardian in case of emergency is very important.

Visitors

- During the regular school day, no one other than our faculty and students are to be on the school grounds or in the buildings without the principal's permission.
- In the case of emergency or a personal matter which needs attention, all visitors must enter the building and immediately report to the office.
- In the event that a parent or guardian is unable to schedule a conference when needed (except during school hours), the conference may be arranged with the principal.

SC Safe Schools Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on, or within a radius of one-half mile of the grounds of the public school.

The penalty is a \$10,000 fine or 10 years imprisonment, or both.

Carrying a weapon on school property is a felony which carries a \$3,000 fine and maximum prison term of 5 years.

The Act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

Tornado drills

- The signals for a tornado drill will be prolonged ringing of the bell and/or a public address announcement.
- Students will accompany their teachers to the designated shelter area.
- Students not with their class should go to the auditorium.
- If outside, please report to gym locker rooms or if a tornado is in sight, lie down in the nearest low area or ditch.

Fire drills

- The signal for a fire drill is a continuous blast of the alarm horn and flashing red lights or notification over the public address system.
- If there is a power failure, emergency power will keep our systems functioning.

- Walk quietly and quickly upon direction of the teacher in charge.
- Maintain single lines and follow instructions designated for the room being evacuated.
- Instruction for such procedures will depend upon the circumstances at the time.
- Follow the instructions of your teacher or those on the public address system.
- Students are to remain at least 50 feet from the building until the signal is given to reenter.
- No one is to return to the building until the all clear is given by the principal or his authorized representative.
- Roadways are to be kept clear at all times.

Use of the school elevator

- Lancaster High has an elevator; however, it is NOT available for students to use.
- The only exception is for students with serious medical conditions that require them to use the elevator.

- A doctor's statement is required on the day of the requested use of the elevator.
- A \$10 deposit is required before an elevator key will be issued to a student.

- The deposit will be refunded when the elevator key is returned.
- See the assistant principal in charge of the elevator for more information.

Use of office telephones

- Office phones are not for student use, except in an emergency, and office personnel

- must place the call.
- Late admission to classes be-

cause of phone use will not be permitted.

Messages for students

- Many parents, relatives or friends call and request that we give telephone messages.
- Please make sure that your family members know they cannot call and have a message delivered to you.

- Make all transportation arrangements and changes in family plans before you arrive at school.
- We will not deliver messages unless the message concerns an extremely critical illness or death of a

- family member.
- We would appreciate your understanding and cooperation as we seek to make every minute of classroom instruction available to the teacher.

Care of building & grounds

We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible to help the appearance of our school and grounds express a positive message to everyone.

- ◆ This commitment includes using a common sense approach.
- ◆ No food or drink should be consumed in the hallways.
- ◆ Accordingly, there should be no food or beverage containers in the hallways.

Care of school & personal property

- ◆ Students are responsible for the proper care of all books, supplies and furniture supplied by the school.
- ◆ Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required to pay for the damage which is done or replace the item.
- ◆ Students should limit items brought to school to those necessary for school activities.
- ◆ The administration is not responsible for unnecessary items brought to school which are lost or stolen.
 - Please do not bring large amounts of money to school.
 - All valuable articles should be in the possession of the owner at all times.
 - The school cannot accept responsibility for stolen money or other articles.
- ◆ Thefts should be reported to the office.
- ◆ In cases of vandalism, a police report will be filed and prosecution may follow.

BruinGuide

The official handbook of Lancaster High

BruinGuide is published by Lancaster High School. For additional copies, call the Lancaster High School Office at 283-2001 between 8 a.m.-5 p.m. or write Lancaster High School, 617 Normandy Road, Lancaster, SC 29720.

Our Mission – The mission of Lancaster High School is to assist students in becoming successful, well-adjusted contributing members of society by providing an atmosphere which encourages academic, vocational, and personal growth through a challenging curriculum in partnership with home and community.

District non-discrimination policy – The Lancaster County School District does not discriminate on the basis of race, color, national origin, age, sex, religion, immigrant status, limited English speaking status and /or disability admission to, access to, treatment or employment in its programs and activities. The following district staff has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 inquires: Dr. Kathy Durbin, Student Services Director, 302 W. Dunlap Street, Lancaster, SC 29720, 803-285-8439
Title IX & Title II of ADA inquires: Gwendolyn Conner, Human Resources Director, 307 South Catawba Street, Lancaster, SC 29720, 803-286-6972 • Fax: 803-416-8866

Board of Trustees Chair: Bobby Parker
Superintendent: Gene Moore
Principal: Joseph K. Keenan
Assistant principals: Paul Crenshaw, Bill Farrar, Rosalyn Mood, Richard Pringle, Vernon Thompson
Handbook Staff: Haley Booher

Section 504
of the Rehabilitation
Act of 1973

- ◆ Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities.
- ◆ To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities.
- ◆ A team decides if a student is eligible. The team should include the student’s parent or legal guardian, the student (if able), and others who know the student or know about the student’s disability, such as a teacher, a guidance counselor, a school nurse and other school staff.
- ◆ If the student is eligible, the team develops an individual accommodation plan.
- ◆ The individual accommodation plan explains how the student’s needs will be met while at school and may include health services for the student during the school day if needed.
- ◆ To learn more about Section 504, contact Student Services Director, Kathy Durbin, 803-285-8438, 302 West Dunlap Street, Lancaster, SC 29720.

