

**LATTA
HIGH
SCHOOL
STUDENT
HANDBOOK
2023-2024**

MESSAGE FROM THE PRINCIPAL

Welcome to Latta High School and the 2023-2024 school year! I am looking forward to working with each of you. I know that we can work together to ensure that you have a positive educational experience at Latta High School. We have a wonderful group of educators that will be working with you this year to help you achieve success. One of our main goals at Latta High School is to have you leave us prepared for college and careers. Communication will be more important this year than ever before. I encourage parents and students to let me know if you have any questions or concerns. I am honored and proud to be your principal.

Nanette Watson Carmichael

LATTA HIGH SCHOOL

Latta High School is accredited by Cognia. We offer a rigorous college and career preparation for all students. International Baccalaureate (IB), Advanced Placement (AP), Dual-Enrollment (DE), Honors (H), Career and Technical Education (CTE), Project Lead the Way (PLTW) and College Prep (CP) courses are provided to give students many choices as they chart their own path to college and career readiness. We are dedicated to preparing students to fit the **South Carolina Profile of the High School Graduate**:

- 🌐 **World Class Knowledge:** Provide rigorous standards in language arts and math for career and college readiness, with a focus on multiple languages, science, technology, engineering, mathematics, arts and social sciences.
- 🌐 **World Class Skills:** Creativity and innovation; Critical thinking and problem solving; Collaboration and teamwork; Communication, information, media and technology; Knowing how to learn.
- 🌐 **Life and Career Characteristics:** Integrity, Self-direction, Global perspective, Perseverance, Work ethic, and Interpersonal skills.

MISSION STATEMENT

Latta High School's mission is to provide challenging curriculum, functional facilities, effective personnel, and a safe environment so that each student may develop to their fullest potential in order to become a compassionate, contributing member of a globally-diverse society.

VISION

WE, the stakeholders at Latta High School—the administration, faculty, staff, community members, parents/guardians, and students—will encourage academic excellence across the student body.

WE will aim to develop students into inquiring, caring, independent thinkers and learners who are ready to compete in a global society and able to respect and collaborate with people of diverse cultures.

WE will provide students with the educational atmosphere needed to promote literacy, encourage problem solving, and prepare for college and career experiences.

WE will work to ensure students who graduate from Latta High School are morally sound, responsible citizens who will be productive locally, nationally and internationally.

SCHOOL BELIEFS

At Latta High School, We Believe:

1. The life-long educational process, as well as the physical, mental, social, and emotional well-being of the student, depend upon a shared partnership among family, school, community, and the individual student.
2. Family and community educational values are crucial to the academic development of the student.
3. The teacher is the vital designer and facilitator of a student-centered, inquiry-based learning environment.
4. Each individual is capable of developing problem-solving skills that produce independent thinking and learning.
5. Each individual, when given access to a safe and supportive environment, is capable of being an active participant in the learning process.
6. Student participation in extracurricular activities enhances the student learning experience, promotes self-esteem, encourages positive risk-taking, and enriches the lives of students and the community as a whole.
7. Students should take ownership of their academic achievement, a safe school environment, and their future plans.
8. Technology skills are a vital part of educational development and an integral part of the classroom setting.
9. Literacy across disciplines is necessary to promote success.
10. Collaboration, recognition, and respect among cultures are important aspects of preparing students to be successful in an increasingly global society.
11. We believe that there is a positive correlation between active parent engagement and student learning and achievement.

GRADUATION REQUIREMENTS

Students earning a South Carolina High School Diploma must earn a total of 24 units. To earn a unit, you must PASS the class. Failed courses will be repeated the next school year, or as the current year's schedule permits. Exceptions must be approved by the principal in extreme circumstances.

Students may be able to complete a credit recovery class if they fail a class and have at least a "50" average if available in the schedule. A credit recovery may also be completed through VirtualSC if available and approved by administration in order to meet graduation requirements.

- English 4 units
- Mathematics 4 units
- Science 3 units
- Social Studies 1 unit
- U.S. History 1 unit
- Government ½ unit
- Economics ½ unit
- Computer Science 1 unit
- Physical Education 1 unit
- Foreign Language or Career Course 1 unit
- Electives 7 units

*Personal Finance (1/2 unit) is required for the 2023-2024 incoming freshman class. For this group, the number of electives required is 6 ½ units.

UNIFORM GRADING SCALE

South Carolina uses a 10-point grading scale, and the South Carolina Uniform Grading Scale Conversions are listed on the next page. This scale is a weighted scale. Parents and students are reminded that even though the Uniform Grading Scale (UGS) awards quality points for grades 51-59, in South Carolina, those are failing grades. No credit is awarded, and no unit is earned with those grades.

