



# PARENT/STUDENT HANDBOOK 2023-2024



Hello Yellow Jackets,

Welcome to another exciting academic year! As you embark on this journey of learning, growth, and self-discovery, we want to provide you with a guide to our school's policies and guidelines. It is important to know what to expect and our expectations of you as students of our one-of-a-kind school. This student handbook aims to ensure that each one of you has a successful and fulfilling high school experience. Please take the time to familiarize yourself with its contents, as it will serve as a valuable resource throughout the year.

Here are four things that I will ask of you everyday. Know them, include them in your daily preparation.

#### #1 - SHOW UP

- **Attendance and Punctuality:** Regular attendance and punctuality are crucial for your academic success. Be present and engaged in every class, as each session provides valuable learning opportunities. If you must be absent, inform the school office and make arrangements to catch up on missed work. Remember that consistent attendance demonstrates your commitment to learning and helps build good habits for the future.
- **Health and Well-being:** Your well-being is of utmost importance to us. Make sure to prioritize self-care, maintain a healthy lifestyle, and seek support when needed. If you face any challenges or need assistance, do not hesitate to reach out to your teachers, counselors, or other support staff. We are here to help and support you.

#### #2 - HAVE A PLAN TO GRADUATE - ON TIME

- **Academic Excellence:** At our school, we prioritize academic excellence. We believe in fostering a positive learning environment that encourages curiosity, critical thinking, and creativity. Our dedicated faculty is committed to providing you with quality education, guidance, and support. Remember to take advantage of the various academic resources available to you, such as the library, tutoring programs, and study groups.
- **Personal Growth and Responsibility:** High school is a time of personal growth, self-discovery, and preparation for the future. Take ownership of your education, set realistic goals, and challenge yourself academically. Seek opportunities for personal and professional development, and make choices that align with your values and aspirations. Remember that your high school years lay the foundation for your future endeavors.

#### #3 - BE READY

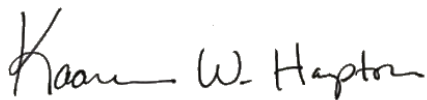
- **Communication:** Clear and open communication is essential for a successful educational journey. Stay connected with your teachers, counselors, and administrators. Attend parent-teacher conferences and use the various communication channels available to you, such as email or school portals, to stay informed about important updates, assignments, and events.
- **Student Involvement:** Participating in extracurricular activities, clubs, and organizations is an excellent way to enhance your high school experience. These opportunities provide avenues for personal growth, leadership development, and the chance to explore your interests and passions. Get involved and make the most of your time outside the classroom.

#### #4 - FOLLOW THE RULES

- **Code of Conduct:** As members of our school community, it is essential to uphold the highest standards of integrity, respect, and responsibility. Treat your fellow students, teachers, and staff with kindness and consideration. Respect the diversity of ideas, backgrounds, and cultures within our school. Adhere to our code of conduct, which outlines expectations for behavior, dress code, and the appropriate use of technology.

All of the adults on this campus encourage you to approach this academic year with enthusiasm, curiosity, and a growth mindset. Embrace the challenges, celebrate your achievements, and make lasting memories. Our dedicated staff is here to support you every step of the way. It is our belief that **in ourselves, our future lies** because we do our best everyday ...**#onpurpose!**

Wishing you a remarkable and fulfilling year ahead!



Kaaren W. Hampton, Ed.D.  
Principal



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On the Web: <https://www.lexrich5.org/ihs>

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## Vision Statement

We are committed to transforming the lives of our students by providing a rigorous curriculum that prepares them to contribute to the global society.

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## Mission Statement

The mission of Irmo High School, where excellence is never compromised, is to develop an educational community of lifelong learners who meet the global demands of the 21st century through a challenging educational program which embraces diversity and unity, instills integrity and character, and provide opportunities for leadership and teamwork.

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## Motto

"On Purpose, Together... as One"

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Click [here](#) for the Lexington Richland School District 5 Website.



School Hours 8:20AM - 3:40PM  
Wednesday, Delayed Opening 9:20AM - 3:40PM

Main Number (803) 476-3000  
Athletic Office (803) 476-3006  
Attendance (803) 476-3004  
Cafeteria (803) 476-3008  
Counseling (803) 476-3005  
Fax (803) 476-3020  
Health Room (803) 476-3032

#### **Administration**

Dr. Kaaren Hampton, Principal  
Janel Johnson, Assistant Principal for Instruction  
Ron McGinty, Assistant Principal  
Jessica Marze, Assistant Principal  
George Bryan, Assistant Principal  
Ryan Phillips, Administrative Assistant Principal

#### **Athletics**

Paul Calvert, Athletic Director  
Aaron Brand, Assistant Athletic Director

#### **School Counseling Staff**

Dorothy Nero, Director of School Counseling (A-B)  
Cherise Jacobs (C-Gr)  
Cherisha Floyd (Gu-L)  
(M-Sa)  
Ruschell Pearson (Sc-Z)

# TIPS FOR SUCCESS AT IRMO HIGH SCHOOL

*Follow these tips and you'll be on your way to a successful high school experience!*



Set high goals

*Go for the "A" or "B," rather than "just passing."*



Attend school every day

*And be active in the learning process, too!*



Make a study schedule

*Following a schedule will help you stay ready for all your classes.*



Communicate with your teachers

*Let them know when you are struggling or have things that are bothering you.*



Eat well to stay nourished and healthy

*It's proven the brain works better when it has the proper fuel.*



Write down assignments and reminders

*Writing things down helps to activate your brain to help you remember details.*



Choose friends who are focused on success

*It helps to have support of friends with similar goals as you.*



Get good sleep every night

*Sleep helps your brain store knowledge into long term memory. Tired brains don't learn!*



Seek help when you need it

*Seek help from teachers, counselors and other adults at Irmo High School who are here to help you succeed.*



Get involved

*Student clubs and organizations provide diverse opportunities for exploring interests, cultivating leadership, developing passions, and finding friends.*

*And last but not least...*

# HAVE FUN!

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*While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students remain responsible for updates and changes in policy throughout the year.*

# IHS Alma Mater



**Our Alma Mater, great and true  
Loyal Praise we sing to you;  
And to Thee ever, shall we stress  
All our love and gratefulness.  
We treasure dear, our school days there;  
For Irmo High, we breathe a prayer.  
We'll ever call our memories back  
Hail to our dear Gold and Black.**



# ACADEMICS

## HONOR CODE

In order to foster an environment of mutual trust and respect, we believe, within the community of School District 5 of Lexington & Richland counties, each individual should accept the personal responsibility to exhibit and promote academic and social integrity. The Academic Honesty Policy (Policy IKABA) is implemented to ensure students submit credible work that is evident of their content mastery. Students should complete their own work and be evaluated based on its originality. Every effort should be made to avoid academic dishonesty and misconduct in all its forms, including plagiarism, fabrication or falsification, cheating, and other academic misconduct.

### IHS Academic Honor Code

1. I will take credit for my work. I will not cheat, help others cheat, or allow others to do my work for me.
2. I will not forge (fake/copy) signatures, records, information, or results.
3. I will not plagiarize. I will use quotations and cite sources when I use someone else's words or ideas.
4. I will be honest about my work with teachers, peers, and parent(s)/guardian(s).

### Violations of Irmo High School Academic Honor Code

#### *Plagiarism*

1. Using the words, work or opinions of someone else as though they were your own and not giving proper credit to the author(s). Example: You purchase an essay or piece of written work from an internet site and submit it as your own work. Note: Even though you may share an idea with an author, if you find it in print, you must give that author credit.
2. Copying the presentation, material, or patterns of thought of someone else without giving proper credit. Example: You structure your paper, or part of it, the way a certain author on your subject has also arranged his/her ideas. You must give this author credit. Example: You copy ideas and information from the Internet. You must then give this site credit.

#### *Cheating*

Knowing and willingly giving or taking advantage of the work of another student. This unfair, dishonest, and unprincipled behavior includes, but is not limited to the following:

1. Copying from another student, using another student's work as one's own (fraud).
2. Pressuring another student to share his/her work for the purpose of copying.
3. Stealing work or tricking someone into giving away his/her information.
4. Use of signs or gestures to communicate information during a test.
5. Unauthorized use of study aides, notes, books, data, etc.
6. Any ATTEMPT at cheating will be considered cheating.
7. Forging – falsifying records, documents, and signatures (faking parent/guardian signatures, i.e. on permission slips, etc.).
8. Intentional aiding and abetting – helping someone cheat in any way.

## DIPLOMA REQUIREMENTS

Students who graduate must earn at least 24 units. The South Carolina Department of Education specifies that these units must be distributed as follows:

| SUBJECT                                  | NUMBER OF UNITS   |
|--|---|
| Language Arts                            | 4 Units   |
| Mathematics                              | 4 Units<br>**One unit of an approved Computer Science course can be applied to the Mathematics requirement.   |
| Science                                  | 3 Units to include: <ul style="list-style-type: none"><li>• Biology 1</li></ul>   |
| Social Studies                           | 3 Units to include: <ul style="list-style-type: none"><li>• U.S. History - 1</li><li>• American Government - 1/2</li><li>• Economics - 1/2</li><li>• Other Social Studies - 1</li></ul> |
| Computer Technology                      | 1 Unit  |
| World Language/CATE                      | 1 Unit  |
| Physical Education/ROTC or Marching Band | 1 Unit  |
| Total Units Required                     | 24 Units  |

Refer to the course catalog for promotion requirements for students to move from one grade to the next. Please educate yourself so that you will make good choices as you transition from grade to grade.

## LIFE SCHOLARSHIP PROGRAM

Students are eligible to receive the Life Scholarship if they meet two of the following criteria:

1. Have a 3.0 average
2. Score at least 1100 on the SAT or 24 on the ACT
3. Are ranked in the top 30% of their graduating class

Students attending a two-year in-state college only need a 3.0 average. (The SAT or ACT is not required.)

