

# Lower Richland High School



## Student Handbook

*“Unlocking potential, one student at a time”*

2615 Lower Richland Boulevard  
Hopkins, South Carolina 29061  
803-695-3000- office  
803-695-3062- fax  
Website: <http://lr.richlandone.org>

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## Principal Welcome

We're thrilled to welcome you back to campus for another exciting year! We are introducing a new pledge for our students. As a student at Lower Richland High School, we want you to be present so that you can **Learn, Strive, Excel**. We remain dedicated to enhancing your educational experience.

I am honored to be your principal as we embark on this new school year. We can take pride in the successes we've achieved at Lower Richland High School—academically, athletically, and competitively. Our solid foundation continues to grow stronger, and we are committed to reaching even higher levels of achievement.

Our dedicated faculty and staff are united by a common goal: to do what is best for our students and to constantly seek better ways to achieve this. Our policies, guidelines, and procedures are designed to ensure a safe and supportive learning environment. Together, we will honor our traditions and embrace future challenges with innovation and enthusiasm.

Sincerely,  
Latayna Williams

# **Mission, Beliefs, Motto**

## **RICHLAND ONE MISSION STATEMENT**

**We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.**

## **RICHLAND ONE VISION**

**Richland School District One, in collaboration with an engaged community, is committed to ensuring each learner achieves his/her potential in safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.**

## **LR HIGH SCHOOL MISSION STATEMENT**

**Lower Richland High School, through innovative learning experiences, will develop inquiring, knowledgeable, and caring students who will promote a better, more peaceful world through intercultural understanding and respect.**

## **BELIEFS**

- **Each student has the ability to learn and to be successful.**
- **Cultural diversity is a positive element that teaches respect and enriches society.**
- **Students learn in different ways and deserve the opportunity to achieve at their own ability level.**
- **Each student must assume responsibility for his/her potential.**
- **Character matters; honesty, integrity, and mutual respect are vital.**
- **Educators will have high expectations for students and use a variety of effective teaching methods and strategies.**
- **A safe and supportive environment is essential to the growth and success of all individuals.**
- **Learning is a continuous process of integrated experiences that ultimately produces change.**
- **Education is the shared responsibility of the student, school, home, and community.**

## **MOTTO**

**“The Creek Is on the Rise”**

## **HERITAGE**

**SCHOOL COLORS- Black, Gold, and White**

**SCHOOL MASCOT- Diamond Hornet**

# Alma Mater

**Hail to Alma Mater, we sing your praises.  
We will cherish forever Memories of the blessings you bring.  
We may wander far away,  
But your light will never fail.  
It will guide us for aye.  
Hail to thee, Hail!  
We will love thee,  
Serve thee ever and will honor till we die. God bless Alma Mater,  
Lower Richland High. God bless Alma Mater,  
Lower Richland High.  
Words by Mrs. Virginia van Seters  
To the tune of "God Bless America"**

## **SHIELD**

**The Torch- for Achievement and Knowledge  
The Diamond- for the Lower Richland mascot  
The Book- for Academic Excellence  
The Winged Foot- for Athletic Strength and Skill  
The Statue of Justice- for Fairness and Student Government  
The Gavel- for Authority and Discipline**



# General Contact Information



## **Administration - Telephone: 803-695-3000**

### **Principal**

Assistant Principal Instruction  
9th Grade Assistant Principal  
10th Grade Assistant Principal  
11th Grade Assistant Principal  
12th Grade Assistant Principal

**Mrs. Williams**

Ms. Horton  
Mr. Moton  
Mr. Robinson  
Mrs. Johnston  
Mr. Beckett

## **School Counseling Department - Telephone: 803-695-3020**

School Counseling Director  
School Counselor  
School Counselor  
School Counselor  
School Counselor

Ms. Scott  
Ms. Lee  
Ms. A. Lucas  
Mr. AA Lucas  
Ms. Pillary

## **Administrative Department - Telephone: 803-695-3000**

Principal's Secretary  
Registrar  
Attendance Clerk  
Database Specialist  
Bookkeeper  
Clerical Assistant

Mrs. K. Brown  
Mrs. T. Smith  
Mrs. Goodwin  
Mrs. Brazier  
Ms. Gooden  
Ms. Florence

## **Support Staff - Telephone: 803-695-3000**

Special Education Consultant  
Social Worker  
Psychologist

Ms. T. Pringle  
Mrs. Williams  
Ms. S. Bridges

## **Media Center/ Technology - Telephone: 803-695-3033**

Library Media Specialist

Ms. Ford

Student Activities and Other Information 695-3000

Attendance 695-3010

Cafeteria Manager 783-5564

International Baccalaureate Office 695-3027

School Resource Officers 695-3000

Student Transportation Office 783-5561

Rentals of School Facilities <http://www.richlandone.org>

# Emergency Drill Information

The school holds regular drills to teach students to respond calmly and appropriately in the event of an emergency. A continuous blast from the alarm denotes a fire drill. Everyone will move in an orderly and silent manner to areas directed by their teachers, where attendance will be taken. If the fire alarm sounds when the alarm rings, students should exit the building using the nearest exit. If a student pulls the fire alarm or tampers with a fire extinguisher, law enforcement will be notified. These acts are considered a disruption of school, and students may be suspended, required to pay restitution, or recommended for expulsion.

## Tornado Drills

Each classroom goes to a designated area within the building. All students should sit with their hands covering their heads and with their heads resting on their knees.

## Bus Evacuation Drills

Drills are conducted twice a year. The Highway Safety Program Guideline No. 17 - Pupil Transportation Safety requires that students transported by school vehicles be instructed in safe practices for exiting buses in emergency situations. All students, including car riders, must participate in the drills.



