Student & Parent/Guardian Handbook

Lucy Beckham High School

Principal Anna E. Dassing

2026 - 2027

1560 Mathis Ferry Road
Mt. Pleasant, SC 29464

843-953-2900

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Mission, Vision & Equity Statement

Mission

Lucy Beckham High School will foster Intelligence, challenge students to live with Integrity, and promote civic Involvement through a bold and innovative culture.

Vision

To be the best at challenging and optimizing potential.

Equity Statement

“Do what is best for kids” by prioritizing relationships and promoting a safe environment where students will optimize their potential in order to become well-rounded, self-aware citizens who are capable of sharing their stories and ascending to adulthood prior to graduation.

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I's of the Tiger

Intelligence

Academic Rigor
Local & Global Issues
Social IQ & Soft Skills
Cultural Competency

Integrity

Honesty
Leadership
Graciousness
Character

Involvement

CREW
Athletics, Clubs & Fine Arts
Perseverance
Service Learning

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Meet Our **Admin Team**

Anna Dassing

Principal

Karen Pickering

Students A - D

Margo Quigley

Students E - K

Jason Owens

Students L - Q

Matthew Fuentes

Students R - Z

Claire Gatlin

Director of
School Counseling

Jimmy Noonan

Dean of Students

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Being a Bengal **Parent or Guardian**

Parents or Guardians,

You play the most crucial role in your child's life. As faculty and staff, we are excited about the opportunity to be a part of your child's education. We have expectations for your scholar as a member of this school. As a parent, you are also a part of this Bengal family.

We spend our time working with high school students to prepare them for the road ahead, not prepare the road for them. Here are some guiding principles to help your child succeed this school year:

- Join us in focusing on the process and not the outcome. There is so much more to school than grades. We also are concerned and focused on the character of your child.
- Your child has a teacher; they need you to be their parent. It is very beneficial for parents to help their children grow and improve in school, but what they really need is your love and support regardless of the outcome of the test or the activity. That said, emphasize working hard and learning how to improve next time.
- Hold your child accountable for their academics, attendance, and behavior.
- Your child is a part of this school, and you are a part of this school! Support all of the students, faculty, and staff.
- Allow your child to participate in classes and activities consistent with their ability and interest.

Here are some practical tips that lead kids to success in high school and after:

- Grades/Attendance - Keep up to date with your child's grades and attendance on PowerSchool. We recommend checking your child's grades and attendance once a week.As you check grades, have a conversation with your child; please do not send them text messages in school about a grade that the teacher just put in the grade book; give your child a chance to come home and talk to you about their grades.

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Being a Bengal **Parent or Guardian**

- Technology/Social Media
  - Keep phones out of bedrooms to ensure quality sleep
  - Limit social media
  - Agree on a time budget for phone usage- consider using parental controls on the phone to limit screen time during school and at home.
  - Insist on positive behavior in school and a high level of performance in the classroom.

Numerous studies indicate extracurricular involvement helps enhance academic performance.
We thank you for your continued support of these endeavors. The faculty and staff look forward to having you as part of our Bengal Family!

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School Calendar

LBHS follows the CCSD school calendar, linked here: CCSD Academic Calendars

Contact Information and Communication Policy

At Lucy Beckham High School, we believe that our students and their families come first. We encourage parents and students to call or email us anytime or visit the school. Please find our detailed Communication Protocol here.

You can reach the main office at 843-953-2900, and main office hours are 7:30 AM- 4:30 PM. For information, please check our website and/or Facebook page.

LBHS Computer Acceptable Use Policy

All students are issued Chromebooks as part of a take-home technology model. Please see this link for the student mobile device user agreement. The full Chromebook Acceptable Use Policy can be found here.

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Federal Laws & Policies

Special Services Rehabilitation Action of 1973 (Section 504)

Section 504 is an act that prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. This act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

To fulfill its obligation under section 504, CCSD recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, including identifying, evaluating, and, if the child is eligible under Section 504, affording access to appropriate educational services. Parents of students who may qualify for accommodations under Section 504 may assist in this process by contacting their child's guidance counselor. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have the right to a hearing with an impartial hearing officer.

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Federal Laws & Policies

EEO/Title IX/Section 504 Statement

It is the policy of the Charleston County School District not to discriminate on the basis of race as required by Title VI of the Civil Rights Act of 1964, on the basis of sex as required by Title IX of the 1972 Education Amendments, or based on handicap as required by Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act, PL 10-476; and other Civil Rights Laws.

Exceptional Education Services

Students who qualify for exceptional education services must have an Individual Education Plan (IEP). The following two programs exist for students who are eligible:
Resource Placement - This program is designed to assist students academically through IEP goals and objectives. These students will be able to use resource credits as electives in a College Prep or other specially designed program.
Inclusion Placement – This program uses a co-teaching model to assist students academically through IEP goals and objectives. These students earn a core academic credit based on the class in which they are enrolled.

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General Information

Athletics

For information regarding eligibility for interscholastic athletic activities and LBHS athletic policies, please review the Athletic Handbook. For sport-specific questions, please contact your coach and/or sponsor.

Daily Schedules-Click here for all

Monday - Friday	
Block 1 (1-2)	8:30-10:00
Block 2 (3-4)	10:05-11:30
CREW (M&F) FOCUS (T, W&Th) One Lunch	11:35-12:30
Block 3 (5-6)	12:35-2:00
Block 4 (7-8)	2:05-3:35

Skinny Classes	
1	8:30-9:15
2	9:18-10:00
3	10:05-10:46
4	10:49-11:30
5	12:35-1:16
6	1:19-2:00
7	2:05-2:47
8	2:50-3:35

Bengal Guides

The Bengal Guides monitor the campus and support student safety by ensuring attendance and that students appropriately use campus spaces. If needed, students are invited to confer with the BGs for support in situations that do not rise to the level of alerting the school counselor or school administration. Students are discouraged from discussing such scenarios at a time that might result in missed academic content. Students must have a pass; meetings should not exceed 10 minutes.

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General Information Cont...

Building Hours

The LBHS offices and classrooms are open for students Monday-Friday from 7:30 AM-4:30 PM.

Food Services

Detailed information can be found on the CCSD Nutrition services page found here: CCSD Nutrition Services. Breakfast will be "grab and go" style and is available for pickup in the cafeteria. Breakfast will be available beginning at 7:30 AM until 8:30 AM. All students will eat lunch during the designated times and in designated areas. It is imperative that all food and trash are disposed of in the large trash cans situated throughout the building.

While students may bring food from home for any meals, they may not order food and have it delivered to the campus during the school day via parent/family or delivery services, such as DoorDash, GrubHub, UberEats, etc, as this presents safety concerns.

Personal Property

LBHS is not responsible for books, personal electronic devices, personal belongings, or property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in common areas, classrooms, and vehicles. We encourage using device trackers such as "Find my iPhone" and other apps that can assist in recovering lost items.

Posting or Distribution of Materials

All public announcements, such as signs, brochures, etc., must be approved by an administrator or designee before being displayed or distributed on the school campus. Items should be removed promptly after the event date. No adhesive material or paint may be used to post materials on interior or exterior walls or furnishings. All postings should be on a bulletin board or dry-erase board. Any infraction will result in administrative action.

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General Information Cont..

Release of Student Information for Media

The administration of the Charleston County School District and LBHS take the privacy of student records very seriously. LBHS may occasionally receive requests for information about its students. Additionally, the school might wish to use a student's name in a news release or for some other purpose. If you choose to opt out of using your student's information or photo in any media, you should update it in your online enrollment account.

Unless the parent of a student notifies LBHS in writing or through the online enrollment account that such information may not be released, "directory information" will be released without further notice. Requests not to release such information must be delivered in writing annually to the Main Office or through the online enrollment account.

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, a student's address, telephone number, and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available students' names and addresses to authorized representatives of the U.S. Armed Forces. If you choose to opt-out of this type of student information release, you can do so through the online enrollment account.
Also, releasing information to emergency workers is permitted if necessary to protect the student's or other person's health or safety.

Safety

Each teacher will review fire drills and other evacuation plans with their classes. Students must be quiet during emergency situations or drills and follow all adult directives. Students must stay with their assigned group. LBHS will comply with CCSD requirements for all drills.

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General
Information Cont...

State-Owned Textbooks

The State Department of Education owns textbooks for high school credit-bearing classes, and each student is responsible for the textbooks issued to them. Textbooks are scanned out individually to students. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students. Students are responsible for keeping textbooks clean and handling them carefully.

Students will be required to pay for lost, stolen, or damaged books. If a textbook is lost, students should check immediately with the teacher, lost and found, or with a school administrator. It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks that were issued to them. Students found tampering with, destroying, or removing textbook barcodes will be subject to disciplinary action and/or charged the replacement price of the subject textbook.

Where electronic copies of state-issued textbooks are available, students will not receive a hard copy of the text. Students will receive an electronic access code and can access the text using the ClassLink app via the take-home Chromebook.