Individual with
Disabilities
Education Act (IDEA)

- ◆ Students, ages 3-21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program.
- ◆ A team decides if a student qualifies for services under IDEA. The team includes the student’s parent or legal guardian, teachers and other school staff.
- ◆ The team develops an Individualized Education Program (IEP) if the student meets federal and state requirements.
- ◆ The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team.
- ◆ IEP may include health services for the student during the school day if needed.
- ◆ Contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720 to learn more about the IDEA.

Student health

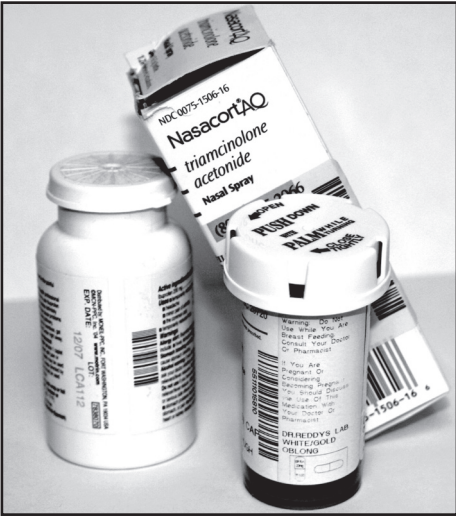
Steps to protect your health

Using medicines
while you’re at school

- Any student needing to take any medicine – whether prescribed or over-the-counter – must submit a permission to dispense medicine form to either the school nurse or to the person designated by the administration.
- This form must be renewed yearly and updated as medicines are changed or added.
- All medicines must be in their original containers and properly labeled with the student’s name on them.
- Prescribed or over-the-counter medicines will be given only as indicated on the container.
- No verbal instructions will be accepted from either students or parents.
- Changes must come in the form of a written statement from the physician who prescribed the medication.
- A student with a chronic illness should see the school nurse to discuss the nature of the illness and devise a “plan-of-care.”

Going home ill

- If at some point during the day, a student becomes so ill that it prohibits him/her from participating in class, the student may rest in the Health Room or go home.
- The time out of class may count as a tardy or an absence depending on the amount of time missed.
- Student drivers who are too ill to stay at school may not drive home even with parental permission. This is a safety measure, not a punishment.
- For any student to leave school early, even drivers, someone on the emergency card must come to school to sign out the student.



Students with special
health care needs

- Many health care services can be provided for students to keep them at school where they can learn and participate with other students.
- Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school.
- It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students’ needs are met throughout the school day.

Individual Health Care
Plans or Individual Health
Plans (IHPs)

- Individual health care plans are also called Individual Health Plans or IHPs.
- School nurses who are registered nurses write IHPs to guide how a student’s health care needs will be met while at school.
- The nurse works with the student, the student’s parents or legal guardians, the student’s health care provider, and other school staff to write the plan.

- IHPs are written for students who have special health care needs that must be met by school staff during the school day.
- IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor.
- To learn more about IHPs, talk with your child’s school nurse or lead nurse Graceann Jones, 803-416-8884, 302 West Dunlap Street, Lancaster SC 29720.

Medical homebound
instruction

- Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation.
- A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides.
- The school district then decides whether to approve the student for medical homebound services.
- The district will consider
 - the severity of the student’s illness or injury,
 - the length of time that the student will be out of school,
 - the impact that a long period away from school will have on the student’s academic success and
 - whether the student’s health needs can be met at school.
- To learn more about medical homebound services, contact Student Services Director Kathy Durbin, 803-285-8439, 302 West Dunlap Street, Lancaster SC 29720.

Student ID regulations

- The first ID is provided free.
- Replacement IDs cost is \$5 each.
- IDs must be in your possession and presented upon request by staff members.
- IDs are required for lunch purchase.
- IDs are required to use Media Center services.
- You will be issued one warning per semester for not being able to present your ID.
- Any subsequent infractions will result in one day ISS.
- Having another student’s ID or an altered ID will result in three days in ISS.

Extracurriculars

Get involved in your school

Lancaster High has many clubs and organizations to meet the individual interests and hobbies of the students.

The clubs are involved in activities throughout the year.

Some clubs available for students are listed below:

- **Academic Challenge**
Richard Gay
- **Anointed Voices of Praise**
Charisse Witherspoon
- **Art Honor Society**
Teresa Fields
- **Beta Club**
Denise Barnes, Melina Oueini
- **Bruin Pride** (newspaper)
Joyce Meyer
- **Callisto** (literary magazine)
Kristy Dalton
- **Chess Club**
Sally Higgins
- **Civinettes**
TBA
- **Culinary Arts Club**
TBA
- **Dead Poets Society**
Dr. Robert Hinson
- **Drama Club**
Charisse Witherspoon
- **Drill Team** (JROTC)
Major Tyrone Johnson

Elections this fall!

Get involved in student government!
And make a difference
in your school!
(And have a lot of fun, too!)

