





Student/Parent Handbook

2024-2025



Welcome to Irmo Middle School

International Academic Magnet

	www.lexrich5.org/ims
	https://www.instagram.com/irmomiddle/
	https://twitter.com/irmomiddle
	https://www.facebook.com/irmomiddle

Who's Who at Irmo Middle School.

Main Line (Extension/Voicemail) – 803-476-3600

Fax Line - 803-476-3620

Mansa Joseph, *Principal* (3610)

Leisa McNeil, *Admin Secretary* (3611)

Jeanna Locklair, *Assistant Principal for Instruction* (3750)

Sharisse Lee, *6th and 8th Grade Assistant Principal* (3613)

Daniel Boland, *7th grade & Fine Arts/Exploratory Assistant Principal* (3612)

Dr. Terrance Alridge, *Nest Administrative Assistant Principal* (3653)

Maria Batista, *Administrative Assistant* (3663)

Britta Adams, *Director of School Counseling* (3670)

India Davis, *8th Grade School Counselor* (3730)

Tina Stevens, *Team 72 School Counselor* (3669)

James Fanning, *Team 71 School Counselor* (3671)

Donna Holbrook, *School Counseling Assistant* (3605)

Jane Richardson, *Registrar* (3666)

Michelle Eichelberger, *Social Worker* (3659)

Stacy Sopp, *Attendance Clerk* (3603)

Dawn Herrington, *Receptionist* (3601)

Yasma Grant Smoak, *Bookkeeper* (3604)

Kim Ricci, RN, *School Nurse* (3609)

Andrew Tryon, *iFive Hive/Chromebooks* (3629)

Tony Wicker, *Facilities Supervisor* (

Keela Davis, *Cafeteria Manager* (3607)

Who Should I Contact if I Have a Question?

Instructional and Academic Questions or Concerns

- If you have a question or concern about something that occurs in the classroom, please be sure to contact the teacher first.
- If a face-to-face meeting is desired, please call and set up an appointment with the teacher.
- If you still have questions or concerns after communicating with the teacher, please contact the appropriate assistant principal or counselor:

Assistant Principal for Instruction: Jeanna Locklair

6th and 8th grade Assistant Principal: Sharisse Lee

7th grade Assistant Principal: Daniel Boland

School Counselors: Britta Adams, Director

Tina Stevens

India Davis

James Fanning

Administrative Assistant Principal for the NEST: TBD

Questions or Concerns about Discipline

Please contact your child's grade level administrator for any discipline related issues or concerns you may have.

Cafeteria Accounts

Contact the cafeteria manager, Keela Davis at kmdavis@lexrich5.org, for anything regarding the cafeteria.

Athletics

- All sports activities come under the jurisdiction of the athletics department at Irmo High School.
- If you have questions or concerns about anything related to a team that your child is a part of, please contact your child's coach to discuss the matter.
- If you still have questions or concerns after communicating with the coach, please contact the athletic director at Irmo High School (476-3606).

District Five Transportation

- If you have questions or concerns about anything that occurs on the bus or is related to bus transportation, please contact the Irmo Transportation Office at (803)732-811

Activities

Irmo Middle School (IMS) offers a variety of student activities.

The extra-curricular programs offered below are an integral part of the total instructional program with a goal of addressing individual student needs and interests.

NOTE: These programs are offered based on interest and availability.

IMS Activities

- Beta Club
- C-Team Sports
- Fellowship of Student Athletes
- Mock Trial
- Quiz Bowl
- Model UN
- Student Government

Athletics

Any 7th or 8th grader may try out for our C-Team sports, but they must meet grade and eligibility requirements established by the SC High School League guidelines. Athletic physicals are also required to compete on these teams. All C-Team sports are handled by the athletic department at Irmo High School. Please contact that office at 803-476-3000 for any questions you may have.

The following C-Team Sports are offered by the Irmo High School Athletic Department.

- Basketball
- Cheerleading
- Football
- Track
- Volleyball
- Wrestling

Attendance Expectations

State law and district policy set specific rules for lawful and unlawful absences. A note is required for each absence and should be turned in to the attendance office no later than the student's third day back. Please access the Online Student Attendance Excuse Form using this [link](#) below to submit an excuse for your child's absence from school. Parent notes will only be accepted for the first 10 absences and require the parent/guardian's signature. Parent notes will only be accepted for the first 10 absences. If a student exceeds ten absences, a doctor's note is required. Examples of an excused absence are:

- Sickness/illness accompanied by a medical excuse
- Court appearance
- Recognized religious holiday
- Anything approved in advance from Principal
- Unfortunate death in the family accompanied by either an obituary or funeral service announcement.

Truancy

After three consecutive unlawful or a total of five unlawful absences a student is considered truant. The school administration will work with the parent to develop an Attendance Improvement Plan. Students who continue to be absent unlawfully will be referred to Family Court for additional interventions.

State law requires all absences after the 10th day (whether lawful, unlawful, or a combination thereof) to be approved by the principal or his designee. In order for an absence after the 10th day to be approved by the principal the following must apply.

- The written excuses shall be from a physician, dentist or other recognized licensed/certified medical practitioner, or legal officer.
- The absence shall be due to the observance of recognized religious holidays of the student's faith.
- The absence shall be due to a death in the family.
- The principal shall approve the absence in advance.

If unlawful absences after the 10th day continue an Attendance Improvement Plan will be developed. Students who continue to be absent unlawfully will be referred to Family Court for additional interventions.

A student who has a serious illness or injury, which will make him absent for a week or more, may be eligible for instruction at home by a certified teacher. If you need additional information concerning this service, please contact the attendance office at 476-3603.

Whenever possible, medical, dental and other appointments should be made for non-school hours which do not interrupt the instructional/educational services being rendered.