## EXTENDED STUDIES PROGRAM

Students are encouraged to elect a program of studies that will prepare them for success in college and satisfy recommendations of the South Carolina State Board of Education.

An optional School District Five diploma shall be awarded to those students who pursue an extended program of studies to include completion of at least 28 Carnegie units of credit as listed below and at least 10 hours of community service each year in grades 9-12. Students are responsible for annually verifying community service. Verification forms should

be submitted annually to the school counseling office by May 1 of the 9th, 10th, 11th grade years, and by February 1 during the senior year.

1. Four units of English and one unit of Physical Education or JROTC
2. At least four units of mathematics including Algebra 1, Algebra 2, and Geometry
3. At least four units of laboratory science
4. At least three units in the same world language
5. Four units in social studies including U.S. History, American Government, Economics, and two others
6. One unit of computer science
7. One unit of CATE or Visual/Performing Arts
8. Six (6) additional electives selected by the student

## **E-LEARNING**

District 5 has developed a plan for Virtual Learning days to provide students with assignments due to school closures. This plan allows students to complete standards-based assignments from home while school is not in session. We are working to continue the teacher-student interactions as well as provide resources and activities that will help students remain engaged in learning while schools are closed.

On E-Learning Days, students need to check the Google Classroom for their scheduled courses for the day to complete the assignments posted. Students have three days to complete any assigned work to be counted present for the day and receive credit for the work. Students are NOT required to log in at a specific time for Google Meets.

## **EXAM EXEMPTION**

Seniors can exempt exams in semester classes and yearlong classes if they meet the following requirements:

- The student has a grade of 80 or higher in the course.
- The student has not been assigned In-School Suspension or Out-of-School Suspension for any disciplinary reason.

## **GRADE POINT AVERAGE (GPA)**

Grade Point Average, GPA, is based on a weighted 4.0 scale using the SC Uniform Grade 10-Point Scale. Irmo High School provides the GPA to colleges upon request and uses the GPA to determine scholastic eligibility and honor roll. A student will receive quality points for courses in computing and reporting GPA, which are based on the numerical grade received and the classification of the course taken. Please refer to the chart in the uniform grading policy at the end of the handbook.

## **GRADING PROCEDURES AND SYSTEMS**

### **Grading Scale**

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

## Posting grades in PowerSchool

Teachers will post grades in PowerSchool using the following guidelines:

- 5 school days for minor assignments
- 10 school days for major or extended assignments

Minor assignments include quizzes, formative assessments, simple answers and/or multiple choice assessments.

Major assignments include unit tests, chapter tests, summative assessments, lab reports, extended projects, essays, tests with written essay responses, and complex written or mathematical responses.

## Uniform Grading Policy

1. All report cards and transcripts will use numerical grades.  
A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60
2. Each final grade (numerical) will have different weighting for the basis of computing GPA. The chart below gives the weighting for each numerical value.
3. Extra weight is given to honors (.5) and AP (1.0) courses.

This policy also establishes that courses may not be dropped after the fifth (5th) day in a semester class or after the tenth (10th) day in a yearly class without penalty.

Students may only retake a class at the same difficulty under the following conditions:

- Only a course in which a D, P, NP, WP, FA, or F was earned may be retaken.
- The student may retake the course during the next school year. In addition, the student must retake the course before he/she has enrolled in the next sequential course.
- The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

## Grade Reporting

Irmo High School uses a computer for grade reporting and issues report cards at the end of each nine weeks' grading period. Numerical grades are reported on report cards and permanent records. Subject teachers use numerical grades when averaging students' grades. See the [SC UNIFORM GRADING SCALE](#) for more information.

## HOMEBOUND INSTRUCTION

Homebound instruction is provided for a student who, because of illness, accident, pregnancy or congenital defect cannot attend school. For a student to be eligible for Homebound Instruction, a licensed physician must certify that the student is unable to attend school, even with the aid of transportation. A student may pick up an application for Homebound Instruction from the Homebound Coordinator. The Office of Programs for the Handicapped, State Department of Education must approve the application for the period during which instruction is received. In order for a student to be counted in membership in a Homebound Instructional Program, the student must:

1. be enrolled in Irmo High School
2. complete the Homebound Instruction Form and have it signed by the student's physician
3. receive approval for Homebound Instruction by the State Department of Education
4. receive the prescribed number of hours of instruction each week while out

The Assistant Principal for Instruction will determine which courses can be supported by homebound. The number of hours of services provided will be determined by the homebound committee.

NOTE: Rules and regulations concerning Homebound Instruction will be given to the parents when the student is enrolled in the program. Parents are strongly encouraged to read the packet that is provided.

## HONOR ROLL

A student must maintain a minimum average of 90 in each course for which he/she is enrolled in order to be eligible for the A Honor Roll. A student must maintain a minimum average of 80 in each course for which he/she is enrolled in order to be eligible for the A/B Honor Roll. No student who is enrolled for fewer than six blocks is eligible for the honor roll. The Principal's Honor Roll recognizes students with a 4.0 grade point average. The registrar computes the Honor Roll at the end of each nine weeks' grading period.

## MAKE-UP POLICY

Students are encouraged to attend school regularly. If a student must be absent from school for any reason, it is their responsibility to make up all work missed.

Students who miss more than one-half of an instructional block will be marked absent for that block of instruction. Since it is in the student's best interest to make up all missed work as quickly as possible, the following guidelines have been established for make-up work:

A student who does not submit assignments with established due dates because of absences, whether excused or unexcused, will be allowed to make up the work. Arrangements for completing the work should be made within five school days of the student's return to school. Arrangements should include a schedule for the completion of the work. The student or parent/guardian must initiate contact with the teacher. The student will maintain responsibility for completing all work.

Teachers may extend the deadline for submitting late assignments for students who miss multiple consecutive days of school. The teacher should communicate the deadline to the student and document the deadline. The teacher's deadline is final.

Credit for late work should be awarded according to the following guidelines:

- If a student was present in class on the due date, the assignment will be given less credit.
  - The student may receive a maximum score of 89% if the assignment is turned in late.
- If the student was not present on the due date because of an absence and the assignment is turned in within five (5) school days, the student will receive a maximum of 100% credit on the assignment.
  - Assignments turned in after five (5) school days may receive a maximum of 89% credit on the assignment.
- Late assignments will not be accepted for credit after the current quarter. For example, late assignments from the first quarter will not be accepted during the second, third, or fourth quarter.
- Students may receive a zero for work not submitted. The lowest grade for assignments will be determined at the teacher's discretion.
- Teachers will indicate the assignment is late and when it was submitted in PowerSchool.

## PROMOTION POLICY

Each year of high school (grades 9-12) students can earn 8 units of credit for courses. Irmo High School classifies students by grade according to the number of units earned from year to year in the following manner:

| CLASSIFICATION | CREDITS EARNED   |
|----------------|--|
| 12th Grade     | 17 credits earned (English 1, 2, & 3), (Math 3), (Science 2) |
| 11th Grade     | 11 credits earned (English 1 & 2), (Math 2), (Science 1)     |
| 10th Grade     | 5 credits earned (English 1) and (Math 1)                    |
| 9th Grade      | Must be promoted from 8th grade.                             |

Grade level status is established at the beginning of the academic school year. Only those students who meet the above requirements for 12th Grade are considered for senior status. Only seniors may participate in senior activities and have senior privileges.

## SUMMER SCHOOL

The purpose of the high school summer program is for remediation. Students should reserve their spots in summer school as soon as it becomes apparent that they will need to enroll. Summer School is funded by tuition that is collected from the student participants. Services beyond instruction are limited. For instance, bus service for high school students is not available in Summer School. Courses are offered based on student demand and teacher availability. Therefore, all courses that may be needed for graduation are not offered in Summer School. Criteria for credit allocation shall conform to guidelines established by the South Carolina Department of Education and the Southern Association of Colleges and Schools.

## TEXTBOOKS

Textbooks will be distributed to students at the beginning of the school year on an as needed basis. Upon receipt of the books, the students need to assess books for damages and notify the textbook manager. When a student uses a book, the student becomes responsible for the care of that book. Students should write their names in ink in the front of their textbooks. Irmo High School requires students to pay for lost or damaged books. The school will not give a student course credit until the student returns or pays for any and all lost books. Students should not leave a textbook in a teacher's classroom. The book is the student's responsibility not the teacher's. The school will not sell, loan or rent textbooks during the summer months. Extra textbooks will be provided to students who need them for medical reasons, IEPs, 504s, etc. New copies of textbooks may not be issued until lost or damaged ones are paid. Many courses also have a digital textbook available to students. Directions to access the digital textbook for a course will be provided by the instructor for the class.

# ATTENDANCE

Students who arrive late on campus must sign in at the attendance office. Likewise, students who leave campus early must have a written parent note and sign out at the attendance office. Failure to comply with the sign-in/out procedure may result in disciplinary action determined by the administration. Students who miss more than one half of an instructional block will be marked absent for that block of instruction.

## ABSENCES

According to state law, to receive a Carnegie unit for a course taken, a student must be present 170 days out of 180 days in the school year. To receive a  $\frac{1}{2}$  Carnegie unit, a student must be present 85 days out of 90. This means that on an A/B schedule a student is allowed ten (10) absences per class if the class is for a full unit of credit (85 of 90 class periods) and five (5) absences if the class is for one half unit of credit. (Policies JE and JH) Should the number of absences exceed 10 per full Carnegie unit course or 5 per  $\frac{1}{2}$  Carnegie unit course, students must recapture time to receive credit. Please note that there are limited recapture opportunities.

