



# 2020-2021 Student and Parent Handbook





School Hours 8:20AM - 3:40PM  
Wednesday Delayed Opening 9:20AM - 3:40PM  
Main Number (803) 476-3000

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

### **Administration**

Dr. Robin Hardy, Principal  
Mr. Jay Clark, Associate Principal  
Dr. Kaaren Hampton, Assistant Principal for Instruction  
Mr. Jeff Corley, Assistant Principal  
Mr. Ron McGinty, Assistant Principal  
Mr. Richard Tillmon, Administrative Assistant Principal

### **Athletics**

Mr. Ray Canady, Athletic Director  
Mr. Aaron Brand, Assistant Athletic Director

### **School Counseling Staff**

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

## **Mission Statement**

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

## **Motto**

“Proud Past, Bright Future”

## **Vision Statement**

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

## **Principal’s Vision**

We are Irmo High School International School of the Arts where we bring our A Game to all we do in Academics, Arts, Athletics, Attendance, and Attitude.

## **Non-Discrimination Policy**

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, sex or disability in admission to, treatment in, or employment in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Chief of Human Resources, Title IX Coordinator and Director of Special Services, and 504/ADA Coordinator located at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000.

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Every effort is made to ensure accuracy in preparing this handbook. However, because of our publishing deadline and human error, there may be omissions, changes and mistakes. We will address these as soon as we are aware of them.

## **Academic Dishonesty Policy**

[See attached policy.](#)

## **Academic Improvement Strategies**

At Irmo High School we want every student to be academically successful. Research has demonstrated the following will help increase the likelihood a student will be successful:

1. Establish high achievement goals. Go for the “A” or “B,” rather than making a commitment to “just pass.”
2. Attend school every day unless an illness occurs that makes attendance impossible.
3. Do homework every day that it is assigned and/or review class notes for better understanding.
4. Attend Academic Assistance when needed. Every teacher has a minimum of one morning or one afternoon when they stay to assist students. This is a free service, and the day of Academic Assistance is included in the syllabus.
5. Write assignments on your calendar.
6. Communicate with teachers. Let them know when you are struggling or have things that are bothering you.
7. Seek the help of your school counselor.
8. Prioritize: school first; job second; etc.

## **Alcohol and Drug Use**

Possession, transfer, distribution, use, in any amount, of alcohol, marijuana, hallucinogenic drugs or any other controlled substance is prohibited. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance. Please consult the District 5 Student Behavior Code Book for information on the consequences for committing alcohol and drug-related infractions. This document can be found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *2019-2020 Code of Conduct*.

## **Assemblies**

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

## **Athletics**

### **Academic Requirements For Participation In Interscholastic Activities**

Interscholastic activities include all activities involving school-sponsored competition between and among schools for students in grades 9-12. The athletic department determines academic eligibility at the beginning of each semester and bases the eligibility on the previous semester's record of courses taken and grades achieved. A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he has previously received credit cannot count this course as one required for eligibility; this is considered as auditing a course.

To participate in interscholastic athletic activities, students in grades 9 – 12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school. To be eligible during the second semester, the student must meet one of the following conditions:
  - a. If the student met first semester eligibility requirements, then he or she must pass the equivalent of four 1/2 units during the first semester.
  - b. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of five 1/2 units during the first semester.
2. Students must satisfy eligibility requirements in the semester preceding participation.
  - a. Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.
  - b. Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester. Under the current League program, this will apply to participants in basketball and wrestling in the high school and middle school programs.
3. Students with Disabilities:
  - a. Students diagnosed as having a disability and being served in a non-diploma program shall be considered eligible for participation in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan.
  - b. Students diagnosed as having a disability and being served in a program leading to a state high school diploma must meet all eligibility

requirements previously stated for participation in interscholastic activities. The athletic director must certify each athlete as eligible. Additional regulations do apply. For more information, please talk to the coach or athletic director.

If interscholastic activities are connected with curriculum experiences in a regular classroom situation, such as band, or a vocational course, a student determined to be ineligible may continue as part of the class and earn the grade and credits for that course.

## **Eligibility**

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

- A. To participate in interscholastic activities, students in grades nine through twelve must achieve an overall passing average and either:
  - 1. pass at least four academic courses, including each unit the student takes that is required for graduation; or
  - 2. pass a total of five academic courses. Students must satisfy these conditions in the semester preceding participation in the interscholastic activity, if the interscholastic activity occurs completely within one semester or in the semester preceding the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.
- B. Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives. All activities currently under the jurisdiction of the South Carolina High School League remain in effect. The monitoring of all other interscholastic activities is the responsibility of the local boards of trustees. Those students diagnosed as handicapped in accordance with the criteria established by the State Board of Education and satisfying the requirements of their Individual Education Plan (IEP) as required by Public Law 94-142 are permitted to participate in interscholastic activities. A local school board of trustees may impose more stringent standards than those contained in this section for participation in interscholastic activities by students in grades nine through twelve.
- C. The State Board of Education may grant a waiver of the requirements of this section.
  - 1. This waiver may be granted when a written statement from a school district superintendent and athletic director has been received stating circumstances, including, but not limited to:
    - a. a student's ineligibility to participate in interscholastic activities is due to misinformation concerning eligibility requirements being provided by district personnel;
    - b. a student's ineligibility to participate in interscholastic activities is due to a long-term absence as a result of a medical condition, but the student has been medically cleared to participate by his health

- care practitioner; or
- c. any reasonable circumstance as determined by the State Board of Education.