# **SEARCHES**

## **ARTICLE 11**

### **Search of Persons and Effects on School Property**

**Section 59-63-1110. Consent to search person or his effects.**

**Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects.**

**HISTORY: 1994 Act No. 373, Section 1.**

**Section 59-63-1120. Searches by school administrators or officials with or without probable cause.**

**Notwithstanding any other provision of law, school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, and satchels with or without probable cause.**

**SECTION 59-63-1130. Searches by principals or their designees.**

**Notwithstanding any other provision of law, school principals or their designees may conduct reasonable searches of the person and property of visitors on school premises.**

**HISTORY: 1994 Act No. 373, Section 3.**



# **PBIS SCHOOL (Since 2005)**

## **Positive Behavior Interventions and Supports**

- D** Do make an effort to learn daily.
- I** IDs are displayed at ALL times.
- A** Arrive on time.
- M** Maintain a clean and quiet campus.
- O** Organize and bring ALL materials.
- N** Never leave class without a pass.
- D** Display responsible behavior.
- S** Show respect to everyone.

## **Consequences**

- L** Listen, you're getting warned.
- E** Earn a parent/guardian note or phone call.
- A** After-School-Detention will be assigned.
- R** Remember, a parent conference will be scheduled.
- N** Next move is a referral to administration

# ATTENDANCE



## The South Carolina Compulsory School Attendance Law (§59-65-10)

The South Carolina Compulsory School Attendance Law requires school attendance daily for the entire school day for children who reach their 5th birthday before September 1st until they reach their 17th birthday.

### District One Board Policy

The Board expects each student to attend his or her assigned school every school day except in cases of illness, family emergency or other reasons specifically stated elsewhere in the policy. A student who fails to attend his or her assigned school when physically and circumstantially able to do so is truant and in violation of the South Carolina Compulsory Attendance Law cited above. The Board expects each student to attend all scheduled classes and activities every day he/she is at school, except when excused by the principal or his designee. A student who reports to his assigned school but fails to attend all scheduled classes and activities, except when officially excused, is considered by the Board to be contributing to the potential disruption of the instructional program. After a student misses three days in a row or five days at any point during the school year, the school will contact the parent/guardian to come to the school for a conference to work with the school staff in developing an Attendance Intervention Plan to improve their child's attendance. Failure to comply with the school's request to meet will result in the school developing the plan and sending it by mail for the parent/guardian's signature. If absences continue after a plan has been developed, the school must file a petition and the parent/guardian and student will be summoned to appear before a judge in Family Court. If a student is placed under a court order to attend school and continues to accrue absences, the school is required to file a contempt of court complaint against the parent/guardian and/or child. If found guilty, the judge can impose jail time, community service and/or fines for the parent/guardian and/or student.

# ATTENDANCE CONTINUED



## Lawful Absences

**No more than 10 days of excuses, with a note written by a parent/legal guardian, can be accepted for lawful absences during any school year. The district will consider students lawfully absent under the following circumstances:**

**Cases of extended or chronic illnesses certified by a physician.**

**Absences due to health-related conditions, approved by the principal (i.e., medical, dental or clinic appointments or short-term illnesses that require the services of a medical practitioner)**

**Cases where attendance in school would endanger the health of the student or the health of others as determined by the principal (i.e., prevention of a flu epidemic).**

**Serious illness or death in the student's family (includes spouse, children, parents/legal guardians, brother/sister, grandparents, grandchildren, uncle/aunt, cousin, niece/nephew and any relative who lives in the student's home or for whom the parent/legal guardian has a bona fide responsibility); these absences are limited to three days, unless approved by the principal.**

**Absences due to recognized religious holidays.**

**School-related activities approved by the principal.**

**Short-term suspensions from school.**

**In all cases of lawfully excused absences, the student will be given an opportunity to make up for the schoolwork missed. After the student returns to school the teacher may allow the student up to five school days to complete any missed assignments. In cases of extended illness, teachers may provide additional time for students to complete assignments.**

**Teachers also may schedule make-up examinations beyond the five days normally allowed for make-up work. It will be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may, of necessity, vary from actual class work missed.**

# ATTENDANCE CONTINUED



## Unlawful Absences

The district will consider student unlawfully absent under the following circumstances:

**Willful absences from school without the knowledge of the student's parent/legal guardian.**

**Absences from the school without acceptable cause with the knowledge of the student's parent/legal guardian.**

**Any absences not considered as lawful in the preceding section.**

**Non- attendance for instructional activities for all or any part of the day to include class cuts or early sign outs.**

## Attendance Improvement Plans (§59-5-65, §59-65-90, SBE43-274)

**Students with three consecutive or five total unexcused absences will be considered Truant as per Richland One Board Policy, South Carolina law, and outlined in the School Board of Education policy as: “Each district must develop a policy relating to requirements for (attendance) intervention. The district plan for improving students’ attendance must be in accordance with any applicable statutes. ... The intervention plan must include but is not limited to reasons for the unlawful absences, actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences, documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs, actions to be taken by intervention team members, and actions to be taken in the event unlawful absences continue. ... School officials may utilize a team intervention approach. Team members may include representatives from social services, community mental health, substance abuse, and prevention, and other persons the district deems appropriate to formulate the written intervention plans.”**

# ATTENDANCE CONTINUED



**High School Course Credit under SBE Regulation 43-234, 59-5-65 (120 hours “seat-time”)**

**According to the School Board of Education (SBE), “A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction.” In practice, with Lower Richland’s full-year block courses, a student must be present for that course in at least 80 school days (not missing more than 10). In a semester block course, a student must be present for that course in at least 80 school days (not missing more than 10). In a semester block course, the student must be present 40 school days (not missing more than 5 days). In all courses, including those different from the two described above, administration will review student attendance to determine if students have satisfied the minimum hours required for course credit. As per SBE policy, all excused and unexcused absences count as missed days and time against the required “seat-time”; however, a student who has earned a final grade at the passing level and has missing time beyond the designated absenteeism limits may request of the school principal for proficiency-based credit. Requests are to be made in writing by the student’s parents/legal guardians. The principal or designee will determine whether or not credit is awarded. In cases where high school credit still has been denied, students and their parents/legal guardians may submit an appeal of the school’s decision to the Executive Director of their school. This appeal must be in writing and must be filed within four (4) working days after the last day of the semester/year. The appeal should be heard within 10 days of the end of the semester/year. The Executive Director of Schools will inform schools of the documents/procedures necessary to expedite such appeals. The Executive Director’s decision will be final.**

