

LATTA HIGH SCHOOL - Latta High School is a public high school in Dillon County School District Three accredited by the South Carolina State Department of Education and, uninterrupted since 1943, the Southern Association of Colleges and Schools.

Latta High School is committed to excellence in providing the opportunity for each student to reach the highest levels of academic, social, intellectual, and physical development.

Latta High School is an Equal Opportunity Employer. Educational programs and activities at the school are equally accessible to all students regardless of race, color, national origin, sex, or handicapping condition.

AT LHS, WE EMPHASIZE ACADEMIC ACHIEVEMENT AS THE MOST IMPORTANT PURPOSE OF THE SCHOOL. WE BELIEVE THAT ACADEMIC ACHIEVEMENT MUST BE AT THE FOREFRONT OF OUR EFFORTS TO EXCEL AND MUST TAKE FIRST PLACE IN WHAT WE EMPHASIZE AS IMPORTANT.

ACCREDITATION:

- SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION
- SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

MISSION STATEMENT - *The mission of Latta High School is to provide the curriculum, facilities, personnel, and safe environment so that each student is given the opportunity to develop to his/her fullest potential in order to become an internationally minded, productive, self-reliant member of the workforce and an integral, contributing part of a global society.*

SCHOOL BELIEFS

1. We believe that education is a lifelong process that is a shared partnership among home, school, community, and the individual.

2. We believe that educational values of the family, community, and the school are crucial to the academic development of the physical, mental, and emotional well being of the child.
3. We believe that the family is crucial to the development of the physical, mental, and emotional well being of the child.
4. We believe that the teacher is the most compelling influence in the formal learning environment.
5. We believe that each individual is unique and worthy of respect.
6. We believe that each individual is capable of being an active participant in the learning process when given a quality educational opportunity in a safe, secure environment.
7. We believe that each individual is responsible for his/her actions, for setting goals, and for reaching his/her potential to make the transition from school to work.
8. We believe that each individual student must experience success to foster self-esteem and to encourage positive risk-taking.
9. We believe that each individual has the capacity to develop problem-solving skills as a viable alternative in conflict resolution.
10. We believe that opportunities in the Fine Arts should be expanded for Latta High School students.

SCHOOL GOALS

1. To increase student attendance to 98 percent present.
2. To have all seniors pass all parts of the High School Assessment Program (HSAP).

3. To increase parental involvement by having an Open House the week of teacher in-service.
4. To increase community involvement through school-to-work initiatives and business partnerships.
5. To implement the curriculum necessary to achieve the South Carolina Academic Standards.

MESSAGE FROM THE PRINCIPAL - We welcome you to the 2010-2011 school year. We look forward to working with each of you to help you achieve your career goals.

This is a challenging time in our country's history as we strive to meet the demands of global competition. For students, more opportunities are available educationally than ever before. For workers, more jobs demand higher levels of competence than ever before.

Our handbook is designed to be helpful to students and parents in answering questions that they may have about grades, diplomas, graduation requirements, attendance policies, and whom to contact when a question arises.

We look forward to a good school year, one filled with reading, studying, learning, working, and moving forward toward career goals for our young people.

If we can be of service, please do not hesitate to call upon us.

We are here to help our students follow their dreams and make possible a future that would not have been possible without a solid beginning in the Latta Schools.

We encourage hard work, careful planning, regular attendance, and constant reading so that students will be prepared for future duties as valued, contributing members of our society.

ACADEMIC PROGRAM/GRADUATION REQUIREMENTS

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	1 unit
U. S. History	1 unit
Government	1/2 unit
Economics	1/2 unit
Physical Education / JROTC	1 unit
Computer Science	1 unit
Foreign Languages/ Career Course	1 unit
Electives	7 units

Students earning a South Carolina State High School Diploma must earn a total 24 units and must pass all areas of the South Carolina Exit Exam (HSAP): math and English language arts. Beginning with the graduating class of 2012, students must pass physical science as a graduation requirement.