D. The State Board of Education shall establish guidelines to administer this section.

### **Charter School Student Eligibility**

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

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

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

### **Home School Student Participation in Interscholastic Activities**

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

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

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

### **Unexcused Absences**

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

unexcused absence.

### **Academic Standards for Middle School Athletic Participation**

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

1. Students passing the sixth, seventh, and eighth grades by academic promotion pursuant to district policy are considered as having met the requirements for academic eligibility for first semester.
2. Students in grades seven and eight must be meeting the school district promotion policy at the end of the first semester in order to be eligible for the second semester. (Second semester ninth grade students must meet League academic regulations.)
3. A seventh or eighth grade repeater shall not be eligible during a school year if academic requirements for promotion were met during the previous year.
4. A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work. Second semester eligibility begins when first semester ends and the student is added to the certificate of eligibility form signed by the principal. \*\*Summer School grades replace yearly average for promotion only (does not replace fourth nine weeks grades.)

### **Ineligible Participants**

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

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

### **Athletic Participation Fees**

Athletic participation fee of \$65.00 (per sport) is due at the beginning of each season.

## **Attendance**

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

### **Absences**

According to state law, to receive a Carnegie unit for a course taken, a student must be

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

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

Excuses for Lawful and Unlawful Absences A note from a physician, dentist, or other recognized licensed certified medical practitioner or legal officer is required for each lawful absence. Medical notes or notes from legal offices must be turned in within three (3) days of the absence.

These should be hand delivered or faxed to attendance. These notes must be dated and include the date(s) of absence(s). If the note is not presented to the attendance office by the student's third day back in school, it will be recorded as a parent note. Parent notes are considered documentation for unlawful absences and must also be dated and must include the date(s) of absence(s) the reason(s) for the absence(s), the telephone number of the parent/guardian, and the required signature. The reason for the absence given on the note determines whether it will be recorded as a lawful or unlawful absence.

### **Lawful Absences**

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

### **Unlawful Absences**

- They are willfully absent from school without the knowledge of their parents/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

Suspension is not to be counted as an unlawful absence for truancy purposes.

### **Consequences for Unlawful Absences - Intervention**

When a student accrues the 4th unlawful absence in a yearly course or the 2nd unlawful absence in a semester course he/she is “advised” of their attendance status. After 10 unlawful absences in a yearly course or 5 unlawful absences in a semester course, the student will not receive course credit unless absences are recaptured.

### **Recapture for Excessive Absences**

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

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

### **Early Dismissal**

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

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

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

## **Bell Schedule**

[See attached Schedule](#)

### **Bicycles, Mopeds and Skateboards**

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

### **Building Hours for Students**

Classrooms will be available for students from 8:10 a.m. to 4:00 p.m. The Media Center is open for the use of study/research at 8:00 a.m.

For safety and security reasons, students are not to loiter about the buildings after their daily programs are finished. Students must have valid reasons for staying in school after their classes are over (Academic Assistance, etc.). If students are found to be in the building after 4:00, not with a supervised activity, the administrator on duty will be notified and consequences will be issued.

### **Bulletins and Announcements**

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

### **Bullying, Harassment and Intimidation**

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

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

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

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

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

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

For more information, please see the 2019-2020 Code of Conduct found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *2019-2020 Code of Conduct*.

## **Bus Transportation Information**

### **Safe and Secure School Bus Transportation**

The safety and security of students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions: The school bus is an extension of school activity. Therefore, students must conduct themselves on the

bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time or return to the school when misbehavior or threatened misbehavior hinders the safe operation of the school bus. The driver will report students who create a disturbance on school buses, and the Transportation Supervisor may suspend bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus. In accordance with the Student Behavior Code additional consequences may be assigned by the school for misbehavior on the school bus. These consequences may include suspension from school or recommendation for expulsion.

## **Expectations of Students Who Ride the Bus**

### **Behavior Code**

The District recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of its schools. Generally, it is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Ultimately, though, the Superintendent is in charge of ensuring that sound disciplinary practices are followed throughout the District.

Interfering with the safe operation of a school bus including, but not limited to, inappropriately messaging through the use of a cell phone, a camera cell phone, a paging device, or any other electronic device; such devices are to be turned off and out of sight upon a student's arrival at school until the student is dismissed from school and are never to be used in any area in which an individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers; in the event of a violation, school personnel are authorized to take the device from the student but must make it available to the student's parent in a reasonable amount of time.

### **Bus Conduct**

In the vicinity of buses and on buses, students shall conduct themselves in a manner that does not endanger and does not contribute to the endangerment of themselves and/or other students. The District's Behavior Code procedures are applicable, also. Students must insure that all cellular phones remain turned off when being transported by district owned vehicles; i.e., school bus.

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

- **Disruption of School Bus.** A student may not intentionally or unintentionally disrupt or interfere with the driver's ability to operate the bus by use of excessive noise, force, throwing objects, being out of his/her assigned seat or any other disruptive behavior.
- **Failure to Follow Directions or Obey Safety Rules.** A student must follow and

obey the instructions or the Safety Rules while on the bus at all times. This rule also applies where the directions or orders are directed towards a group of students.