Students are expected to attend school regularly and must present a written excuse for each absence whether the absence from school is considered "lawful" or "unlawful". In addition to passing grades, a student must attend school regularly to receive credit. An absence after the 5th in a yearlong course or the 3rd in a semester course must fall into the category of "lawful absences."

Excuses for Absences - A note from a physician, dentist, or other recognized licensed certified medical practitioner or legal officer is required for each lawful absence. Medical notes or notes from legal offices must be turned in within three (3) days of the absence. These should be hand delivered or emailed to [IHSattendance@lexrich5.org](mailto:IHSattendance@lexrich5.org). These notes must be dated and include the date(s) of absence(s). If the note is not presented to the attendance office by the student's third day back in school, it will be recorded as an unexcused parent note.

Parent notes are considered documentation for unlawful absences and must also be dated and include the date(s) of absence(s), the reason(s) for the absence(s), the telephone number of the parent/guardian, and the required signature. The reason for the absence on the note determines whether it will be recorded as a lawful or unlawful absence.

### Lawful Absences

- The student is ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in the student's immediate family.
- There is a recognized religious holiday of the student's faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- Participation in school-related activities that have received prior approval by the principal or his/her designee.

### Unlawful Absences

- The student is willfully absent from school without the knowledge of their parents/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.
- Suspension is not to be counted as an unlawful absence for truancy purposes



## Consequences for Unlawful Absences - Intervention

When a student accrues the third unlawful absence in a yearly course or the second unlawful absence in a semester course he/she is "advised" of their attendance status. After 10 unlawful absences in a yearly course or five unlawful absences in a semester course, the student will not receive course credit unless absences are recaptured.

## Recapture for Excessive Absences

Students with more than 10 lawful or unlawful absences in a yearlong course and/or 5 lawful or unlawful absences in a semester course will not receive credit unless they recapture all absences over these state mandated limits. Students may only recapture a total of 24 blocks total which is equal to 3 blocks per class. Each absence (meaning each class period missed) requires 60 minutes of Recapture time.

Per board policy, seniors may not walk at graduation if all requirements for graduation have not been met. This includes meeting the attendance requirements for receiving credit.

## EARLY DISMISSAL

Students are expected to attend all classes each day of the school year except in the event of a medical and/or family emergency. In cases where the student must leave school before the end of the school day, please follow the procedures as described below. A student's request for an early dismissal is not an excuse for the absence. The student should bring the appropriate excuse back to school upon his/her return (example: doctor's appointment followed by doctor's excuse; court appearances followed by a court note).

1. A student should present a hand written note for early dismissal, written by a parent or guardian, to the attendance office before the first period. Notes presented after the first period may not be honored. Or, the parent may submit an email, from the email listed in PowerSchool, to the [IHSAttendance@lexrich5.org](mailto:IHSAttendance@lexrich5.org) indicating an early dismissal is requested.
2. Each note or email should include the student's full name (as it appears in student records), reason for the early dismissal, a phone number where the parent/guardian can be reached for verification of the early dismissal and parent/guardian signature.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions. No early dismissal requests for times after 3:15 p.m. will be honored. Students may not leave during exam periods as this is a disruption to the testing environment.
4. Students must sign out at the attendance office before leaving school grounds. If a student returns the same day from an early dismissal, he/she must bring a medical excuse and sign in through the attendance office immediately upon returning to campus.

Steps #1 and #2 must be completed before a student is allowed to sign out. Once a student arrives on campus, he/she is present for the school day and shall not leave unless properly dismissed.

## TARDY POLICY

Irmo High School feels that it is the responsibility of each student to be on time for school and to class. A tardy is defined as any student who is not in the classroom when the bell rings. Students with excessive tardies are assigned consequences per the Student Code of Conduct.

# ATHLETICS

## ELIGIBILITY

### Academic Requirements

To participate in interscholastic activities, students in grades nine through twelve must:

1. Achieve an overall passing average
2. Meet one of the following:
  - a. Pass at least four academic courses, including each unit the student takes that is required for graduation. The required courses are as followed:
    - English/Language Arts 4 Units.
    - U.S. History and Constitution 1 Unit.
    - Economics (1/2 Unit), Government (1/2 Unit) 1 Unit.
    - Other Social Studies 1 Unit.
    - Mathematics 4 Units.
    - Science 3 Units.
    - Physical Education or ROTC 1 Unit.
    - Computer Science (Including Keyboarding) 1 Unit.
    - Foreign Language/CATE 1 Unit.
  - b. Pass a total of five academic courses.

Students must satisfy these conditions in the semester preceding participation in the interscholastic activity, if the interscholastic activity occurs completely within one semester or in the semester preceding the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.

### SC Code of Laws, Section 59-39-160

- A. To participate in interscholastic activities, students in grades nine through twelve must achieve an overall passing average and either:
  1. pass at least four academic courses, including each unit the student takes that is required for graduation; or
  2. pass a total of five academic courses. Students must satisfy these conditions in the semester preceding participation in the interscholastic activity, if the interscholastic activity occurs completely within one semester or in the semester preceding the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.
- B. Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives. All activities currently under the jurisdiction of the South Carolina High School League remain in effect. The monitoring of all other interscholastic activities is the responsibility of the local boards of trustees. Those students diagnosed as handicapped in accordance with the criteria established by the State Board of Education and satisfying the requirements of their Individual Education Plan (IEP) as required by Public Law 94-142 are permitted to participate in interscholastic activities. A local school board of trustees may impose more stringent standards than those contained in this section for participation in interscholastic activities by students in grades nine through twelve.
- C. The State Board of Education may grant a waiver of the requirements of this section.

1. This waiver may be granted when a written statement from a school district superintendent and athletic director has been received stating circumstances, including, but not limited to:
  - a. a student's ineligibility to participate in interscholastic activities is due to misinformation concerning eligibility requirements being provided by district personnel;
  - b. a student's ineligibility to participate in interscholastic activities is due to a long-term absence as a result of a medical condition, but the student has been medically cleared to participate by his health care practitioner; or
  - c. any reasonable circumstance as determined by the State Board of Education.
  - d. The State Board of Education shall establish guidelines to administer this section.

## Charter School Student Eligibility

To be eligible to participate in a school's extracurricular activities, a charter school student must do the following:

- Be a resident of the district and provide proof of residency to the superintendent or his/her designee.
- Complete an application to participate in extracurricular activities prior to the commencement of the activity involved.
- Meet applicable academic, attendance and behavioral requirements to participate in district extracurricular and/or student activities, including applicable state regulatory requirements for interscholastic activity participation.
- Participate at his/her residentially assigned school and be responsible for payment of all fees and expenses associated with participation in the activity charged to student participants enrolled in the district.
- Not have available a similar activity or program offered by or through the charter school in which he/she is enrolled.

A charter school student participation in an extracurricular activity is responsible for transportation to the activity.

## Home School Student Participation in Interscholastic Activities

To be eligible to participate in a school's interscholastic extracurricular activities, a homeschooled student must do the following:

- Be a resident of the district and provide proof of residency to the superintendent or his/her designee.
- Complete an application to the superintendent or his/her designee to participate in district interscholastic activities before the beginning date of the season of the activity.
- Meet applicable academic, attendance and behavioral requirements to participate in district interscholastic activities, including applicable state regulatory requirements for interscholastic activity participation.
- Participate at his/her residentially assigned school and be responsible for payment of all fees and expenses associated with participation in the activity charged to student participants enrolled in the district.

A home school student participating in interscholastic activity is responsible for transportation to the activity.

## Unexcused Absences

Students are not allowed to participate in athletic events on a day when they have an unexcused absence.

## Academic Standards for Middle School Athletic Participation

Academic requirements for students enrolled in the seventh and eighth grades, including first semester 9th graders are:

1. Students passing the sixth, seventh, and eighth grades by academic promotion pursuant to district policy are considered as having met the requirements for academic eligibility for first semester.
2. Students in grades seven and eight must be meeting the school district promotion policy at the end of the first semester in order to be eligible for the second semester. (Second semester ninth grade students must meet League academic regulations.)

3. A seventh or eighth grade repeater shall not be eligible during a school year if academic requirements for promotion were met during the previous year.
4. A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work. Second semester eligibility begins when first semester ends and the student is added to the certificate of eligibility form signed by the principal. \*\*Summer School grades replace yearly average for promotion only (does not replace fourth nine weeks grades.)

### Ineligible Participants

The District will not allow an ineligible student to participate in interscholastic athletics. This includes sub varsity as well as varsity teams. Failure to comply with District Policy will result in the following penalties:

1. The player will be dropped from the team immediately.
2. If a coach plays an ineligible player, he/she will be subject to disciplinary actions that may include the termination of his/her coaching assignment.

### ATHLETIC PARTICIPATION FEES

The district athletic participation fee of \$65.00 (per sport) is due before the first game of the season.

### GOLDEN PASSES

Golden Passes, providing free admission to most athletic events and cultural activities in District Five, are available to residents of the district age 60 and older. For more information, call 476-8000.

### IRMO HIGH SCHOOL ATHLETICS PROGRAMS BY SEASON

| FALL ATHLETICS               | WINTER ATHLETICS          | SPRING ATHLETICS      |
|------------------------------|---------------------------|-----------------------|
| Cheer                        | Basketball (Boys & Girls) | Baseball              |
| Cross Country (Boys & Girls) | Wrestling                 | Golf (Boys)           |
| Football                     |                           | Lacrosse ( Girls)     |
| Golf (Girls)                 |                           | Soccer (Boys & Girls) |
| Swimming (Boys & Girls)      |                           | Softball              |
| Tennis (Girls)               |                           | Tennis (Boys)         |
| Volleyball (Girls)           |                           | Track (Boys & Girls)  |

\*Student Trainers work with our Athletic Trainers in the Sports Medicine Program throughout the year.