Student Clubs and Organizations

Involvement is one of our three "I's of the Tiger," and clubs provide an excellent vehicle for participation in school. There are many clubs to choose from that will meet the interests of our students. Our faculty members sponsor these clubs to encourage involvement in school and the formation of relationships and further their interests in an array of activities. Please view our most up-to-date club list and contact information by visiting our club website. It may also be accessed through our school website by selecting "Clubs" from the heading tabs.

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General Information Cont...

Student Fees

Please find and pay all fees online at our RevTrak site.

Use of School Phones

Office and classroom telephones are for business use only. Students will not be dismissed from class to use the phone. Students should refrain from using the phones to arrange early dismissal. Any student who calls 911 for non-emergencies shall be suspended, recommended for expulsion, and reported to the appropriate law enforcement agency.

LBHS's cell phone policy and procedures can be found here.

CCSD Cell Phone Policy-JICJ.pdf

	What happens to the device?	Consequence
1st	Student picks up the cell phone from the teacher at the end of the class.	Office Managed referral for 330 Phone Violation and communicate with parents
2nd	Student picks up the cell phone from the office after school by 4:00 pm.	Office Managed referral for 330 Phone Violation and communicate with parents
3rd	Parent picks up the cell phone from the office after school by 4:00 pm.	Office Managed referral for 330 Phone Violation and communicate with parents
4th	Parent picks up the cell phone from an administrator at a conference.	Office Managed referral for 330 Phone Violation and communicate with parents
If a student refuses to give up the device or follow staff directives, the student will be referred for Refusal to Obey.		

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Academics

CCSD Grading Policy

All high school credit-bearing grades will be interpreted for all purposes using the South Carolina Uniform Grading Scale. Numerical grades will appear on the report card.

SC Uniform Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Please see this link for detailed weighting information and grade scale conversions.

A student enrolled in more than the minimum number of courses may withdraw if circumstances warrant provided the course is an elective. If a student withdraws from a course after the 10th day of a 180-day course, the 5th day of a 90-day course, or the 3rd day of a 45-day course, a grade of 51 will be posted and included in the student's grade point average (GPA). The grade penalty for late withdrawal does not apply in cases in which the school administration cancels a course or initiates other schedule changes. In any case, administrative approval is necessary prior to withdrawal from a course.

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If a student retakes a course in which a D or F has been earned within the same academic year or no later than the next academic year, all grades for the course will be included in the student's GPA with one exception: students may retake a middle school Carnegie unit only in the 9th grade. No matter what grade was earned in middle school, only the grade earned in the 9th grade will appear on the transcript, whether higher or lower.

Please see this link for CCSD's homework policy.

Course Load

All students enrolled as regular students in grades 9-12 at LBHS must be enrolled in a minimum number of courses or unit equivalents as follows:

Grades 9 - 10	8 units or more
Grade 11	6 or more units
Grade 12	5 units or more if other requirements are met

Credit Recovery

Students may take credit recovery courses in the core content areas (English, math, science, and social studies) only if they have attempted all requirements for a full unit. Only students who have met the seat time requirement and failed the course with a grade of 50-59 are eligible for credit recovery. Any exceptions will require the approval of the administration.

A final grade of 60 will be posted upon successful completion of the credit recovery course. The initial course and failing grade will remain on the transcript. It will be calculated as a college preparatory course weight.

Credit recovery is available for all students in grades 9-12. Top priority will be given to students in grades 11 and 12 who need credit recovery to graduate on time.

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Academics

Credits and Promotion

To earn a high school credit, a student must pass the class academically and meet the state requirements regarding class attendance. Students are promoted from grade to grade based on meeting minimum requirements for credits earned annually.

Students cannot miss more than five classes for semester-long classes.

End of Course (EOC) Assessments

Please see this link for a complete list of all courses required to have an EOC by the State of SC. Standards for each course can be found at the link as well.

Exams and Exam Exemptions

All teachers must administer a final assessment at the conclusion of the course. Courses that require an End Of Course (EOC) Examination must count the EOC Examination as the final exam. Final exams must be given on the day/time assigned by the LBHS Administration unless otherwise approved by the principal.

The superintendent may exempt from final examinations only seniors enrolled in courses earning a complete Carnegie unit in both first and second semesters for high school diploma credit who have an average of 90 or above for the second-semester course, effective August19, 2016. All underclassmen students will take final examinations. The superintendent may not exempt students from final advanced placement examinations, state end-of-course examinations, or one-semester one-half Carnegie unit course examinations. See administrative regulations for additional implementation information.

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Academics

Grade Level Classification

Grade 9
To be classified as a ninth-grade student, the individual must have met the requirements and be promoted from the 8th grade.

Grade 10
In order to be classified as a tenth-grade student, the individual must have completed six (6) units, including:
- One unit of English
- One unit of mathematics

Grade 11
In order to be classified as an eleventh-grade student, the individual must have completed twelve (12) units, including:
- One unit of English 1
- One unit of English 2
- Two units of mathematics
- One unit in science

Grade 12
In order to be classified as a twelfth-grade student, the individual must have completed eighteen (18) units, including:
- One unit each of English 1, 2 and 3
- Three units in mathematics
- Two units in science
- In addition, the student must be enrolled in all other units (required and elective) needed to complete graduation requirements.

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Academics

When, based on the student's schedule, it is anticipated that a student will complete graduation requirements by the end of the school year, the student may be placed in a senior homeroom and classified as 12th grade, even if all of the units listed above are not completed.

**Grade-level promotions occur only at the end of each semester.*

English/Language Arts	4 units
Mathematics	4 units
Science	3 units
U.S. History/Constitution	1 unit
Economics	.5 unit
U. S. Government	.5 unit
Other Social Studies	1 unit
PE or JROTC	1 unit
Computer Science (including Keyboarding)	1 unit
Foreign Language OR Career and Technology Education	1 unit
TOTAL CORE UNITS	17 units
Electives: Language Arts, Math, Science, Social Studies, Visual & Performing Arts, Foreign Language, Career & Technology, P.E., etc. to include Health Education and Personal Finance.	7 units
TOTAL UNITS	24 units

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Academics

Those students who fail to complete the requirements will not participate in graduation. Please see this link for more information about SC High School Diploma Requirements.

Student Records

LBHS uses PowerSchool to electronically distribute grades and report cards at the end of each 9-week period. Students will electronically receive progress reports at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records. Families may also use PowerSchool to monitor students' academic progress and attendance.

Attendance Policies

Each day, teachers will continue to record attendance. Please see LBHS's Attendance Policy here.

Student Attendance

School achievement begins with regular attendance. As a result of the Education Improvement Act of 1984, guidelines have been established for student attendance and absences. Attendance is a requirement for promotion and/ or credit. Students must complete the State of South Carolina required amount of seat time in each term course to receive one unit of credit. The state stipulates that 120 hours of seat time are required to earn one Carnegie Unit.

Parents/guardians are responsible for ensuring that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes. Failure to attend class constitutes an absence. Students previously enrolled in the district and those residing in the state entering for the first time shall be counted absent without excuse (for promotion/credit consideration) for each day missed due to late enrollment. All absences are defined as lawful or unlawful. Students are not permitted to make up work for unlawful absences.

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Did you know?

- Absences can indicate that a teen is losing interest, struggling with school work, dealing with a bully, or facing other difficulties.
- By 6th grade, absenteeism is one of three signs that a teen may drop out of high school. Missing 10% (or just two days each month) of school can drastically affect a teen's academic success.
- Attendance is an important life skill that will help your teen keep a job and graduate from college.

Here is what you can do to help:

1. Communicate with the School

- Contact your teen's teachers and let them know how to reach you.
- Request a schedule of classes and login information for your teen.
- Ask for help from school officials, after-school program providers, other parents, or community agencies if you're having trouble getting online or need help with food, housing, or some other challenge.
- Know the school's attendance policy and the consequences for absences
- Check your teen's attendance to ensure they attend all their classes regularly.

2. Make School Attendance a Priority

- Talk about the importance of showing up to school every day
- Encourage your teen to maintain daily routines, such as finishing homework or getting a good night's sleep.
- Avoid scheduling non-urgent dental and medical appointments during class
- Post your teen's class schedule and login information in a visible location, such as on the refrigerator or teen desk.
- Identify a quiet place for your teen to work on assignments.

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Did you know?

3. Help Your Child Stay Healthy and Engaged

- Find out if your teen feels safe from bullying. If there are problems, work with your school to find a solution.
- Check-in weekly about your teen's academic progress and seek help from teachers or tutors.
- Stay on top of your teen's social contacts.Peer pressure can lead to skipping class. Teens who have a hard time making friends can feel isolated.
- Ask for help when you need it. School staff, after-school program providers, and other parents or community agencies are available to help families access online learning, obtain food or housing and address other experiences that make it difficult to attend and participate.