- **Persistent Unruliness on the School Bus.** After at least two offenses, the student may be deemed “unruly” and recommended for suspension from the school bus. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

## General Bus Rules

### To and from the bus

- Parents or guardians are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.
- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver. Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door.
- If a student misses their bus it is the parent’s responsibility to ensure the student arrives at school on time.

### Waiting for the bus

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

### Parents

- Review safety tips with your child on riding in the bus. This will help your student to ride smart and stay safe.
- Have your children put everything they carry in a backpack or school bag so that they won't drop things along the way to the bus stop.
- Make sure they leave home on time so they can walk to the bus stop and arrive before the bus is due. Running can be dangerous.
- Have them wear bright, contrasting colors so they will be more easily seen by drivers.
- Walk your young child to the bus stop and have older children walk in groups.
- There is safety in numbers; groups are easier for drivers to see.

- Practice good pedestrian behavior. Your children should walk on the sidewalk; if there is no sidewalk, they should stay out of the street.
- If they must walk in the street, they should walk single file, face traffic, and stay as close to the edge of the road as they can.
- Tell your child to stop and look left, right, and then left again if he or she must cross the street. Your child should do the same thing at driveways and alleys. Exaggerate your head turns and narrate your actions so your child knows you are looking left, right and left.
- Do not let your child play running games or push and shove at the bus stop. It is dangerous near traffic.
- Make sure your child stands at least 10 feet (5 giant steps) from the road while waiting for the bus. The child will then be out of the way of traffic.
- Have younger children practice taking 5 giant steps to become familiar with 10 feet.
- Warn children that if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions.
- If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Drivers in a hurry sometimes try to sneak by buses on the right.
- Teach your children to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- Children should talk quietly, be courteous to the driver and follow the driver's instructions.
- Children should stay seated during the entire bus ride and keep the aisles clear.
- Parents do not engage with a conversation with the driver at the bus stop. All issues are best handled by contacting the Irmo Transportation Supervisor at (803) 476-3252 or lcook@lexrich5.org.

#### Delayed or Late Bus Notifications

The Transportation Office has established a notification system for school bus delays. This program will allow a text (and/or email) message to be sent to the parent/guardian **when the bus is delayed by more than 10 minutes of the scheduled pick-up or drop-off time**. This program is voluntary using the Bloomz app. All personal information is kept private. Visit [bloomx.com](http://bloomx.com) to learn more.

We ask that all parents download the bloomz app and sign up for this service. After downloading the app, a bloomz code will be issued based on your student's assigned bus. Parents can contact the Transportation Office at (803) 476-3252 and someone will assist them with a code for their student's bus. Parents/ guardians will need to sign up every year as the systems are purged at the end of the school year. If you have a student in multiple schools you will need a separate code for each student. The following information is provided:

- Standard Text Message Rates Apply – District Five charges no fees or cost for

this service.

- This system is not related to or a part of any other District Five notification program or other notification systems from the schools. You must sign up specifically for this Bloomx program in order to receive school bus information for your student's bus.
- District staff will never see your phone number, nor will you see theirs.
- You may receive notifications via text, email or both.
- This program will not be utilized to make any calls except for bus delays, accidents or changes in the bus schedule.
- Parents/guardians can "unsubscribe" at any time or when the student is no longer riding the bus.
- You will not be able to reply to any message.
- Students must be at the bus stop five minutes prior to their scheduled pick-up time.

For additional information about the Bloomx app visit [bloomx.com](https://bloomx.com). If you have any further questions regarding your student's bus number or pick-up time please call the Irmo Transportation Office at (803) 476-3252.

#### Safe school bus loading procedures

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

#### Safe school bus unloading procedures

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

- the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

### General School Bus Procedures

- The School District of Lexington and Richland Counties must safely transport all bus riders to and from school. Students will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.
- The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.
- The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.
- To ride a different bus or get off the bus at a different stop or to have a friend ride your bus requests must be given to the Transportation Department. If space is available and parental permission is given, the Transportation Department may approve the request.
- Students may not load or unload at school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.
- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until granted permission by the Transportation Supervisor.
- Situations may arise in the operation of the school bus are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individual(s) closest to the concern; therefore, are best dealt with through communication with the appropriate Area Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Any student who attempts to board the bus while suspended or interferes with the operation of the bus, may be prosecuted under applicable South Carolina law.
- Rather than trying to solve disagreements with drivers or students or at school bus stops, parents should contact the Area Transportation Supervisor.

### Student Behavior

From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of

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

### Bus Discipline

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

The bus driver has responsibility for supervision of all students on his or her bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving. Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be given appropriate disciplinary action pursuant to the District's Behavior Code procedures. In addition to disciplining students according to the District's Behavior Code procedures. The Transportation Supervisor may suspend a student from riding the bus pending an investigation into any disruptive behavior or reports of inappropriate behavior. Bus suspensions do not run concurrently with out of school suspensions and do not do they include weekend or holidays. Suspension from any bus include not riding the bus for field trips, sports, band or other similar events and include CATE or Spring Hill buses.