All dual-enrollment courses taken by students must be approved by administration prior to enrollment.

In addition, regardless of average, students who do not meet the attendance requirements of the state have a final average of 50 by state regulation.

UNIFORM GRADING SCALE

10 Point Grading Scale: South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

TRANSCRIPTS

Latta High School will provide transcripts for students free of charge within one year of graduation. After that time, there is a \$5 charge for the mailing/provision of transcripts.

HONORS AWARD

Students wishing to earn the Honors Award from Latta High School will need to successfully complete at least 5 advanced academic courses (or course combinations) to be selected from the following list: IB Math, IB English 1&2, IB History 1&2, Dual Credit Courses, IB Art, IB Dance, IB Music (available during the 21-22 year), IB Biology 1&2, IB Spanish, and Honors Calculus.

RANKING OF STUDENTS

Students are ranked from the top student academically, the one with the highest GPA, to the one with the lowest GPA in each grade. **Student rankings are determined solely by academic performance.** Class rank is one of the most important indicators of student success. Colleges always want to know a student's class rank, which is posted as a part of the student's transcript. Class rank is based on the Uniform Grading Scale GPA. **All honor graduate positions will be announced after all grades are complete for the senior year.**

SCHEDULE CHANGES

Schedules are made in the summer based upon student requests, diploma requirements, and career and graduation plans. We allow students to request schedule changes prior to the first day of school. Once school begins, we will only make changes related to graduation requirements.

Once a student has been in a class for five days, he/she cannot withdraw from a class with a passing grade. The student withdraws by state regulation with a failing grade.

COLLEGE AND CAREER CENTER: C2 CENTER

The College and Career Center assists every student. Services include helping students to prepare comprehensive career plans, counseling regarding educational and personal problems, assisting students in preparing college applications and applying for scholarships, interpretation of test scores, and many other areas. The School Counselor and Career Development Facilitator visit classrooms to assist with career guidance and to help students develop comprehensive career plans. All students are expected to follow a career path while they are in high school. Parents are encouraged to attend an Individual Graduation Plan (IGP) conference each year. At these conferences, career information is discussed and courses are requested for the next school year, if applicable. These conferences are designed to help the student and parents make informed decisions concerning the courses needed to meet a student's career goals and to discuss college and scholarship information, especially during the senior-year conference.

SAT/ACT PREPARATION

A workshop for SAT/ACT preparation is usually provided, for a small fee, each fall to juniors and seniors. Sophomores involved in the honors program may also attend the workshop if space is available. One of the best ways to prepare for the SAT/ACT is to take rigorous courses in high school and to do well in these courses. **Developing an extensive vocabulary through reading is key to doing well.**

SCHOLARSHIPS

Latta High School students have been successful in earning both academic and athletic scholarships. Scholarship committees typically focus on a student's high school curriculum, grade point average, class rank, and SAT/ACT scores. These committees also want to see that a student is well-rounded and is involved in extracurricular activities. A student's final high school class rank and/or grade point average listed on the official final transcript are used to determine eligibility for scholarships that are available through the South Carolina Education Lottery Program.

LIFE SCHOLARSHIPS

Students must meet two of the following three requirements in order to be eligible for the LIFE Scholarship at a four-year college or university: graduate with a minimum of a 3.0 cumulative grade point average on the uniform grading scale; score at least 1100 (Evidenced-based Reading and Math) on the SAT or 24 (composite score) on the ACT; graduate in the top 30% of the graduating class. (**NOTE:** Any changes to the LIFE Scholarship Program will be forwarded to students and parents as soon as it is available.)

TESTING PROGRAM

All tenth graders in South Carolina take the PSAT, the Preliminary Scholastic Aptitude Test. The PSAT is usually administered in October of each year. In addition, students in their third year in high school will take WorkKeys, a career readiness assessment, which many businesses and industries require for prospective employees. Students in their third year of high school will also have an opportunity to take the SAT/ACT, a college readiness assessment, which many colleges require for admission.

Students enrolled in Algebra I, Intermediate Algebra, Biology I, English 2, and US History will take End-of-Course (EOC) assessments once the course is complete. By law, the EOC score counts 20% of the student's final grade in the course. Selected students will also participate in any additional testing program required by the state.

PROMOTION

Students must meet the following **minimum** requirements in order to promote to the next grade level:

9th to 10th: 6 units of credit, to include **at least** 1 English unit and 1 math unit

10th to 11th: 12 units of credit, to include **at least** 2 English units, 2 math units, and 1 science unit

11th to 12th: 16 units of credit, to include **at least** 3 English units, 3 math units, and 2 science units

Students are typically classified as a senior if they can be scheduled for courses necessary to meet graduation requirements by the end of the academic year.