# ATTENDANCE CONTINUED



## Additional Attendance Considerations

The school recognizes that sometimes there are economic, health or other family issues that may impact attendance. Please contact the School Social Worker if you need assistance with any issues that may result in truancy. For medical reasons or extenuating circumstances, homebound or home-based services may be available. See the homebound coordinator for additional information.

## Lower Richland Attendance Policy Excuses for Absences

For every absence from school or class, students must provide a written excuse to be turned in to the attendance office. The student will be issued an admit slip. Students must present notes before school (submitted before 7:55a.m. or during student's lunch) for absences. Students have two days to submit an excuse for any absence. Legitimate written excuses are required.

## Early Dismissals

Students will be in their classes the entire 90 minutes of each period daily. Parents are encouraged to make appointments during student holidays or after school to avoid early dismissals. Parents are required to sign students out in the Attendance Office.

All students leaving the school grounds must have permission from the Attendance Office for the sign-out process. Leaving without permission will be considered cutting.

**\*To avoid last block interruptions and dismissal procedures, no dismissal after 2:45pm.**

## Late Arrival

Students who arrive on campus after the start of the instructional day (8:00 a.m.) must be signed in the attendance office by their parents/guardians. Students arriving after

**\*8:15 am will report to ISS.**

# Tardy



Students must be on time at the beginning of the school day. School begins promptly at 8:00 am. Students can begin arriving at 7:30 am and no later than 8:00 am. Excessive, chronic tardiness will result in similar disciplinary action as defined in the truancy intervention procedures below.

## **Morning Tardy:**

1. School starts at 8:00, students arriving after 8:05 will need a pass to enter class.
2. Students on a late bus will receive an excuse pass with a stamp with date and time.
3. Late bus arrivals will have a pass to class.

## **Breakfast:**

Students will be dismissed from the cafeteria at 7:50. the cafeteria doors will be locked at 7:50. Only students with a late bus pass will be admitted in the cafeteria for breakfast.

## **Late after 8:25:**

1. All students that arrive after 8:20 am will report to the auditorium until second block.
2. Any student arriving after 8:30 am, need to be signed in by a parent/guardian.

## **Tardy Sweeps:**

1. An announcement will be made that students will have one minute to get to their class.
2. Another announcement will be made for all teachers to close their doors. All students will report to the designated tardy room. We will document the tardy and students will receive a pass to class.
3. If a student is consistently in a tardy sweep further actions will take place.

### Consequences Morning Tardy After 8:25 am

1. Warning
2. Parent phone call
3. Assigned afterschool Detention
4. Referral in ABE (Johnson will notify admin of 4th tardy)

### Consequences Daily Transition

1. Warning
2. warning (parent phone call) teacher
3. Afterschool detention (assigned by teacher )
4. Referral in ABE

### Tardy Stations Location

- Students will receive passes at tardy stations.
1. Lower H/ J
  2. MS- In front of the restrooms
  3. K- Building
  4. Upper H/J

# General School Information

## Hallways

**Students in hallways must have a pass and student ID.**

## Assembly Programs, Pep Rallies and Activities

**Attention and respect will be given to performers. Students will behave respectfully and responsibly at all times during travel and participation in an assembly program. Students will travel and remain with their teacher by sitting in their assigned areas during assemblies unless otherwise noted. Students will demonstrate appreciation by politely cheering and clapping at the appropriate times. Students will remain quiet and give speakers their undivided attention.**

## Restrooms

**First 20 minutes or last 20 minutes of class.**

**Go to the nearest restroom to your assigned class.**

**Students must not congregate in restrooms.**

**Smoking and vaping are prohibited in all restrooms.**

**Students should flush toilets and wash their hands for health and safety.**

**Problems should be reported immediately to the administration.**



## Digital Learning Environment (DLE)

**All students will have the opportunity to use district-issued laptop devices. Requirements to receive a device are a signed parent consent form. DLE devices should be viewed as a textbook, a critical part of student instruction. A debt will be assessed to any student who does not return their device at the end of the school year.**





## **Access to Electronic and Web-based Resources**

Richland School District One provides an electronic network and Internet access to enhance the user's educational experiences. Access to electronic and Web-based resources is available through classrooms, media centers, and home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, users are required to participate in acceptable use policy training and always follow these important practices. E-mail accounts are available to students in grades 3-12 unless denied by parents/legal guardians. All e-mail messages and electronic files created or stored using district resources are the property of the district. Compliance with this policy is mandatory and includes access and use of the district information system and all peripheral devices for printing, storing, archiving, and duplicating information regardless of location.

Use of the system carries a limited privacy expectation for all activities and files by all users. Parents/Legal guardians have the right at any time to request in writing to see the contents of student e-mail and stored files. Be aware that personal files are discoverable under the state of South Carolina Freedom of Information Act. Richland One has the right to place restrictions on the material accessed or posted through the system. Access to and use of the district system is provided as a privilege, not a right.

**All violations of the acceptable use policy and its associated administrative rule will be investigated and will result in one or more of the following consequences:**

- limiting, suspending or canceling use and access to the system
- applying penalties in accordance with the discipline code
- levying fines and payments for damages, repairs and hardware replacement
- application of civil or criminal liability under other applicable laws; expulsion.