Visit www.attendanceworks.org for more downloadable resources.

Pay Attention to Attendance to Keep Your Teen on Track.

Even as teens grow older and more independent, families play a key role in making sure teens participate or get to school safely every day.

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Types of Absences

The following is the list of what is considered to be a “Lawful Absence” based on CCSD’s attendance policies, which can be found here. LBHS’s Attendance Policy can be found here.

Lawful Absences (Excused):

- Illness – absences caused by a student’s illness and whose attendance in school would endanger their health and the health of others.
- Illness/death – absences due to an illness or death in the student’s immediate family; the principal/attendance office shall require a physician’s certificate from the parent/legal guardian of a student reported continuously absent for illness.
- Religious/Holiday – absences due to a recognized religious holiday of the student’s faith.
- Approved Activities- absences due to activities approved in advance by the principal, including state and national competitions and ceremonies honoring outstanding students.
- Sponsored by the School – work approved or sponsored by the school, the school district, or the state department of education, accepted by the associate superintendent or school principal. Field trips, in-school suspension/out-of-school suspension.
- Military – absences for students whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders – the student will be granted up to five days of excused absences to visit with their parent/legal guardians upon principal approval.
- **College Visits:** Juniors and seniors are permitted two college visits each school year to assist in planning their future educational plans. For students to receive excused absences, this document must be completed. The form must be partially completed by the college/university being visited. Be sure to print it and bring it with you to your visit.

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Types of Absences

Unlawful Absences (Unexcused):

- Absences of a student without the knowledge of their parents
- Absences of a student without acceptable cause with the knowledge of their parents
- Absences due to out-of-town trips/vacations

This attendance form accounts for attendance correctly and does not replace the needed absence documentation. Please fill out this form every time your student is absent from school.

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Documentation for Student Absences

LBHS Attendance 101

Types of Absences
All absences are defined as lawful (excused) or unlawful (unexcused). See pp 9-12 in the CCSD Code of Conduct for a detailed list of lawful and unlawful absences. Students having a lawful absence shall be permitted to make up missed assignments. Absences determined as unlawful may not entitle a student to make up missed assignments, unless it is approved by the principal, due to extenuating circumstances.

Absences due to court, medical, recognized religious holiday, bereavement, school activities (ie, testing, field trips), college visits (3 per year for juniors and seniors) and school issued suspensions (in school or out of school) are considered lawful.

- Lawful absences do not affect truancy, however, they do affect chronic absenteeism and they can affect seat time, if the absences are deemed excessive by the school principal.
- Unlawful absences may affect truancy and can affect seat time if the absences are in excess of 10 days.
- A combination of lawful and unlawful absences in excess of 10 days can affect seat time and risks the student for being coded as chronically absent.

Parent Notes
All absences require an explanation from the parent/guardian within three (3) school days of return from the absence. A parent/guardian may enter these absences through your Power School Parent Portal Account. For up to 10 absences per school year (5 per semester). The explanation the note will determine if the absences are lawful or unlawful (refer to CCSD Code of Conduct). Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Submitting Attendance
Log into your PowerSchool Parent Portal account using the following URL **not the PowerSchool App.** https://ccsdschools.powerschool.com/public/home.html . A text or email is not acceptable However, the parent/guardian can provide his or her medical excuse or legal document as an attachment to an email.

Seat Time
In high school, students must meet academic and attendance requirements to receive credit for a course. State law requires a minimum of 120 hours of seat time for a one-credit class and 60 hours of seat time for half-credit class. Students may only miss:

- 3 days in a 45 day (9 week)/.5 credit class
- 5 days in a 90 day (Semester)/1.0 credit class
- 10 days in a 180 day (Year-long)/1.0 credit class

Students who are absent over these numbers and are passing the class, could be at risk for not receiving credits and/or having to do additional performance tasks to satisfy the missed days.

Seat Time Recovery
At the end of the semester, administrators will run attendance reports and notify students of any seat time requirements. Students will have to make up the seat time hours according to the procedures in the following link- **LBHS Seat Time Recovery.**

Please remember to complete this attendance form when returning from an absence(s) in addition to your documentation.

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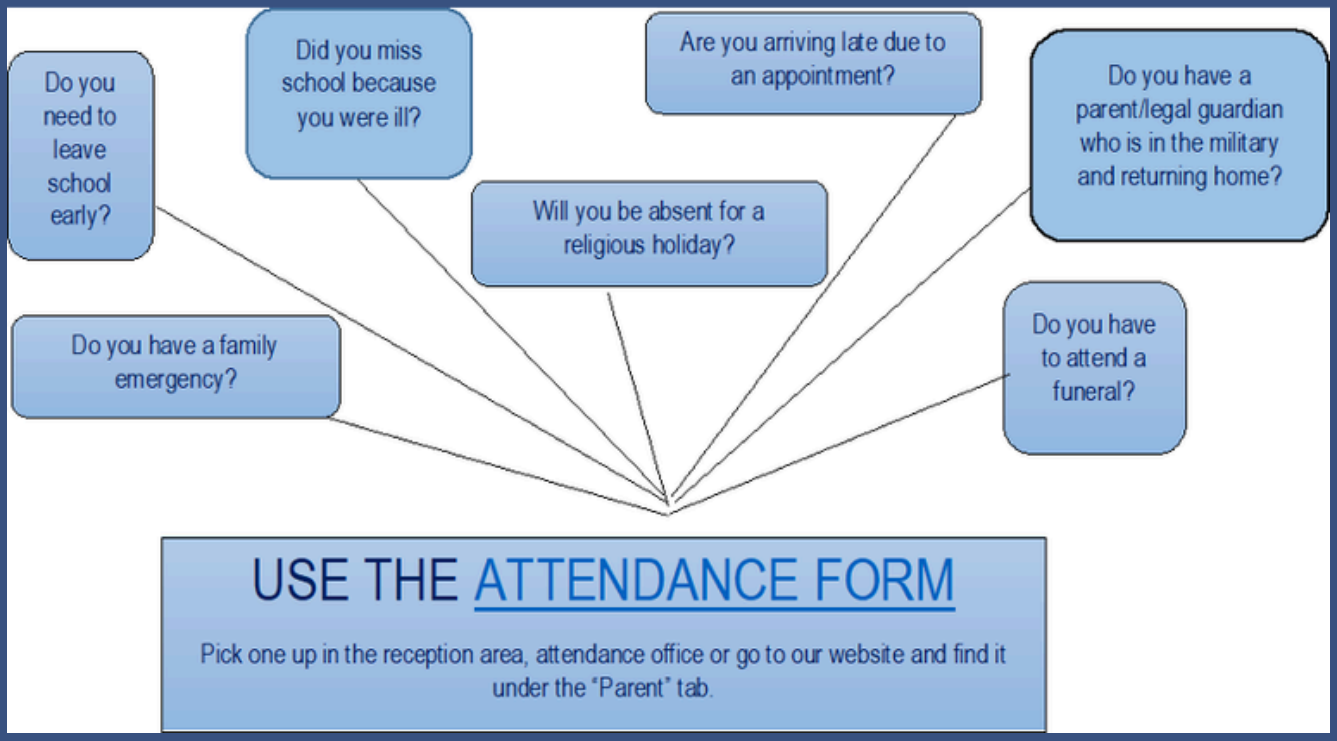
When do I use the Attendance Form?



Chronic Absenteeism

Chronic Absenteeism As defined by the Office of Civil Rights(OCR), chronically absent students are those absent 10 percent or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reason - including suspension, illness, and death in the family - AND miss 10 percent or more of the school year will be considered chronically absent.

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Chronic Illness

Parents of a student with a chronic illness (one which recurs and may cause the student to miss excessive days) must contact the administration to discuss options to maintain academic performance. Those options may include schedule changes, homebound services, tutoring, etc. Even when the school has verification of a chronic illness, absences must be excused with the standard procedure.

Homebound Instruction

Homebound instruction may be provided to students who cannot attend public school because of illness, accident, or pregnancy, even with the aid of transportation. The parent/guardian should request a medical homebound instruction application before or immediately following the start of the student's non-attendance. The application for medical homebound instruction may be obtained from the school counselor and must be fully completed and certified by a licensed physician. Homebound services will not be approved for periods exceeding 45 instructional days. If it is necessary for homebound instruction to continue beyond this period, a new medical homebound instruction form and physician verification will be required. A completed and signed medical homebound instruction form does not guarantee approval for the student to participate in the homebound program. The district superintendent/designee will review all applications for approval or denial.

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Homebound instruction does not guarantee that students will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to CCSD attendance policies or homebound services may be terminated. Questions regarding homebound should be referred to the data clerk in charge of Homebound Services, Rachel Bottone.

A physician does not designate that homebound services are provided; the provision of services is solely the discretion of CCSD.