GRADUATION CEREMONY

To participate in graduation, a student must have passed all courses necessary to earn a high school diploma or have met his/her IEP (Individualized Educational Plan) in his/her final year of school. Those participating must have purchased and paid for caps and gowns. **Students owing money to Latta High School will not be allowed to participate in the graduation ceremony. All accounts must be cleared up by Tuesday, May 28, 2024. Graduation is on Thursday, May 30, 2024 at 5:00PM.** Students must earn the right to participate through their grades, behavior and attendance. Any student failing to follow graduation procedures or behaving

in an inappropriate manner may not be allowed to participate in the ceremony. Money paid to those who supply our graduates with gowns, robes, invitations, and so forth is based on a contract between the student and the supplier.

EXAMS

Exam exemptions are based on grades in classes. Students with a final average of an “A” or “B” in a course can exempt the exam. However, students can choose to take an exam if they want to try to improve their overall final grade in the course. A grade below a **B in a course means the student will take the exam.**

All students must take at least one core exam per semester regardless of any other exam requirements or exemptions. Core exams are defined as those courses that are in the English, math, science, foreign language, and social studies departments. AP/IB exams count as core exams. **Those students enrolled in Algebra I, Intermediate Algebra, English 2, Biology 1, PLTW courses and US History will be required to take an end-of-course exam, which will count 20% of their final grade. No exemptions allowed.**

GRADING

Final grades are comprised of 80% coursework and 20% final exam. If the exam is exempted, the final grade is comprised solely of coursework. For the 2023-2024 school-year the grading scale is as follows:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people, such as teachers on duty, bus drivers, and cafeteria employees, to make sure that the students’ needs are met throughout the school day.

INDIVIDUAL HEALTH CARE PLANS OR INDIVIDUAL HEALTH PLANS (IHPs)

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, contact Nurse Mace.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)

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 guidance 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 your child’s principal or Kelly Sellers, Coordinator of 504 Services, at the District Office.

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 may include health services for the student during the school day if needed. Contact your child’s principal or Kelly Sellers, Coordinator of Special Services, at the District Office to learn more about the IDEA.

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student’s illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student’s academic success, and whether the student’s health needs can be met at school. A virtual instructional model may be used to accommodate students needing medical homebound instruction. To learn more about medical homebound services, contact your child’s principal or Kelly Sellers, at the District Office.

COMPREHENSIVE HEALTH EDUCATION ACT

Pursuant to SC law, Title 59, Chapter 32, Section 59, Chapter 32, Section 59-32-50, Comprehensive Health Education Act of 1988, public schools are obligated to notify parents of students in the relevant grades of the content of the instructional materials concerning reproductive health, family life, pregnancy prevention, and of their option to exempt their child from this instruction. Notice will be provided sufficiently in advance of a student’s participation in a lesson using these instructional materials to allow parents and legal guardians the opportunity to preview the materials and exempt their children. For additional information or to review curriculum, please contact the principal.

MAKE-UP WORK

Students who have **lawful** absences will be allowed to make up work missed. **The students must make arrangements to make up the work within five school days of their being able to return.** Teachers will assist students with the make-up work as needed. Students who have **unlawful** absences will not be permitted to make up work missed. The student will receive zeroes for all missed assignments. It is critical for students and parents to keep the school informed of reasons for missing school.

EXTRA CREDIT WORK

Assigning extra credit work is up to the teacher of the class. However, teachers are not likely to assign extra-credit if students have not applied themselves to the regular course work.

NATIONAL HONOR SOCIETY

Becoming a member of the National Honor Society is a high honor for any high school student. The Latta Chapter of the National Honor Society has a long history of excellence. Membership is open to juniors and seniors who have a 3.25 or better grade point average on a four-point scale, not the Uniform Grading Scale, and who have earned the required points in character, service, and leadership. **(These requirements are in place for the graduating classes of 2024 and 2025. Requirements are under review for revision for the classes of 2026 and 2027.)**

Once students become members of the National Honor Society, they must remain in good standing and meet the qualifications and guidelines presented to them by the sponsor.

JUNIOR RING CEREMONY

Students in their third year in high school are allowed to participate in the Junior Ring Ceremony if they purchase a class ring and are expected to graduate the next year. This ceremony is typically held in December, and it is a time for students receiving class rings to celebrate with their parents. Other family members are invited to attend this ceremony as space permits.

PROM

Students must be classified as a junior or a senior in PowerSchool in order to purchase a ticket for prom. In addition, all fees must be paid prior to purchasing tickets. Additional guidelines for prom are provided to students planning to attend well in advance of this event.