All students are given the privilege of using computers on campus. However, the privilege may be revoked if use is abused. All students and parents will sign an Acceptable Use Policy with the school. See RCSD1 Code of Conduct book for more information.



## Email Accounts

All students will have access to Web-based information resources through their classroom, media center, laptop, or home computer for educational purposes only. You and your parent or guardian must sign a Student E-mail Account Agreement for you to be granted an individual e-mail account. Your parent/guardian may withdraw approval at any time through a written request directed to your teacher or principal.

Student e-mail has not been established as a public access service or a public forum. Richland One reserves the right to place restrictions on the material you access or post through the system. You are also expected to follow the rules outlined in the Richland School District One Code of Conduct Handbook. E-mail messages and other electronic files created using Richland County School District One resources or stored on District resources are property of the district.

### Appropriate Use of Student E-mail

If unsure whether a potential use of e-mail is permissible, please ask your teacher for written permission before using your e-mail account for that purpose.

Student e-mail is limited to educational purposes. The term “educational purpose” includes classroom activities, career development, completing applications to colleges and universities, and other high-quality discovery activities as determined by the school district. Non-classroom activities, such as using e-mail to communicate with prospective colleges or universities, will at no time take precedence over class work. For school-related business, you may download text and other non-executable files attached to e-mail messages. Be aware that system administrators may delete e-mails at any time.



## MEDIA CENTER

Students must dispose of food and drinks before entering the library. Students must remain quiet, work on assignments as requested, and leave the library work area clean. Students will return books and other materials on time or pay their debts quickly when incurred.

### Parking Lots (Bus, Student, Teacher)



Everyone will enter and exit buses in a polite, quiet and orderly manner, avoiding pushing and jostling of fellow riders. Everyone will drive on campus at an appropriate speed of 5 mph. being aware of other traffic, pedestrians and automobiles, and adhering to state and local traffic laws. Drivers will display appropriate parking decals in vehicles and park in designated parking spaces.

Everyone will report problems immediately to the administration.

**\*Driving privileges can be revoked at any time if school rules are not followed.**

### Items Brought on Campus or Confiscated

Under no circumstances will LR High School be responsible for items - Any reports of lost or stolen electronic devices will not be investigated or pursued in any manner by staff or school resource officers.

## Deliveries

Student deliveries are not allowed. No Food, Door Dash, Uber Eats, etc. (Birthdays, Valentine's Day, food, etc.) Deliveries will be confiscated and sent to the front office for storage. Items may be picked up at the end of the day.

## Closed Campus

LRHS is a closed campus. Students must stay on campus during regular school hours. Parking lots are off-limits to students during the school day and students are not allowed to walk off campus. Students will stay on campus for lunch. Disciplinary actions will incur infractions.

## Cards/Gambling

Playing cards, betting, dice, and e-gambling on campus are prohibited.

## Check Policy and Obtaining Change

Personal Checks are not accepted. Cash, cashier's checks, or money orders are gladly accepted at Lower Richland High School. Students need to have exact change for any transactions on campus. Large bills are not accepted.

## Debts

Student debt is a situation that negatively impacts a student on campus. All debts must be paid by students/parents/guardians. Payment plans are available by contacting the principal. Only Cash, Cashier's Checks or money orders are accepted. Personal checks and large bills are not accepted. School debts include, but are not limited to:

- Textbook fees (lost or damaged)
- ID
- Library fines
- Cafeteria
- Privileges may be revoked if a student has a school debt of more than \$5 (special incentives, participation in pageants and competitions, driving privileges, senior privileges, graduation, etc.)

**\*All school debts must be paid before graduation.**



## **Driving Privileges and Parking Permits**

**Parking is a privilege at LRHS and can be revoked at anytime for failure to comply with the school's rules and regulations.**

**All students will park in front of the school in the gold parking spaces**

All students must have completed the “Alive at 25” course prior to receiving a parking decal. Students who forfeit their parking privileges due to infractions of school rules will not receive a refund. Incomplete and/or false applications will be denied or cancelled with termination of parking privileges without refund. Parking passes are renewed each year. To apply for a parking permit, the student must provide a valid SC driver's license, current vehicle registration, proof of current car insurance on the registered vehicle they will be driving, along with the completed application forms and payment in full to receive their permit. All motorized vehicles must have a valid parking decal and insurance to park on school grounds. Individual permits must be displayed as directed.

A photocopy of the Student Driver's license, registration, and insurance card will be kept on file. Each application must be completed accurately and fully. Students who are missing signatures, consent forms, or vital information will not be offered a permit until all necessary parts are present. Students must have their parking permits displayed on their rearview mirror at all times or they may be subject to tagging/ticketing, vehicle “booting” and/or towing. Lower Richland High School is not responsible for any expenses/damages from tagging/ticketing, “booting”, or towing. Park at your own risk.

The privilege to park may be suspended and/or revoked for infractions of school rules, including, but not limited to, inappropriate conduct such as reckless driving, loitering in the parking lot, excessive tardiness to school, or other serious offenses relating to use of the vehicle. Additionally, a permit may be suspended and/or revoked if the driver cuts a class and enters the vehicle or uses it to leave school without permission or to transport passengers who are not permitted to leave campus. If a student's parking privilege is suspended or revoked, the student WILL NOT be refunded the \$25 or \$30 parking decal fee.