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

### School Bus Safety

School District Five of Lexington and Richland Counties must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in consequences according to the Student Behavior Code. The Student Behavior Code applies on the bus the same as in school. In order to

ride the bus, students must follow the following rules:

#### Rules for riding the school bus

- No glass containers on the bus.
- No spitting, eating, smoking (including E-cigarettes) or drinking on the bus.
- No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- No standing while the bus is in motion.
- Keep your feet, body, and bags out of the aisle – it serves as an emergency exit.
- Certain band instruments, sports equipment, school projects, or other objects can not be taken on the school bus. Items take up seating space, block the aisle or floor must be transported by other means. Items such as lacrosse sticks, bats, shoulder pads, skate boards or other items that can cause a delay in loading and unloading the bus or cause a hindrance while evacuating the school bus are not permitted on the bus.
- Students may not ride a bus that they are not assigned to, without permission from the Transportation Department.
- Do not ride any bus during a suspension of bus privileges.
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of object.
- No play fighting or horse playing.
- Do not vandalize the bus or ignite any flammable object.
- Do not hold onto the bus from the outside or pass anything through the windows of the bus.
- Do not possess weapons, explosives, laser pens, or laser pointers.
- Do not tamper with any bus equipment or controls.
- Do not make excessive noise or engage in disruptive behavior.
- Students must obey and respect the directions of the driver.
- Students must not exhibit behavior that could disturb the other students or the driver.
- Students may talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, yelling or anything that could distract the driver.
- Spraying of cologne, deodorant, body spray or any other types chemicals or aerosols, pump spray, or lotion while on the bus
- Students must never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- Students may only board and exit the bus at their designated stop.
- Students must be at the bus stop 5 minutes prior to their scheduled pick-up time.

#### Video/Audio Monitoring on School Buses

In order to promote the safety and welfare of students and staff members while they are on school buses, the Transportation Supervisor or his/her designee is authorized to place video cameras on State and District buses. Therefore, while inside a State or District bus or other vehicle, all occupants are subject to video and audio monitoring. The following procedures are to be followed: Students and parents are hereby notified

that students are subject to being videotaped on a school bus at any time and are the property of School District Five.

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

#### Violence Against Bus Driver or Other Transportation Employee

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

### **Care of School Property**

We hope you share our pride in Irmo High School and will, at all times, help keep the buildings, equipment, and grounds at their best appearance. Students are responsible for the proper care of books, supplies, and furniture supplied by the school.

Students who do damage to school or personal property or equipment will pay for the repair or replace the item. The administration will take appropriate disciplinary action for willful acts of damage or destruction to property according to District Policy, state and local laws.

### **Cell Phones/Communication Devices**

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

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, personal digital assistants (PDAs), 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 of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.”

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

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

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

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

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

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

Parents/Guardians are advised that the best way to get in touch with their child during

the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the administration.

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

Before and after school (before 8:20 a.m. and after 3:40 p.m.),

During their lunch break,

Any time in “Free Zones” – cafeteria and commons area, and hallways

As deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY. Any other use of wireless communications is considered misuse and violations may result in disciplinary action. Cell phone etiquette will be reviewed at the beginning of school.

Consequences for WCD Misuse at IHS are issued per the Student Code of Conduct.

### **Change of Address**

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

### **Child Abuse**

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

### **Civil Emergencies**

What parents can do in an emergency:

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

## **Class Rank**

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

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. Only one course attempt and the highest grade earned for the course will be calculated in the GPA. Class Rank is found by computing each student's GPA and ranking the GPAs of the members of the class from highest to lowest GPA. When students share the same GPA, they will be tied for the same rank.

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

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

## **Closed Campus**

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

## **Closing of School Due to Inclement Weather**

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

## **Clubs**

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

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

### **Student Council**

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

## **College Testing Information**

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

If a student has any plan of continuing his/her education beyond high school, particularly a four-year college, he/she should plan to take the appropriate test in the spring of his/her junior year. Students planning to attend Midlands Technical College should take the AccuPlacer test. The school counseling department will assist any student or parent on a decision to take these tests or not take them as well as when the tests should be taken.

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

## **Computer/ Regulations Concerning Use**

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

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

### **Internet Use**

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

### **Students agree to:**

- Be polite and use appropriate language (no swearing or use of vulgarities).
- Practice proper system use and observe security restrictions.
- Understand that electronic mail, e-mail, is NOT guaranteed to be private.
- Respect all electronic communications and information as private property.
- Use technology resources for educational purposes as appropriate to

instructional assignments.

- Take good care of the computer (no objects on the computer or food or drink near the computer).

### **Students agree not to:**

- Engage in any form of Cyber Bullying while using district technology resources. Cyber bullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.
- Reveal his/her personal address or phone number or those of others.
- Use chat rooms, instant messaging, and personal e-mail is prohibited except for designated classroom activities.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials which would not be permissible in District Five's classrooms in any other form (i.e., obscene, profane, or pornographic materials).
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Login to the computer or programs as any other person or allow anyone to login with your account. Will not share district provided user name or password with other students.
- Deliberately tamper with a computer system (examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc).
- Steal or vandalize any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of the district.
- Use district computers for personal use or gain, product advertisement or political lobbying.
- Use public domain software and shareware beyond the provided evaluation period without properly registering and paying for the same.