HONORS DIPLOMA

English- (CP or H)	4 units
Mathematics	5 units
(Algebra I, Geometry, Algebra II, Precalculus, and one above Pre-Calculus)	
Science	5 units
(Academic Physical Science, Academic Biology, Chemistry, Physics, and one above Physics) Chemistry, Biology and Physics as indicated here are courses, not categories, and should not be confused with Applied Chemistry, Applied Biology and Applied Physics.	
U.S. History (CP or H)	1 unit
Government	1/2 unit
Economics	1/2 unit
Other social studies	1 unit
Foreign Language	2 units
Physical Education / JROTC	1 unit
Keyboarding	1/2 unit
Computer Applic.	1/2 unit

Electives **3 units**
AP courses **1**

78	3.125	2.625	2.125
77	3.000	2.500	2.000

Honors students must spend at least 10 hours of special preparation for SAT. The English Department certifies that they have fulfilled this requirement.

UNIFORM GRADING SCALE - Latta High School uses the South Carolina Uniform Grading Scale to figure class rank and grade point averages.

D's	AP/IB	H	C
76	2.875	2.375	1.875
75	2.750	2.250	1.750
74	2.625	2.125	1.625
73	2.500	2.000	1.500
72	2.375	1.875	1.375
71	2.250	1.750	1.250
70	2.125	1.625	1.125

AP=Advance Placement Course
H= Honors Course
CP=College Preparatory Course

F's			
69	2.000	1.500	1.000
68	1.875	1.375	0.875
67	1.750	1.250	0.750
66	1.625	1.125	0.625
65	1.500	1.000	0.500
64	1.375	0.875	0.375
63	1.250	0.750	0.250
62	1.125	0.625	0.125
0-61	0.000	0.000	0.000

Average	AP/IB	H	CP
A's			
100	5.85	5.375	4.875
99	5.750	5.250	4.750
98	5.625	5.125	4.625
97	5.500	5.000	4.500
96	5.375	4.875	4.375
95	5.250	4.750	4.250
94	5.125	4.625	4.125
93	5.000	4.500	4.000

Parents and students are reminded that even though the new scale awards quality points for grades 62-69, in South Carolina, those are failing grades. No credit is awarded, and no unit is earned with those grades.

B's			
92	4.875	4.375	3.875
91	4.750	4.250	3.750
90	4.625	4.125	3.625
89	4.500	4.000	3.500
88	4.375	3.875	3.375
87	4.250	3.750	3.250
86	4.125	3.625	3.125
85	4.000	3.500	3.000

All college courses taken by students must be approved by the principal prior to enrollment.

In addition, regardless of average, students who do not meet the attendance requirements of the state have a final average of 61 by state regulation.

C's			
84	3.875	3.375	2.875
83	3.750	3.250	2.750
82	3.625	3.125	2.625
81	3.500	3.000	2.500
80	3.375	2.875	2.375
79	3.250	2.750	2.250

In general, colleges do not use the Uniform Grading Scale. They refigure the grade point average on a four-point scale regardless of the level of a course. Therefore, on transcripts from LHS, we list the grade point average both ways- by the Uniform Grading Scale and on a traditional four point scale.

METHOD OF FIGURING GRADE POINT AVERAGE-ing GPA (grade point average.)

Example:

English	94	4.12
Math	81	2.50
Science	71	1.14
PE	97	4.50

The student has earned 12.26 quality points. We divide that number by 4. 12.26/4 gives us a grade point average 3.065 for the semester.

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 their academic success. Class rank is one of the most important indicators of student success. Colleges and technical schools always want to know a student’s class rank, which is posted as a part of the student’s transcript.

STUDENT COUNCIL - Latta High School’s Student Council is very active. Student body officers are elected at the end of one school year for the following year. Class officers and homeroom presidents are elected at the beginning of school. The Student Council is governed by a constitution passed by students. The Council makes suggestions, raises money for needy families, raises money for projects to improve student life, and helps with projects to improve the appearance of the school.

SCHEDULE CHANGES - Schedules are made in the summer based upon the request of students and parents, state statutes, and standardized test scores. Once the schedules are completed, changes occur only if the requests are made due to career plans or other legitimate educational reasons.