# Lower Richland High School



## No Mobile Devices



### Unauthorized Areas

- Classrooms
- Auditorium
- Assemblies

### Authorized Areas

- Cafeteria
- Courtyard

### Consequences

1st: Warning - Parent Contact by Teacher

2nd: ISS for class period - Parent Contact by Teacher

3rd: ISS for the day - Parent Contact by Administrator

4th: OSS for 1-3 days- Parent Contact by Administrator

**\*\*Refusal to put away mobile devices will result in 1-3 days OSS\*\***



**RCSD1 JICA – School districts have the right to set limits on the dress of students. All students have the responsibility to comply with these rules and the basic standards of cleanliness and good grooming. Parents and guardians also share the responsibility for assuring that students dress in an appropriate manner. Richland County School District One is trying to create a culture of learning and dressing appropriately enhances this culture. Students are expected to dress in an appropriate manner while on school district property, on a school bus or other school-sponsored transportation, when representing the school or attending school-sponsored activities. Personal appearance will be such that it does not become distracting to other students, materially or substantially disrupt student work, classes, other school activities, school order or creates a health or safety problem. It is expected that parents/guardians will ensure that students dress appropriately and observe the district policy on appropriate dress**

**Students who do not come to school dressed appropriately will be asked to change clothes or call a parent/guardian to bring an appropriate clothing item. When available, the school will offer scrubs and/or t-shirts to students who violate the dress code. If a student is in a dress code violation, the parent cannot bring appropriate clothing, and the student refuses clothing provided by the school, the student will be placed in ISS for the remainder of the day. If the violation is the student's first offense and it is corrected, the student will be given a warning and allowed to return to class.**

# Dress Code

No midriff area should be exposed, or excessive skin exposure.

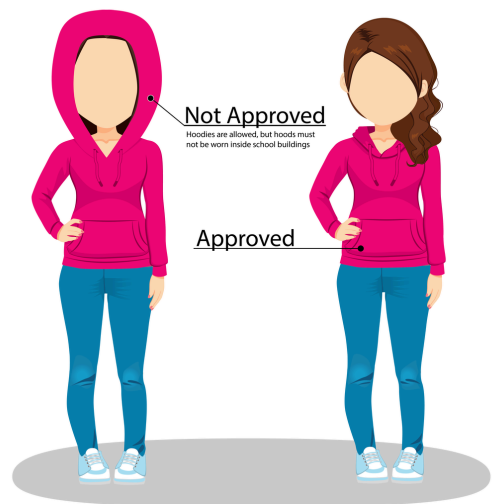


No halter tops, shirts with spaghetti straps, or see-through shirts. Any clothing that reveals undergarments is strictly prohibited.

All head coverings (Including bonnets, head stockings, durags, or bandanas) must NOT be worn inside school buildings except for:

- (1) a cap or hat that is part of a uniform is worn at a school activity or
- (2) the for religious or medical purposes

Hoodies are allowed, but hoods must remain down while in buildings. No ski masks!





# Dress Code



- All pants, shorts, and skirts must be worn at the waist or upper hip (No sagging) and must not have holes or frays that expose skin above the mid-thigh.
- Females wearing spandex, leggings, jeggings, must ensure their shirt/blouse covers their buttocks.
- No cat suits or body suits.

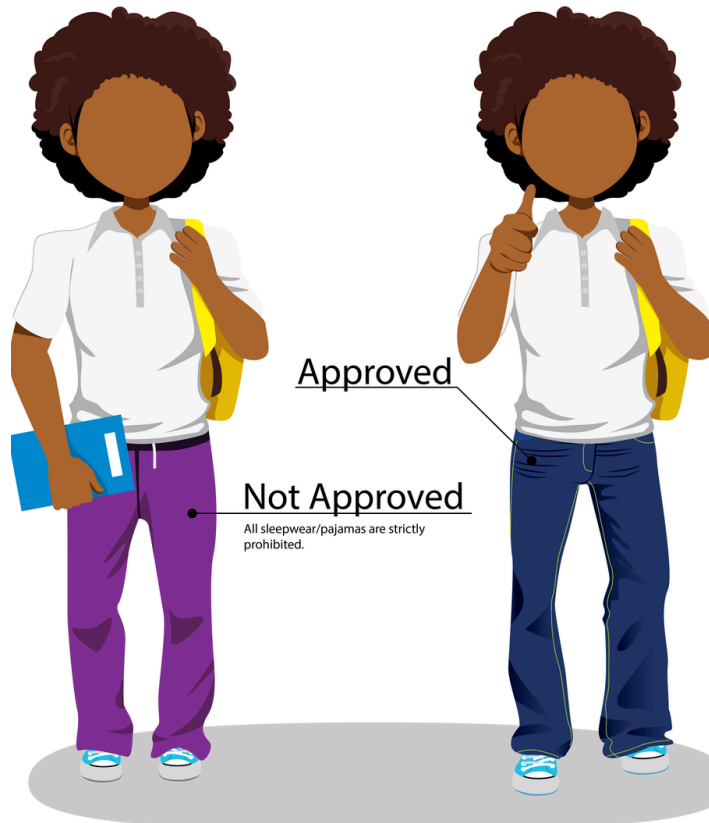


# Dress Code



All shorts, skirts, and dresses must be mid-thigh in length or longer.

All sleepwear/pajamas are strictly prohibited.



# Dress Code

- **District-issued student IDs must be worn on a neck lanyard and visible before or during school hours.**
- **Wearing clothing or accessories that could pose a health and safety hazard to oneself or others is not permitted. This includes but is not limited to, heavy chains, excessive and/or over-sized jewelry; fishhooks, multiple-finger rings (rings welded together resembling brass knuckles), studded bracelets or collars, nose-to-lip chains and removable dental wear (grilles).**
- **Clothing and/or accessories must not display any information about, representations of, or advertisements for sex, violence, alcoholic beverages, tobacco or tobacco products, controlled drugs, or illegal drugs or paraphernalia associated with the before-mentioned items.**
- **Clothing and/or accessories that promote membership or affiliation with a "gang" or "gang activity", in any negative sense of the word, is not permitted. Examples include but are not limited to, gang colors, tattoos, bandannas, wave caps, sweatbands, gang clothing, jewelry, emblems, badges, symbols, and signs.**
- **Clothing and/or accessories will not be worn inside out or backward. Students may not wear alteration of clothing to show favoritism to either the right or left side of the body. Examples include but are not limited to, rolling one pants leg up, rolling one sleeve up, and one sleeve worn normally while the arm is out of the other sleeve.**

# Dress Code Consequences

The dress code standards listed may not cover every possible instance of appropriate or inappropriate appearance. If the administration determines that a student's grooming or clothing violates the school's dress code, the student will be allowed to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the campus administration will work with the student and a parent to obtain an acceptable change of clothing for the student in a way that minimizes the loss of instructional time. Repeated or severe offenses will result in more serious disciplinary action in accordance with the Student Code of Conduct.