# BEHAVIOR EXPECTATIONS

## STUDENT CODE OF CONDUCT

The District Five discipline code will be followed. Parents and students will have online access to a copy of the handbook explaining in detail the School District Five of Lexington and Richland Counties Student Behavior Code adopted by the Board of Trustees. Designed to protect all members of the educational community in the exercise of their rights and responsibilities and to maintain an appropriate educational climate, the entire Irmo High School staff is dedicated to every aspect of the Student Behavior Code policy. It is important that students and parents become familiar with the Code of Conduct.

The [Student Code of Conduct Handbook](#) is revised annually. Students are held accountable for reading and adhering to these policies. The code of conduct can also be found on the District 5 website by visiting the Departments tab, selecting Planning and Administration, clicking on Important Documents, and selecting Code of Conduct.

## BULLYING, HARASSMENT AND INTIMIDATION

School District Five of Lexington and Richland Counties prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the District as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyberbullying (which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as Facebook and Twitter) that is reasonably perceived to have the effect of either of the following.

- Harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, and can be submitted using the STOPit App. Although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. However, the District prohibits any person from falsely accusing another of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to

disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

For more information, please see the 2022-2023 Code of Conduct found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *2022-2023 Code of Conduct*.

## CARE OF SCHOOL PROPERTY

We hope you share our pride in Irmo High School and will, at all times, help keep the facilities, equipment, and grounds looking their best. Students are responsible for the proper care of books, supplies, and furniture supplied by the school. Students who damage school, personal property or equipment will pay for the repair or replace the item. The administration will take appropriate disciplinary action for willful acts of damage or destruction to property according to District Policy, state and local laws.

## COMMUNICATION DEVICES

**Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using WCDs to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCDs to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/guardian. WCDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy JIH – Student Interrogations, Searches and Arrests. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for the remainder of the semester.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission of the administration.

Students may use wireless communication devices such as cellular phones, or any other communications devices in Irmo High School:

- Before and after school (before 8:20 a.m. and after 3:40 p.m.)
- During their lunch break
- Any time in "Free Zones" – cafeteria, commons area, and hallways
- As deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY.

Any other use of wireless communications is considered misuse and violations may result in disciplinary action. Cell phone etiquette will be reviewed at the beginning of school. Consequences for WCD Misuse at IHS are issued per the Student Code of Conduct.

## **CLOSED CAMPUS**

Irmo High School operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. Students are to remain on campus during lunch. They may not leave campus while waiting for buses. A student may check out from the attendance office by following the guidelines detailed under early dismissals. Otherwise, once a student arrives on campus, he or she may NOT leave before the end of the day without being properly dismissed.

## **CONDUCT STANDARDS**

As a school, we need to be aware students are easily influenced by what they see and hear. Student clothing, actions, and work should promote respect for all ages, races, sexes, religions, and cultural diversity. Student work should contain no profanity or inappropriate slang, or glorification of alcohol, drugs, and tobacco products. As a school community, it is our responsibility to help students gain respect for all people.



## DRESS CODE

The following regulations on student dress shall apply in all schools and shall be administered uniformly throughout the district. The Administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeable result in the disruption of the school environment. Individual schools may have more specific and restrictive dress codes if recommended by the School Administration and the School Improvement Council and are approved by the superintendent or his/her designee.

1. Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses and bike shorts.
2. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
3. Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
4. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
5. Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
6. Proper shoes must be worn at all times.
7. Special dress or costume may be worn during the school day for special occasions when approved by the principal.
8. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fish hooks, multiple-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
9. Pants must be worn at the natural waistline and undergarments are not to be visible.
10. Hats may be worn at the school bus stop or while on the bus during periods of cold weather. Hats must conform to all of the above requirements and must be removed before departing the bus onto school grounds.
11. Identification Cards will be issued to all students and must be worn at all times.
12. Jeans and pants must be without holes above the knee.

## Consequences for Violating the Dress Code

School staff will follow the code of conduct procedures regarding dress code infractions.

## PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

The main focus of Positive Behavioral Interventions and Supports (PBIS) initiative is to provide a clear system for all expected behaviors at Irmo High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through the PBIS initiative, we will work to create and maintain a productive, safe environment in which all school community members have clear expectations and understandings of their role in the educational process.

## REPORTING

We want to make sure everyone at Irmo High School feels safe and welcomed in a positive way. One way we do this is by practicing the "See Something, Say Something" motto. Our anonymous safe way to ensure that students are able to do that is through our STOPit app. Please view [this short promo video on YouTube](#) to ensure that you understand how to access the app.

## SEXUAL DISCRIMINATION AND/OR HARASSMENT (STUDENTS) [POLICY](#) [GBAA](#)

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by School Board Policy. Sexual harassment is prohibited against members of the same sex, as well as against members of the opposite sex. The board policy and regulation define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subjected to sexual harassment should report this behavior to the principal.

For more information, please see the Student Code of Conduct found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *Code of Conduct*.

# COMMUNICATION

Irmo High School is a family. We want to establish clear and accurate communication with all of our parents and students. The best way to get in touch with individual teachers is through email. Teachers are expected to respond to voicemail within 24 hours and email within 24 hours. Visit our Web site at [www.lexrich5.org/ihs](http://www.lexrich5.org/ihs) and use our links to teacher email.

To get detailed information about your student, access the [Parent Portal](#) in PowerSchool through the school's website; this will allow parents to view specific information about students' grades and attendance. Student progress is communicated through interim reports available online (not printed) halfway into each quarter (4 ½ weeks) and report cards that will be printed and sent home at the end of each quarter (every nine weeks.) Other forms of communication include voicemail, the automated calling service, social media platforms, our marquee and emails during the school year. Conferences with teachers may be made through the school counseling department.

A weekly digital newsletter, The Gold Standard, is sent out weekly to the Irmo High School community – parents, teachers and staff – detailing the happenings at Irmo High School and upcoming events. Additionally, Irmo High School maintains several social media accounts such as Facebook, Instagram, and Twitter. These are utilized to share pertinent information with families and to showcase the exciting academic, athletic, and student life events at school.

## BULLETINS AND ANNOUNCEMENTS

Anyone who wishes to have an announcement made regarding school-related activities must submit the written announcement to the main office one day prior to the date of the announcement. The Pledge of Allegiance and a moment of silence will be observed each day. Students should read/listen to all announcements because many of them refer to scholarship information, club meetings, athletic events and other pertinent information beneficial to individual students. All student initiated posters must be approved by administration before being displayed. Students and parents are encouraged to routinely check the school's website and social media pages for announcements and information about upcoming events. Students should check their grade level Google Classrooms and email on a daily basis.

## CONFERENCES

Students who would like to schedule an appointment with an administrator or school counselor should make arrangements prior to the desired appointment time. Waiting for a conference that has not been arranged is not an acceptable excuse for missing a class. Parents may make appointments for conferences with teachers and/or administrators by calling 803-476-3000. A [complete directory](#) of phone numbers for IHS is available on the school website. Parents are encouraged to use email and voicemail for contacting teachers. Messages may be left at any time, and teachers will respond as soon as possible.

## DIRECTORY INFORMATION

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended. Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish Irmo High School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

## TELEPHONE CONSUMER PROTECTION ACT

### Compliance with the Telephone Consumer Protection Act (TCPA) - Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information/emergency.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

## WEATHER CLOSING

When inclement weather occurs, district administrators will decide by 6:30 a.m. if school will open. The decision will be broadcast on area radio and television stations, social media outlets and sent via Brightarrow message.

# COMMUNITY & PARENT ORGANIZATIONS

## PARENT TEACHER STUDENT ORGANIZATION (PTSO)

This organization provides parents, teachers and Students with an opportunity to improve facilities and sponsor events and programs that are not funded by the district. Volunteer opportunities abound at IHS. Contact the main office for information about our PTSO. Elections for PTSO Officers will be held each year.

## SCHOOL IMPROVEMENT COUNCIL (SIC)

### Key Points

- The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty.
- Unlike PTA/Os and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina.
- SICs play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to work collectively to improve their local schools.
- More than 16,000 people serve on SICs in South Carolina.

### Key Functions

- SICs work with the school to develop and implement a five-year school improvement plan (school renewal plan).
- SICs monitor and evaluate success in reaching the plan's goals and objectives.
- SICs write an annual report to parents about the progress of the plan.
- SICs assist the principal in writing the narrative for the School ReportCard.
- SICs advise on the use of school incentive awards and provide assistance as requested by the principal.

# SAFETY

## CIVIL EMERGENCIES

What parents can do in an emergency:

- Keep school telephone lines open for emergency calls. Do not call the school.
- Keep civilian cars out of the area. Keep streets clear for emergency vehicles (police, ambulance, fire department, etc).
- Tune radio to 640 or 1240 AM for instructions.
- Our school will attempt to call all home numbers using the automated system.

## FIRE DRILLS AND OTHER EVACUATION PLANS

- Each classroom teacher will rehearse fire drills and other evacuation plans with his/her classes. Students and teachers should walk and stay with the designated group. Teachers will check attendance after exiting the building.
- NOTE: Because of the seriousness of emergency procedures, anyone found tampering with the fire alarm system will be subject to expulsion.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

1. The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the

district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

## **NON-STUDENTS ON GROUNDS**

The principal or designee will take appropriate action against non-students who enter the building, grounds or other school property regardless of time of day. Such action will include the right to call in the police authorities and swear out warrants. Any person who is on campus and who has not obtained written permission from the main office to be on campus will be considered trespassing.

## **USE OF WEAPONS DETECTORS**

When the administration has reasonable cause to believe that weapons are in the possession of identified or unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary and/or mobile weapons detectors in accordance with procedures developed by the administration in conjunction with legal counsel. Any search of a student's person as a result of the activation of the detector will be conducted in private in accordance with the procedures.