Watch and listen
for info in upcoming weeks
on election dates

- | | | | |
|----------------------------------|----------------------|-----------------------------|-----------------------------|
| • First Priority | Michelle Willis | • Lunch Time Reads | Media Center |
| • French Club | Jennifer Knight | • Marching Band | John Rhodes |
| • Honor Society | Shawn Cauthen | • Outdoors Club | Dr. Joe Keenan, John Rhodes |
| • HOSA | Susie Burgess | • Rambler (yearbook) | Richard Gay |
| • Junior Civitans | Richard Gay | • Spanish Club | Sandra Ovalles |
| • JROTC Drill Color Guard | Major Tyrone Johnson | • Student Council | Kristie Davis |
| • Lancaster Rhythm | Troy Dunbar | • Sweet Peas | Ashley Melton |

Athletic eligibility rules

Age limits

- ◆ A student who became 19 years of age prior to July 1, 2014, will not be eligible to compete in any athletic activities during the 2014-15 school year.

Birth certificates

- ◆ The High School League Office must certify the validity of a student's birth certificate before eligibility is established.
- ◆ A school will keep on file in the school copies of the Certification of Acceptable Birth Certificates form properly signed by a member of the league staff.
- ◆ Approved birth certificates must meet the following criteria:
 - It must be an original certified document.
 - It must be obtained from the state, county or city government in which the student was born.
 - It must include the given and surnames.
- ◆ It must be legible and unaltered.

Insurance

All students who participate in interscholastic sports or enroll in physical education, chemistry, band, or any vocational course are required to take school accident insurance. School insurance is recommended, but not mandatory, for all other students.

Academic requirements

- ◆ A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education.
- ◆ A student who is repeating a course for which he has previously received credit cannot count this course as one required for eligibility. This is considered as monitoring a course.
- ◆ To participate in interscholastic activities, students in Grades 9 - 12 must achieve an overall passing average in addition to the following:
 - To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school di-

- ploma during the previous year. At least two units must have been passed during the second semester or summer school.
- To be eligible during the second semester the student must meet one of the following conditions:
 - If the student met first semester eligibility requirements then or he/she must pass the equivalent of four, 1/2 units during the first semester.
 - If the student did not meet first semester eligibility requirements then he/she must pass the equivalent of five, 1/2 units during the first semester.

Publications

Bruin Pride

The Bruin Pride, the Lancaster High School newspaper, is published every grading period. Techniques of journalism are learned by reporters and staff members. Frequently, work on the Bruin Pride is training for further journalistic work or provides the opportunity for fulfillment of a desire on the part of students to write for publications. The school newspaper is accessible to all students who like to write, with only the rule of responsible journalism applying. It is designed to be a voice of the students.
Instructor..... Joyce Meyer

Callisto

Callisto is Lancaster High School's award-winning literary arts magazine. Callisto is open to submissions from all students enrolled at Lancaster High School. The magazine publishes poetry, short stories, and essays as well as student art. The published works are selected by the staff which is comprised of the members of the literary magazine journalism classes. Quality is the number one criterion for publication, and no limit is placed on the number of works published from a particular student. The magazine usually arrives in mid-May, and the staff celebrates with a luncheon designed to honor the writers and artists who are published in Callisto.
Instructor..... Kristy Dalton

Rambler

The Rambler, Lancaster High's yearbook, is the oldest publication at the school. The staff, comprised of students in the yearbook journalism classes, works throughout the school year and the summer to try to capture the essence of what makes each year unique. Staff members learn skills including design, writing, photography, computer usage, and finance. They also learn how to translate design from the best modern magazines into yearbook layouts and design. An award-winning publication, the Rambler is a Spring-delivery book. This allows the student body to celebrate its arrival in a day devoted to the signing of their yearbooks—Rambler Day—a tradition at Lancaster High School since the 1940's.
Instructor..... Richard Gay

Parent Link

Parent Link is the school's parent newsletter. Compiled from information provided by teachers and including a message from the principal, the publication is mailed to parents at least four times during the school year.
Instructor..... Dr. Robert Hinson

Good Character

What is the good character we want to see in Lancaster High students?

- ◆ **Appropriate conduct.**
- ◆ **Accepting** your personal responsibility for learning and making this a better school.
- ◆ **Extending** the same courtesies to others as you want given to you.
- ◆ **Using the best of things** in this school as examples and reasons for action.

We want to graduate from Lancaster High and assume the roles below:

- ◆ **Responsible citizenship** – to be able to vote intelligently; to be able to think for yourself politically; to know and to understand your rights and accept your civic responsibilities; to respect the rights and responsibilities of others.
- ◆ **Productive employment** – to be able to get and hold a good job; to be able to change jobs for advancement or improvement; to exhibit good work habits and to take pride a job well done.
- ◆ **Lifelong learning** – to be able to learn on your own; to be able to be retrained; to be able to manage the discovery of new knowledge; to be able to keep up with intellectual changes in the world in which you must live, work, vote and play.
- ◆ **Personal fulfillment** – to be able to enjoy life, to be able to take full advantage of your leisure time; to be able to live a well-rounded life.

To accomplish these, there are trends that we wish to help you avoid. Young people can too often get caught-up in these trends which can destroy or cut short even the most promising career and life.

What this school wishes to become depends on what its students wish to become.