<b>Infraction</b>	<b>Consequence</b>
<b>1st violation</b>	<b>Warning (phone call home)</b>
<b>2nd violation</b>	<b>Warning (phone call home)</b>
<b>3rd violation</b>	<b>Afterschool Detention (note in ABE)</b>
<b>4th violation</b>	<b>Referral in ABE (ISS, OSS, Parent Conference)</b>



**All students must wear their current year ID cards in order to:**

- **Be in class**
- **Move between classes and to the restroom**
- **Buy lunch**
- **Borrow library books**
- **Obtain early dismissal**
- **Participate in campus life activities (assemblies, prom, etc.)**
- **Be on campus before or after school**

**\*The ID card must be always worn and visible. Lanyards and Clips are acceptable. The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc.**

**\*Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the Media Center. The cost for replacement is \$ 10.00 for a new ID Card. An ID fine will be assessed if the student cannot pay that day. Replacement lanyards will be available for \$5.00.**

**Teachers will check for IDs at the beginning of class.**

## Academic Grading System

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>51-59</b>
<b>I</b>	<b>Incomplete</b>
<b>W</b>	<b>Withdrawal with passing average</b>

# 10 Point Grading Scale

## South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

**\*Anything below a 51 will calculate with 0.00 GPA points**

# Graduation Requirements

Subject Area	Units
English	4
Mathematics	4
Science	3
U.S. History	1
Economics	0.5
American Government	0.5
Social Studies Elective	1
Physical Education/JROTC	1
Electives (Must include Personal Health)	7
Foreign Language	1
Career Tech/Computer Science	1
Total	24





# **Academic Honors, Letters, and Awards**

**Academic All Stars: Seniors who are ranked in the top 10% of their class, have a GPA of at least a 3.5, and all A's and B's for coursework may obtain this award from Richland One District Office.**

**Academic Letter: Students who earn a GPA of 4.0 for each of the first three marking periods and are free from disciplinary actions on file or debts owed to the school are awarded this letter.**

**Academic Honor Roll: Students are honored if the following GPA is earned:**

**\* Principal's List: 4.80 or higher**

**\* Honor Roll: 4.0 - 4.79**

**\* Honor Roll: 3.0-3.9**

## **Academic Makeup Policy**

**Students with excused absences can make up missed work within reasonable time limits. In all cases of lawful absences, the student shall be allowed to make up the schoolwork. The number of days to make up assignments missed equals the number of days absent.**

**\*Students suspended from school are responsible for obtaining work from classes missed when they return from suspension.**

## **Academic Transcripts**

**Transcripts are available at <https://www.parchment.com> at no cost. If there are any questions, please see your assigned school counselor.**

## **Make-Up Work Policy**

**Students have 3 days to contact their teacher and make up class work, quizzes/tests when they return from being absent. It is the student's responsibility. LRHS students will need to schedule their makeup quizzes/tests during their lunch, before or after school. There will be no makeup work accepted after grades are posted except for finals. There will be an exception made for students with chronic illness or valid circumstances for which they were absent. Their makeup period will be decided by collaboration with guidance, the teacher and administration when necessary.**

## **Re-Do Policy**

**Richland County School District One has announced a new policy for students who have scored below a grade of 70 and wish to redo or retake a quiz, a test, or major assignment.**

### **Classroom Expectations for Re-Doing Work and Completing Assignments**

**Rationale: It is the goal of every teacher at Lower Richland High School to promote student success of 70% mastery on major/summative assignments. When a student does not reach that level, we have a reteach/retest policy.**

## **Transfer Students and Transfer Credits**

**Students who transfer from schools accredited by a regional accrediting association may automatically transfer credits that have been awarded by the previous school attended. Students who transfer from non-accredited schools must have their credits or courses validated for credit. Transfer of weighted credits is not automatic and will be reviewed by the Guidance Director. A maximum of two accepted high school credits (English and Math) may be transferred from the eighth-grade level.**

**\*Contact your Counselor for information on individual graduation requirements.**

## **Edgenuity (E2020)**

**Edgenuity (E2020) is a resource extended to classroom teachers and students. E2020 is a powerful online course management tool that enables Lower Richland High School to offer a variety of learning options to its students: both as a credit recovery alternative and as an enhancement to already existing curriculum. E2020 offers multimedia presentations on various topics that will offer our students different access points to information, supporting the concept of Universal Design for Learning. Lower Richland High School expects teachers to utilize this resource in all available courses for students. Regarding honors courses, E2020 can be used to supplement students in areas of weak performance. Teachers are responsible for customizing E2020 as a part of their Long-Range Plans (LRP) in August. E2020 may be utilized as a redo policy. It is understood that E2020 is not the only intervention available. Teachers are not required to use E2020; it is an option; however, an intervention must be in place and adhere to the intervals above.**

## **Advanced Placement Testing**

**A student must have a minimum of 77% average or teacher recommendation through quarters 1, 2, and 3 in order for the school to pay for the AP exam. Students not meeting this requirement may pay AP fees per exam. Bar codes must remain intact on each textbook. Fines will be incurred if books are damaged. Fees will be assessed for damage to textbooks based on the age and condition of the books. Textbooks found about campus must be turned in to the central Book Room (J129) or see Mr. Robinson.**