The district's express intention for this policy is to enhance security by preventing students from bringing weapons or other dangerous objects into the schools. Any student who violates the provision of the district's rules and regulations, which provide that a student may not access, use or transfer dangerous weapons, will be disciplined in accordance with district policy.

## **VIDEO MONITORING ON SCHOOL GROUNDS**

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school. Therefore, while on school grounds, all occupants are subject to video and audio monitoring. Students and parents are hereby notified that individuals are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.



# SCHOOL COUNSELING

## ABUSE/NEGLECT

Any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with South Carolina law.

## CHANGE OF ADDRESS

Inform the Records Clerk if you/your parents change your address or any telephone numbers including work numbers. Three proofs of residency must be provided to change the address in school records.

## CLASS RANK

Many colleges and universities use class rank as one of several criteria for admission of students. The other criteria are generally ACT or SAT scores, grades, types of courses taken, recommendations, essays by the applicant and interviews. The specific criteria used and the weight given to each in the admission decision varies from college to college.

Students in grades nine through 12 may retake a course at the same level of difficulty if they earned a D, P, NP, WP, FA, or F in that course. The student's transcript will reflect all courses taken and the grades earned. However, only one course attempt and the highest grade earned for the course will be calculated in the GPA.

Class Rank is found by computing each student's GPA and ranking the GPAs of the members of the class from highest to lowest GPA. When students share the same GPA, they will be tied for the same rank.

Rank in class is determined at the beginning of the 10th, 11th and 12th grades, on the 16th day of school and in June for Palmetto Fellows eligibility.

The last day to drop a semester class without penalty is the fifth (5th) school day each semester; yearly courses may be dropped without penalty through the tenth (10th) school day. Students who withdraw from a course after the specified time of three days for a 45-day course, five days in a 90-day course, or ten days in a 180-day course without administrative approval, shall be assigned a WF, and the F (as a 50) will be calculated in the student's overall grade point average.

## COLLEGE TESTING INFORMATION

The Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT) and the American College Testing Assessment (ACT) provide scores used by college admissions officers and scholarship committees as one of several indicators of a student's ability to do college level work. Because students in high school across the state and nation have taken different courses and because their transcripts reflect different grading practices, college admissions officers and scholarship committees need a common measure of ability such as SAT or ACT to evaluate potential success in college. The PSAT is not used for college admissions. However, SAT and ACT scores may be used for college admissions, and the scores are reported to the student's high school and to any college that the student designates.

If a student has any plan of continuing his/her education beyond high school, particularly a four-year college, he/she should plan to take the appropriate test in the spring of his/her junior year. Students planning to attend a two

year/technical college should take the AccuPlacer test. The school counseling department will assist any student or parent on a decision to take these tests or not take them as well as when the tests should be taken.

The school counseling department encourages students to take the PSAT prior to taking the SAT. The PSAT is also the qualifying test for the National Merit Corporation, which sponsors the National Merit Scholarship Qualifying Program. Students interested in competition for the National Merit Scholarship Program should note that semi-finalists and finalists are selected on the basis of scores from the PSAT taken in the junior (11th grade) year in high school. The PSAT will be given at school, and a student may sign up for testing through the school's Testing Coordinator.. The School Testing Coordinator will provide complete information after school begins about the test date and signing up for the PSAT. All sophomores are required to take the PSAT. Before taking the SAT, students should complete Algebra I, Geometry, and Algebra 2.

## **COURSE LOAD**

Students are expected to be in school four blocks daily. All students in grades 9, 10 and 11 are expected to be enrolled in at least seven credit bearing courses. Students may graduate early when all graduation requirements are completed. Students are encouraged to choose a balance of core academic and elective courses. Students who are considering graduating early must apply for early graduation with their school counselor and receive principal approval prior to May 1st of their early graduation year. Students enrolled in college courses concurrently must be enrolled in school.

## **JOB SHADOWING**

Job Shadowing is an opportunity for students to learn about a career during an actual work day. All students are eligible to job shadow twice a year: once first semester and once second semester. All job shadowing experiences should be completed prior to May 1st. A student may not repeat a job shadow site. Once all paperwork is completed, the absence will be excused. See the Career Specialist for more information.

## **RECORDS**

**According to School Board Policy JRA, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA) of 1974. If a child transfers and enrolls in a school other than Irmo High School his/her records will be transferred to that school or school system upon request from the enrolling school. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.**

No one but authorized school personnel, parent (or legal guardian) and student shall have access to the permanent record without a subpoena or the written permission of students and/or parents. In addition, designated school personnel have the obligation to forward transcript of the permanent record upon request of students, parents (or legal guardians), former students, and educational institutions once application for admission has occurred.

Any written request to the school principal by a student or parent regarding the accuracy of data recorded in the permanent record shall become a part of the record.

Final grades are recorded on the student's permanent record. Numerical grades for both semester courses and yearly courses are recorded on the permanent record. Units of credit are recorded for courses passed and units are added together at the end of the academic school year to determine classifications of students for the following school year.

## REGISTRATION FOR COURSES

Initial registration will take place during the winter/spring preceding the school year or when a new student enrolls in the school. All students will be given written information about courses and assistance in their selection; a five-year plan will be developed with all rising ninth grade students. Recommendations for enrollment in leveled courses will be based on the district's placement criteria.

## SCHEDULE CHANGES

Much time and guidance is provided to students in the original selection of courses. Teacher assignments, balancing of class sizes, and instructional budgets are planned based on registration data. Therefore, only in rare cases will changes be possible. Course changes will be considered if the following conditions are met:

- A. The change requested is in writing.
- B. The proposed change will not result in a class having over the maximum number of students.
- C. The proposed change is not in conflict with the master schedule.

### Schedule Change Guidelines

1. Course change following initial schedule request: When requested by a parent or student by June 15, counselors will attempt to accommodate the request.
2. Second semester course change following initial schedule request. When requested by a parent or student by December 1, counselors will attempt to accommodate the request.
3. Students who withdraw from a course after five (5) school days in a semester course or after ten (10) school days in a year long course will do so with penalty.
4. Following schedule distribution, all schedule conflicts and errors must be submitted by the fifth (5th) school day, except for those covered elsewhere in this policy. Elective changes may only be made on a period for period basis.
5. Schedule errors: Corrections will be made as soon as school counseling staff, parents, students, or teachers discover them. Efforts will be made to schedule changes within the same period. However, to accommodate the new schedule, changes in one or more periods may occur.
6. If an alternate elective course is scheduled instead of a first choice elective course, the course will not be changed.
7. Scheduled course was passed in summer school: Counselors will make schedule changes as soon as summer school grades are completed or when a student or parent provides a copy of the final summer school report card. These requests should be made before the start of the first day of school.
8. Student fails required or prerequisite course: Counselors will make schedule changes as soon as the end of year or when summer school grades are completed.
9. Student fails required or prerequisite course during first semester: Seniors will have priority. Changes for other students will be on a space available basis. Students should request the change as soon as they know credit will not be awarded in a course.
10. Students scheduled for a teacher from a previously failed course: Students will be allowed to change teachers provided that the change does not upset the master schedule. Requests should be made prior to the first day of school. Other requests for teacher changes must be made in writing and will be reviewed by the Assistant Principal for Instruction, and case manager, if applicable. A conference with both student and parent may be required.
11. Changes in course level will be accommodated by discretion of the Principal. Level changes should present a clear misplacement of a student according to ability.

## SCHOOL COUNSELING SERVICES

The school counseling office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. On Wednesdays, the offices open at 9:30. The counseling program at Irmo High School is an integral part of the total educational process. Focusing on the needs of high school students, counseling services include individual and small group counseling, classroom guidance and crisis intervention. Additionally, Irmo's counselors coordinate parent workshops, college planning, career information, special assembly programs, referrals to community agencies, and represent the school on various district committees.

Each student at Irmo High School is assigned to a counselor alphabetically for grades nine through twelve. Assignments are as follows:

| SCHOOL COUNSELOR       | STUDENT LAST NAME | PHONE EXTENSION |
|------------------------|-------------------|-----------------|
| Dorothy Nero, Director | A-B               | 3034            |
| Cherise Jacobs         | C-Gr              | 3042            |
| Cherisha Floyd         | Gu-L              | 3033            |
| TBD                    | M-Sa              | 3036            |
| Ruschell Pearson       | Sc-Z              | 3035            |

Counselors are available to help students with their academic and family concerns. Students may come by before school, at lunch, or after school and see the receptionist to schedule an appointment with their respective counselor. For non-emergency situations, students will be scheduled so as to lose as little instructional time as possible. An appointment slip will then be given to the student that he/she will give to his/her classroom teacher. Parents and teachers may also request that a counselor meet with a student.

During the year, small groups of students who have similar concerns may be scheduled for a series of meetings. Students who wish to participate in a small group will sign up in counseling and have a signed permission form from their parents. These small groups may deal with topics such as time management, managing stress, decision-making, coping with divorce, loss and grief, or controlling anger. Small group topics will be determined by student needs.

School counseling offers large group guidance sessions to students to provide information about testing, college and career options, guidance services, financial aid, graduation requirements, and registration.

The school counseling department at Irmo High School invites parents and students to get to know their assigned counselor and take advantage of the information available including: Pathful Explore (a computer program with information on careers, colleges and financial aid), college catalogs and a growing web based collection of scholarship information.

Throughout the school year, the school counseling office receives information on enrichment, summer programs and scholarship opportunities. Counselors encourage parents and students to contact the school counseling office for information about specific programs. The school counseling department holds evening parent meetings to provide information on college admissions, financial aid and registration. Dates and times will be announced in the IHS newsletter.