Because of the very real possibility that changes can overload classes and teachers, schedule changes must also be based on class load and teacher load.

When these conditions are in place, changes may be carried out within the first five days of a semester since students must attend 85 of the 90 days to receive credit.

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

GUIDANCE DEPARTMENT - The Guidance Department assists every student. Services include helping students to prepare comprehensive career plans, counseling regarding educational problems, assisting students in preparing college applications and applying for scholarships, interpretation of test scores, and many other areas.

The Guidance Counselor visits classrooms to assist with career guidance and to help each student develop a comprehensive career plan. All students are expected to follow a career path while they are in high school.

Parents should understand that students need to make these decisions early in order to take the necessary courses that will enhance their progress towards their career choices.

The Guidance Counselor also announces to students how to apply for various college scholarships and assists them with the application process.

SAT/ACT PREPARATION - The computers at Latta High School contain practice SAT tests and practice items for the tests. Students are encouraged to work on these.

SAT and ACT preparation books are available in area malls. Also, for a small fee, students who are juniors or seniors can participate in a workshop with SAT preparation expert Larry Mills at Mullins High School. Students will be

informed of other programs that may be added to help with ACT/SAT preparation.

In addition, LHS has an SAT/ACT preparation course for this school year. Students are encouraged to prepare for these tests in advance. Students who do prepare perform much better on the tests. **Having an extensive vocabulary developed through reading is the key to doing well.**

SCHOLARSHIPS - Latta High School students have been successful in earning both academic and athletic scholarships. For a small community, a large number of local scholarships are available.

Although scholarship requirements vary, generally the most important factors in determining who gets scholarship money are ACT or SAT scores, class rank, difficulty of courses taken, number of science and math courses taken and attendance records. Usually, the top ten students in each class according to class rank are able to obtain some scholarship money.

A little known fact in our area is that colleges accept either the ACT or SAT. The ACT matches up better with the high school curriculum, and the SAT works better for students who read extensively on their own.

Another much misunderstood fact is that the overwhelming percentage of scholarships is for academic, not athletic, success. At our school, for every student who earns money from athletics to attend college, twelve to fifteen students earn academic scholarships.

Scholarships vary from small ones of \$200 to large scholarships, which may be worth up to \$60,000 over four years of college.

With most scholarships, a student must have at least a **B** average, 3.0 on a four-point scale, and must maintain that average to keep the scholarship.

SAT scores above 1100 (excluding the writing score) usually are a guarantee of some scholarship money. Scores over 1000 get students into the pool of candidates eligible for scholarships. On some occasions, students who score less than 1000 are scholarship award winners of some of the smaller scholarships.

LIFE SCHOLARSHIPS - South Carolina offers the Life Scholarship for its students. Eligible students must meet two of the following three requirements: graduated with a minimum of a 3.0 cumulative grade average on a 4.0 scale; scored at least 1100 (excluding the writing score) on the SAT or 24 (excluding the writing) on the ACT; graduated in the top 30% of the graduating class. Life scholarships are worth \$4700 plus a \$300 book allowance per year and are renewable for four years as long as the student maintains a grade point average of 3.0 or better. State law requires a criminal background check.

STUDY SUGGESTIONS - Students who spend time studying regularly at home are in the best position to do well at school. Latta High School suggests that students who follow the study habits below are those who will be most successful at school.

1. **Attend every class possible.** No one benefits from your absence. Regular attendance makes learning much easier and we have noticed a strong correlation between attendance and success.
2. **Take books home with you each day.**
3. **Go over what occurred in each of your classes, including reviewing your notes.**
4. **Read your assignment. If you want to be highly successful, read it again.**
5. **Complete all homework. Review it** before class the next day.

6. **Strive to understand**, not just to do. All work is for a purpose. Try to grasp the concept your teacher is helping you to understand.
7. **Set a definite study time each day**, and spend at least one hour outside of school per day studying. On days leading up to major tests, spend much more time studying.
8. **Study each day for upcoming tests.** Do not wait until the night before to do all of your studying.
9. **Limit activities that interfere with your studies.** Commonly, high school students confuse the less important as being more important than the most important. Clearly, what is most important academically is the learning that takes place indicated by your grade point average.