### **Enforcement of Policy**

- School District Five of Lexington and Richland Counties uses a technology protection measure that blocks or filters Internet access in compliance with the Children's Internet Protection Act (CIPA). This filtering device is not 100% accurate and can misclassify sites.
- School District 5 staff will monitor students' use of the Internet through software means and/or direct supervision.

### **Responsibility**

**District:** School District 5 of Lexington and Richland Counties makes no warranties of any kind for the technology resources it is providing. The District will not be responsible for any damages the student incurs including loss of data resulting from delays, non-

deliveries, mis-delivery, or service interruption. Use of any information obtained via the Internet is at the student's own risk. The District specifically denies any responsibility for the accuracy, quality, or cost of information, goods, or services obtained through the Internet.

**Student:** Students may utilize technology resources for educational purposes as appropriate to instructional activities. Activities that are acceptable include classroom activities, career development, and high quality research. Students may not use the resources of School District 5 of Lexington and Richland Counties for entertainment purposes. Students should practice proper system use and observe security restrictions. Security on any computer system is a high priority, especially when the system involves many users. If a student feels he/she can identify a security problem he/she should notify a school administrator.

Examples of Improper Use:

1. Using a computer/district issued mobile device to create, use or download materials which would not be permissible in District Five classrooms in any other form (i.e. entertainment, obscene, profane, or pornographic materials.)
2. Using chat rooms, instant messaging, and personal e-mail is prohibited except for designated classroom activities monitored by the teacher.
3. Authorized accessing or duplication of computer programs, systems or data files.
4. Unauthorized storage and/or loading of a computer program, system or data files. This may also be a copyright violation and as such is subject to federal copyright laws. Computer programs and manuals are copyrighted property and are not to be copied or altered in any form.
5. Deliberately deleting/destruction of any computer programs, systems or data files.
6. Using any computer access accounts other than those assigned to the individual. This includes misrepresenting self through the use of another person's ID or use of an anonymous ID.
7. Providing system access to unauthorized individuals, especially non-employees of the district.
8. Deliberately tampering with a computer system (examples: switching cables, disabling fans, deliberate virus introduction, etc.)
9. Theft or vandalism of any computer, printer, port, file server or computer accessories.
10. Using restricted computer equipment without authorization.
11. Failure to care for computer equipment: Objects should not be placed on monitors, computers, or keyboards; Food and beverage should never be used in the vicinity of computers.
12. Using computers which are school or district property for commercial or personal use or gain.
13. Using computers or mobile devices which are school or district property for product advertisement or political lobbying.
14. Using public domain software and shareware beyond the provided evaluation period without properly registering and paying for the same.

15. Transmitting any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material copyrighted by trade secret.

### **Student Pledge for Use of the District Issued Mobile Device**

1. I will take proper care of the District Issued Mobile Device.
2. I will not loan the District Issued Mobile Device or charger and cords to others.
3. I will be accountable for the District Issued Mobile Device at all times.
4. I will charge the District Issued Mobile Devices battery daily.
5. I will not leave the District Issued Mobile Device in an unlocked vehicle.
6. I will keep food and beverage away from District Issued Mobile Device.
7. I will not disassemble any part of the District Issued Mobile Device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the District Issued Mobile Device by carrying it in the case provided.
10. I will not stack objects on top of the District Issued Mobile Device.
11. I will not leave the District Issued Mobile Device outside or near water.
12. I will save data to the network directory. (District Five of Lexington and Richland Counties will at time resync District Issued Mobile Device. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)
13. I will not place decorations (such as stickers, markings, etc.) on the District Issued Mobile Device or district-issued protective case.
14. I will not deface the serial number, manufacturer labels or district labels on any District Issued Mobile device.
15. I will follow district policies outlined in District Issued Mobile Guide and the district's Acceptable Use Agreement.
16. I will file a police report for theft, vandalism or other violation.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return the District Issued Mobile Device case and power cords in good working order.
19. I agree to return the District Issued Mobile Device, case and power cords when I transfer or leave the district for any reason.
20. I will not leave my device unattended in the classroom, lunchroom, restroom, or hallway.

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

### **Conduct Standards**

As a school, we need to be aware students are easily influenced by what they see and hear. Student clothing, actions, and work should promote respect for all ages, races,

sexes, religions, and cultural diversity. Student work should contain no profanity or inappropriate slang, or glorification of alcohol, drugs, and tobacco products. As a school community, it is our responsibility to help students gain respect for all people.

## **Conferences**

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

## **Course Load**

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

## **Diploma Requirements**

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

**Language Arts:** 4 Units

**Mathematics:**\* 4 Units

**Science:** 3 Units

Biology - 1

**Social Studies:** 3 Units

U.S. History - 1

American Government - 1/2

Economics - 1/2

Other Social Studies - 1

**Computer Technology:** 1 Unit

**World Language/CATE:** 1 Unit

## **Physical Education or ROTC or Marching Band for PE: 1 Unit**

**Electives:** 7 Units

**Total Units Required:** 24 Units

\* One unit of an approved Computer Science course can be applied to the Mathematics requirement.

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

## **Life Scholarship Program**

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

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

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

## **Extended Studies Program**

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

An optional School District Five diploma shall be awarded to those students who pursue an extended program of studies to include completion of at least 28 Carnegie units of credit as listed below and at least 10 hours of community service each year in grades 9-12. Students are responsible for annually verifying community service. Verification forms should be submitted annually to the school counseling office by May 1 of the 9th, 10th, 11th grade years, and by February 1 during the senior year.