Illness at School

Students who become ill may report to the clinic for evaluation by the school nurse. Except in cases of emergency, students should first obtain a pass from their teacher. If the student's condition warrants leaving school, the office will try to contact a parent or designated person on the emergency card. If a student leaves school through the office, they will be permitted to return to school that day only with prior administrative approval.

Special Circumstances

In rare cases, students may be absent due to extenuating circumstances, but the absence does not fall within the State's list of defined lawful absences. In such cases, the parent should send a written request explaining the need for the absence to the principal as soon as possible. The principal will review the information, the length of the proposed absence, the student's academic record, and their attendance record, and may confer with the student's teachers regarding the educational impact of the proposed absence(s). Missing instructional time must be minimized as much as possible.

If the absence is approved, the student is expected to seek assignments from their teachers well before the absence and take full responsibility to promptly make up any work missed. In some cases, the total number of absences for the course may exceed the state requirement for "seat" time to award credit, and the student will have to make up the time to salvage the credit.

Absences for family vacations, trips, and other activities scheduled during school holiday periods will not be approved, nor will absences during final exam periods.

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Truancy

Per state law, there are three levels of truancy:

1. Truant: A child who has accumulated three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A child who (1) fails to comply with the intervention plan developed by the school, the child, and the parents/guardians and (2) accumulates two or more additional unlawful absences.
3. Chronic Truant: A child who (1) has been through the school intervention process; (2) has reached the level of habitual truancy and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

Early Dismissal Procedure

In cases where a student must leave school before the end of the school day, please adhere to the following procedures:

1. Please complete this attendance form for your student to turn in prior to dismissal
2. A student should present a note written by a parent/guardian for early dismissal to the Attendance Office before the first period. Notes presented after the first period may require verbal confirmation from a parent/guardian or may not be honored.
3. Each note should include the student's full name, time of dismissal, the reason for dismissal, a signature of the parent/guardian, and a phone number where the parent/guardian can be reached for verification.

- If the student is leaving with someone other than the parent/guardian of record in PowerSchool, that individual's name must be included in the dismissal note from the parent.
- Email requests for early dismissal will not be honored.

4. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
5. Students who drive to school must sign out at the Attendance Office before leaving school grounds. Students who do not drive to school must have a parent/guardian report to the front office to verify that they are authorized to sign out their student. If a student returns the same day from an early dismissal, they must sign back into school through an Attendance Office immediately upon returning to campus.
6. Except in emergencies, students should not be checked out early after 2:15 PM.

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The student should bring the appropriate excuse back upon their return to school. For example, A parent requests an early dismissal due to a student's doctor's appointment and writes a note for the student to turn in to the Attendance Office the day of dismissal. The student returns to school and brings in a note from the doctor to verify the excuse.

Late Arrival Procedure

Students are expected to attend all classes each day of the school year. Students should follow the appropriate procedures when they arrive late on campus. In cases where a student must leave school before the end of the school day, please adhere to the following procedures:

1. Please complete this attendance form for early dismissal
2. A student should present a note written by a parent/guardian for late arrival to the Attendance Office when arriving on campus.
3. Each note should include the student's full name, time of arrival, the reason for late arrival, a signature of parent/guardian, and a phone number where the parent/guardian can be reached for verification.

- If the student is arriving with someone other than the parent/guardian of record in PowerSchool, that individual's name must be included in the arrival note from the parent/guardian.
- Email for late arrival will not be honored.

Tardy Policy

Good attendance and punctuality correlate to higher academic achievement and success in life and careers. Lucy Beckham High School teachers and administrators emphasize both. Tardiness interrupts learning for everyone in the classroom. Students should be inside the classroom with their student ID before the start time of each class. Teachers are required to record all absences and tardies in PowerSchool. According to CCSD policy, parents must come into the school to sign their children in if they are late to school. Student drivers should proceed directly to a tardy station for a pass.

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Student ID and Classroom Tardy Procedure

Students:

- All students must wear their student ID at all times. If you report to school without one you may purchase a temporary ID in the attendance office or media center PRIOR to the beginning of the school day. You must have an ID in order to enter your first period class.
- If you are late for the beginning of the school day you can receive tardy slips in the attendance office or at the back student entrance.
- If you arrive to class (after the beginning of the day) without an ID, you must report to the attendance office to get an ID.
- If a student with an ID is late to class they are required to report to the Attendance Stations, located in the atrium on each floor, to receive a tardy slip.
- After you receive your tardy slip, return to your class, gently knock on the door, and patiently wait for your teacher to open the door.
- Enter the classroom without disturbing the learning environment and place tardy pass in the teacher's designated area.

Teachers

- Check students for their school ID as they enter the room, send students without IDs to the attendance office or media center.
- At the beginning of class, close the classroom door and do not let students into the classroom without a pass.
- Do not permit students to leave the classroom during the first or last 15 minutes of class in an effort to reduce hallway movement. Skinny class periods should limit passes except for emergencies.

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Tardy Consequence

Tardy	Consequence
1 thru 4	Warnings, parent email
5	Lunch detention, admin meeting, phone call home
6	Lunch detention-3 days
7	Off limits referral: Conditional Suspension
8	Off limits referral: Saturday School
9	Off limits referral: ISS
10	Off Limits Referral: ISS-2 days and loss of parking for 30 school days.
11+	Students placed on school probation (including loss of extracurricular activities, dances, and sports) and parking will be revoked for the remainder of the school year. -Additional tardy referrals will be considered as a refusal to obey/defiant infractions.

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Credit Denial

Credit for any course may be denied if a student does not meet attendance requirements. Credit will be denied regardless of whether absences are lawful: excused (E) or unlawful: unexcused (U), unverified (A), cut (C), or truant (C). Exceptions for Denial of Credit are limited to:

a. Court intervention with appropriate documentation
b. Serious illness (chronic or long-term) or a disabling injury with medical documentation
c. Death in the immediate family with appropriate documentation
d. Other extraordinary hardships with appropriate documentation

Attendance is a requirement for promotion and/or credit. Students must attend at least 85 days of a 90-day course or 170 days of a 180-day course, or 42 days of a 45-day course. Students who exceed the approved limits for unexcused absences may not receive credit in the course.

Make up Work

If a student misses a class, it is the sole responsibility of the student to consult with the teacher on the first day back concerning makeup work or missed assignments. Teachers are not obligated to provide makeup work resulting from unlawful or unverified absences. If a student misses an assigned test, it is the student's responsibility to arrange to make up the test within the time limit determined by the teacher. Work assigned on the missed day(s) should be made up within five school days after returning from an absence. Work should be made up at times designated by the teacher.

In the case of an extended excused absence, the teacher may extend the makeup time. Failure to meet a reasonable teacher-imposed deadline for extended makeup is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for makeup work will result in the loss of makeup privileges unless the teacher agrees to change the appointment before the fact or unless a bona fide emergency exists as determined by the administration. In the event of a dispute over makeup rights, the principal will be the final authority. If a student is absent for several days, the parents or guardians should contact teachers through email or phone.

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Seat Time Recovery

Class seat makeup time for absences may be scheduled if seat time makeup sessions are available. Students may check in with the school counselor for an attendance print-out and class seat makeup schedule to take to the director to see if seat time is owed. Each session will allow a student to make up seat time for missed class periods and avoid the risk of being denied credit due to excessive absences. It is important to note that there is no guarantee that seat time recovery sessions will be available.

Seat time recovery sessions are assigned at the discretion of the principal. It should not be assumed that all absences will be assigned seat time recovery. The student must be engaged in class work the entire seat time period. The student is responsible for obtaining appropriate classwork from their teacher. Any student may be dismissed for not following the directions of the proctor. Any dismissed student will not receive credit for the seat time period.

Discipline

LBHS Expectations

LBHS operates under and is bound by state laws and regulations and Charleston County School District policy. State laws that require criminal charges and penalties are in addition to administrative action taken at the school. In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school-sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or their property as defined in local board policy. You can find all policies in CCSD's Code of Conduct. All disciplinary actions can be found in CCSD's Progressive Discipline Plan.

Students at LBHS are required to conduct themselves in a manner that will be in the school's best interest at all times and places. Conduct contributing to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion.

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Discipline: LBHS Expectations

The rules, regulations, and due process procedures are designed to protect all educational community members and allow them to exercise their rights and responsibilities. These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when a school group is using the school; off the school grounds at a school activity, function, or event; and en route to and from school on a school bus (to include bus stops) or other school vehicles. The administration, faculty, and staff assume that high school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled calmly and reasonably.

In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Standard procedures for disciplinary infractions will be enforced fairly, promptly, and equitably to every student. Additional guidelines can be obtained from the Charleston County Student Code of Conduct.

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Alternative School Placement

In lieu of expulsion, the LBHS administration may refer a student to an alternative school placement through the Charleston County School District.

Expulsion

The term “expulsion” is used in this code to mean the forfeiture of a student’s right to attend school in the Charleston CountySchool District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled pupil shall have the right to petition for readmission for the succeeding school year.

Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion.

The authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

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In-school, Out-of-School, or Conditional Suspension

The purpose of suspension is to notify the parent that the child's behavior is unacceptable. The term "suspension" is used in this code to mean temporarily excluding a student from school grounds and participating in school-sponsored activities.

If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. The student's responsible for initiating makeup work with their teachers and completing all makeup work within five days of returning to school. A student is under suspension from the time they are notified by a school administrator.

Student Appeals Process

Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the procedure outlined in the CCSD Student Code of Conduct.

Teacher Detention

Teachers may assign detentions for violations of classroom rules through the Review 360 system. Detentions may be held before or after school or at the teacher's convenience during lunch. Frequent offenders will be referred to the administration for further consequences.

Withholding Privileges

Student misconduct may result in the loss of the following privileges: driving privileges, bus transportation, Chromebook use, participation and attendance in extracurricular activities, participation in graduation, or other privileges as determined by the administration.

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Searches of Persons and Property

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of their person and effects. The director or a designee may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

The principal or designee may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate may result in a recommendation of expulsion for a student, and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband, or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

Random Search Policy

Please review Charleston County School District's Random Search Program by selecting this link.

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Federal and State Laws Related to Discipline

Safe Schools Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in, on, or within a radius of one-half mile of the grounds of a public school. The penalty is up to a $10,000 fine or 10 years imprisonment, or both. Carrying a weapon on school property is a felony that carries a $3,000 fine and a maximum prison term of five 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.

South Carolina School Safety Act

This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor, and upon conviction, the student can be fined up to $1,000 or imprisoned for up to one year or both.

Furthermore, the new law mandates that all offenses be placed in a student's permanent record and notices be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, teacher, or principal now carries a fine of $5,000 or five years or both. Threatening a public employee, which means any other staff member who works for the District, carries a fine of $500 or 30 days, or both.

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Federal and State Laws Related to Discipline

South Carolina Safe School Climate Act

This law amends the Code of Laws of South Carolina, 1976, by adding sections 59-63-120 and 59-63-130, which provide that a person may not engage in harassment, intimidation, or bullying. It clarifies that harassment, intimidation, or bullying means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. It is also the obligation of the school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

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Parking

Parking Regulations

Please select this to read the Lucy Beckham High School Parking Regulations. It requires a signature from the student driver and the parent/guardian. Make sure that all forms are completed prior to arriving on campus.The cost of parking is $65. This cost may be paid online through RevTrak on the LBHS website. Only senior and junior students will have access to parking passes.
Please note the following:

- Paying online DOES NOT guarantee that a student will obtain permission to park on campus. This is merely a convenience to eliminate or reduce the time spent in line. After you pay online, you must bring a copy of the receipt or have evidence of payment to pick up your parking pass.
- Parents may not obtain permission to park on campus or receive parking stickers for their children. Students must be present to be approved to park on campus.
- Parking on campus will be closely tied to student conduct, attendance, and tardiness. Any student with excessive absences, tardiness, and/or misconduct of any kind may lose parking privileges at the direction of an administrator at any time.
- There are no refunds for loss of parking privileges.

In order to have the opportunity to apply for a parking permit, the following criteria must be met:

- The student must have no outstanding debts, textbooks, calculators, or other supplies and resources not returned to the school from previous years.
- Proof of successful completion of the Alive at 25 course.
- The student must bring their valid driver's license. No permits will be accepted of any kind.
- The student must bring current vehicle registration for the vehicle they will be registering. Expired registrations will not be accepted.
    - A picture of the driver's license or registration WILL NOT be accepted.
- The student must complete, sign, and bring the Lucy Beckham High School Parking Regulations found on the website and below to be considered for parking.
- The student must have the vehicle with them that they will be driving to school in order for parking stickers to be placed on the vehicle by school personnel if parking is approved. There are no exceptions to these requirements.

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Parking

Parking passes will be administered to the senior class first. Juniors will receive parking passes after seniors. No sophomore or freshman parking will be permitted.

Questions regarding parking may be directed to LeeAnn Zeoli at leeann_zeoli@charleston.k12.sc.us.

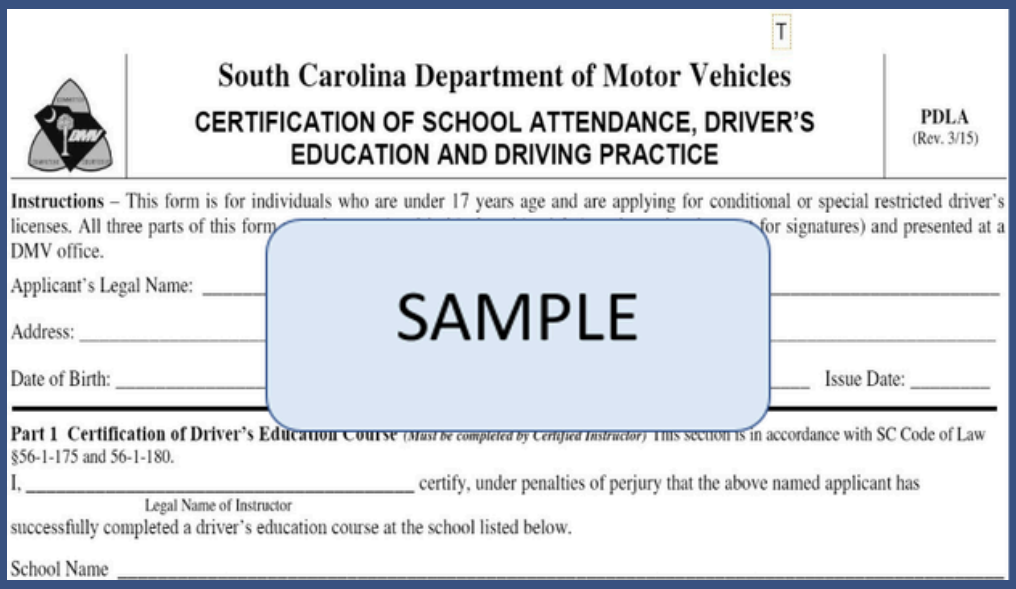
DMV Forms Process

PDLA Forms for Certification of School Attendance

The process for the PDLA forms for Certification of School Attendance that students are required to have signed by a school official to verify attendance is as follows:

- Students should have these forms signed by the Attendance office.
- Parents/guardians may also go to the front office during school hours to have these forms signed by an administrator or office staff member.

We are unable to assist with this request electronically as the DMV requires the form to be an original copy.



South Carolina Department of Motor Vehicles

CERTIFICATION OF SCHOOL ATTENDANCE, DRIVER'S EDUCATION AND DRIVING PRACTICE

PDLA (Rev. 3/15)

Instructions – This form is for individuals who are under 17 years age and are applying for conditional or special restricted driver's licenses. All three parts of this form for signatures) and presented at a DMV office.

Applicant's Legal Name: _____

Address: _____

Date of Birth: _____ Issue Date: _____

SAMPLE

Part 1 Certification of Driver's Education Course *(Must be completed by Certified Instructor)* This section is in accordance with SC Code of Law §56-1-175 and 56-1-180.

I, _____ certify, under penalties of perjury that the above named applicant has
Legal Name of Instructor
successfully completed a driver's education course at the school listed below.

School Name _____

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Parking: Bikes and E-Bikes

Bikes and E-Bikes

Safety remains LBHS's top priority while students travel to and from school. The town of Mount Pleasant and local law enforcement promote safe routes to school and ensure bike infrastructure supports our students' needs. Riding safely and responsibly is essential to protect students, pedestrians, other cyclists, and drivers.

Please see here for LBHS's Bike and E-Bike Regulations. A Registration Agreement is required to be filled out on Google Forms. This can be found here for the 2025-2026 school year.

Please see here for Mount Pleasant's Legal Code for E-Bikes for 2025.

Moultrie Middle School's Bicycle and E-Bike safety Guidelines and Regulations can be found here.

Key Safety Reminders and Town Ordinances to Keep in Mind:

🚴 **Helmets are a must.**

⚠️ **Follow all traffic laws.** E-bikes and bicycles are required to follow the same rules of the road as cars, including stopping at stop signs and yielding to pedestrians.

📵 **Ride distraction-free.** Headphones and mobile phone use while riding can be dangerous. Focused riding prevents accidents.

🚫 **Sidewalk riding restrictions.** In many areas of town, including business districts and school zones, riding on the sidewalk is prohibited. Please be sure to dismount and walk bikes where posted.

🚲 **Park respectfully.** Bikes and e-bikes should be parked in designated racks and not block walkways or entrances.

⚡ **Know your e-bike class.** Some classes of e-bikes may not be permitted on certain bike paths or sidewalks. Be sure to check local ordinances or consult with the [Town Name] Transportation Department if unsure.