GIFTED AND TALENTED PROGRAM

Definition of Gifted and Talented Students: Gifted and talented students are those who are identified in grades 3-12 as demonstrating high performance ability or potential in academic and/or artistic areas and therefore require an educational program beyond that normally provided by the general school program in order to achieve their potential.

Gifted and talented abilities for these regulations include: **Academic and Intellectual Ability:** Students who have the academic and/or intellectual potential to function at a high level in one or more academic areas. **Visual and Performing Arts:** Students who have the artistic potential to function at a high performance level in one or more of the fine arts.

District Program Model: Dillon District Three (Latta) places additional high-achieving students in Honors classes.

Identification Process and Eligibility Criteria: There are three dimensions used in the identification process.

Dimension A: Reasoning abilities are those higher-level cognitive processes that reflect general aptitude for thought. Nationally normed individual or group aptitude tests must be employed. Students must demonstrate high aptitude, 93rd percentile or above.

Dimension B: High achievement in reading and/or mathematics must be demonstrated with a 94th national percentile score or above on a nationally normed achievement test or by the South Carolina statewide assessment instruments such as SC Ready with an advanced score.

Dimension C: Students must demonstrate a high degree of interest in and commitment to academic and intellectual pursuits. This dimension will be tested with Performance Dimension Tasks provided by the State Department of Education.

Students must meet requirements in 2 of the 3 dimensions unless the score in Dimension A is 96 percent or higher. If that condition is met, the student qualifies with Dimension A alone.

Referral Process: Teachers, administrators, and/or parents may refer students for screening for the gifted and talented program. The referral should be made to the school administrator who will give this information to the District Gifted and Talented Coordinator.

Screening Process: All second grade students are screened for the gifted and talented program through the use of a nationally norm-referenced test and an aptitude test. All students are tested in a group setting in the spring. Students who are referred to the gifted and talented program will be tested at the time of referral if appropriate test scores are unavailable.

Appeals Process: Parents who want more information about their child's status regarding the gifted and talented program may contact their school principal.

Source for Additional Information: If further information is needed regarding identification procedures and program services, please contact Sandy Jones at the District Office.

Dillon 3 Nondiscrimination Notice - Dillon District 3 does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, and therefore commits itself to nondiscrimination in all its educational and employment activities.

The following people have been designated to handle questions, concerns, complaints and requests for additional information regarding the nondiscrimination policies: Section 504 of the Rehabilitation Act of 1973; Kelly Sellers, Director of Exceptional Children. For all other inquiries contact Sandy Jones, Chief Officer of Academic and Federal Programs. You may call 843-752-7101 or contact Dillon School District 3 at 205 King Street, Latta, SC 29565.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of every Student Succeeds Act, Dillon School District Three would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher-
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the District Office, at 843-752-7101.

SCHOOL IMPROVEMENT COUNCIL

The LHS School Improvement Council meets regularly to set goals for the school, assess progress, hear of new strategies, equipment, and programs, and to make suggestions for improvement. The School Improvement Council consists of students, parents, teachers, administrators, and community members, two thirds of whom are elected, and one-third or fewer members appointed by the principal. If you are interested in serving on the School Improvement Council, please contact our Assistant Principal, Branden Roberson.

ATTENDANCE

South Carolina public high schools follow attendance laws of the state of South Carolina. Students in South Carolina are required to attend school until their seventeenth birthday. **They are also required to attend regularly in order to receive credit for high school courses.**

Attendance is counted from the first day of school, August 7. Credit is denied when a student does not follow attendance requirements.

Tardy to school and/or class: Students must be on time to school and class each day. Students accumulating the following number of tardies will have to serve after school detention.

4th tardy to school and/or class student will meet with administrator and parent will be contacted.

5th tardy to school and/or class student will be assigned detention.

(Failure to attend detention will result in the student being required to serve an additional day of detention. Failure to attend these detentions will result in a day of suspension. Students late to detention may be scheduled for an additional day of detention.)

Excessive tardies can result in the loss of driving privileges for students who drive to school.

NOTE: Students must be in attendance for at least 3 blocks in order to participate in or attend extracurricular activities. Students with early dismissal or late arrival must meet all classes. Any exception to this must be made by the principal.

Please Note: Students leaving class for any reason may result in the student having to make up seat time in order to meet the requirements for the course.

When a student is denied credit, by regulation his/her average on his/her permanent record is 50. **Extended illnesses** certified by a physician and/or approved by the principal are exceptions. Excuses for non-extended illnesses follow the guidelines listed below:

1. Excuses are to be written on a full sheet of paper to include dates and reasons for absences.
2. The parent or legal guardian must sign this excuse with his or her telephone number included for the excuse to be valid, and the excuse must be turned in to the LHS office.
3. **Students must get an admission slip from the office after missing a day of school**, and it is the student's responsibility to make sure the teacher signs his/her admission slip.