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

## **Directory Information**

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

## **Discipline Code and Procedures**

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

For more information, please see the 2019-2020 Code of Conduct found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *2019-2020 Code of Conduct*.

## **Dress Code**

### **Student Dress JICA-R**

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 departing the bus onto school grounds.

### **Consequences for Violating the Dress Code**

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

### **Exam Exemption**

Attendance based incentives could pose a potential health risk to all stakeholders. Due to health concerns associated with the pandemic, we have discontinued the exam exemption procedures for the 2020-21 school year. We reserve the right to revisit exam exemption procedures annually.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records"

include any records maintained by a school or the district that are directly related to the student. These rights are:

1. The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
4. The right to file a complaint with the U.S. Department of Education concerning

alleged failures by the district to comply with the requirements of FERPA.  
The name and address of the federal agency that administers FERPA is as follows:

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

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

### **Fire Drills and Other Evacuation Plans**

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

### **Food and Drinks**

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

### **Fundraising**

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

### **Golden Passes**

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

## Grade Point Average (GPA)

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

## Grade Reporting

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

## Grading Procedures and Systems

### Grading Scale

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

### Posting grades in PowerSchool

Teachers will post grades in PowerSchool using the following guidelines:

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

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

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

### Uniform Grading Policy

1. All report cards and transcripts will use numerical grades.  
A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60
2. Each final grade (numerical) will have different weighting for the basis of

computing GPA. The chart below gives the weighting for each numerical value.

3. Extra weight is given to honors (.5) and AP (1.0) courses.

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

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

- Only a course in which a D or F was earned may be retaken.
- The course must be retaken at the first opportunity within the next year.
- The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

### [SC Uniform Grading Scale](#)

## **Health Records**

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

### **School Health Room Operations**

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

### **Medications**

Medications to be taken during school hours must be brought to school and delivered to

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

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

If medications are needed on a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by your healthcare provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medication.

## **Homebound Instruction**

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

1. be enrolled in Irmo High School
2. complete the Homebound Instruction Form and have it signed by the student's physician

3. receive approval for Homebound Instruction by the State Department of Education
4. receive the prescribed number of hours of instruction each week while out

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

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

## **Homework Policy**

Homework is defined as any preparation for class to be written, read or reviewed outside of class. It is the teacher's responsibility to assign homework and the student's responsibility to complete the assignment in a timely manner. Homework is covered in each teacher's course syllabus. Students who do their homework will have a greater chance of academic success, and it should help students make school work a top priority.

## **Honor Code**

### **Statement of Purpose**

Honor is one of a person's greatest attributes and most cherished traits. An honor system is based on the premise that a person upholds the highest standards in all that he or she does. Honor and integrity are related to our school's key characteristics. Without honor, students cannot achieve their maximum potential. Under the Honor Code at IHS, it is expected that all students will demonstrate honesty and integrity in their conduct. Intentional lying, cheating, and stealing will not be tolerated under any circumstances. Any person who violates the Honor Code must be held accountable for compromising the honor and trust of our community. Each student is responsible for upholding and enforcing the Honor Code. The IHS Honor Code cannot work unless each student takes action when he or she believes anyone may have violated the Honor Code.

### **IHS Academic Honor Code**

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

## **Violations of Irmo High School Academic Honor Code**

### **Plagiarism**

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

### **Cheating**

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

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

## **Honor Roll**

A student must maintain an average of 90, as designated by the State Uniform Grading Scale, for all subjects for which he/she is enrolled in order to be eligible for the honor roll. No student who is enrolled for fewer than six subjects is eligible for the honor roll. The Principal's Honor Roll recognizes students with a 4.0 grade point average. The registrar computes the Honor Roll at the end of each nine weeks' grading period.

## **Identification (ID) Badges**

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

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

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

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

## **Injury and Illness**

When an accident occurs, please report at once to the teachers in charge, who will then report it to the school nurse and any other necessary authorities. The nurse will make proper medical referrals when necessary. First Aid kits are located in the Health Room.

## **Job Shadowing**

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

## **Library/Media Center**

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

Library/Media Center hours are 8:00 a.m. until 4:00 p.m.

### **The Library/Media Center staff will:**

Provide instruction and assistance in accessing and using information, materials and equipment. Provide a quiet, attractive, and friendly place for study. Provide help and resources for assignments and personal information needs. Provide recreational books, information and materials. Purchase books, materials, and equipment to support IHS educational goals.

### **Student Responsibilities**

- Each student is expected to have a meaningful purpose for being in the Library/Media Center. Good behavior, respect for others, care of materials and the facility are required.
- Each student is responsible for the material checked out in his/her name; therefore, for one's own protection, do not check out material for others to use. Student IDs are required to check out materials.
- While there is no limit to the number of books that can be checked out, students are expected to return materials in a timely manner for other patrons to use.
- In the event that library materials are lost, students should notify the library/media center staff as soon as possible. Students will be expected to pay replacement costs of lost materials. If the material is found and returned during the school year, a refund will be made.

### **Circulation Policies**

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

### **Passes**

Students may come to the Library/Media Center during the school day with a designated pass.