- Dangerous trends include:
- ◆ Violence
 - ◆ Stealing
 - ◆ Vandalism
 - ◆ Cheating
 - ◆ Increasing self-centeredness
 - ◆ Disrespect for authority
 - ◆ Peer cruelty
 - ◆ Bigotry
 - ◆ Bad language
 - ◆ Self-destructive behavior
 - ◆ Declining civic responsibility

Attendance & tardies

Be in school, on time for success

Attendance

- Absences over six in a one-unit class will cause a loss of credit.
- Absences over three in a half-unit class will result in loss of credit.
- Loss of credit can be avoided if class time and work are made up in recovery.
- Recovery is held Monday through Thursday from 3:40-4:40 p.m.
- A maximum of
 - Six days per class can be recovered for a one-unit class and
 - Three days per class for a half-unit class.
- Four tardies to any class will be converted to one absence.
- Tardies will be held by the subject teacher and turned in to the office when four have been accumulated for that class.
- Every student is responsible for his own attendance and recovery.
- Each student must keep his record of days missed over

the maximum allowed and request recovery as soon as the absences exceed the number of absences allowed without loss of credit.

- Medical notes, bereavement notices and parent notes must be submitted within two days after a student's return to school.
- Attendance contacts for unexcused absences will be conducted only for students less than 17 years of age.
 - Letters to parents will be sent when students accumulate three unexcused absences.
 - Another contact will be made when students accumulate five unexcused absences.
 - Referrals to court for truancy will be made at eight unexcused absences.

Tardies to school

- Any student arriving at school after 8:45 a.m. should report to the office to sign in.
- Any student arriving at school after 8:45 a.m. must secure a pass and will be issued a tardy in first period.

Tardies to class

- Four tardies in a class will be counted as an absence.
- With classes on block schedule, it is more important than ever to be in a class on time.
- When you are tardy to class, you will sign a tardy acknowledgment.
- When you accumulate four tardies to the same class, your tardy acknowledgment will be sent to the office where an absence will be entered on your attendance record.
- Do not allow your tardiness to result in loss of class credit.
- On the fourth tardy to each class, you will be suspended until a conference with the appropriate administrator.
- On the eighth tardy, students will be "absent from class without authorization" (Level II offense). You will be suspended until conference and assigned one day ISS.
- On the twelfth tardy, you will be suspended until conference for loitering and three days ISS will be assigned.
- Continual accumulation of tardies may result in OSS.

Driving rules & regulations

To drive a car on campus, the following rules and regulations must be obeyed.

- ✓ Vehicles are not to be operated on campus in any unsafe manner or in excess of 10 m.p.h.
- ✓ Student vehicles are not to be located on campus without a current parking permit properly displayed on the rearview mirror.
- ✓ All vehicles should be locked and have no valuables left inside. Lancaster High School assumes no responsibility for a vehicle or its contents.
- ✓ Any theft or damage should be reported immediately to the office and to the Lancaster Police Department.
- ✓ The parking lot is off limits during the school day. This includes break time and lunchtime.
- ✓ Students are to park their car and come inside. There is to be no loitering in the car or parking lot in the morning or after school.
- ✓ Once coming on school grounds, students may not leave campus without first reporting to the office to get permission to leave. They must then sign out.
- ✓ Due to the limited space available, students may not park their cars at an angle or take up more than one space.
- ✓ No student may park in the teachers' parking lot.
- ✓ No student may register a car and then give his/her parking permit to another student.
- ✓ Failure to follow parking rules and regulations

Parking

- To get a parking permit, a student must complete Alive at 25.
- Over 400 spaces are available for students to park.
- These spaces will be sold on a first-come, first-serve basis during registration.
- Current parking permits must be appropriately displayed.
- Violation of parking rules can result in revocation of parking permits.

may result in any or all of the following actions:

- reprimand
- detentions
- loss of parking privileges
- towing of vehicle at owner's expense
- suspension or expulsion from school
- ✓ After arriving at school, go to the courtyard or cafeteria.
 - Do not loiter in the parking lot or remain in your vehicle.
 - One warning will result in the loss of driving privileges for a week.
 - Three warnings will result in the loss of driving privileges for a semester.

Dress Code

Clothes should not distract, offend

District board policy allows the administration of a school to formulate a dress code that will enhance the educational process.

Extreme styles that call undue attention to the student distract from the educational process.

The School Improvement Council, therefore, has adopted a dress code that will promote self-confidence and will assist students in presenting themselves through a positive image.

Lancaster High has adopted the following rules for appropriate school clothing:

- **Tops for females:** Females are to wear tops that are long enough to cover the midriff and broad enough in the shoulder to cover the straps of slips and bras.
 - Shoulders of tops should be no narrower than two inches.
 - Tops must not be cut low in the back so as to give a backless look.
 - Tank tops, spaghetti or narrow strap tops, or tops low enough to show cleavage at the bust line or bare skin at the underarm or midriff are unacceptable.
 - Fishnet or other see-through clothing are not allowed.
- **Shirts for males:** Males are to wear shirts with sleeves.
 - Tank tops, muscle shirts, or shirts designed to be worn as underwear are not acceptable.
 - Any shirt that shows the underarm area or a bare chest violates the dress code.
 - T-shirts, athletic shirts with sleeves, or sport shirts are appropriate for school.
- **Shorts:** Loose-fitting, walking or Bermuda shorts, worn as the manufacturer intended, are appropriate.
 - Shorts must be long enough to come to the middle of the upper leg, regardless of the length of one's arms.
- **Pants:** must be worn at the waist.
 - Pants that must be supported when walking or running are prohibited.
 - Students may wear oversized pants only if they have them belted and pulled tight enough to stay on the waist.
 - Shirts worn outside the pants must not conceal pants that are worn below the waist.