After five absences in a course, only medical or agency excuses are accepted. Only five Parents' excuses will be accepted within the first five absences of a course. Additional absences must be accompanied by doctors' or agency excuses to be counted as excused absences. **Students have five days to turn in excuses**

after they are able to continue instruction. Excuses that come in to the office after this five-day period are considered invalid and are not counted. Those days are listed as unlawful absences.

In the 4 x 4 block schedule used at Latta High School, a course lasts 90 days or 135 hours. The yearly courses are every other day, resulting in the same number of instructional hours. The student who misses more than 10 days, even if all are excused, CAN BE DENIED CREDIT! Failure to adhere to attendance regulations can result in loss of credit in a class. Extreme exceptions may be considered by the principal. No closer connection exists in education than that between regular attendance and success in the classroom. Those who have poor attendance are almost always unsuccessful. Seniors have the same attendance requirement as all other students. Latta High School does not endorse, nor could it legally do so, a Senior Cut Day.

CHECKOUT and CLASS INTERRUPTIONS

Students may be checked out of school between classes or during lunch. The principal or assistant principal must approve any exceptions FOR EMERGENCY ONLY. Parents are asked not to check out students at other times during the day and are reminded that since 1984, South Carolina law has forbidden the interruption of instruction except in the case of an emergency.

Students may be checked out **ONLY** at the following times between class and at lunch:

- 10:08-10:14** Between 1st and 2nd Blocks
- 11:44-12:20** LUNCH
- 1:50-1:56** Between 3rd and 4th Blocks
- 2:41-2:47** Between 4A and 4B Blocks (if this a divided block on the student's schedule)

HALL PASSES

Students are not permitted in the halls during class periods unless they have a pass from an authorized staff member. Students who leave class for whatever reason must have a pass indicating the time they left class and the teacher's signature. Students should report back to class with a signed pass.

DRIVER CERTIFICATION

As of July 1, 1998, those below seventeen years of age in South Carolina must be enrolled in school, in compliance with the attendance laws and regulations, and have completed a driver's education course to try for their South Carolina driver's license. An affidavit provided by the state is available at the school for those who meet the criteria.

Parents or students can see the principal, assistant principal or guidance counselor for verification of compliance with attendance laws. Administrators are happy to sign the affidavit for those in compliance but will not do so for those who do not comply with the attendance laws and regulations. To do so would be to commit perjury under South Carolina law. Students and parents should give 24 hours' notice to allow officials time to verify student records. No fee is charged for providing the affidavit.

LUNCH

Students at Latta High School are offered a choice of several lunches each day. Although this may vary, on a normal day, students have the choice of a salad or the regular meal. Students may also bring lunch from home. Microwaves will be available in the Commons Area for student use during lunch. Lunch is our busiest time of

the day in the office. For that reason, **lunches from restaurants cannot be delivered for students.** It is impossible for us to make deliveries at this time of day due to the many activities that we are involved in with students at that time. **Students are NOT allowed to leave campus during lunch.**

MEDICATION

All medication is to be brought to the school office and left there. It is against school rules and District Policy for students to carry medication. Medication may be administered in the office only. Students are to bring with the medication a dated request signed by their parents. The request should include the child's name, the physician's name, the name of the medication, time to be administered, the dosage, and any possible side effects. The date for terminating administration of the medicine is needed also. One permission slip per year will suffice for medications that are to be given on a long-term basis, but long-term prescription medicines do require a doctor's order in writing to be administered at school.

Medicines not claimed by parents are destroyed one week after the termination date. **All medication must be in its original container.** School officials are not allowed to administer any medication, including aspirin, except as indicated above. This procedure is in accordance with School Board Policies JGCD and JGCD-R.

STATE TEXTBOOK PROGRAM

South Carolina provides free textbooks for its students. The state does require, however, that students take proper care of the free textbooks. Students are responsible for all issued textbooks and all checked out library books. No diploma or transcript will be issued until fines are paid for damaged or lost textbooks and equipment. Students must pay for lost books prior to receiving a second book.