# **Academic Honesty Policy**

**Academic honesty and the possession of integrity, pride, and authenticity of student work are the cornerstone of the beliefs and values of Lower Richland High School. Within the school's mission statement, we purport to develop responsible students. Among our beliefs is character matters; honesty, integrity, and mutual respect are vital. To that end, we aim to educate each student with the high expectation that assessments in any format will be authentic. To achieve this, we focus on educating students by applying the Learner Profile, particularly about discipline. To embody the characteristics of the Learner Profile is to promote academic honesty. Using an inquiry approach enables authenticity in the development of student work.**

## **Purpose**

**The Academic Honesty Policy is clearly defined to express the expectations of completion and submission of authentic work. This published document will provide staff, students, parents, counselors, and administrators with a clear delineation of any breach or misconduct defined, each participant's roles in preventing any violation or misconduct, and encourage moral behavior to safeguard the school's academic environment.**

## **Definition**

**Academic honesty requires ownership of the personal responsibility for producing student work, appropriate credit for others' work, and maintaining integrity and trust in our school educational environments. The intellectual property of others, including literature, art, music, and written expression, is to be respected and used within the boundaries of the law. The IB organization defines academic misconduct as behavior (deliberate or accidental) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.**

**Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. Authentic authorship is expressly the thoughts and ideas of the candidate.**

**Collusion is a form of cheating when people work together deceitfully to develop a submission for an assessment restricted to individual effort. Any action taken to obtain credit for work that is not one's own is considered academic dishonesty.**

**Collusion may include, but is not limited to, the following:**

**Submitting another student's work as one's work.**

**Obtaining or accepting a copy of tests or scoring devices.**

**Giving or obtaining test questions or answers from another class member.**

**Copying from another student's test or computer file or allowing another student to copy during a test or computer program.**

**Using materials that are not permitted during a test.**

**Presenting as one's material copied without adequate documentation from a published source.**

**Copying or having someone other than the student prepares the student's homework, paper, project, laboratory report, computer program, or take-home test for which credit is given.**

**Permitting another student to copy or write another student's homework, project, report, paper, computer program, or take-home test.**

**Taking credit in group work where the individual still needs to complete work.**

**Accessing restricted computer files without teacher authorization.**

**Copying materials, including computer software, in violation of the copyright law.**

## **Roles and Responsibility in Supporting Academic Honesty**

### **Faculty:**

**Communicate actions resulting in breach or misconduct before each assignment.**

**Provide instructions on citation i.e., when to, how to.**

**Demonstrate and model academic honesty in presentations, etc.**

**Report and record academic dishonesty.**

**Use practice of the Diploma Program and ask students to use their signature to indicate authenticity of work.**

**Minimize the ability to breach or misconduct the academic honesty policy by developing authentic assessments.**

**Communicate with students, parents, counselors, administrators, with concerns and academic dishonesty occurrences.**

**Involve students in reflection/discussion in the instance of breach or misconduct via conference with teacher, counselor and administration.**

### **Students:**

**Confirm understanding of academic honesty with signature on District Code of Conduct form annually.**

**Report persons in breach or misconduct to a school employee.**

**Work to earnestly produce authentic work**

**Take responsibility for the name on assignment verifying it as your own work and use citations where appropriate.**

**When in doubt, ask.**

### **Administration:**

**Support academic honesty policy and investigate all counselor/teacher reports of breach or misconduct.**

**Ensure that all staff, students, and parents understand definitions, responsibilities, and consequences.**

**Ensure the academic honesty policy is enforced consistently.**

**Provide staff development and guidance on academic writing and referencing systems that are available.**

**Maintain an account with plagiarism detection service (Turnitin.com).**

**Make parents and students contact the conference about incidents of breach or misconduct.**

**Parents, guardians, and/or outside support:**

**Read/sign District Code of Conduct form.**

**Encourage your child to practice academic honesty.**

**Engage in your student's process for completing assignments.**

**Attend conferences concerning any breach or misconduct if necessary.**

## **Consequences**

**Academic breach or misconduct will result in a conference with the student and parents, including a counselor and administrator. Consequence: The instructor has the right to require a redo of the work or offer a different assignment. Consequences may also follow the school guidelines for disciplinary action. Information regarding violations of academic honesty will become part of the student's discipline file. The academic policy remains aligned with the IB academic integrity policy. Use of inquiry and project-based assessments with appropriate formative assessments are used to deter academic dishonesty. The coordinator has instituted the software Turnitin.com to combat plagiarism in writing assignments.**

## The International Baccalaureate (IB)

Through approaches to learning in IB programmes, students develop relevant skills across the curriculum that help them “learn how to learn.” Lower Richland High School students will use approaches to learning in all courses.

IB ATL Skill Categories	ATL Skill Clusters
Communication	I. Communication
Social	II. Collaboration
Self-Management	III. Organization
	IV. Affective
	V. Reflection
Research	VI. Information Literacy
	VII. Media Literacy
Thinking	VIII. Critical Thinking
	IX. Creativity and Innovation
	X. Transfer

The aim of all IB Programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help create a better and more peaceful world. LR High School students will demonstrate characteristics of the learner profile.