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Parking: Bikes and E-Bikes

Bikes and E-Bikes Agreement

Student Bicycle & E-Bike Registration Agreement

All students who wish to ride a bicycle or e-bike to school must complete this agreement with a parent/guardian.

Agreement Terms:

- I agree to park only in the designated student bicycle parking area.
- I will display the approved **"LBHS Bicycle" or "LBHS E-Bike"** sticker
- I will dismount and walk my bike/e-bike when on campus sidewalks.
- I understand that e-bikes over 750W are classified as mopeds and are not permitted.
- I will follow all traffic, pedestrian, and school rules regarding safe riding.
- I agree to wear a helmet while operating a bicycle or E-Bike
- While LBHS and CCSD will work to keep parking secure, LBHS and CCSD are not responsible for damage or theft of vehicles parked on campus. WE HIGHLY RECOMMEND A LOCK FOR VEHICLES AND HELMET.

The Registration Agreement can be found here for the school year. This should be filled out by the student with a parent/guardian.

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Parents' PowerSchool Portal

PowerSchool's Parent Portal (PPP) is where you can find out what's happening at your child's school anytime, anywhere.
The PowerSchool Mobile App gives parents and students instant access to information they need to stay up-to-date on student grades, performance, and attendance.

- Receive real-time push notifications with updates about grades, scores, attendance, assignments, teacher comments, daily bulletins, schedules, and fee transactions.
- Access all of your children in one portal
- View grades, assignments, attendance, GPA, and more
- View announcements from schools
- Designed for iPhones/iOS, tablets, and Google/Android devices

You can download the PowerSchool Mobile to your phone; it should look like this in the app store:

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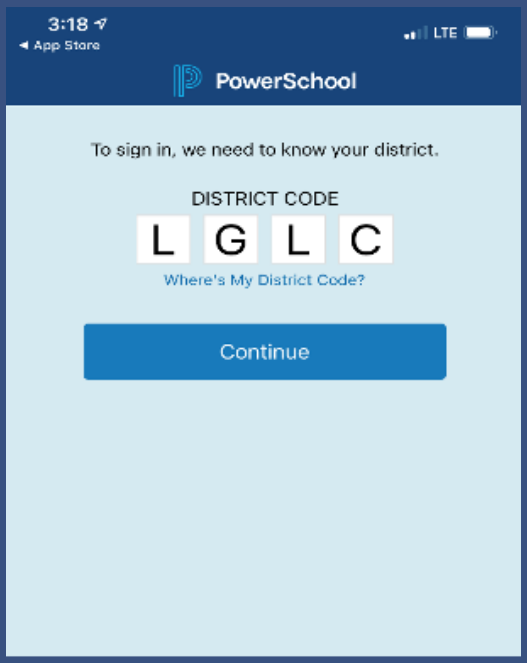
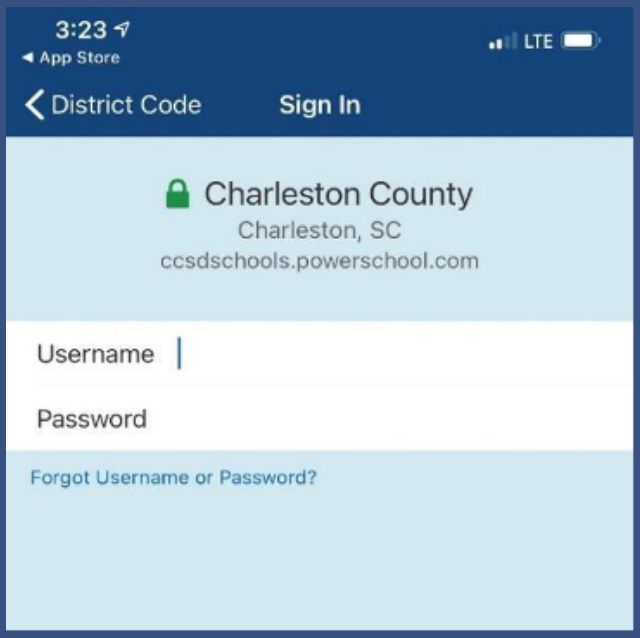
Parents' PowerSchool Portal

When you open the app, it asks for the District Code use: L G L C



Next, enteryour Username and Password:



If you need to know your username and password, please email lucye_magill@charleston.k12.sc.us. Once you have your login, you will be required to update your password.

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Rules and Policies

Below is a list of some CCSD and LBHS rules and policies. A more comprehensive list can be found in Charleston County School District's Code of Conduct. Disciplinary actions related to these rules and policies can be found in CCSD's Progressive Discipline Plan.

Academic Misconduct

Academic misconduct includes but is not limited to, inappropriate use of an LBHS computer, electronic device, cheating, plagiarism and/or collusion, and falsification of information.

A. An electronic device violation of the honor code is defined to include the following:

1. Representing another's work or answers as one's own.
2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
3. Bypassing, by any means, security measures installed on the electronic device.
4. Using LBHS Internet access for sending, receiving, or printing personal or unrelated information to current coursework.
5. Accessing or attempting to access LAN/WAN folders or files that are not your own.

B. Cheating is defined as giving or receiving help on graded work unless authorized by the teacher. The definition also includes the following:

1. Copying from another student's work.
2. Using unauthorized material, including electronic devices, during a test
3. Unauthorized collaboration with any other person during a testing situation
4. Substituting material writtenahead of time for materialrequired to be produced during a testing situation.
5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
6. Accessing or attempting to access LAN/WANfolders or filesthat are not your own.

C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

D. Collusion is definedas the unauthorized collaboration with another person in preparing work offered for credit.

E. Falsification of information with intent to deceive.

F. Other behavior constituting academic misconduct as determined by the School Administration.

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Rules and Policies Contin...

Dress Code

LBHS dress code is outlined here. You can also find this information on our website here.

Environmental Responsibility

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlifeon the campus. Any damageto the campus environment may result in a recommendation for expulsion.

Students who eat breakfast or lunch outsideare expected to dispose of all trash in the proper receptacle.

Facility Responsibility

Students must respect our campus. The use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures, or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Any damage to the facility may result in a recommendation for expulsion.

Technology Misuse

Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies; any willful act that causes physical, financial, or other harm or otherwise disrupts information technology is absolutely prohibited. Violations will result in severe disciplinary action.

Video Surveillance

As part of LBHS' safety and supervision plan, our school and campus are monitored by video surveillance equipment. Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest.

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Rules and Policies Contin...

Identification Cards

The ID card must always be worn around your neck while on campus. This card is non-transferable, is the property of LBHS, and must be surrendered at a staff member's request. A replacement charge of $10 is assessed for lost, defaced, and/or damaged cards.

Failure to display the ID card correctly, purposely damaging the ID card, wearing another student's ID card, or failing to pay ID obligations, etc., will result in disciplinary action.

Upon entering the campus, the student must purchase a temporary ID for $1 from the attendance clerk if they forget the ID card. Each temporary ID is valid for one school day. Students who abuse the use of temporary IDs as determined by administrators will face disciplinary action. Refusal to wear the ID card will result in immediate disciplinary action.

- Students will pay the Attendance Clerk for a temporary ID/replacement ID.
- Once each quarter, the school bookkeeper will generate an invoice of fees for each student who owes fees that will be sent home with report cards.
- At the end of the school year, the school bookkeeper will generate a report with itemized fees through PowerSchool to serve as backup documentation for the following year's EOY fees that are carried over.

Student Drop-off/Pick-up in Private Vehicles

Parents or guardians are permitted to use the drop-off loop in the front center of the campus to drop off or pick up students. This process cannot involve loitering at the curb or in the loop for any length of time. Drop off or pick up of students is not allowed in the visitor and staff parking areas. Any parent or guardian waiting for a student for any period must do so in a lined parking space. No loitering is permitted at the curb or in the parent drop-off loop.

Private vehicles will travel along Mathis Ferry Rd, enter the loop and proceed around the retention pond. No students should be dropped off at the Student Parking Lot or the Bus Loop for safety reasons.

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Spontaneous or Planned Student-Led Protests

The First Amendment provides that a protest, such as a walkout, is a form of protected expression. In the 1969 case of Tinker v. Des Moines Independent Community School District, the United States Supreme Court held that students could not be punished solely for wearing black armbands during the school day in protest of the Vietnam War.

It is the primary responsibility of the LBHS administration to ensure student safety at all times. As such, if students feel called to protest, we will ensure that students and faculty jointly develop a plan to protect their well-being and respect the viewpoint of all stakeholders.

The LBHS Administration will:

- Meet with student leaders to assess needs and any plans.
- Remind students that counseling and guidance support are available to any student and that CCSD encourages students to reach out.
- Remind students that CCSD supports their rights to peaceful assembly and free expression, that school is about teaching and learning as a priority, and that the CCSD Student Code of Conduct remains in place and will be enforced.
- With student input, provide space on campus for students to assemble peacefully, but also ask students not to move off campus for their safety and security.
- Help ensure that any efforts to invite participation are open and that the events be inclusive of ALL students.
- Ask students to respect students on campus who may not wish to participate and/or students who may hold opposing views to those being shared during the event.
- Tell students that there may be an increased staff, security, and/or law enforcement presence, and this presence is for student and staff protection and safety, not to quell their expression.
- Assess if teachable moments could be relevant to class instruction or lesson.