Tardies

Arriving at school on time sets students up for life-long success. Please make every effort to come to school on time. Excessive tardies could lead to discipline consequences. The tardy policy at Irmo Middle has been established to ensure a minimum of interruptions in each classroom. Classroom doors will be locked when the tardy bell rings. Any student who arrives after the tardy bell must report directly to class and will be marked tardy in Powerschool. Disciplinary consequences will occur once tardies have reached more than 5 cumulative tardies.

Early Dismissal

When at all possible, doctor and dental appointments should be scheduled outside of school hours. If an early dismissal is necessary, parents are requested to arrange for the early dismissal of students prior to their being picked up by following the guidelines below:

1. The parent must write a note and send it to the school with the student, who must bring it to the attendance office before school starts or between classes. It should include the student's full name, a parent signature, date, and phone number where the parent can be reached for verification.
2. Dismissal notes for the end of regular class periods are preferred to minimize class disruptions.
3. The student should be signed out at the attendance office by a parent/guardian.
4. Please try to avoid early dismissal that occur after 2:55 pm

Arrival and Dismissal Times

The school day begins at 8:15 and ends at 3:25. Students should not arrive at school earlier than 7:35 a.m. nor remain after 4:00 p.m. (unless riding an early or late bus or participating in a school - sponsored activity).

Adequate supervision (to safely and effectively supervise and tend to student's needs) is not available prior to 7:35 a.m. or after 4:00 p.m.

Behavior Expectations

The School District Five of Lexington and Richland Counties Student Behavior Code (Board Policy JCDA-R), adopted by the Board of Trustees, is available online at www.lexrich5.org. It is imperative that students, along with their parents, become very familiar with this code. Since the Student Behavior Code is designed to protect all members of the educational community in the exercise of their rights and responsibilities and to maintain an appropriate educational climate at Irmo Middle School, the entire staff is dedicated to enforcing every aspect of this policy. Reading and adhering this policy should keep infractions and resulting consequences to a minimum.

The Irmo Middle School faculty believes that a partnership involving teachers, students, and parents is vital for optimal learning. We recognize the needs of the middle school student and view our responsibility as one of providing a safe and caring environment necessary for learning.

PBIS

IMS uses a school-wide system for rewarding appropriate student behavior called Positive Behavior Interventions and Supports. We ask that each teacher posts expectations in the classroom. These expectations, as well as general school expectations, are to be followed by all students. Classroom consequences will be assigned to students who do not meet expectations. An extreme misbehavior or disruption may require the teacher to write a discipline referral. Standard procedures for disciplinary infractions, which are enforced fairly and promptly, have been established by the school. Inappropriate behavior at school or while under the jurisdiction of school officials will be dealt with according to school procedures and district policy.

Identification Badges

ID badges are made at the beginning of school or when a new student enrolls. These picture IDs are required to be worn by the student when they are on campus. IDs are also needed for checkout of library materials, purchasing lunch and attendance at school activities (dances, field trips, etc.).

ID Expectations:

- ID's must be worn at all times.
- ID's must be visible and worn outside of clothing.
- ID's must be worn on a breakaway strap.
- Students must not wear an ID badge belonging to another student. ID will be confiscated.
- Students not wearing an ID will be reminded to put one on or to purchase a temporary ID. Repeated violations will be treated as insubordination, and students will be assigned school consequences.

Leaving School Grounds

No student shall leave the school grounds at any time without permission, which can be granted only by the building administration. Afternoon bus and car riders may not leave school grounds and then return for transportation. Staff members cannot dismiss students to any location off District Five property.

Selling of Items

Because of the danger of theft and inability of school personnel to supervise the items being sold, students are prohibited from selling any items on campus not approved by the principal.

Sexual Harassment

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school board policy JC and regulation JC-R. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The policy and regulation defines sexual harassment, reporting procedures and consequences.

Any student who experiences a sexually offensive comment or action by another student or adult at school or a school-sponsored function 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 it to a principal immediately.

Suspension

Students may be assigned to in-school suspension or out-of-school suspension. Out-of-school suspension will prohibit a student from attending any day or night school functions, riding a school bus, or coming on school grounds or any District Five property, except for a prearranged conference with an administrator. The program of in-school suspension is an alternative to out-of-school suspension. The purpose is to isolate students in a study area which would result in no loss of school days to the students. Students are counted "present" in classes missed while in ISS. In addition, students are responsible for work missed from regular classes. Please see the district discipline code on suspensions and expulsion procedures.

Expulsion

The Board of Trustees may expel a student for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the District Board of Trustees, County Board or the State Board of Education, or when the presence of the student is detrimental to the best interests of the school. Every expelled student has the right to petition the Board for re-admission for the succeeding school year.

Unauthorized Areas

During class time, students who are not in class must have a hall pass; For the safety of all students, this will be strictly enforced by the entire staff. One of the best ways to ensure a safe school environment is for students to be in class on time.

Bullying Plan

We stand committed as a team of professionals to address and eradicate the bullying behaviors of students at IMS. Together we will work to ensure that students can come to school and learn without dealing with issues of bullying by following the plan as described below:

1. Administration and school counselors will attend bully education and information seminars and training to keep up with the latest data and prevention methods.