## TRANSFER STUDENTS

When a student enrolls in a district middle or high school and wishes to transfer one or more units of high school graduation credit, Irmo High School will accept the credit if awarded by a school accredited by the South Carolina Department of Education or Cognia or affiliated with a regional accrediting agency. If the credit granting school is not accredited, the student may take an examination for each course for which he/she wishes to transfer credit. The District Five School in which the student wishes to enroll will provide and administer these examinations. The assistant principal for instruction will inform the parents of the results of all examinations and the credit to be given.

School counselors will assign levels of difficulty to transfer courses based upon information received from the school from which the student transfers. When the student or parent is not satisfied with the assigned level, it is her/his responsibility to obtain additional documentation from the previously attended school. When it is necessary to determine course averages for mid-year transfers, the school will use the midpoint of the numerical range equated to any letter grade received in accordance with the Uniform Grading Scale Policy.

## WITHDRAWALS FROM SCHOOL

If a student transfers and enrolls in a school other than Irmo High School, his/her records will be transferred to that school or school system upon request from the enrolling school. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of the records if they believe the record contains information that is inaccurate or in violation of the student's right of privacy.

A student withdrawing from Irmo High School is required to furnish verification by a parent/guardian that he/she is to be withdrawn from school. The student should report to the School Counseling Office as soon as he/she is aware that he/she must withdraw from Irmo High School. The records clerk will then sign it and a copy will be given to the student. Students must return textbooks and chromebook. Any student who leaves school without formally withdrawing will have his/her record charged with the price of all his textbooks, chromebook, any library books and any other fees owed.

# SCHOOL OPERATIONS

## ASSEMBLIES

Assemblies will be held at designated times during the school year. The administration expects students to exercise self-discipline and to adhere to school rules and regulations. All students are expected to attend assemblies and sit as assigned.

## BELL SCHEDULES

| Regular Bell Schedule      |   |  |
|----------------------------|---|--|
| 1A<br>5B                   | 8:20 - 9:50   | 8:05<br>Morning CTE<br>Bus departs             |
| Class Change 9:50 - 9:56   |   |  |
| 2A<br>6B                   | 9:56 - 11:26  | 11:29<br>CTE students<br>released for<br>lunch |
| Class Change 11:52 - 11:58 |   |  |
| 3A<br>7B<br>LUNCH          | 1st Lunch<br>11:52 - 12:28<br><br>Class<br>12:34 - 2:04 | 11:55<br>Afternoon CTE<br>Bus departs          |
| Class Change 2:04 - 2:10   |   |  |
| 4A<br>8B                   | 2:10 - 3:40   | 12:05<br>Morning CTE<br>Bus arrives            |

| Delayed Opening Bell Schedule |   |  |
|-------------------------------|---|--|
| 1A<br>5B                      | 9:20 - 10:42  | 9:05<br>Morning CTE<br>Bus departs     |
| Class Change 10:42 - 10:48    |   |  |
| 2A<br>6B                      | 10:48 - 12:10   | Pledge/Moment of Silence 12:10 - 12:13 |
| Class Change 12:13 - 12:19    |   |  |
| 3A<br>7B<br>LUNCH             | 1st Lunch<br>12:13 - 12:44<br><br>Class<br>12:50 - 2:12 | 12:35<br>Afternoon CTE<br>Bus departs  |
| Class Change 2:12 - 2:18      |   |  |
| 4A<br>8B                      | 2:18 - 3:40   | 12:15<br>Morning CTE<br>Bus arrives    |

## BICYCLES, MOPEDS, SKATEBOARDS, HOVERBOARDS, ETC.

Bicycles and mopeds will be parked in an area designated by the administration. No wheeled vehicles will be permitted inside the building. Skateboards and skates are not permitted on school grounds at any time.

## BUILDING HOURS FOR STUDENTS

Classrooms will be available for students from 8:10 a.m. to 3:40 p.m. The cafeteria opens for breakfast at 7:45 a.m. on regular bell schedule days and 8:45 a.m. on late start Wednesdays.

For safety and security reasons, students are not to loiter about the buildings after their daily programs are finished.



Students must have valid reasons for staying in school after their classes are over (Academic Assistance, etc.). If students are found to be in the building after 3:40 p.m. and are not with a supervised activity, the administrator on duty will be notified and consequences will be issued.

## COMPUTER/CHROMEBOOK REGULATIONS

Irmo High School and School District Five Lexington and Richland Counties are pleased to be able to offer Internet Access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means.

The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology systems. This agreement specifically addresses the privilege of using the Internet on district network systems.

### Internet Use

The Internet is an electronic highway connecting millions of computers and people around the globe. Students and teachers will have access to: electronic mail communication with people all over the world; current news; research and information databases; downloadable software and discussion groups. The District's purpose for using the Internet is to support instruction by providing access to unique resources consistent with educational objectives and the opportunity for collaborative work. School District 5 of Lexington and Richland Counties uses a technology protection measure that blocks or filters Internet access in compliance with the Children's Internet Protection Act (CIPA). This filtering device is not 100% accurate and can misclassify internet sites. Staff will monitor students' use of the Internet through software means and/or direct supervision. Students may not use the resources of School District 5 of Lexington and Richland Counties for entertainment purposes.

### Using District Issued Devices Responsibly

District issued devices are intended for use at school each day. Students are responsible for bringing their charged devices to all classes, unless specifically instructed otherwise by the teacher.

#### Student Responsibilities for use of District Technology

- Students are responsible for maintaining their devices.
- The device battery must be charged and ready for school daily.
- Students may not remove any district applied or manufacturer labels from the devices.
- Students should guard their personal information when using the device as outlined in the Acceptable Use Agreement (AUA) and School District Five's Student Code of Conduct which can be found on the district website under [Planning & Administration](#). This includes, but is not limited to, sending any message that includes personal information such as: passwords, home address, personal phone numbers, student's last name or another person's last name, and information about schedules (where students are/will be, timings, dates, etc.).
- Students will comply at all times with School District Five of Lexington and Richland Counties District Issued Device Agreement for Parents and Students and the AUA. Failure to comply may result in disciplinary action and possible loss of device.
- Never leave devices unattended in a non-secure location.
- Students are not allowed to have in their possession any other students' devices.
- Students should not log into other students' accounts on their devices.
- The devices should not be loaned to another person. Do not let family members download applications, programs or view inappropriate content. Each device is assigned to one person, and that one person is responsible entirely for that particular device. The assigned student is the only person that should be using the assigned device.



- Do not attempt to hack devices. Do not attempt to remove or circumvent the management system installed on devices. Using or possessing hacking software is a violation of the agreement.
- While at school, devices should not be connected to “hot spots”, other networks, or VPNs.
- Students who violate these terms will have their devices “wiped.” In addition to the devices being “wiped,” the students could face disciplinary action in accordance with the district Code of Conduct and may lose device privileges.
- District Five is not responsible for lost documents, photos, music, etc.

### **District Issued Device and Usage Rules**

Devices are the property of School District Five and are maintained by the District Technology Department. Use of the devices is a privilege and violation of any of these rules could result in loss of computer and/or internet use and/or other disciplinary action.

1. Students will care for the devices as appropriate and valuable educational tools. Students will not write on or attach stickers to the devices. Students will not cause damage to the school computers/devices, the computer network or other school equipment.
2. Students will use the devices for educational purposes only. Students will not use the devices for online games or other off-task activities.
3. Students will respect and abide by the district internet filter system. Accessing inappropriate internet sites and content is strictly forbidden.
4. Students will not attempt to bypass or circumvent district filters by using personal hotspots, VPNs, or other methods on district devices.
5. Students will utilize district approved software and resources.
6. Students will practice appropriate and ethical use of technology and obey all copyright laws. Students will not copy work, plagiarize documents, or use materials (text, photos, videos, etc.) without citing sources for all materials.
7. Students will practice internet safety. Students will not give out any personal information such as name, address, telephone number, or the school name and location. Students will not take part in an interactive web project, chat room, or social networking site without their teacher's direct supervision.
8. Students will use the devices to create and publish original work. Students are responsible for the content of all files and materials on the devices.
9. Students will use the network to research, create and collaborate. Students will not use the devices or network to insult, bully or otherwise harass others.
10. Students will alert their teacher immediately if they encounter any inappropriate material on their devices. Students will not create, access, display, distribute or download inappropriate and/or offensive messages, images or materials.
11. Students will organize and maintain files on the computer and server and protect these files by keeping usernames and passwords private. Students will not share passwords or attempt to login using credentials or passwords that are not their own.
12. Students are responsible for all assignments, even if their devices are unavailable or access privileges have been suspended. Teachers will provide non-digital options to assignments as needed.

I agree to the stipulations set forth in the [District Issued Device Guide, School District 5 of Lexington and Richland County Acceptable Use Agreement and the Student Pledge for Use of the District Issued Device](#). I understand my District Issued Mobile Device Guide is subject to inspection at any time without notice and remains the property of School District 5 of Lexington and Richland Counties.

## ELEVATORS

Irmo High School has several elevators located throughout various parts of the campus. Students are required to get an elevator pass from the school nurse in order to ride the elevator. Students who are utilizing the elevator without a valid pass will receive disciplinary consequences.

## FOOD AND DRINKS

Food and drinks are permitted in classrooms with the teacher's approval. ***Students are not permitted to order or have food delivered during the school day.*** Food purchased in the cafeteria must be consumed there. Students are expected to clean up after themselves. Administration reserves the right to alter this policy if deemed necessary.

## FUNDRAISING

Fundraising activities are restricted to clubs and organizations of Irmo High School. The school prohibits sales by individuals for their own profit or for outside groups on school property. Items not approved for sale at Irmo High School will be confiscated and may not be returned. An Assistant Principal must approve all fund-raising activities.

## IDENTIFICATION (ID) BADGES

With the rise of safety concerns on school campuses, the use of student, staff, and teacher ID badges make it easy to identify and authorize anyone on school grounds. These badges are also used to check materials out from the library, print documents, and pay for food. All High, Middle and Intermediate students must wear a current picture ID badge when on District Five property. ID cards are printed on both sides with the same information.