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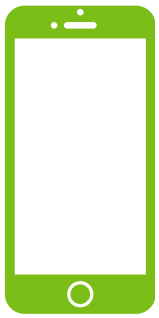

Personal Electronic Devices

During the school day, phones and electronic devices may be used between classes, during lunch, ILT, and before and after school, but never during a class period without the explicit, direct permission of the teacher. Please see here for LBHS's Cell Phone Policies and Procedures. Please see the letter from Charleston County to families and students here.

1. Communication devices may not be used during instructional time.
   - Students may use communication devices during instructional time ONLY if the classroom teacher gives explicit permission.
2. Speaker functions may not be used. Others should not hear music or conversations.
3. Earphones, earbuds, and Bluetooth devices may only be used during the student's scheduled lunch time or if the student is at school in the morning before the beginning of class. One ear should always be free of any device to make students aware of their surroundings.
4. Ringtones must be placed on "vibrate" or "silent."
5. Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
6. Students may not activate the device's video, camera, or sound recording function at any time unless they act pursuant to a teacher's or administrator's express instructions.
7. If students use electronic devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of their attendance in CCSD schools.
8. If students use communication devices to engage in illegal or unethical behavior such as bullying, cheating, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct. They may be banned from having such a device for the remainder of their attendance in CCSD schools.
9. PARENTS/GUARDIANS: PLEASE do not text or call students on their electronic devices while in class. If a message needs to be given to a student, emergency or otherwise, call or email the school at 843-953-2900, and we will deliver the emergency message. All faculty/staff contact information can be found in the LBHS Directory.
10. Students should bring these devices to school fully charged.

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Personal Electronic Devices

The student must always secure their device and never leave it unattended. Students should guard against theft as they would in any public building or area. School personnel and/or administrators are not responsible for the loss or damage of any cell phone or device brought on school property. Lucy Beckham High School assumes no responsibility for any loss or theft of such devices.It is recommended that tracking apps are downloaded and placed on personal devices. There are many free options available.

Social Media

Teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, SnapChat, TikTok, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking can be valuable, there are risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. It is the practice of CCSD to monitor social media activity and utilize the information for the safety and security of all students and staff.

LBHS prohibits students from posting pictures of classmates and/or faculty without the permission of the subject of the photo. Additionally, students are strongly discouraged from producing derogatory posts about classmates and/or faculty. Such posts can often become disruptive to the instructional environment, and if they do are subject to disciplinary action.

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Media Center Policies and Procedures

Lucye Magill - Media Specialist

Hours of Operation

Monday – Thursday 7:30 a.m. - 4:00 p.m.
Friday 7:30 a.m. - 3:45 p.m.

Please view our website for additional information.

LBHS Media Center Mission Statement

To promote lifelong learning by all patrons of the LBHS High School community, the media program at LBHS aims to ensure that students and staff members are competent, critical, and ethical users of ideas and information. This goal will be accomplished by:

1. Providing intellectual and physical access to materials in all formats.
2. Providing instruction to foster competence and stimulate interest in reading, viewing, and using information.
3. Working with educators to design learning strategies to meet the needs of students.

CCSD Mission Statement

CCSD School Library Programs provide equitable access to diverse, current, and relevant materials. We empower students to discover, create, and expand their understanding of the world in an open and welcoming environment. We support all school and community stakeholders through collaborating, teaching, and removing barriers to learning.

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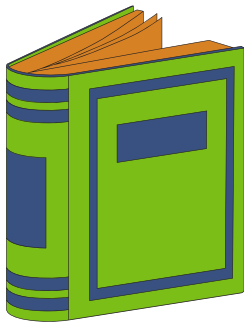

Media Center Policies and Procedures

Media Center Passes

- Students may use the Media Center during class if they have a Smartpass from their teacher. All students must wear their IDs in the Media Center at all times.
- Please do not eat in the Media Center.

Circulation of Materials

- Books in the Media Center may be checked out for two weeks and renewed for an additional two weeks if needed.
- Students and faculty are encouraged to check out books for use during holiday periods for study and recreational reading.
- Reference materials and periodicals will circulate for overnight use and are due back the following school day.
- Students will be charged the replacement cost of a lost or damaged book. We do not charge late fees for books.

Chromebook Policy

- Students will be issued a Chromebook and Chromebook charger at the beginning of each school year. They will use the same Chromebook each year they are at LBHS. They are responsible for caring for their Chromebook and not having food or drink around them. If a student misuses a Chromebook, they will be charged $350.
- LBHS Chromebook Acceptable Use Policy

Makerspace Policy

- The Makerspace is for everyone to use, but we ask that students ask for help from a teacher librarian before operating the larger equipment.

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Nursing Services

Please see our website for additional information.

If your student has been exposed to COVID or has tested positive, please call the clinic (843-953-2927) or email the nurses (see below). If it is after hours, we will answer the next day. Please do not send your student to school.

Contact Information:

Nurse Lisa Kuisel
Email: onna_kuisel@charleston.k12.sc.us
Phone Number: 843-953-2927

Nurse Kelly Hodges
Email: kelly_hodges@charleston.k12.sc.us
Phone Number: 843-953-2926

Nurse Lauren Fingar
Email Lauren_fingar@charleston.k12.sc.us
Phone Number: 843-953-2927

Documents and Forms

All documents can be found on the LBHS Clinic Website. They are also hyperlinked below.

- Medication/Procedure Doctor's Orders
- Medication/Procedure Doctor's Orders in Spanish
- Self-Medication and Procedure Orders
- School Nurse Health Information (Emergency Card) Completed through the online enrollment account.
  - It is crucial that your emergency contacts are people who are usually available to pick up your student. Parents should note significant health problems on the emergency card. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident, injury, or medical situation.
- School Nurse Health Information (Emergency Card) in Spanish

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Nursing Services

Immunizations

All students are required to have met all state and local immunization requirements to attend Lucy Beckham High School. Any questions regarding immunizations should be directed to the school nurse.

Medications and Medical Procedures

The Charleston County School District has established a policy (JLCD) identifying procedures for safely administering medications and/or medical procedures performed during school hours. No student shall carry medicine in school except for students given permission by the Individualized Healthcare Plan to guard against a life-threatening condition. Please view CCSD's Nursing Services Website for more details.

Medications

1. When possible, medications should be given by parents/guardians before or after school hours. Any medication to be given during the school day, including over-the-counter medication, must be accompanied by a completed Doctor's Order from a health care practitioner who is recognized by SC's Dept. of Labor, Licensing, and Regulation as authorized to prescribe medications. The parent/guardian portion of the form must also be completed.
2. CCSD and its employees reserve the right to refuse to honor medication requests inconsistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student's needs will be discussed.
3. Requests from parents/guardians for administering herbal/alternative medicinal products, "off-label," or investigational medications will be evaluated case by case.

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Nursing Services

Procedures

1. Medical procedures require the receipt of the completed Doctor's Order and necessary equipment for the procedure. The Doctor's Order must be completed by a health care practitioner who is recognized by SC's Dept. of Labor, Licensing, and Regulation as authorized to prescribe medical procedures. The parent/guardian portion of the form must also be completed.
2. In consultation with the parents, physician, and student, the school nurse will develop an Individualized Health Management Plan for the medical procedure.

Parent or Guardian Responsibilities

1. Deliver the completed Doctor's Order and medication in the original labeled prescription container and/or proper equipment for a medical procedure to the school.
2. Inform the school of any changes in the student's health condition, medical procedure, or medication.
3. Update CCSD forms annually or when there is any change in the medication or medical procedure.
4. Pick up any unused medication or medical supplies within one week of discontinuation or the last day for students, whichever comes first, after which medications will be disposed of.
5. Provide no more than a thirty (30) day supply of medication to the school.
6. Be responsible for medication/equipment until it is received by the principal or their designee.

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Nursing Services

School Responsibilities

1. Receive and review completed Doctor's Orders along with medication (properly labeled/original container) and/or appropriate medical equipment.
2. Safely assist students with medication or performance of medical procedures according to CCSD policy JLCD.
3. Communicate any problems or issues relating to administering medication or medical procedures with the parent.
4. Destroy medicine according to policy one week after discontinuing medication or at the end of the school year if not reclaimed by parents.