2. Administrators will meet with students to discuss the seriousness of bullying and explain that it is unacceptable at Irmo Middle School.
3. Administrators will meet with teachers to discuss the bullying policy and stress the importance of reporting incidents (on a referral) directly to administration when they have witnessed the bullying first-hand. When students report a bullying situation, teachers will use their professional judgment to refer students to either school counseling or to administration. School counselors will always submit a report to administration in addition to giving students support and counseling. It is essential, however, that a report be made.
4. School counselors will provide staff development for teachers regarding a definition of bullying, recognizing bullying behaviors, and supporting students in advocating for self and others.
5. Administrators will address every incident of bullying that is reported and consequences will reflect professional discretion upon investigating these incidents. If necessary, a referral will be made to a school counselor for appropriate follow up services.
6. School counselors will present video lessons that will enhance staff and student education and awareness on bullying and related personal/social behaviors. Teachers will be provided with suggested talking points for group discussion as follow-up.
7. School counselors will provide classroom guidance lessons during advisory to help students process the personal/social effects of bullying and anti-bullying strategies.
8. Issues of bullying will be discussed in meetings of student concerns so that administrators, teachers, and counselors are kept informed about what must be done to support students.

Bullying Policy

School District Five of Lexington and Richland Counties prohibits any act 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, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally 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 or 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 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. The district also prohibits any person from falsely accusing another of misconduct as a means of harassment, intimidation or bullying.

The district 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.

Cafeteria

Parents may elect to have their child eat in the cafeteria every day or may send lunch from home. We request that students do not bring cookies, candy, etc. to school with the intent to share these items with classmates. All shared food must be store bought and in compliance with the district wellness policy. Parents are also discouraged from bringing food from outside restaurants to their children at school. These items cannot be consumed in the cafeteria.

Students are required to have their student IDs on and visible in order to purchase food from the cafeteria.

Breakfast:

1. Breakfast is sold as a full meal (no a la carte items).
2. The serving hours are 7:35-8:05.
3. All students that are eating breakfast will report to the cafeteria and remain in the cafeteria until the first bell.
4. 7th and 8th students not eating breakfast will report to the gym. 6th students reporting before the first bell will report to the 6th grade building. 6th grade students who eat breakfast will report to the 6th grade building after they are finished eating.

Lunch:

1. The Automated Meal Program works like a debit system. Pay money into the account and the meal charge will be debited each day.
2. The system only allows one meal charge each day.
3. Lunch Prices: Students - Select menu items will be provided free of charge. Adults – all meals are \$3.50

Child Abuse Reporting Requirements

All school personnel are mandated to report to the Department of Social Services any information received in their professional capacity which gives them reason to believe that a child's physical or mental health, or welfare has been or may be adversely affected by abuse or neglect. These guidelines are in accordance with Section 63-7-310 (2008) of the South Carolina Children's Code.

Change of Information

The school office must have a current address and telephone number. Periodically, newsletters, grade reports, and other notices are mailed home. Correct information is particularly important in cases of emergency.

Parents should notify the registrar's office (476-3666) of a new address and/or phone numbers. Proof of residency will need to be submitted for the new address.

Changes can also be made through your Parent Portal account. Parents are encouraged to use this page to update demographic information for each student. This page allows parents to update their home address, email address, phone numbers, and emergency contact info. You will be able to see the information currently on file with the school and need only to make changes where needed. Be sure to hit **Submit** once all changes have been entered. If you need additional assistance, please contact the school.

Clubs

Most of our certified staff members will be asked to sponsor a club of his/her choice. These clubs will meet 1x/month during school hours (alternate schedule).

Course Changes

1. Course change requests must be submitted by June 15th. Changes after June 15 will be allowed for the following:
 - When course requirements have been earned after the completion of the school year: Changes will be made if summer school completion warrants a change. Counselors will make schedule corrections upon completion of summer school. Counselors will make the required changes upon receiving final grades and/or transcripts prior to the first day of school.
 - When there is a computer/clerical error: Corrections will be made as soon as school counseling staff, parents, students, or teachers discover errors. Efforts will be made to schedule changes within the same block; however, to accommodate the new schedule, changes in more than one block may occur.
2. A request for teacher change will be considered if the student has previously failed a course with a scheduled teacher and if space permits (see 2nd bullet under #3).
Course change requests prior to June 15 will be considered according to the following conditions:
 - the change is requested in writing
 - the proposed change will not result in a class having over the maximum of 25 students
 - the proposed change is not in conflict with the master schedule

Requests to Change Core Academic Classes:

Requests for changes to a core academic class require that a conference be held with the student, parent, and school counselor/teacher. Many factors such as class size, teacher availability, and the student's schedule must be considered before a change is made. It is important to know that requests for level changes will not be honored after the 51st day of school.

A **WF** (Withdraw Failing) will be recorded on the transcript of a student dropping a credit-bearing course after the appropriate drop/add period; 10 days for a yearlong course or 5 days for a semester course. High school credit courses offered at IMS: Honors Algebra 1, Honors Geometry, Honors English I, Spanish I, French I, and Fundamentals of Computing Part I and II.

All courses will be subject to cancellation due to low enrollment or other scheduling constraints.

If you have questions regarding change in course procedures, please contact your child's school counselor.

Communication

IMS aims to keep our students, staff, parents, and our community informed throughout the school year. In addition to the calendar included in this handbook, monthly calendars of district activities are available online through the school and district websites. A weekly update will be sent to parents via the email addresses listed in Powerschool. We also use teacher/staff websites, teacher/staff emails, phone calls, Twitter, and Facebook to communicate with parent

In addition, teachers may send home papers, tests and notes through students. If you have any questions regarding your student's class, we always encourage you to reach out to your student's teacher. Faculty and staff will make every effort to respond to parents within 48 business hours.

Conferences

Parents are encouraged to meet with a teacher or several teachers for the purpose of discussing their child's work. These conferences may be scheduled by calling or emailing the appropriate teacher(s) or assigned counselor. A time will be selected which will not conflict with teachers' instructional responsibilities. Classroom concerns should be directed to the teacher first.