<b>Inquirers</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We with and sustain our love of learning throughout life.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Thinkers</b>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Communicator</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
<b>Open-Minded</b>	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.
<b>Caring</b>	We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
<b>Risk-Takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
<b>Reflective</b>	We thoughtfully consider the world and own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **Diamond Hornet**

### **Clubs and Organizations**

**Various clubs and organizations are offered to the student body to promote respect and responsibility through their services, interest, skill development, and community actions. Each club/organization has a set of rules, eligibility, policy requirements, and grade requirements. Those recognized by Lower Richland High School are as follows:**

**100 Black Men**

**Beta Club**

**Chorus**

**Diamond Dazzler**

**Drill Teams**

**Family Career & Community Leaders of America (FCCLA)**

**Future Business Leaders of America (FBLA)**

**Gifted & Talented Dance and Theater**

**Health Occupation Students of America (HOSA)**

**Health Occupations Students of America**

**JROTC Diamond Battalion**

**Marching Band and Concert Band**

**National Honor Society**

**National Society of Black Engineers Jr.**

**National Technical Honor Society**

**Orchestra**

**Project Lead the Way**

**Robotics**

**Science Technology Engineering Math Academy**

**Skills USA**

**Student Council**

**Technology Student Association (TSA)**

## Athletics and Sports Listing

All students are allowed to participate in the athletic programs at Lower Richland High School if students meet eligibility, policy requirements, and grade requirements (2.0 required cumulative average) as noted.

### Activities Offered:

Girls Sports	Boys Sports
<b>Basketball *</b>	<b>Basketball **</b>
<b>Competitive Cheer</b>	<b>Baseball **</b>
<b>Cheerleading *</b>	<b>Cross Country</b>
<b>Cross Country</b>	<b>Football *</b>
<b>Soccer</b>	<b>Golf</b>
<b>Softball *</b>	<b>Soccer</b>
<b>Tennis</b>	<b>Tennis</b>
<b>Track &amp; Field *</b>	<b>Track &amp; Field *</b>
<b>Volleyball *</b>	<b>Wrestling</b>
<b>Denotes the level for each sport: * Junior Varsity &amp; Varsity ** B-Team, Junior Varsity &amp; Varsity</b>	

Students are asked to speak with the Athletic Director for more information regarding Clearinghouse expectations, SC High School League requirements, eligibility, Athletic Discipline Policy, and other athletic information. Students participating in any sport are required and expected to always model and display exemplary behavior.

# **Addendum Clause and Disclosure Statement**

This Student Handbook has been prepared to provide students at Lower Richland High School with pertinent, but general information regarding campus procedures. While every effort has been made to ensure the accuracy of this handbook, all information found within is subject to change as deemed necessary for regulation purposes and is entirely at the discretion of the administration.

## **Non-Discrimination Policy**

Richland County School District One does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in employment decisions or in the provision of the educational opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and section 504 of the Rehabilitation Act of 1973.





## Daily Bell Schedule

	K, PA, J (1 <sup>st</sup> Floor)	H, J (2 <sup>nd</sup> Floor)	C, MS, B
Time	3 <sup>rd</sup> Block		3 <sup>rd</sup> Block
8:00 am – 9:30 am	First Block	First Block	First Block
9:35 am – 11:05 am	Second Block	Second Block	Second Block
11:10 am – 11:35 am	Advisor/Enrichment	Advisor/Enrichment	Advisor/Enrichment
11:40 am – 1:40 pm	1st Lunch 11:40 am – 12:05 pm  Third Block Class 12:10 pm – 1:40 pm	Third Block Class 11:40 am – 12:20 pm  2 <sup>nd</sup> Lunch 12:25pm – 12:50 pm  Third Block Class 12:55 pm – 1:40 pm	Third Block Class 11:40 am – 1:10 pm  3 <sup>rd</sup> Lunch 1:15 pm – 1:40 pm
1:45 pm – 3:15 pm	Fourth Block	Fourth Block	Fourth Block

## Two- Hours Delay Schedule

	K, PA, J (1 <sup>st</sup> Floor)	H, J (2 <sup>nd</sup> Floor)	C, MS, B
Time	3 <sup>rd</sup> Block		3 <sup>rd</sup> Block
10:00 am – 11:05 am	First Block	First Block	First Block
11:10 am – 12:15 pm	Second Block	Second Block	Second Block
12:20 pm – 2:00 pm	1st Lunch 12:20 pm – 12:45 pm  Third Block Class 12:50 pm – 2:00 pm	Third Block Class 12:20 pm – 12:53 pm  2 <sup>nd</sup> Lunch 12:58 pm – 1:23 pm  Third Block Class 1:28 pm – 2:00 pm	Third Block Class 12:20 pm – 1:30 pm  3 <sup>rd</sup> Lunch 1:35 pm – 2:00 pm
2:05 pm – 3:15 pm	Fourth Block	Fourth Block	Fourth Block



## Activity Bell Schedule

	K, PA, J (1st Floor)	H, J (2nd Floor)	C, MS, B
Time	3 <sup>rd</sup> Block		3 <sup>rd</sup> Block
8:00 am – 9:25 am	First Block	First Block	First Block
9:30 am – 10:55 am	Second Block	Second Block	Second Block
11: 00 am – 12:55 pm	1st Lunch 11:00 am – 11:30 am  Third Block Class 11:35 am – 1:00 pm	Third Block Class 11:00 am – 11:42 am  2 <sup>nd</sup> Lunch 11:47 am – 12:15 pm  Third Block Class 12:20 pm – 1:00 pm	Third Block Class 11:00 am – 12:25 pm  3 <sup>rd</sup> Lunch 12:30 pm – 1:00 pm
1:00pm – 2:25pm	Fourth Block	Fourth Block	Fourth Block
2: 30 pm – 3:15 pm	Activity		Activity

## Early Release Schedule

	K, PA, J (1st Floor)	H, J (2nd Floor)	C, MS, B
Time	4 <sup>th</sup> Block		4 <sup>th</sup> Block
8:00 am – 9:35 am	Third Block		Third Block
9:40 am – 11:45 am	1st Lunch 9:40 am – 10:05 am  Fourth Block Class 10:10 am – 11:45 am	Fourth Block Class 9:40 am – 10:20 am  2 <sup>nd</sup> Lunch 10:25 am – 10:50 am  Fourth Block Class 10:55 am – 11:45 am	Fourth Block Class 9:40 am – 11:15 am  3 <sup>rd</sup> Lunch 11:20 am – 11:45 am

Last version 8/14/2023