Dress Code – Board Policy JCDB

The responsibility for the dress and appearance of a student rests with that student and his parents/guardians. The student and his parents/guardians have the right to determine how the student dresses, providing the dress and grooming

- are not destructive to school property,
- comply with health and safety requirements,
- don't interfere with the educational process or disrupt a recognized school function and
- reflect respect for the student, the school and the community.

The following items are minimum requirements for student dress code regulations established by schools:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. For that reason, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to the student or others is not allowed.
- Hats and sunglasses may not be worn in the building.

- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Appropriate, safe shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students will not expose undergarments.
- Pants must be worn at the natural waistline and undergarments aren't to be visible. Pants and slacks must not bag, sag or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for – or messages or pictures depicting or suggesting – alcohol, tobacco, drugs, sex or any other inappropriate or illegal behavior.

The administration has the responsibility of ensuring that student dress meets the criteria above and may make reasonable rules to restrict or govern student dress.

Adopted March 16, 2010

- Spandex, leggings or form-fitting pants are prohibited.
- **Dresses and skirts:** must also be long enough to fall at or below the middle of the upper leg.
 - Slits in dresses or skirts can go no higher than the middle of the upper leg.
 - Rules for tops also apply to the tops of dresses. (No spaghetti straps, sun dresses or dresses which show cleavage.)
- **Writing on clothing:** Any clothing that exhibits written phrases or words must conform to a language standard.
 - No offensive or suggestive writing, pictures or patches may be on the clothing or book bags.
 - No clothing or article of school equipment (book bags, etc.) may exhibit slogans advertising alcohol, drugs or tobacco.
- **Headwear:** Hats, caps, bandannas, wave stocking caps, do-rags, sunglasses or any other type of headgear are prohibited on school grounds.
- **Shoes:** All students must wear shoes that do not present a hazard to themselves or to others.
- Laces on shoes are to be tied and buckles are to be buckled.
- **Jewelry:** Any jewelry that suggests drug use (marijuana leaves, for example) or items of violence (guns) are prohibited.
 - Jewelry which can be used as weapons is prohibited, including heavy chains, oversized or multiple rings.
- **Special events:** For special event "dress-up" days, the administration may waive dress code requirements.
- **Consequences for violating dress code:** Students who come to school dressed inappropriately will be sent to the office and held out of class until a parent brings acceptable clothing.
 - Time lost from class for violations of the dress code will be counted against the student, including tardies and absences.
- **Any items identified by administration, that in their judgment, have an adverse effect on the instructional program or on the effectiveness of discipline will not be allowed.**

Closed campus

- ◆ Lancaster High is a closed campus school.
- ◆ Students must stay on the school grounds from the time they arrive until they are officially dismissed.
- ◆ Students are not allowed in the parking lot except when arriving or leaving.
- ◆ The parking lot is an unauthorized area and is off limits to students during the school day.
- ◆ Students are not allowed to leave campus for lunch under any circumstances.

Early dismissal

- ◆ Any student requesting to leave before the end of the school day must be signed out by the parent.
- ◆ Early dismissals are generally not acceptable.
- ◆ Parents are requested to make appointments when school is not in session.

Hall passes

- ◆ Students are not permitted in the halls during class periods unless they have a pass from an authorized staff member.
- ◆ Students who are seen in the halls without a pass will receive disciplinary action.

Loitering

- ◆ Loitering is prohibited!
- ◆ All students should be out of the main building by 4 p.m. and off campus by 4:30 p.m., unless involved in a supervised activity.
- ◆ Students who are not under supervision from a teacher or coach must leave the campus.
- ◆ Students violating this policy will receive disciplinary action.

State law on searches

Notice: Pursuant to state law, persons entering school property (building, roads and parking lots) are deemed to have consented to a search of their person and property, including vehicles. (Act 373 of 1994).

Searches

To recognize and protect student rights and expectations to privacy, safety and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating board policies, school rules and federal and state laws, district officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined and in board policy.

Rules of the Game

We need to speak a common language, agreeing that there are certain rules of the game that we all must respect and put into practice.

This common language and the rules of the game are represented in the following ideas and ideals:

- ◆ **Civility** – understanding that there is a right way and a wrong way to conduct yourself – depending upon the situation you are in. (Example- difference between a pep rally and the National Honor Society Induction.)
 - ◆ **Courtesy** – treating others as you want to be treated.
 - ◆ **Honesty** – respecting truth and the property of others, intellectual honesty that comes from doing your own school work.
 - ◆ **Integrity** – following your own good conscience and keeping your head regardless of what others do.
 - ◆ **Prudence** – thinking before you act; considering the consequences before you act; considering the alternatives.
 - ◆ **Tolerance** – making an effort to understand others, even if you do not agree with them; live and let live.
 - ◆ **Respect** –
 - For oneself (take care of yourself).
 - For others (take care of others).
 - For the school (take care of this place).
 - ◆ **Responsibility** – for those personal actions over which you have control.
- If you adopt and promote these values, three things will happen:
- ◆ All of us will benefit individually and
 - ◆ The school as a whole will be a better place.
 - ◆ Respect and responsibility would then become the “norm” at Lancaster High.