Delivery of Items to Students

Flowers, balloons, and other similar items cannot be accepted by the school for delivery to students. Parents are discouraged from bringing lunches from outside restaurants for delivery to students. Outside food that is brought in cannot be consumed in the cafeteria. The cafeteria offers a variety of menu items for students. Please refer to our district wellness policy for acceptable foods to be shared with others. If your student has forgotten money for lunch, you will be asked to take it to the cafeteria to add it to the student's account.

Dress Code/ Tardy/Id Violations

Excessive Dress Code Violations, Tardy Violations, and ID Violations will result in student being assigned an appropriate discipline consequence.

Device Guidelines and Policy JICJ

Wireless Electronic devices include any device with the capability to audio or video record or are capable of receiving or transmitting any type of communication between persons. An electronic device includes, but is not limited to, cameras, cellular and wireless telephones, portable video games, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Additional devices include headphones, earbuds, or any personally owned listening device or accessory.

Student safety and the privacy of our students remains one of our top priorities. To ensure that we are able to maintain student safety coupled with student and staff privacy, students may NOT use personally owned electronic devices on our campus from the first to the last bell of the school day, unless given permission by his or her teacher.

All students will responsibly use personally owned devices and refrain from infringing on the privacy rights of students and staff members. We are confident that all students will adhere to suspension of device usage privileges. In order for students to be in compliance, they should do the following

1. After the school day has begun, they are to immediately turn off all electronic devices and put them away in their lockers or bookbags.
2. Students may possess and carry cell phones, wireless communication devices (WCDs) and other types of electronic devices or accessories (ie. Earbuds, headphones etc.); however, these units must be completely turned off (not simply on silent or vibrate mode) and out of sight during the school day.

Students are personally and solely responsible for the care and security of their cell phone and WCDs. The school assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or unauthorized use of such devices. If an emergency parent contact needs to be made, they should make a request to their teacher or administrator who will make arrangements for them to use the phones in the grade level offices.

CELL PHONES

We encourage our parents and guardians to become familiar with [District Policy JICJ](#) and to review the information with their students.

Our policies may be updated as we receive more clarification on the Senate version of Proviso 1.103 which states, “To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals”

Students may use phones at IMS up until 8:15 AM and after 3:30 PM (or once they are released from their 7th period class) . Students may not use phones, air pods, headphones or any other WCD (Wireless Communication Device) during the instructional day, during lunch, in the hallways between classes, or in restrooms. WCDs must be out of sight and in bookbags throughout the school day. Please do not rely on your student’s cell phone or similar device as a primary means of communication during the school day as he or she should not have access to engage in communication. We recommend your student’s device be turned off while in storage of the bookbag so that there is power later in the day when he or she is able to access a cell phone after the 3:30PM dismissal.

We are happy to take a message for your student through our front office at 803-476-3600. Students are also able to call home from the front office if necessary. IMS is not responsible for damage incurred to cell phones or other personal devices on school property. If a family believes another family owes damages concerning a device, that matter must be handled through the appropriate law enforcement officials.

If a student is in violation of district policy JICJ, the device(s) will be confiscated and turned into administration until the end of the school day and the D5 Code of Conduct may be applied. If there are multiple issues involving a cell phone with a student, parents/guardians may be required to pick up the phone from the school

Consequences for Cell phone and WCD Violations

If a cell phone/ electronic device rings, vibrates, is used for any reason or is visible anytime during class time or a student is caught using it during class time (without teacher permission) or while walking around on campus, they will be asked to surrender it. Once the device/accessories has been confiscated, IMS will follow the District Five Policy (See below) regarding cell phones and electronic communication devices.

D5 BOARD POLICY CELL PHONES/COMMUNICATION DEVICES Code JICJ Issued 6/11

Purpose: To establish the basic structure for student possession/use of cell phones/ communications devices in the schools of the district.

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, pagers/beepers, personal digital assistants (PDAs), BlackBerries/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 on 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 WCDs 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 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 (e.g. child pornography). 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/legal guardian 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/legal 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, damage or vandalism to WCDs brought onto its property, or unauthorized use of such devices.

Parents/legal 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/legal guardians during the school day with permission of the administration.

Elementary school

Students may possess WCDs in school, on school property, during after-school activities (e.g. extracurricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communication devices while on school property during school hours. (The start, and end of school, will be denoted by the start and end bell.)

Middle school

Students may possess WCDs in school, on school property, during after-school activities (e.g. extracurricular activities) and at school-related functions. However, students may not use wireless devices such as cellular phones, electronic pagers or any other communication devices while on school property during school hours, unless it is deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes **only**. (The start, and end of school, will be denoted by the start and end bell.)

High school

Students may use WCDs such as cellular phones, electronic pagers or any other communication devices before and after school, during their lunch break, within “free zones” (as determined by the principal) and 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.

Consequences

- *first offense* - warning/return WCD to parent/legal guardian
- *second offense* - school consequence/return WCD to parent/legal guardian
- *third offense* - school consequence/return WCD to parent/legal guardian
- *fourth offense* - confiscate WCD through end of the semester

Adopted 11/11/02; Revised 7/25/05, 6/13/11 Legal references:

A. S.C. Code of laws, 1976, as amended:

1. Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

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, grade level, school to which he/she is assigned, 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, federal policy 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 Middle School to disclose directory information from your child's education records you must notify the School in writing no later than 30 calendar days after the first day of school.

Dress Code

Irmo Middle School students are expected to adhere to School District Five's Policy regarding dress code.

Board Policy JICA-R STUDENT DRESS

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 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 entering the building.

Emergency School Closings

When inclement weather occurs or other emergencies occur, district administrators will decide if there will be any change to the regular school schedule. The decision will be broadcast on local radio, television stations, websites, and phone blast.