CELL PHONES/PAGING DEVICES

Students are **NOT ALLOWED** to use cell phones, smart watches, iPods, Mp3 players, earbuds/headphones, and paging devices at school. These devices are not to be visible during regular school hours unless a teacher has instructed the students to use the devices for class. They must be kept in a student's purse, book bag, pocket, etc. **Students will not be allowed to wear smart watches.** All teachers will have a caddy where students will place their cell phones when they enter class. Students may also keep their phones and devices in their book bags. **If a student does not put his/her cell phone in the phone caddy in class or does not have it in his/her book bag and the phone is seen or goes off, the student will have to turn the cell phone in to the teacher and will receive one day of suspension. Failure to surrender a cell phone, or other device listed above, upon the request of a staff member will result in an additional day of suspension.** The school office phone is available for student use when emergencies arise. Cell phone regulations during extracurricular activities will be determined by each sponsor or coach. **Cell phones/other devices may be picked up from the office by the parent or other adult listed on the student's emergency card from 3:32-4:30 PM. These devices cannot be picked up earlier than the time listed.**

CALL TRACER SYSTEM

The Latta Schools have in place a call tracer system to trace calls which are threatening or repeated nuisance calls. If such calls occur, the school principal lets BellSouth and the Latta Police know, and the matter is turned over to the police at that point. Those identified as making such calls are subject to legal action and school discipline action.

SCHOOL BUSES

South Carolina operates a school bus transportation system for the convenience of those students who live out of town or those who cross-hazardous roads to come to school. **Per state regulation, no high school students will be picked up by the bus within a 1.5-mile radius of the school.** The following is from the South Carolina Code of Laws and should be noted: 59-67-45 of the SOUTH CAROLINA LAWS AND REGULATIONS

No person shall willfully and wrongfully interfere with the operations of a school bus, either public or private, by boarding, restricting movement, or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus, nor shall any person willfully fail or refuse to obey a lawful order or a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving, or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

PARKING LOT RULES

Students who wish to drive must obtain a parking application from the office. **Parking passes are \$20** and must be purchased before students are allowed to park in the student parking lot. **Additional or replacement passes are \$5 each.** The pass must hang from the rearview mirror. To drive to school, students register their cars in the office, provide proof of insurance, and show a valid driver's license. A parent's signature is necessary on the registration form for approval. **Students and parents should NEVER enter or leave through the back gates before 4:00 p.m. All traffic should flow through the front gate of the student parking lot from 7:00 a.m. until 4:00 p.m.**

Driving to school is a privilege extended by the District and the high school administration. Students who exhibit responsibility are allowed to drive. **Students must be passing all classes at each quarter to be allowed to drive to school and must not have excessive tardies. Administration reserves the right to revoke driving privileges.** Students are not allowed to loiter in cars upon arrival in the parking lot. Furthermore, they are not allowed to drive into the parking lot and then leave and come back prior to the beginning of school. Students are responsible for any items in their cars.

STUDENT DRESS

Latta High School students are to come to school in a neat and clean manner each day. Dress is casual, but some styles, which may be appropriate outside of school, are clearly inappropriate for school. Dress code is also in effect for school-sponsored activities. We wish to establish career-worthy dress habits for our students. All students, male and female, may not wear the following:

- Pajamas, lounge pants or bedroom shoes
- Skirts, Shorts and dresses shorter than 4" above the knee
- Shorts/pants with holes revealing skin higher than 4" above the knee
- Crop-tops revealing the midriff
- Any see-through/mesh clothing
- Clothing or jewelry with obscene/derogatory sayings/symbols or messages involving gangs, drugs, alcohol, tobacco or weapons
- Sunglasses in the building
- Hoods, headbands, head wraps, hats of any type, bandannas of any color, and do-rags

- Halter tops or tank tops with straps less than 2 inches wide, racer-back straps or large underarm openings

Any kind of extremely tight fitting garment (tights, etc.) must be covered by a dress or skirt no higher than 4 inches above the knee. No see-through material or holes allowed more than 4 inches above the knee.

PANTS MUST BE WORN AT THE WAIST AT ALL TIMES. SAGGING PANTS WILL NOT BE TOLERATED.

Any student that comes to school dressed inappropriately must acquire a change of clothes or will be sent home. The administration reserves the right to determine the appropriateness of student dress.

1st offense: Student Conference; change clothes or go home

2nd offense: Office Parent Contact; change clothes or go home

3rd offense: overnight suspension with parent conference; change clothes or go home

4th and subsequent offenses: 1-day suspension

Appropriate hygiene should be maintained for the school environment. If a student does not meet an acceptable standard of dress or hygiene it may be necessary to have a private meeting with the student. Students may visit the nurse for hygiene needs.

UNAUTHORIZED AREAS

Certain areas of the school and school grounds are unauthorized to students during the school day. The areas mentioned are in places that are not normally supervised and are, therefore, off limits. They are as follows:

1. The area behind the Ag building and band room.
2. The North end of the campus except for the bus loading area.
3. The area between the gym and the middle school.
4. Parking lots during the school day.
5. Any area at Latta Middle School, playground or building.
6. The area in front of the building prior to and during school.
7. Any area marked off during lunch.
8. Other areas as designated by administration. HONOR SIGNS AND MAPS INDICATING THESE AREAS!
9. NO VEHICULAR TRAFFIC SHOULD GO THROUGH THE BACK GATES AT ANY TIME!!