## **Lockers**

Locker requests may be sent to your school administrator. It is the student's responsibility to keep up with the locker number and combination. Administration reserves the right to search a student's locker if a search is deemed necessary to maintain the safety and integrity of the school. All lockers must be cleaned out by the end of the first half day at the end of the school year. Contents left in lockers may be given to charity.

## **Lost and Found**

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

## **Make-Up Policy**

Students are encouraged to attend school regularly. If, however, a student must be absent from school for any reason, it is his/her responsibility to make up all work missed. Since it is in the student's best interest to make up all missed work as quickly as possible, the following guidelines have been established for make-up work:

1. When a student misses a class meeting, all previously assigned work that was due the day of the absence is due no later than the beginning of the next class meeting in which the student is present. All work missed as a result of the absence should be obtained from the teacher and is to be completed by the beginning of the second class meeting from the absence.
2. When a student misses two consecutive class meetings, all previously assigned work due while the student was absent and all work missed as a result of the absence should be obtained from the teacher and completed by the beginning of the second class meeting from the absence.
3. When a student misses three or more consecutive class meetings, he/she must make specific arrangements for make-up work with each teacher the day he/she returns to class. The amount of time given for completion of work will be up to the teacher's discretion based on the amount of work missed and the level of difficulty of the material. Missed assignments may be obtained from the School Counseling Office.
4. Long term projects and papers are due when the teacher says they are due. In the event of an absence, the student or the student's parent should notify the teacher in advance or upon immediate return to school.
5. Students are responsible for the work they miss while on a field trip or attending any other school event. Students should contact each of the teachers whose

classes they will be missing to make specific arrangements with them regarding all make-up work. Teachers may choose for work to be submitted in advance. If the student does not follow the teacher's guidelines, the student will receive the academic penalty as assigned by the teacher.

6. Students must make every effort to complete all make-up work according to these established guidelines. If the student has not submitted his/her make-up work within the specified timeframes outlined above or as directed by the teacher, the teacher has the option of not accepting the work. Additional information may be contained in the teacher's course syllabus with regard to make-up work. As with anything, regular communication with the teacher is encouraged.

### **Non-Students on Grounds**

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

### **Optional Diploma Recognition Program**

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

### **Parking and Cars**

Students who park on campus during school hours must have a properly displayed and current parking pass that was issued to the student. The cost is \$50 per year. Students who receive a parking pass will also obtain a copy of ALL rules and regulations concerning parking.

Students are required to attend a one-time safety class known as Alive@25 before a parking pass will be issued.

Parking privileges may be revoked at any time without refund for those who violate the rules of Irmo High School and/or the parking lot rules. Students who park off school property do so at their own risk.

Cars that do not have current parking passes that are properly displayed will be subject

to towing at the owner's expense.

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

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

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

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

## **Parent Teacher Organization**

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

## **PBIS (Positive Behavior Interventions And Supports)**

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

## **Personal Property**

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

## **Promotion Policy**

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

CLASSIFICATION	CREDITS EARNED
12th Grade	18 credits earned (English 1, 2 & 3, 3 Math, 2 Science and 1 Social Studies)
11th Grade	12 credits earned (English 1 & 2, 2 Math, 1 Science and 1 Social Studies)
10th Grade	6 credits earned (English 1 & 1 Math)
9th Grade	Must be promoted from 8th grade

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

## **Records**

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

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

has occurred. Transcripts are held if there are unfulfilled financial obligations to Irmo High School.

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

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

## **Registration for Courses**

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

## **Schedule Changes**

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

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

Schedule Change Guidelines:

1. Course change following initial schedule request: When requested by a parent or student by June 15, counselors will attempt to accommodate the request.
2. Second semester course change following initial schedule request. When requested by a parent or student by December 1, counselors will attempt to accommodate the request.
3. Students who withdraw from a course after five (5) school days in a semester course or after ten (10) school days in a year long course will do so with penalty.
4. Following schedule pick-up, all schedule conflicts and errors must be submitted by the fifth (5th) school day, except for those covered elsewhere in this policy. Elective changes may only be made on a period for period basis.
5. Schedule errors: Corrections will be made as soon as school counseling staff, parents, students, or teachers discover them. Efforts will be made to schedule changes within the same period. However, to accommodate the new schedule,

- changes in one or more periods may occur.
6. If an alternate elective course is scheduled instead of a first choice elective course, the course will not be changed.
  7. Scheduled course was passed in summer school: Counselors will make schedule changes as soon as summer school grades are completed or when a student or parent provides a copy of the final summer school report card. These requests should be made before the start of the first day of school.
  8. Student fails required or prerequisite course: Counselors will make schedule changes as soon as the end of year or when summer school grades are completed.
  9. Student fails required or prerequisite course during first semester: Seniors will have priority. Changes for other students will be on a space available basis. Students should request the change as soon as they know credit will not be awarded in a course.
  10. Students scheduled for a teacher from a previously failed course: Students will be allowed to change teachers provided that the change does not upset the master schedule. Requests should be made prior to the first day of school. Other requests for teacher changes must be made in writing and will be reviewed by the Assistant Principal for Instruction, and case manager, if applicable. A conference with both student and parent may be required.
  11. Changes in course level will be accommodated by discretion of the Principal. Level changes should present a clear misplacement of a student according to ability.