Gift Giving

On occasions which involve the giving and sharing of gifts, such as during the winter holiday season, many students have had their feelings hurt when they were not included in the exchange of gifts. We have also experienced problems when gifts were lost or broken. With this in mind, we would encourage that personal gifts be exchanged away from school. We appreciate your cooperation and support in this matter. Your student may be asked to keep his/her gift in the front office until the end of the school day.

Gavin's Law

Gavin's Law ([H.3583](#)) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime.

The bill reads in part, "Local school districts shall collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office, as appropriate, to implement a policy to educate and notify students of the provisions of this act which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law. The State Department of Education must file a report as to the status of the adoption and implementation of the education policies under this act to the Governor, the President of the Senate, and the Speaker of the House of Representatives, annually by July first of each year."

In November 2023, the School District Five of Lexington & Richland Counties Board of Trustees approved new Board Policy [JICFB](#), "Gavin's Law Implementation." Families may find additional information regarding Gavin's Law on School District Five's [website](#).

Grading Procedures

Teachers are required to use the PowerSchool computer system of grade reporting. No grade below a 50 will be entered into the grade book.

A 90-100

B 80-89

C 70-79

D 60-79

F Below 60

All students will receive interim progress reports at the 4 1/2 week cut-off point of each grading period and a report card at the end of each 9 week grading period. Scores for graded work should be communicated in a timely manner. District procedures for posting grades are as follows:

Process for Posting Grades

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

** Please note: Principals reserve the right to extend the number of days within the Process for Posting Grades due to circumstances that may arise. Parents will be notified in a timely manner of any changes that may occur.*

Minor Assignments	Major Assignments
Assignments graded and posted to PowerSchool within 5 school days	Assignments graded and posted to PowerSchool within 10 school days
Classwork Silent Starters/Do Now/Bellwork Quizzes Quick Writes Labs Selected Response Assessments Journal Checks	Unit Assessments with constructed or extended responses Projects and Summative Assessments Document Based Questions Inquiry and Research Projects Writing Assignments Case Studies/Expeditions

Plagiarism/Cheating

Academic honesty is an important behavior expectation at Irmo Middle School. If a teacher observes or suspects a student of cheating or plagiarizing work, he or she will work with school Administration to investigate and resolve the situation. The following guidelines will be used if a student does engage in this behavior.

1st Offense:

- Students are required to retake or redo the assignment/assessment in question.
- The highest grade a student will receive on the retake/redo is an 80%.
- The teacher will call the student’s parent(s) to discuss the situation.

2nd Offense:

- Students are required to retake or redo the assignment/assessment in question.
- The highest grade a student will receive on the retake/redo is a 70%.
- The teacher will write a discipline referral and call the student(s) parents to inform them of the situation.

3rd (and all subsequent) Offense(s):

- Students are required to retake or redo the assignment/assessment in question.
- The highest grade a student will receive on the retake/redo is a 60%.
- The teacher will write a discipline referral.

High School Course Credit

High School Carnegie credit is given for 7th and 8th grade students enrolled in: Fundamentals of Computing Part I and II, Honors Algebra I, Geometry, Honors English I, French I, and Spanish I. **Students must attend the required number of days to earn enough seat time and receive a passing grade in order to qualify for credit. In each class where high school credit may be awarded, a student shall attend at least 170 of 180 days for one unit of credit and 85 days of 90 days for ½ unit of credit. For schools on a block schedule, students must attend 85 of the 90 days for one unit of credit and 42 of the 45 days for ½ unit of credit. Although absences may be lawful and not relative to truancy charges, all absences out of school are counting days when considering the awarding of credit. Any student who is absent more than 10/5 days on a regular schedule and 5/3 days on a block schedule during the year/semester shall not be eligible to receive credit in class unless the principal grants approval for each excessive absence. Out of school suspension days are unexcused and count toward denial of credit. Students in high school credit courses must withdraw prior to 5 days in a semester class and 10 days in a year long class in order to not receive a grade of withdrawal due to failure.**

Retention/Promotion

Promotion will be based on the student's performance in the core academic subjects in which he/she is enrolled (Language Arts, Math, Science, and Social Studies). Students who do not meet criteria for promotion in a subject may be recommended for summer school or for retention.

Health Room

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 responsibility is for 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 "Child Care Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists are updated at the beginning of each school year and may also be located through the district's website. If a student develops a communicable disease, the parent should notify the school nurse. This notification 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 /cell 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. All medications must be accompanied by parental permission. Prescription medications also need written authorization from the prescribing physician or health care provider.

Over-the-counter medications will be given according to the appropriate age/weight as directed on the bottle. Additional dosages require physician authorization. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a health care provider licensed to prescribe medication. Because of the relationship of Reye's syndrome to aspirin, products containing aspirin or salicylates will not be administered at school without a written prescription from a health care provider. Permission

forms for both over-the-counter medications and prescription medications are available at your child's school, through the district's website, and at several physician offices in the area.

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 medication is needed on a field trip, the parent/ guardian is responsible for providing this medication in the original pharmacy-labeled or manufacturer-labeled container with only the dosage(s) needed for the trip. The nurse cannot repackage any medications. For prescription medications, consult with your pharmacist about providing a labeled container with proper dosage for field trips. Only those students who had prior approval this school year to self-medicate will be allowed to self-medicate on any field trip.

Health Records

All students must provide the school staff with a South Carolina Certificate of Immunization prior to admittance to class. This certifies immunization against diphtheria, pertussis, tetanus, measles and polio. A Certificate of Special Exemption will be issued to transfer students who have 30 days to obtain their medical records. The principal or representative may issue this temporary certificate which carries an expiration date. A health information card providing current telephone numbers and chronic medical conditions (diabetes, epilepsy, heart conditions, allergies, etc.) is to be completed by the student's parent or guardian at the beginning of each school year and kept on file in the health room for emergency use.