Discipline

Good behavior is expected – always

It is important that students understand that acceptable standards of behavior will be expected at all times.

When an individual’s actions interfere with the rights of the students and teachers, the individual will be disciplined accordingly.

Examples of behavior that violate school policies are:

- ✗ misbehaving on school buses
- ✗ fighting/aggressive behavior (automatic arrest and out of school suspension)
- ✗ inappropriate computer use
- ✗ being disrespectful to the faculty
- ✗ being extreme in dress or appearance
- ✗ being destructive to or defacing school property
- ✗ wearing hats, caps, do-rags, bandanas or sunglasses in the building
- ✗ possessing or using anything that might be considered a weapon

Remember

- ◆ Principals have the right to use discretion regarding punishment due to extenuating circumstances.
- ◆ Lancaster County Discipline Policy is distributed to each student by the district office at the beginning of the school year.
- ◆ The policy is called “Zero Tolerance Discipline,” and it is the policy that is used at Lancaster High

- ✗ possessing or using any controlled substance
- ✗ leaving school or being absent from school without permission during school hours
- ✗ being in the parking lots during school hours (including lunch periods)
- ✗ using improper language
- ✗ showing inappropriate displays of affection

Administrative directive concerning weapons, illegal drugs, alcohol & violence in schools

Students or visitors who violate school district policy, state board policy or state law with regard to weapons, illegal drugs, alcohol, and violent behavior at school or school activities face the following actions:

- ✗ **Expulsion** – The student shall be suspended immediately and recommended for expulsion.
- ✗ **Arrest & prosecution** – The law enforcement authority having jurisdiction over the school shall be contacted and if the authority does not charge the student with a violation, a warrant or juvenile petition will be signed.
- ✗ **Notification** – The superintendent will be notified immediately.
- ✗ **Any exceptions** to these procedures must be cleared by the superintendent.

Possession and/or use of tobacco products/or smoking paraphernalia (i.e. electronic cigarettes)

- ✗ The possession and/or use of tobacco products is prohibited on the property of all schools in Lancaster County School District by students during school hours.
 - A student’s day begins upon his/her arrival at school and ends with his/her departure.
- ✗ All students are prohibited the use of tobacco products while
 - inside school facilities,
 - riding school buses and activity vehicles and
 - during the practice of or participation in extracurricular activities sanctioned by Lancaster High.

Cards/dice/gambling

- ✗ Betting, playing cards, dice and gambling are prohibited and will result in disciplinary action.

No hazing by students or adults

Harassment, intimidation or bullying of a student by students, staff and third parties is prohibited.

These acts will include any act that interferes with or disrupts a student’s ability to learn and the school’s responsibility to educate its students in a safe and orderly environment whether

- ◆ in a classroom,
- ◆ on school premises,
- ◆ on a school bus or other school-related vehicle,
- ◆ at an official school bus stop,
- ◆ at a school-sponsored activity or event whether or not it is held on school premises, or
- ◆ at another program or function where the school is responsible for the student.

Harassment, intimidation or bullying is defined as

- ◆ a gesture,
- ◆ an electronic communication or
- ◆ a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:
 - ◆ harming a student physically or emotionally,
 - ◆ damaging a student’s property,
 - ◆ placing a student in reasonable fear of personal harm or property damage or
 - ◆ insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or

bullying is encouraged to file a complaint in accordance with procedures established by the superintendent.

- ◆ Complaints will be investigated promptly, thoroughly and confidentially.
- ◆ All school employees are required to report alleged violations of this policy to the principal or his/her designee.
- ◆ Reports by students or employees may be made anonymously.
- ◆ The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying
- ◆ The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

Fighting policy

Students who fight face serious penalties

General penalty

- The general penalty for being involved in a fight is a minimum of five (5) days out-of-school suspension.
- In cases determined to be severe enough, the administration will make a recommendation for expulsion to the district hearing officer.
- Students who fight will be referred to the police or the Department of Juvenile Justice.

Instigation of fights

- Students or groups of students who instigate fights but who are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, take up the cause of their friends, or purposely attempt to provoke a fight) subject themselves to punishment.

Group fighting

- The school administration may recommend for expulsion and refer to the police, students or groups of students who target other students who assault, harass, intimidate or fight them.

Threats, harassment, intimidation of students

- Students are advised that if they are threatened, harassed or intimidated by any other student or group of students, they should immediately report the matter to a teacher or administrator.
- Students should not respond to threats, comments, harassment, intimidation or criticism by hitting, pushing, shoving or slapping the other student or by engaging in a verbal battle.
- Students who do not fight back will not be punished.