1. IDs must be worn at all times.
2. IDs must be visible and worn outside of clothing.
3. Picture, name and barcode must be visible.

ID badges must be clearly visible and worn in front above the waist and below the neck on a breakaway lanyard. In a pocket, or under a jacket is NOT clearly visible. The ID badge may not be marked on or altered in any way; if it is damaged, a new ID will need to be purchased. A defaced ID is any badge on which the picture, name, ID #, year, barcode or grade level has been changed, altered, or obstructed.

For Students, Staff, and Teachers the first card is free. However, replacing lost, stolen or damaged cards costs \$5.00. Our budget accounts for giving students and employees their first ID cards each year. The replacement fee covers the cost of the materials used in reprinting and replacement lanyards.

## LIBRARY

The library at Irmo High School serves students, teachers, administration, and staff by providing physical and online resources that support the curriculum, meet the informational and recreational literacy needs of all patrons, and prepare students for lifelong learning and service in the 21st century.

Library hours are 8:00 a.m. until 4:00 p.m. Students may come to the Library during the school day (8:20 a.m.-3:40 p.m.) with a designated pass from a teacher.

### The Library staff will:

Provide instruction and assistance in accessing and using information, materials and equipment. Provide a quiet, attractive, and friendly place for study. Provide help and resources for assignments and personal information needs.

Provide recreational books, information and materials. Purchase books, materials, and equipment to support IHS educational goals.

## Student Responsibilities

- Each student is expected to have a meaningful purpose for being in the Library. Good behavior, respect for others, care of materials and the facility are required.
- Each student is responsible for the material checked out in his/her name; therefore, for one's own protection, do not check out material for others to use. Student IDs are required to check out materials.
- Students may check out up to 5 materials at a time
- In the event that library materials are lost, students should notify the library/media center staff as soon as possible. Students will be expected to pay replacement costs of lost materials. If the material is found and returned during the school year, a refund will be made.

## Circulation Policies

- Books are circulated for three weeks.
- Students may renew all books unless needed by another student.
- Students will receive overdue notices on a monthly basis.

## LOST AND FOUND

Students who find lost articles are asked to take them to the main office where they can be claimed by the owners. Items that are not claimed in a reasonable time will be donated to a local charity.

## PARKING AND CARS

Students who park on campus during school hours must have a properly displayed and current parking pass that was issued to the student. The cost is \$50 per year. The cost will be prorated for students purchasing a parking pass for the first time during the spring semester. Students who receive a parking pass will also obtain a copy of ALL rules and regulations concerning parking. Parking pass applications can be found on the [school website](#).

Students are required to attend a one-time safety class known as Alive@25 before a parking pass will be issued. Parking privileges may be revoked at any time without refund for those who violate the rules of Irmo High School and/or the parking lot rules. Students who park off school property do so at their own risk.

***Cars that do not have current parking passes that are properly displayed will be subject to towing at the owner's expense.***

All students who are issued a parking a pass will agree to the following conditions:

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The school district retains authority to conduct routine searches of the exterior of student vehicles parked on school property at any time.
- The school district retains authority to conduct searches of the interior of student vehicles whenever a school official has reasonable suspicion to believe that a student has violated Board policies, school rules, or state law.
- If the student fails to provide access to the interior of his/her vehicle upon request by a school official, he/she will be subject to school disciplinary action, including loss of all parking privileges.
- If the student does not display a school district parking permit in full view on each vehicle that is parked on school premises, his/her vehicle may be towed at the student's expense. The parking permits used in District Five hang from the rear view mirror.
- The student may park only in the assigned area and in the assigned parking space.

Each student is required to use district transportation when it is provided for school related activities unless given prior permission by the Irmo High School administration.

From the SC CODE OF LAWS: 59-63-1120. School administrators may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause.

## **PERSONAL PROPERTY**

Irmo High School is not responsible for any books, cell phones, or personal belongings that are misplaced or stolen from any location on campus. This includes lockers, PE locker rooms, teacher's classrooms and vehicles. Do not leave your personal items unattended. We can share the sadness and frustration but not the cost.

## **SCHOOL-SPONSORED TRIPS**

All students must adhere to all rules and regulations as outlined in the district's discipline policy while on district-sponsored trips. Additional rules and regulations may apply. Questions about school-sponsored trips should be forwarded to the principal.

## **SOCIAL EVENTS**

No school-sponsored public dances or parties shall be permitted. However, such school groups as individual classes and approved school clubs may sponsor parties and/or dances; however, the principal retains the responsibility of selecting and/or approving adults for supervising these activities. Only class or club members, class sponsors, and invited guests, approved by a committee appointed by the principal may attend. Any and all meetings of booster clubs and parent/teacher organizations shall be authorized and approved by the principal (following Board Policy KE/ "Use of School Facilities").

## **SOLICITATION AND ADVERTISING**

Students may solicit or advertise for approved school activities sanctioned by the principal or superintendent. Outside solicitation or advertising is prohibited.

## **TOBACCO POSSESSION AND USE**

All District Five Schools are smoke free. Students shall not be permitted to use, transfer or possess tobacco products or tobacco paraphernalia while on school grounds, in the school buildings, or during any other time that the student is under the district administrative jurisdiction of the school whether on or off the school grounds. This includes electronic cigarettes, vaping and juuling. Parents are asked to refrain from tobacco use by board policy.

# STUDENT ACTIVITIES

## CLUBS

Irmo High School strongly encourages all students to get involved in an extra-curricular or co-curricular activity. Clubs and activities will be developed based on student interest. A listing of clubs can be found on our website.

**PLEASE NOTE:** Many of our clubs are by invitation and/or tryout criteria and have special academic, behavior and skill requirements to join. Refer to our website for the specifics.

**Fees and Dues** – Many clubs require dues for participation.

## STUDENT COUNCIL

Student Council's primary responsibility is to serve as a liaison between the student body and school administration, staff, and the larger community. Business meetings are held with agendas and minutes available at the school website. Business meetings are open to any person who would like to be an observer. An item of business may be submitted to the corresponding or recording secretary prior to a business meeting for inclusion in the agenda. The Student Council is responsible for various school and community projects. The Student Council must charter all organizations and clubs annually. Members also serve on school and district committees such as School Improvement Council and Student Advisory Council. Student Council is affiliated with the National Association of Student Councils, Southern Association of Student Councils and the South Carolina Association of Student Councils.

# STUDENT HEALTH & NUTRITION

## HEALTH RECORDS

All students must provide the school with a South Carolina Certificate of Immunization prior to admittance to class. This certifies immunization against diphtheria, pertussis, tetanus, measles, mumps, rubella, Hepatitis, Varicella and polio. The district requires a birth certificate on all transferring students. Health cards are kept for all students. Please notify the nurse of any medical concerns.

## HEALTH ROOM OPERATIONS

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students. The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider. There are times when a student should remain at home for his/her own welfare and for the protection of others. Please see DHEC's "[School Exclusion List](#)" for students who are in 1st through 12th grade and DHEC's "[Childcare Exclusion List](#)" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists are on the district's website. If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs. In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

## MEDICATIONS

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications (including over the counter medications) must be accompanied by parental permission and written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The permission for school administration of medication form is available at your child's school and through the district's website. A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self medicate, will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medications are needed on a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackaging any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along

with the consent form signed by your healthcare provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medication.

## **INJURY AND ILLNESS**

When an accident occurs, please report at once to the teachers in charge, who will then report it to the school nurse and any other necessary authorities. The nurse will make proper medical referrals when necessary. First Aid care will be provided by trained staff for student injuries as needed.

## **STUDENT NUTRITION**

Irmo High School serves nutritionally sound meals each school day. We are a CEP(Community Eligibility Provision) a non-pricing meal service school. All students eat free breakfast and lunch. The cost of an adult lunch is \$5.00 and the cost for an adult breakfast is \$2.75. Students are encouraged to use the PIN system by scanning their ID badges (which is a debit system) in the cafeteria. No charging is allowed in our cafeteria. Forms are online at [www.lexrich5.org](http://www.lexrich5.org) under Student Nutrition Services. We encourage everyone to complete the free and reduced application beginning July 1, 2023.

Students are expected to clean up after themselves and push their chairs under the tables when leaving the area. Failure to do so may result in disciplinary action. Please be part of the solution. All food purchased in the cafeteria must be eaten in designated areas. Do not hand food from one line to the next. All food must be paid for ala carte item(s) before the student leaves the serving area. Failure to pay for food or concealing food will be considered shoplifting. The laws of South Carolina and Richland County apply at school.



# SPECIAL SERVICES

## SPECIAL SERVICES PROGRAMS

### Individualized Health Care Plans

Individual Health Care Plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, please speak with our school nurse or the district nursing coordinator.

### Individualized Accommodation Plans (504)

Section 504 of the Rehabilitation Act of 1973 Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the District 5 Coordinator of Special Services at 476-8222.

### Individualized Education Plans (IEP)

Individuals with Disabilities Education Act (IDEA) Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day. To learn more about IEPs, contact the District 5 Coordinator of Special Services at 476-8222.

## OPTIONAL DIPLOMA RECOGNITION

Irmo High School offers students opportunities for optional diploma recognition programs. These options for recognition include a Special Education Certificate awarded to students who have completed a specified curriculum as defined by their Individual Education Program required by PL-94-142. Further explanations about these recognition programs are found in the registration booklet or by contacting a school counselor for details.

# TRANSPORTATION

## CAR RIDERS

Students who arrive to school by car should be dropped off in the front of the school using the car rider loop in front of the West Wing. Students will be allowed to enter the school at 7:45 to walk through to the cafeteria.