Homebound Instruction

Students who are unable to attend school for an extended time may qualify for homebound instruction. Parents should contact the appropriate *grade-level Assistant Principal* to request information and applications for homebound instruction.

Make-up Work

A student will be permitted to make up work missed during an absence. Typically students are allowed the number of days absent to complete assigned work (e.g., two days are allowed when the student misses two days of school). Students whose absences result in missing a final test / examination in a semester or year course will be provided a scheduled opportunity to make up the test(s) missed. Make up tests/exams must be taken on the scheduled day(s).

Media Consent

Throughout the year, School District Five of Lexington and Richland Counties receive requests from newspapers, television, and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the District may like to include students' names and/or their pictures in various school newsletters, brochures, videos, websites or other publications.

During the registration process, parents have the option as to whether or not they wish to grant permission for the release of their child's name and/or picture for the purposes stated above. Please be aware that by indicating that you do not grant permission for your child's name and/or picture to be used for the purposes stated above, his/her name will not be included in Honor Roll lists, reading club lists or lists of winners in other awards programs that are printed in school newsletters or local newspapers. ****YOUR CHILD ALSO WILL NOT BE PICTURED IN THE SCHOOL YEARBOOK.**

Media Center

Hours: 8:15 a.m. - 3:25 p.m. each day except Tuesdays (closes at 3:25 p.m.)

The Media Center serves the entire school with a multitude of reading materials, audiovisual materials, and informational resources. As the informational hub of the school, the center is fully automated, allowing students to access all library holdings, periodical indexes, encyclopedic information, and databases electronically. Computers are available for word processing and multimedia projects.

Media Center Procedures

- Students must have a pass to come to the Media Center
- Please refrain from bringing food and drinks to the Media Center. Circulation
- Reference books may only be checked out overnight.
- All books must be checked out before they are taken from the library and should be returned on time.
(within two weeks)
- If a book is lost or damaged, the student who checked it out must pay the replacement cost for that book.

Lockers

Lockers should not be used to store personal items of value. In addition, students should never leave valuables unattended. Students must not give their locker combination to others. The door of a locker should be closed securely and the lock secured after closing. The use of extra locks is prohibited. Students will be assigned lockers upon request to their homeroom teacher.

Lost and Found

The lost and found area for all lost clothing items is located in the cafeteria near the vending machine. Other lost items, except textbooks, are located in the main office. Parents are encouraged to label coats, sweaters, and other materials with student names. Just before the winter holidays and at the end of the school year, all unclaimed items will be given to a worthy organization.

Parent Portal

The Parent Portal is an easy-to-use, secure communication tool connecting teachers, parents and students through the District 5 website. Using Pearson's PowerSchool student information system, the Parent Portal allows collaboration to improve student achievement. Up-to-date, online access to grades, homework, attendance, and assignments makes it easier for parents, teachers and students to accurately monitor, identify and accelerate student progress. An account and password can be given to a parent or legal guardian by visiting the front office and presenting a valid identification.

Passes

Hall passes are issued sparingly. **Students are to use the restroom and visit lockers between classes or during class change time.** If an emergency arises, a student may obtain a hall pass to leave class. If a student needs more time, the student should contact the teacher prior to class for a pass which will allow him/her to enter class late.

Personal Property

Expensive and large sums of money should be left at home to avoid potential loss, theft, or damage. The school cannot be responsible for lost, misplaced, or stolen items or valuables.

Tobacco Use and Possession

All District Five Schools are tobacco free. Students shall not be permitted to use or possess tobacco products, or tobacco paraphernalia while on school grounds, in 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.

School Traffic Procedures

- **Buses:** Students arriving on campus using bus transportation will report to gym/cafeteria or 6th grade building (6th grade only) until the first bell unless given a breakfast pass. Students riding buses in the afternoon are assigned loading areas for pick-up. Students are encouraged to remain in the vicinity of the loading zones until bus arrival. A staff bus loading team will be on duty each day for student safety and bus loading assistance. Students encountering any problems during this time should immediately report to a bus loading team member.
- **Car Riders:** Students arriving or departing in cars will be dropped off/picked up in the car rider line. The car rider line can be accessed through the gymnasium entrance closest to St. Andrew's road. Students should not be dropped off or picked up in the front of the school. This area is reserved for bus drop off and pick up. Students arriving by car or other means will be housed in the cafeteria or gym.
- **Parking:** Visitors and staff are requested to park in designated parking areas.
- **Walkers:** All walkers will cross in front of the school or on St. Andrews Road near Doe Trail Street, where crossing guards are stationed. Walkers must meet a Staff Member at the front of the school before crossing Wescott Road.
- **Bike Riders:** Students are to park all bikes in the bike rack. All bikes should be locked securely when left at the rack. Motorized bikes with pedals are allowed, but motorcycles are not allowed.
- **Skateboards:** Skateboards are not permitted at school.

Students Drop Off and Pick Up:

- Please allow your student to exit/enter the car along the sidewalk area only.
- Please pull up as far as possible to allow for the maximum number of students to be dropped off.

Parking in the teacher parking lot is NOT permitted and please be considerate of other drivers by staying in line and/or not cutting in front of others who have been waiting.

Transportation

The District Behavior Code applies throughout the District regardless of where any incident occurs. The Transportation Department will investigate all misconduct relating to the school bus. A student may be suspended from riding the bus for up to five days while an investigation is being conducted. Additional suspension days may be assigned upon completion of the investigation. A range of consequences from immediate counseling to indefinite suspension from riding the bus may be imposed.