## **School/ Home Communication**

Irmo High School is a family. We want to establish clear and accurate communication with all of our parents and students. The best way to get in touch with individual teachers is through email. Teachers are expected to respond to voice mail within 24 hours and email within 24 hours. Visit our Web site at [www.lexrich5.org/ihs](http://www.lexrich5.org/ihs) and use our links to teacher email. To get detailed information about your student, access the Parent Portal in PowerSchool through the school's website; this will allow parents to view specific information about students' grades and attendance. Student progress is communicated through interim reports available online (not printed) halfway into each quarter (4 ½ weeks) and report cards that will be printed to send home at the end of each quarter (every nine weeks.) Other forms of communication include voice mail, the automated calling service, social media platforms, our marquee and emails during the school year. Conferences with teachers may be made through the school counseling department.

## School Counseling Services

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

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

<b>Counselor Assignments</b>	<b>Last Name of Student</b>	<b>Phone Extension</b>
Ms. Dorothy Nero, Director	A-B	Extension 3034
Ms. Cherise Jacobs	C-Gr	Extension 3042
Mrs. Cherisha Floyd	Gu-L	Extension 3033
Mrs. Hannah Boyles	M-Sa	Extension 3036
Mrs. Ruschell Pearson	Sc-Z	Extension 3035

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

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

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

The school counseling department at Irmo High School invites parents and students to get to know their assigned counselor and take advantage of the information available including: KUDER (a computer program with information on careers, colleges and

financial aid), college catalogs and a growing web based collection of scholarship information.

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

### **School-Sponsored Trips**

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

### **Sexual Harassment**

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

For more information, please see the 2019-2020 Code of Conduct found on the District 5 website by visiting the *Departments* tab, selecting *Planning and Administration*, clicking on *Important Documents*, and selecting *2019-2020 Code of Conduct*.

### **Social Events**

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

## **Solicitation and Advertising**

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

## **Special Services Programs**

### **Individualized Health Care Plans**

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

### **Individualized Accommodation Plans (504)**

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

### **Individualized Education Plans (IEP)**

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

## **Student Nutrition**

Irmo High School serves nutritionally sound meals each school day. Breakfast is offered each morning from 7:45 - 8:40 (Wed. 8:45 - 9:40). The meal prices for a student lunch will be \$2.75 for secondary schools. Breakfast will be \$1.40 per meal. Reduced lunch price is \$.40 per meal, and reduced breakfast price is \$.30 per meal. The cost of an adult lunch is \$3.75 and the cost for an adult breakfast is \$2.25. Students are encouraged to use the PIN system by scanning their ID badges (which is a debit system) in the cafeteria or they may bring lunch money daily. No charging is allowed in our cafeteria. Free and reduced priced breakfasts and lunches are available to those students from families meeting specific income criteria. Forms are online at [www.lexrich5.org](http://www.lexrich5.org) under [Student Nutrition Services](#).

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

## **Summer School**

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

## **Tardy Policy**

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

## **Telephone Consumer Protection Act**

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

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

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

## **Textbooks**

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

## **Title I District Parent Involvement Policy**

*School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning Title I programs and funding. The following is a DRAFT of a District Parent Policy we are considering. We*

*are asking parents and community members to review the document and give us feedback, suggestions and/or recommendations for revisions as we work to make this a document that reflects the climate and the needs of our community. Please forward your comments or suggestions to Sara R. Kearns, Coordinator of Academic Assistance and Professional Development, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063; FAX to 803-476-8215; or, drop suggestions by the District Office.*

### **Parent Involvement Policy – District Written Policy**

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration,

Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.

### **Tobacco Possession and Use**

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

### **Transfer Students**

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

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

## **Use of Metal Detectors**

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

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

## **Video Monitoring on School Grounds**

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school. Therefore, while on school grounds, all occupants are subject to video and audio monitoring.

Students and parents are hereby notified that individuals are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.

## **Visitors Policy**

While visitors are encouraged, it is essential that school visits do not disrupt instruction. And, it is important that parents know who is visiting their child(ren) during the school day. Therefore, only parents, legal guardians and grandparents can visit a student during the school day with at least one school day advanced permission and coordination from the principal or his/her designee. All other persons wishing to visit a student must receive written permission from the parent/legal guardian. The permission request must be given to the school office at least one school day in advance of the visit. Any court order restricting parental visits to a child supersedes this policy.

### **Visit Limitations**

There may be occasions when a school visit is not appropriate. When requesting to visit a student all visitors must state:

- The specific student being visited
- The intent of the visit

- The location of the visit
- The time period of the visit

Visitors must comply with their stated reason for the visit. Visitors cannot roam the school or visit other students for whom they do not have permission. The school principal may limit the school visit if he or she believes the visit will disrupt instruction or student assessments.

## **Withdrawals from School**

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

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

## **Yearbooks**

Every effort is made by the yearbook staff to be accurate in both facts and spelling. Only photographs that are taken by the photographer contracted by the school will be used for the individual pictures in the class sections of the yearbook. This is necessary to ensure that pictures have a consistent quality about them.

Yearbooks are distributed in late May. If a student leaves Irmo High School, he/she is encouraged to leave a telephone number with the yearbook adviser so that he/she may be called and arrangements made for pick-up at the time of delivery.