BEHAVIOR POLICY

Latta High School will implement **Positive Behavior Interventions and Supports (PBIS)** for the 2023-2024 school-year. The staff have all received training in this research-based practice of clearly teaching and modeling behavioral expectations and recognizing positive behaviors while acknowledging necessary consequences for not meeting established expectations. **Rewards:** Students will be eligible for incentives based on their behavior throughout the year. **Questions about the behavioral policy may be directed to Assistant Principal, Branden Roberson.**

Consequences

Each student is expected to follow all classroom and school rules. Teachers will use a classroom matrix to record classroom-managed behaviors (CMB). If a student does not follow classroom or school rules, the

teacher will record the offenses in the following order. The student will receive the listed consequence for each offense.

1 st CMB	WARNING
2 nd CMB	Student/Teacher Conference
3 rd CMB	Parent contact (phone, email, etc.) and Student/Teacher conference
4 th CMB	Referral for OVERNIGHT SUSPENSION and/or Detention and Administrative Student/Parent Conference
5 th CMB	MAJOR OFFICE REFERRAL 1 day out-of-school suspension (OSS) and Administrative Student/Parent Conference
6 th CMP	Referral for OVERNIGHT SUSPENSION and/or Detention and Administrative Student/Parent Conference
7 th CMP	MAJOR OFFICE REFERRAL 3 days out-of-school suspension (OSS) and Administrative Student/Parent Conference
8 th offense	MAJOR OFFICE REFERRAL 5 days out-of-school suspension (OSS) and Administrative Student/Parent Conference Student Probation: Behavioral Contract

Office-managed behaviors (**MAJORS**) are behaviors that warrant immediate removal from the classroom or other school area. Administration will determine the necessary consequence for all MAJORS.

Minimum of One Day Suspensions

- Stealing (plus payment)
- Leaving school grounds without permission
- Leaving class without permission
- Vandalism (plus payment for damages)
- Possession of or smoking tobacco/vaping products/smoking paraphernalia
- Disturbing a school function
- Flagrant disrespect to staff
- Failure to surrender cell phone, smart watch, ear buds, headphones, or other electronic devices

Repeated offenses will result in multiple days of suspension. Administration may then choose to place a student on behavioral probation. Multiple suspensions can result in a recommendation of expulsion.

Automatic Suspensions

Some acts are sufficiently offensive as to warrant immediate suspension from school. Fighting, disorderly conduct, and threats of violence require immediate removal from school. These acts are damaging to the atmosphere of the school, are intolerable, and must be dealt with immediately and strictly. The severity of the incident may result in a recommendation of expulsion.

It is unlawful for anyone to smoke inside a government building. Smoking is prohibited by law and policy. In addition, **it is against school policy to have smoking or vaping paraphernalia on school property.** We offer a smoke-free workplace to both adults and students. Those who violate the expected standard face the following consequences.

Consequences for Vaping and Possession of Vapes

1st incident:

Vape pen is confiscated. Items will not be returned.
Student will be suspended for one day.

2nd incident

Vape pen is confiscated. Items will not be returned.
Student will be suspended for three days.

3rd incident:

Vape pen is confiscated. Items will not be returned.
Student will be suspended for five days or could be recommended for alternative school and/or expulsion.

Any student with a vape pen that has THC oil or any student distributing or selling vape pens can be recommended for the alternative school or expulsion.

Consequences for Smoking and possessing smoking paraphernalia

1st Offense-1 Day OSS for smoking and possessing smoking paraphernalia. For all other smoking offenses, the number of days suspended from school will be determined by administration. **Beginning August 21, 2006, minors under age 18 caught with cigarettes or other tobacco products can be fined \$25, required to complete an approved anti-smoking program or ordered to perform five hours of community service. Minors who don't follow court orders can have driving privileges restricted for 90 days. All students caught with tobacco products will be referred to the school SRO officer.**

CONSIDERATION OF EXPULSION

These offenses will likely result in the recommendation for expulsion:

1. Blackmailing, threatening, extorting, intimidating or bullying students, teachers, or staff
2. Possessing a weapon on school premises (**to include the parking lot**) or at a school event
3. Promoting or inciting a riot
4. Bodily assault or flagrant disrespect toward a teacher or member of the staff
5. Bomb threats, setting of fires, and destruction of school property
6. Gang activity
7. Accumulation of serious offenses that have resulted in two or more suspensions
8. Possession of illegal substances on school grounds.