School identification must be worn and displayed when the student boards the bus. The School Identification must remain displayed the entire school bus trip to and from school.

Permission to ride a bus for students who do not normally ride that bus (riding with a friend) Parents of registered students (those assigned by registration to ride to and from school) who want their child to ride a bus other than their own bus to or from school must contact the Transportation Office 24 hours in advance for authorization (732-8112). Parents of non-registered students who want their child to ride a bus must also contact the Transportation Office 24 hours in advance for authorization. In both cases, transportation will only be authorized provided that there is adequate space available in accordance with state law. **For any questions call Irmo and the Special Needs Transportation Office, 732-8112/8134.**

Please see the Middle School Behavior Code handbook for additional information on bus transportation.

Transporting Large Items on School Buses

For the safety of your children, State and Federal laws prohibit transporting items on school buses that obstruct access to all exits by an occupant or would cause injury as a result of falling or displacement. Athletic equipment, musical instruments and other objects larger than 36 inches (length) by 12 inches (width) by eight inches (depth) will not be transported on school buses. This includes skateboards, golf clubs, fishing poles, hockey sticks, lacrosse sticks, baseball bats, balloons or large school projects.

No animals, insects, weapons, balloons, glass or pressurized containers (e.g. hair spray), or class projects that are large, wooden, etc. are to be carried on busses. Items on the seats, floor, obstructing the aisles or on the engine compartment cover impair the vision of the driver and endanger all passengers on the bus. Book bags with handles that extend must have the handle fully retracted. Students may not sit on any item nor place any item behind them in the seat.

Items that will not fit comfortably on a student's lap or between their legs will not be transported on district buses and must be transported to/from school via private vehicle. Objects that obstruct the aisle, emergency exit or impair the vision of the driver are prohibited. Please make these alternative transportation arrangements ahead of time.

Band Instruments

The following list of instruments are considered to be too large to be transported on a school bus: French Horn, Drums, Baritone Sax, Tenor Sax, Baritone, Euphonium, Tuba, and Cello

Scholar Programs

Duke University Talent Identification Program (TIP)

Seventh grade students who have scored at or above the 95th percentile on the national norms of a standardized achievement, aptitude or mental ability test battery are eligible to participate in TIP. Students are also invited to participate if they scored in the upper advanced range on Verbal or Math for the PASS in the sixth grade. Participants take the SAT in either December or January of their seventh grade year. Eligible students will receive an application in October.

Those students who score a specific level will be recognized through the state or Duke University. Look for more information to come home in October. If you have additional questions, information can be found at www.lexrich5.org under Gifted Services.

SC Junior Scholars Program & PSAT

All eighth grade students will be eligible to take the PSAT in October at IMS. Students will receive registration material in September. For additional information on the PSAT, contact l'esha Odom (803) 476-3657, AGP Coordinator at IMS.

Students who score greater than or equal to 50 on the PSAT in Verbal, Math, or Writing will be identified as Junior Scholars. These students are then eligible to participate in a number of different summer programs that have been created for Junior Scholars.

Solicitation and Advertising

There should be no soliciting or advertising except for the school activities which have been approved by the principal. This policy includes any partisan political activities. Distribution of promotion materials is governed by Board Policy KHC (a copy is available upon request).

Student Records

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA) as amended. If a student transfers and enrolls in a school other than Irmo Middle School, his/her educational records will be transferred to that school or school system upon request by the school/school system.

The parent/guardian student has the right to request a copy of the record that was disclosed. Parents/guardians also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

Textbook Replacement

Once books have been issued to students, they are responsible for the care and return of their textbooks.. Textbooks left in classrooms or other unsecured areas are done so at the student's own risk. South Carolina state law requires parents to pay for missing books before new books are issued. End of the Year report cards will be held for textbook charges.

Video Monitoring While 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, students and parents are hereby notified that students 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.**
- **Parents who wish to view footage from any of the video cameras on campus must make the request at the district level through The Office of Planning and Administration.**

Visitors

Parents/guardians are welcome to visit their child's classes without prior notice. However, if possible, we request that you notify your child's counselor and/or administration to inform them which teacher you would like to visit. All visitors to the school are required to sign in using their driver's license and to wear name tags while on campus. In an effort to protect students' instructional time, please schedule appointments with teachers in advance outside of instructional time. Included in this handbook is a copy of the bell schedule. Please refer to this when scheduling your visit. This is to help in disruptions and distractions to the educational process. *Students may not have friends or relatives attend classes with them at school without prior approval from the principal.* School age students are not allowed to visit if they are under *disciplinary* action from another school. Also, any students from another school are not allowed to visit unless they are accompanied by a parent/guardian of the IMS student.

Withdrawals from School

Parents must notify the IMS Records office of the date of a student's pending withdrawal and sign the withdrawal form. The student will then report to the records office at the beginning of the last full day he/she is in school to complete the withdrawal process. All books must be turned in and debts paid by the end of the day of withdrawal from school.

Wellness Policy-District Written Policy *Approved Policy 9.26.11*

SCHOOL WELLNESS Code ADF FINAL

Purpose: To establish the board's vision for nutrition, physical education and physical activity in the schools.

Local Wellness

School District Five of Lexington and Richland Counties is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals the district will assure the following.

- Child nutrition programs comply with federal, state and local requirements. Child nutrition programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity should be incorporated into the school day as much as possible.
- All foods provided through School District Five Food Services adhere to food safety and security guidelines.
- The school environment is safe, comfortable and pleasing and allows ample time and space for eating meals. Food and/or physical activity are not used as a reward or punishment.