Self Medicating and/or Self Monitoring

Certain students with special health care needs may self-administer and or monitor provided the following requirements are met:

1. The Doctor's Order is completed with the following: name of the medication/procedure; dosage, time, and route of the medication; statement from the legal prescriber that the student may self-medicate and/monitor; signature of the legal prescriber; signature of a parent or legal guardian.
2. The school nurse has developed An Individualized HealthManagement Plan (IHP) has been developed by the school nurse with input from the student's healthcare provider, the parent/guardian, and the student.
3. Documentation from the student's healthcare provider stating that the student has been trained and is competent to self-medicate and/or self-monitor.
4. The parent has signed a release of information allowing sharing of information with the student's healthcare provider and to those school employees with a legitimate need to know.
5. Medication is provided in an appropriately labeled prescription container.
6. Determination that the student's self-administration/monitoring will not jeopardize the student's or others' safety.
7. A signed statement by the parent/legal guardian acknowledging that the district shall incur no liability as a result of any injury arising from the student self-medicating and/or monitoring. The parent/legal guardian shall indemnify and hold harmless the district and its employees and agents against any claims arising out of the student's self-medicating and/or monitoring.

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School Counseling

Front Desk Phone: 843-953-2907 Fax: 843-856-8971
Location: Room 101, across from the front office reception area

The School Counseling Department supports students and families on their high school journey and advocates for all students! We aim to serve students through educational, career, personal, and social counseling. We also advise students and families regarding academics and attendance. The school counselor is also responsible for conducting an annual Individual GraduationPlan (IGP) meeting with each student and their family.More information aboutIGPs can be found here.

School Counselors are available for meetings between 8 AM and 4 PM daily. Students may make an appointment using one of the following methods:

- Go by the School Counseling front desk to schedule an appointment
- Use your school counselor's Calendly link to make an appointment. This link can be found on the School Counseling web page of the LBHS website.
- Come in anytime if you have an emergency
- Stop by during One Lunch for open office hours
- You can always email your school counselor with questions.

Students must check in at the School Counseling front desk upon arrival to the office for their appointment. In an emergency, please let our front desk know immediately.

We ask that parents email or call their student's school counselor to make an appointment. Please allow at least 24 hours for us to respond. Please explore the School Counseling page of Lucy Beckham's website for valuable resources and information.

Class Schedules

Availability of Classes

Whether courses can be offered depends on student enrollment and teacher staffing. LBHS reserves the right to cancel or eliminate courses for any given school year. If the administration cancels a course due to low student enrollment or lack of teachers, the student's alternate choice will be used.

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School Counseling

Class Selection

Class registration for the upcoming school year for current Beckham students will take place in CREW each Spring. Students will enter course requests in Class Choice with the help of their

CREW teacher. Students and parents can contact their School Counselor for help or guidance with course requests. All course options by grade level and our Program of Studies with course descriptions and prerequisites can be found here on the School Counseling website.

Graduation requirement information can be found here.

Students must complete residency verification yearly and will receive their schedule for the year once this has been achieved. For more information about yearly residency requirements, click here.

Dual Credit Courses

Dual Credit courses are college courses taken through TTC or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as one Carnegie Unit on the student's high school transcript. Students must meet admission requirements and have prior permission from the principal to enroll for dual credit. More information about enrolling in college courses for dual credit is available on the School Counseling website here.

Late In/Early Out Procedures

Late-in and early-out procedures are developed on an individual basis as needed for medical or other needs.

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School Counseling

Retaking a Course

Students are only required to repeat courses they earn a 59 or lower in. According to the South Carolina Uniform grading policy, students may elect to retake a class in which they earn a 60-69. In these circumstances, the higher grades will count in the student's GPA, but all course attempts will always show on the student's transcript. Students moving from 8th to 9th grade may retake any high school credit course, and the higher grade will count in their GPA, but both attempts will show on the transcript.

Schedule Changes

Students or parents should email their counselor regarding a course request change, or students can schedule an appointment to meet with their School Counselor to discuss it.

According to the South Carolina Uniform Grading Policy, students can make course changes within the first five days of a semester class and within the first ten days of a yearlong class. They should talk to their School Counselor via email or in-person to request a change.

Students can move from a CP level course to an Honors level course within the first ten days of a semester course and the first 20 days of a yearlong course. Level changes from Honors to CP can be made within the first 4.5 weeks of a semester course and the first nine weeks of a yearlong course. AP classes are not eligible for a level change.

All schedule or level changes depend on space availability in the other course and cannot always be guaranteed. Students should keep this in mind when making course requests since we cannot always accommodate change requests. Parent approval is required for schedule changes. Teacher preference requests will not be granted.

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Miscellaneous Counseling Information

Future Planning

All students are encouraged to meet with their school counselor to discuss future options, research colleges, and explore careers. While these topics will be covered during yearly Individual Graduation Plan meetings, school counselors are available throughout the year for guidance.

Grade Level Classification

Students must earn certain credits each year to advance from grade to grade. Students will be scheduled in CREW based on their year in high school, regardless of their grade level classification.
Credit recovery and summer options may be available for students who fail a class, and students and parents should talk to their student's school counselor about available opportunities.

Letters of Recommendation

Letters of recommendation are often needed for scholarships, college applications, or community organizations. If you would like to request a letter of recommendation from a teacher, school counselor, or other school personnel, the request should be made in writing at least ten business days before the recommendation is due.

Mental Health

Our School Counselors can provide brief solution-focused counseling. For students needing additional and ongoing counseling, we have a mental health counselor at Beckham one day a week through the SC Department of Mental Health. Parents should contact their child's school counselor if they want to refer their child. We also have a list of private therapists in the local community that your child's school counselor can give you.

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Miscellaneous Counseling Information

Parent Conferences

Parents with concerns that require the input and advice of more than one faculty or staff member may contact their school counselor to request a conference. Conference times where the entire team is available are limited to before or after school and can be conducted in person or over Zoom. Individual parent-teacher conferences should be coordinated between the parent and teacher. If the issue involves an academic problem or a class, the parent should contact the teacher(s) before contacting the administration or school counselors.

Testing

Testing is a necessary part of effective teaching and counseling. Interest, achievement, and aptitude testing will be done as the Charleston County School District prescribes. SAT and ACT fee waivers may be available upon request for students who qualify for free or reduced lunch.

Transcripts

Official transcripts can be requested using the Google form linked on the School Counseling website's transcript page.

Tutoring

Students should be utilizing teacher office hours. All teachers offer office hours before, after, or during lunch. Students should contact their teachers for their office hours.

Students who need additional support can reach out to their school counselor for a list of teachers who tutor outside of school hours.

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Miscellaneous Counseling Information

Withdrawing from Lucy Beckham High School

The parent/guardian of a student withdrawing from Lucy Beckham High School must come to the School Counseling Office to sign a withdrawal form as soon as the parent/guardian is aware that their child must withdraw from LBHS. Students must return books and Chromebooks at this time and their parking permit if applicable. All student fees must be paid before withdrawing from LBHS.

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Residency Verification and Document Requirements

All students (*including returning students*) must provide residency verification documents each year, even if approved for a district-approved transfer. All residency documentation must be submitted to our office. Please note a delay in returning the proper documentation for the school year may jeopardize your student's enrollment at Lucy Beckham High School.

Notaries are also available during regular school hours to sign affidavits and accept documentation.

Three documents must be contained in each student's file:

1. The CCSD residency affidavit, which must be signed in front of a Notary Public. You can find the CCSD Residency Affidavit.
2. For residency verification, provide a current lease if you are renting or a current property tax bill (not auto) if the residence in which you live is owned. If the property is owned and you still need to receive a tax bill, a mortgage statement or HUD-1 Settlement Statement can be accepted. If the property is being bought or built, a copy of the contract for sale with the closing date, including buyer and seller, or a copy of the construction contract is required.
3. One of the following documents for official mail verification:

- Electric, Gas, or Water bill
- Phone bill (not cell phone)
- Cable bill
- Car registration (not driver's license)
- Pay stub showing employer's name and your name and address
- Local, state, or federal agency correspondence (SocialSecurity, Medicaid, DSS, IRS, SNAP, SC state or Federal student loans, court documents, etc.) which include your name and address.
- For more details on documentation, please select this link.

All documents must have the parent/guardian's name, address, and date. The address on these documents **must match** the address on the affidavit. **Envelopes and P.O. Box numbers will not be accepted.**

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Residency Verification and Document Requirements

If you and the student **lives with someone else in their home**, each of the following must be provided:

- The **parent/guardian** must provide the required affidavit.
- In addition, **the person with whom the parent/guardian and the student** live must fill in the bottom backside of the affidavit titled HEAD OF HOUSEHOLD OTHER THAN PARENT/GUARDIAN.
- **The person with whom the parent/guardian and student live** must provide a current lease or property tax bill (not auto) to verify residency and one document from the official mail list above.
- **The parent/guardian** must provide two documents from the official mail document list above showing their name at that address.

Thank You for Reading!

Contact Information:

843-953-2900

www.lucybeckham.ccsdschools.com

1560 Mathis Ferry Dr.,
Mount Pleasant, SC 29464