Bystanders, onlookers & friends

- If a fight breaks out, students are advised to move away from the disturbance area, tend to their own business and stay out of the way of administrators or teachers trying to deal with the situation.
- Standing around, standing on tables, standing in aisles and refusing to leave the scene when asked to do so—all of which hinder school officials—are violations of this policy.
- Disciplinary action may result in more severe cases and prosecution may be an alternative.

Return to school

- Any student suspended from school for fighting must arrange a student/parent conference with the principal or lead assistant principal before returning to school.

Peer mediation

Lancaster High provides a way for students to peacefully and responsibly settle disputes, disagreements, insults, harassment, etc., through its Peer Leader/Mediation Association.

- ◆ Any student who wishes to take advantage of this process should see either an administrator or a guidance counselor.
- ◆ The goal of the Peer Mediation Association is to be of service to Lancaster High and its students by upholding high qualities of leadership, providing guidance to the freshman class and offering mediation services to all referred students who consent to mediation sessions arranged by an advisor.
- ◆ However, students who choose to fight or disrupt the school process or who refuse the opportunity to settle problems through the peer mediation process will be subject to the penalties listed in the fighting policy.

Student appeals process

Every effort will be made to protect and actively promote the due process rights of all students.

- ◆ A student’s most direct and frequent contact with a school official is with the classroom teacher.
- ◆ When a student has a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

- Step 1:** The student should discuss the matter with the teacher at a time other than class time and which is mutually convenient.
- Step 2:** If that fails, the student, the parent, and the teacher should meet. The grade-level guidance counselor may be involved.
- Step 3:** The next step would be to involve an assistant principal.
- Step 4:** From the assistant principal, the matter would go to the principal.
- Step 5:** Actions which cannot be resolved at that level would go to the Superintendent and the School Board in that order.

Cell phone regulations

Unauthorized use of your phone at school

Students are allowed to possess cellular phones and paging devices on school property with the exceptions below:

No use of phones during academic work

- ✗ Rules for cell phones and will be reviewed at the beginning of the year.
- ✗ These rules apply to off-campus trips during the day.

Confiscated phones

Students who violate cell phone regulations are subject to cell phone or confiscation.

First offense

- ✗ The confiscated device will be held until the end of the school day and returned to a parent.

Second offense

- ✗ Once the device has been confiscated by the school level official, the device will be sent to the Safety & Transportation Director.
- ✗ The parent/guardian of the student will be required to attend a conference with the director before the device is returned.
- ✗ All conferences will be held in Lancaster.
- ✗ The parent is responsible for scheduling and attending the required conference.
- ✗ No walk-ins are permitted.
- ✗ The phone will be eligible for return after the 10th day of the confiscation.
- ✗ The confiscated device will be held for a minimum of 10 school days.

Third offense

- ✗ The confiscated device will be held for a minimum of 30 school days.
- ✗ The device will be eligible for return after the 30th day of the confiscation.

Headphones, radios, CD/tape players, cell phones, other electronic & sound-producing devices

- ◆ Digital or electronic devices other than cell phones should not be brought to school.
- ◆ Teachers and administrators have the right to confiscate such devices.
- ◆ Devices are confiscated because of the potentially disruptive nature of these devices, but also because they can be lost or stolen while at school.
- ◆ If these devices are confiscated, the school will not be responsible for them.

Fourth offense

- ✗ The confiscated device will be held for the remainder of the current school year.
- ✗ The device will be eligible for return after the last day of school.
- ✗ The device will be stored for up to 180 days following confiscation if a conference is not held and the device is unclaimed.

If the device is not claimed

- ✗ If the device is not retrieved within the 180 days, it will be disposed of by the school district as abandoned property.

Repeat offenders

- ✗ Repeat offenders of this regulation are subject to confiscation protocol set forth as well as disciplinary action ranging from in-school suspension to out-of-school suspension.

Great things going on

(Continued from front page)

- ...S.C. On-Going Campaign of the Year
- ...S.C. Club Officer of the Year
Zack Catoe, Class of 2015
- ...S.C. Collection Selection

13 of our teachers are National Board Certified

...the total for the district is 109

Honor Unit with Distinction

...to our JROTC program (*13 consecutive years*)
...rated in the top ten percent in the nation

S.C. Governor’s Committee on Employment of People with Disabilities Journalism Contest winner

...Marci Morrow, Class of 2016

Qualifiers for state track meet

...Quinshun Evans, Class of 2014
& Yasmine Robinson, Class of 2015

Class AAAA All-State Track

...Quinshun Evans, Class of 2014

Alma Mater

To thee, our Alma Mater
our sweetest song we raise.
With loyal hearts, forever true,
we sing our words of praise.
Dear Alma Mater,
though sundered wide
our paths may be,
Dear Alma Mater,
our love lives for thee.

Playoffs for 37th year

...37th straight playoff trip for softball team

2015 Class AAA Basketball State Champions

...Lancaster High Lady Bruins

Professional Disc Golf Assoc. Girls 14-16 State Champion

...Alex Lambert, Class of 2014

Region basketball champs

...Girls Varsity Basketball team was unde-
feated in region going 14-0

Region soccer champs

...2014 Girls Varsity Soccer team hosted
& won first home playoff game in team
history

Bell Schedules

Opening bell for all schedules

◆ Opening Bell8:15 a.m.