Nutrition Education

- Require that school cafeteria managers meet with student advisory committees in grades 4 through 12 a minimum of twice a year.
- Ensure that school food service meals not only provide the optimal nutrition that students need for growth, development and academic achievement, but also support the development of healthful eating behaviors in students, including their learning to eat a variety of foods.
- Information provided on calories, percentages of fat, and serving sizes of school meal items to help children select appropriate portions of food.
- Encourage input regarding the selection of food items to be offered at all grade levels in the school meal programs by promoting and encouraging student and parent/legal guardian participation in taste-testing events and in menu-review panels.
- Schools will not use foods of minimal nutritional value as a reward.
- Nutrition education will be incorporated into classroom instruction when appropriate and in the school dining area.

Nutritional Guidelines for Foods on School Campus

- Ensure that school food service meals are made attractive to students by appealing to their taste preferences and meeting their cultural needs.
- Encourage students to eat school meals by offering a choice of entrées at lunch - a minimum of 2 in elementary schools, 3 in middle and junior high schools (one choice may be an entrée salad) and 4 in high schools (one choice may be an entrée salad).
- Allow students to purchase at a la' carte prices additional servings of any food item that is part of a reimbursable school meal (serving sizes should be comparable to those of the meal components).
- Offer a minimum of 3 milk choices (2% fat, 1% fat and nonfat) for all grade levels at breakfast and lunch. Restrict access to whole milk.
- Offer a low-fat meal choice (30% or less of calories from fat) at every meal.
- Offer a minimum of 4 choices of fruits and vegetables daily, including fresh fruits and vegetables in season at all grade levels (salad bars or prepackaged salads may be included).
- Low-fat and nonfat provided salad dressings.
- Offer whole-grain foods in all programs at all grade levels if possible to meet bread and cereal requirements.

- Preschool, kindergarten, and elementary students are encouraged to try a variety of foods by serving the full reimbursable meal.
- Ensure that all foods and beverages sold or otherwise made available at any public school site through District Five Food Services provides the optimal nutrition that students need for growth, development and academic achievement as well as development of healthful eating behaviors.
- Limit single-serving food items sold to students to the following maximum portion sizes: ● 1.25 ounces for snacks (including baked chips, crackers, popcorn, cereal, trail mix, nuts, ● seeds, dried fruits, jerky); 2 ounces for cookies or cereal bars; 3 ounces for other bakery items (sweet rolls, muffins, etc.); 4 ounces for frozen desserts, including ice cream; 8 ounces for yogurt (not frozen); and 1/2 cup for fried potatoes or other fried vegetables.
- Ensure that single servings of entrée items and side dishes are no larger than the portions of those foods served by school food services.
 - Offer fruits and vegetables for sale at any location on the school site where foods are sold.
 - Make the following beverages available to all students: low-fat or nonfat milk, water and ● 100% juices that do not contain added sugars or sweeteners.
 - Sell no beverage - except water or reduced-fat milk - in portions larger than 20 ounces.
 - During the instructional day, only allow food that comes from home with the purpose of sharing among the students to be store bought, packaged foods.

Physical education and activity

- The district will comply with the requirements of the Comprehensive Health Education Act, Section 53-29-100, Code of Laws of South Carolina, 1976; the 2005 Student Health and Fitness Act 102; and the South Carolina Physical Education Standards regarding physical education and activity.
- Students in grades K through 8 will participate annually in physical education designed to facilitate the development of the knowledge, attitudes and skills to live a physically active lifestyle and maintain health-related fitness.
- A physical activity coordinator, who is a certified physical education teacher, will be designated in each elementary school to coordinate physical activity initiatives.
- Middle school students (grades 6 through 8) will participate annually in physical education for at least 9 weeks.
- Students in grades 9 through 12 will successfully complete a minimum of one Carnegie unit in physical education or ROTC prior to graduation, with half of the course addressing personal fitness and wellness, in addition to lifetime fitness.
- Student health-related fitness reports will be shared with parents/legal guardians at the fifth grade, eighth grade and high school level.
- The district will establish a Coordinated School Health Advisory Council to assess, implement and monitor district/school health policies and programs and develop school health improvement plans to be included in the required district strategic plan.
- Administrators and staff will promote a school environment which is supportive of physical activity. Staff are encouraged to model physical activity by participating, as appropriate, in physical activities with children. A staff wellness program, including physical activity, will be offered to all district employees.
- Withholding participation in recess or other physical activity as a disciplinary action is not allowed.

Legal references:

A. Federal Legislation:

1. The Child Nutrition and WIC Reauthorization Act of 2004. B. S.C Code of Laws, 1976, as amended:

1. Students Health and Fitness Act of 2005 (Chapter 10 of Title 59: Physical Education, School Health Services and Nutritional Standards - Sections 1, 2 and 3).
2. Section 59-29-80 - Courses in physical education; ROTC programs.
3. Section 59-29-100 - Supervision of administration of physical education program by state superintendent of education.
4. Section 59-32-30 (A)(1)-(3) - Local school boards to implement comprehensive health education program; guidelines and restrictions.

C. State Board of Education Regulations:

1. R-43-168 - Nutrition standards for elementary (K-5) school food service meals and competitive foods.
2. R-43-231 - Defined program, grades K-5. 3. R-43-323 - Defined program, grades 6-8. 4. R-43-234 - Defined program, grades 9 - 12. 5. R-43-238 - Health education requirements.

D. State Board of Education Academic Standards:

1. 2009 SC Health and Safety Education Academic Standards. 2. 2008 SC Physical Education Academic Standards.

E. Other references:

1. National Standards for Physical Education, NASPE (National Association for Sport and Physical Education).
2. National Health Education Standards, Joint Committee on National Health Education Standards. 3. Dietary Guidelines for Americans.

Non-Discrimination Clause

School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000.