## BUS TRANSPORTATION INFORMATION

### Safe and Secure School Bus Transportation

The safety and security of students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions: The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time or return to the school when misbehavior or threatened misbehavior hinders the safe operation of the school bus. The driver will report students who create a disturbance on school buses, and the Transportation Supervisor may suspend bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus. In accordance with the Student Behavior Code additional consequences may be assigned by the school for misbehavior on the school bus. These consequences may include suspension from school or recommendation for expulsion.

### Expectations of Students Who Ride the Bus

#### Student Behavior

From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials while on a school bus, the bus driver is the school official that has control of the students. In 1979, South Carolina passed a law against misbehaving on school buses and disobeying the instructions of school bus drivers. Students who misbehave on school buses will be punished according to the rules in the Student Behavior Code, this book and the laws of this state. The bus driver is authorized to give directions, issue directives, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's decision is subject to review by the District's Department of Transportation. When necessary a student may be removed from the school bus in order to prevent or determine inappropriate behavior.

#### Bus Discipline

To ensure the safety of students who ride school buses, School District Five of Lexington and Richland Counties has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by Federal law, State law, S.C. Board of Education regulations, and the policies of the District. However, it may be necessary to remove a student(s) from the bus in order to maintain good order and discipline. This includes suspending a student for up to three days while an investigation is being conducted.

The bus driver has responsibility for supervision of all students on his or her bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving. Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be given appropriate disciplinary action pursuant to the District's Behavior Code procedures. In addition to disciplining students according to the District's Behavior Code procedures, the Transportation Supervisor may suspend a student

from riding the bus pending an investigation into any disruptive behavior or reports of inappropriate behavior. Bus suspensions do not run concurrently with out of school suspensions and do not include weekend or holidays. Suspension from any bus include not riding the bus for field trips, sports, band or other similar events and include CATE or Spring Hill buses.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

## Persistent Disobedience

Any student who on at least two separate occasions violates the Student Behavior Code or these rules. In all cases of misbehavior on school buses, the student will be suspended and may receive additional school consequences for:

- **Disruption of School Bus.** A student may not intentionally or unintentionally disrupt or interfere with the driver's ability to operate the bus by use of excessive noise, force, throwing objects, being out of his/her assigned seat or any other disruptive behavior.
- **Failure to Follow Directions or Obey Safety Rules.** A student must follow and obey the instructions or the Safety Rules while on the bus at all times. This rule also applies where the directions or orders are directed towards a group of students.
- **Persistent Unruliness on the School Bus.** After at least 2 offenses, the student may be deemed "unruly" and recommended for suspension from the bus. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

## General Procedures for Transportation Suspension

The Office of Transportation will assign suspensions from riding the school bus and other district vehicles for violation of the Student Behavior Code or School Bus Safety Rules while on a school bus or other district vehicle. **Inappropriate behavior (Category I, II, and III) on a bus or in a school vehicle will also involve school assigned consequences.**

In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. Parents have the right to appeal bus suspensions to the Director of Transportation in the same manner as suspensions from school. When an out-of-school suspension and bus suspension are adjudicated for an incident, the suspension from riding the bus will begin after the completion of the out-of-school suspension. Bus suspensions may be appealed to the Transportation Coordinator. A written request (letter or email) may be sent to the District Transportation Office to the attention of the Transportation Coordinator. The written request must be received within (3) and must list the reason(s) or justification for the appeal.

## General Bus Rules

### To and From the Bus

- Parents or guardians are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.

- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver. Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door.
- If a student misses their bus it is the parent's responsibility to ensure the student arrives at school on time.

### Waiting for the Bus

- Students should leave home and be at the stop at least 5 minutes before the bus arrives.
- Students are allowed to only ride their assigned bus.
- While waiting, the student must respect the property of the residents and wait in a quiet and orderly manner and stay out of the street.
- Line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus when it arrives.

### Parents

- Review safety tips with your child on riding in the bus. This will help your student to ride smart and stay safe.
- Have your children put everything they carry in a backpack or school bag so that they won't drop things along the way to the bus stop.
- Make sure they leave home on time so they can walk to the bus stop and arrive before the bus is due. Running can be dangerous.
- Have them wear bright, contrasting colors so they will be more easily seen by drivers.
- Walk your young child to the bus stop and have older children walk in groups.
- There is safety in numbers; groups are easier for drivers to see.
- Practice good pedestrian behavior. Your children should walk on the sidewalk; if there is no sidewalk, they should stay out of the street.
- If they must walk in the street, they should walk single file, face traffic, and stay as close to the edge of the road as they can.
- Tell your child to stop and look left, right, and then left again if he or she must cross the street. Your child should do the same thing at driveways and alleys. Exaggerate your head turns and narrate your actions so your child knows you are looking left, right and left.
- Do not let your child play running games or push and shove at the bus stop. It is dangerous near traffic.
- Make sure your child stands at least 10 feet (5 giant steps) from the road while waiting for the bus. The child will then be out of the way of traffic.
- Have younger children practice taking 5 giant steps to become familiar with 10 feet.
- Warn children that if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions.
- If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Drivers in a hurry sometimes try to sneak by buses on the right.
- Teach your children to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- Children should talk quietly, be courteous to the driver and follow the driver's instructions.
- Children should stay seated during the entire bus ride and keep the aisles clear.
- Parents do not engage with a conversation with the driver at the bus stop. All issues are best handled by contacting the Irmo Transportation Supervisor at (803) 476-3252 or [lcook@lexrich5.org](mailto:lcook@lexrich5.org).

### Bus Delay Notifications

The Transportation Office utilized the District's automated message system to notify parents of certain school bus delays. This program will text (and/or email) messages to be sent to the parent/guardian when the bus is delayed by

more than 10 minutes of the scheduled pick-up or drop-off time. Parents will receive a text from Lexington-Richland School District 5 asking them to "opt-in" to receive these messages. You must reply "YES" to this text to receive future messages regarding bus delays. You will receive a confirmation text which will also notify you on how to "Opt-out" of this system. Please understand that "opting-out" may also remove you from other notifications from the district or your student's school.

If you need to know your student's bus number or pick-up time, please call the Transportation Office:

Irmo Transportation Contact (803) 476-3252

Special Needs Transportation Contact (803) 476-3254

## Safe School Bus Loading Procedures

- Be at the bus stop at least 5 minutes before scheduled arrival.
- Never run to catch the bus.
- Stay 10 feet away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver motions that it is safe to cross. Check traffic. Walk straight across the road 10 feet in front of the bus.
- Go directly to your seat upon boarding.

## Safe School Bus Unloading Procedures

- Stay in your seat until the driver signals it is okay to stand.
- Before stepping off the bottom step of the bus, look to the rear of the bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately. Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road.
- When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road keeping watch on the traffic.
- Never walk behind the bus.
- Never get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus. Tell the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

## General School Bus Procedures

- The School District of Lexington and Richland Counties must safely transport all bus riders to and from school. Students will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.
- The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.

- The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.
- To ride a different bus or get off the bus at a different stop or to have a friend ride your bus requests must be communicated to the Transportation Department 24 hours in advance. If space is available and parental permission is given, the Transportation Department may approve the request.
- Students may not load or unload at school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.
- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until granted permission by the Transportation Supervisor.
- Situations may arise in the operation of the school bus are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individual(s) closest to the concern; therefore, are best dealt with through communication with the appropriate Area Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Any student who attempts to board the bus while suspended or interferes with the operation of the bus, may be prosecuted under applicable South Carolina law.
- Rather than trying to solve disagreements with drivers or students or at school bus stops, parents should contact the Area Transportation Supervisor.

## School Bus Safety

In addition to the Student Behavior Code, the following School Bus Safety Rules must be followed at all times while on a School Bus, Activity Bus or other district vehicle. Additional consequences, include bus suspension or school suspension may be given for any violation of these rules.

### School Bus Safety Rules

- No glass containers, baseball/softball bats, lacrosse sticks or skateboards are allowed on the bus.
- No spitting, eating, or drinking on the bus.
- No smoking or vaping at the bus stop or on the school bus.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.
- No standing while the bus is in motion.
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of objects.
- No play fighting or horse playing.
- Do not ride any bus that you are not assigned to.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside.
- Do not make excessive noise or other disruptive behavior.
- Keep your feet, body, and bags out of the aisle.
- Do not block the aisle with band instruments, sports equipment or book bags.
- Students must obey the directions of the driver.
- Do not exhibit behavior that disturbs the students or driver.
- Talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, or yelling.
- No spraying of cologne, body spray or other types of chemicals or lotions while on the bus.
- Never tamper with the emergency exits or any other part of the bus including horns, lights, fire extinguishers and first aid equipment
- Board and exit the bus at their designated stop or school.



- Be at the bus stop 5 minutes prior to scheduled pick-up time.
- Usage of cell phone, computers or other device that causes a disruption on the bus or distraction to the driver may cause a bus suspension.

## Video/Audio Monitoring on School Buses

In order to promote the safety and welfare of students and staff members while they are on school buses, the Transportation Supervisor or his/her designee is authorized to place video cameras on State and District buses. Therefore, while inside a State or District bus or other vehicle, all occupants are subject to video and audio monitoring. Students and parents are hereby notified that students are subject to being videotaped on a school bus at any time and are the property of School District Five.

The Transportation Supervisor will review videos due to a specific known incident, report of an incident or periodically review selected videotapes to ensure proper school bus conduct. The videotapes may only be viewed by staff members with a legitimate need for access or used as training for school bus drivers. Requests for viewing by parents and other non-district persons are not authorized. Copies of video tapes will not be given to persons or persons outside School District Five.

## Violence Against Bus Driver or Other Transportation Employee

In cases involving an alleged intentional act of physical violence by a student against a school bus driver, or other transportation official, the student shall be suspended pending an investigation. A student found by a tribunal to have committed an intentional act of physical violence against a school bus driver or Transportation employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education.