AUTOMATIC RECOMMENDATION OF EXPULSION

Two offenses are so heinous that Board Policy requires an immediate recommendation of expulsion from school. They are as follows:

Distributing drugs or alcohol

Having a gun at school (**to include the parking lot**) or a school function

Other serious infractions of school rules and regulations may result in a recommendation for expulsion if the principal deems that the student's presence on campus would constitute a physical threat to students or staff and/or a threat to the normal educational process.

GRIEVANCE PROCEDURE

School Board Policy provides a procedure for resolving student complaints and grievances in an orderly manner. The first step in the procedure is to address the problem to the person with whom the grievance exists. For example, if a student has a concern about a rule set by his/her teacher, **the student's/parent's first responsibility is to discuss the matter with the teacher.** Most grievances can be settled at this level.

In instances where resolution is not achieved, the second step is to address the concern to the principal. If these efforts fail, the student/parent may then request and will be given a grievance form, which he/she may use to register the complaint with the Superintendent. Students who have unresolved complaints regarding matters such as harassment, sexual harassment, intimidation, or discrimination are encouraged to report such matters to the principal who will direct them to the appropriate board policies and instruct them on how to proceed with their grievance.

Sexual harassment of students by district employees or other students is prohibited. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

CANINE SEARCHES

In order to provide a safe, drug-free environment, Latta Schools conduct periodic searches of student and school property, including the parking lot. No notice of any kind is given prior to a search. The dog is professionally trained and will be on a leash. The dog handler and the principal or her designee will be present at all times when the dog is in the school or on the school grounds.

FERPA

The release of school records is governed by school board policy based on the Family Education and Privacy Act of 1974. The school board policy manual is available at the school and the town library.

JEWELRY/VALUABLES

Students are encouraged to leave jewelry and other valuables at home. This is especially true for those taking classes such as physical education and agriculture. Students are likewise encouraged not to bring large sums of money to school. Students are cautioned to keep cell phones in a secure location. The school cannot accept responsibility for valuables not secured.

Students taking PE classes should consider purchasing a combination lock to secure their belongings.

A-Z QUICK REFERENCE

Athletic Eligibility

- Please see Coach Brown for eligibility requirements.
- Refer to the athletic handbook for all athletic rules and procedures.

Attendance Requirement

- 120 minimum hours of instruction
- 10 or fewer absences, only 5 may be unexcused
- 80 of 90 days in class unless otherwise approved
- See Mr. Roberson for questions concerning attendance recovery.

Graduation

English	4 units
Math	4 units
Science	3 units
Social Studies	3 units
Computer Science	1 unit
PE or JROTC	1 unit
Foreign Language or Career Course	1 unit
Electives	7 units

*The 7 will have to earn ½ unit of Personal Finance to meet graduation requirements. This group will have to earn 6 ½ units of electives.

Passing Courses: Both requirements must be met, not the 60 or above only.

60 average or better **AND** student also meets attendance requirements above

Pass 9th Grade: 6 units

1 English unit, 1 math unit, and four more units

Pass 10th Grade: 12 units

2 English units, 2 math units, 1 science unit, 7 additional units

Pass 11th Grade: 16 units

3 English units, 3 math units, 2 science units, 8 additional units

Personnel

Nan Watson Carmichael, Principal	843-752-5751
Branden Roberson, Assistant Principal	843--5751
Melanie Blanchard, School Counselor	843-752-5751
Christy Berry, IB Coordinator/Media Specialist	843-752-5751
Robbie Brown, Athletic Director	843-752-5751
Sharon Grissett, Business Manager	843-752-5751
Carmilla Griffin, Attendance/Guidance	843-752-5751
King McCoy, Bus Supervisor	843-752-2715
Kelly Sellers, Special Services	843-752-7101
Theresa Rogers, Cafeteria Manager	843-752-7101

Student Automobile Use

Allowed if the student is described by the conditions below:

- Completes the application and pays \$20 fee
- Passing all courses at each quarter
- Has a valid driver's license
- Can show proof of insurance
- Comes to school on time
- Follows all behavioral expectation

Transcripts

Provided free for one year after graduation

- \$5 per transcript otherwise

RETURN THIS PAGE

Print Student's Full Name: _____

This page is to be returned to the high school office as soon as possible.

We have read and understand the handbook. We understand the Behavior Policy and what is expected of students at Latta High School and agree to abide by all policies and procedures.

Please pay close attention to the following sections:

- Graduation Requirements
- Schedule Changes
- Promotion
- Grading
- Make-up Work
- Attendance
- Check-out and Class Interruptions
- Cell phones and Other Electronic Devices
- Student Dress
- **Behavior Policy**
- Jewelry and Valuables

Student Signature

Date

Parent Signature

Date

Questions concerning information in the student handbook should be directed to the principal, assistant principal, or school counselor.

This form can be submitted by email to carmilla.griffin@lattavikings.com.