Regular schedule

◆ 1st Block8:25–9:55 a.m.
DropEverythingAndRead 9:55–10:07 a.m

◆ 2nd Block 10:14–11:44 a.m.

◆ 4th Block & Lunch
– 1st Lunch 11:44 a.m.–12:14 p.m.
Class.....12:21–1:53 p.m.

– 2nd Lunch 12:30–1:00
Class (1st half) . 11:51 a.m.–12:30 p.m.
Class (2nd half) 1:05–1:53 p.m.

– 3rd Lunch 1:23–1:53 p.m.
Class..... 11:51 a.m.–1:23 p.m.

◆ 5th Block2–3:30 p.m.

9th Grade Academy schedule

◆ 1st Block8:25–9:24 a.m.

◆ 2nd Block
– 1st Half.....9:29–9:55 a.m.
DropEverythingAndRead 9:55–10:07 a.m

– 2nd Half.....10:07–10:40 a.m.

◆ 3rd Block 10:45-11:44 a.m.

◆ 4th Block & Lunch
– 1st Lunch 11:44 a.m.–12:14 p.m.
Class.....12:21–1:53 p.m.

– 2nd Lunch 12:30–1 p.m.
Class (1st half) . 11:51 a.m.–12:30 p.m.
Class (2nd half) 1:05–1:53 p.m.

– 3rd Lunch 1:23–1:53 p.m.
Class..... 11:51 a.m.–1:53 p.m.

◆ 5th Block2–3:30 p.m.

Assembly schedule

◆ 1st Block
– Attendance/Announcements 8:25 –8:30 a.m.
Class8:30–9:45 a.m.

◆ Assembly9:45–10:45 a.m.

◆ 2nd Block & Lunch10:45–12:41 a.m.

– 1st Lunch 10:45–11:19 a.m.
Class..... 11:26 a.m.–12:41 p.m.

– 2nd Lunch 11:25–11:59 a.m.
Class (1st half) 10:52–11:25 a.m.
Class (2nd half) 12:04–12:41 p.m.

– 3rd Lunch12:07-12:41 p.m.
Class10:52 a.m.–12:07 p.m.

◆ 4th Block12:48–2:03 p.m.

◆ 5th Block2:10–3:30 p.m.

Pep rally schedule

◆ 1st Block
– Attendance/Announcements 8:25 –8:30 a.m.
– Class8:30–9:45 a.m.

◆ 2nd Block9:52–11:07 a.m.

◆ 4th Block & Lunch... 11:07 a.m.–1:10 p.m.

– 1st Lunch 11:07–11:41 a.m.
Class..... 11:48 a.m.–1:10 p.m.

– 2nd Lunch 11:54 a.m.–12:28 p.m.
Class (1st half) 11:14–11:54 a.m.
Class (2nd half) 12:33–1:10 p.m.

– 3rd Lunch12:36–1:10 p.m.
Class 11:14 a.m.–12:36 p.m.

◆ 5th Block1:17–2:32 p.m.

◆ Pep Rally.....2:37–3:30 p.m.

Dismissal for all schedules

◆ Senior Bell.....3:28 p.m.

◆ Underclassmen Bell3:30 p.m.

2015-16 School Year

August 2014

- August 14 – 8:15 a.m.-1 p.m**
First day for sixth & ninth grade – orientation
- August 17**
First school day for students

September

- September 7**
Labor Day- schools closed
- September 17**
First high school reporting period ends
- September 24**
High school report cards issued

October

- October 12**
Professional development - no students
(Make-up day, if needed)
- October 20**
Second high school reporting period ends
- October 27**
High school report cards issued

November

- November 19**
Third high school reporting period ends
- November 25**
Teacher workday – Comp for parent/teacher conferences
(No students– Make-up day, if needed)
- November 26 & 27**
Thanksgiving holidays – schools closed

December

- December 2**
High school report cards issued
- December 21–January 1**
Winter holidays- schools closed for students

January 2015

- January 4**
Schools re-open
- January 7 & 8**
Exams– No extracurricular activities Jan. 7 & 8
- January 8**
Students get out early/Last student school day be-
fore second semester; First term ends Fourth high school
reporting period ends; Report cards by Jan. 20

- January 11**
No students – Make-up day, if needed (1/2 teacher workday
for middle/high; Elementary schools may choose to set 1/2 teacher workday
during Winter Break. Otherwise, elementary 1/2 workday will be Jan. 11)
- January 12**
Second semester begins
- January 18**
MLK Holiday–schools closed (not a make-up day)
- February**
- February 12**
Fifth high school reporting period ends
- February 15**
Professional development - no students
(Make-up day, if needed)
- February 23**
High school report cards issued
- March**
- March 16**
Sixth high school reporting period ends
- March 24**
High school report cards issued
- March 25**
Teacher workday - no students (Make-up day, if needed)
- March 28**
Spring holiday- closed (Make-up days, if needed)

April

- April 11-12**
Guaranteed spring holidays - schools closed
- April 13-15**
Spring holidays - closed (Make-up days, if needed)
- April 26**
Seventh high school reporting period ends

May

- May 2**
High school report cards issued
- May 26-27**
Exams, students get out early
- May 27**
Eighth high school period ends; Second term ends;
Last student school day – Graduation
- May 28**
1/2 teacher workday - Report cards by June 8