TESTING PROGRAM - Students are required to take the High School Assessment Program (HSAP) the following year after their initial enrollment in the ninth grade. All tenth graders in South Carolina take the PSAT, the Preliminary Scholastic Aptitude Test. All tests are administered in the spring of the year. Test results are reported to parents by the fall of the ensuing school year.

PROMOTION - To be promoted from the 9th grade to the 10th grade, a student must have **six units including English and math.**

To be promoted from the 10th grade to the 11th grade, a student must have twelve units including **two units of English, two units of math, and one science.**

To be promoted from the 11th grade to the 12th grade, a student must have **16 units including at least three units of English, three of math, and two of science.**

With the exception of students who are eligible for graduation in the present school year,

promotions from one grade to another will occur at the end of the school year, not in the middle.

A student must be taking or scheduled to take 10th grade English and have the other necessary units to be in the 10th grade, 11th grade English and the other courses to be in the 11th grade, and 12th grade English and the other courses to be in the 12th grade.

Students who begin the school year in the eleventh grade but can be scheduled for enough courses to graduate will be promoted at the end of first semester as long as they meet all requirements to become a senior.

However, the school may not be able to extend all senior privileges to them due to, for instance, limited space in the Senior Parking Lot. As many senior privileges will be extended as practicable.

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 fees to Latta High School will not be allowed to participate in the graduation ceremony.

Students must earn the right to participate through their grades and attendance. 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 the following grades and attendance rates applied to each course:

Grade	Attendance
A average-	No more than 5 absences
B average-	No more than 2 absences

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, and social studies departments. Students must take one of these core exams regardless of other exam exemptions or lack of exemptions.

- *Those students enrolled in Algebra I, Algebra 1B, English I Biology, and US History will be required to take an end-of-course exam, which will count 20% of their final grade. No exemptions allowed.*

Attendance is counted from the first day of school, August 16. Any time the student is physically absent from class is recorded as an absence from that class unless the student is on a school trip.

GRADING - Course grades are computed in the following manner in order to obtain a final numerical average. Each grading period (2 in all) counts forty per cent. The exam counts twenty per cent also. If the exam is exempted, each of the two grading periods counts fifty per cent.

A	93-100
B	85-92
C	77-84
D	70-76
F	69 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 during recess, 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, talk with your child's school nurse.

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 Jeannie Shelley, 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 Jeannie Shelley, 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. To learn more about medical homebound services, contact your child's principal or Jennie Shelley, at the District Office.

MAKE-UP WORK - Students who have lawful absences will be allowed to make up work missed.

The students must make arrangements and make up the work within five school days of their return to school.

Teachers must assist students with the make-up work as needed either before school, after

school, or at a mutually convenient time during the school day.

Students who have unlawful absences will not be permitted to make up work missed. The student will receive zeroes for all missed assignments.

EXTRA CREDIT WORK - Assigning extra credit work is up to the teacher of the class. Most teachers object to assigning extra credit work unless the student is doing the work assigned in the class and at home, the feeling being that if the student does not have time to do the regular work, it makes little sense to assign extra.

AWARDS - Students are rewarded in classes through independent means of individual teachers.

Schoolwide awards include Honor Roll, the Scholastic Awards Banquet for outstanding students, the Athletic Awards Ceremony for outstanding student athletes, the FFA Banquet, the JROTC Banquet, and Band Awards during the Spring Concert, Underclassmen Awards Day, Class Night for seniors, and an exam exemption policy. In addition, Honor Roll and Perfect Attendance are published regularly in our local paper.

HONOR ROLLS

A Honor Roll

Free admission to all school events

AB Honor Roll

Reduced admission to some events

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. Students who believe they will qualify are to apply for membership at the first of each school year. 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.

To remain in the National Honor Society, students must maintain the following:

- *Maintain a 3.0 grade point average on a four-point scale.*
- *Earn service project points by participating in extra-curricular activities both in and out of school.*
- *Participate in community service projects of the organization.*
- *Be involved in activities of the Society as directed by the Society sponsor.*
- *Maintain a respectable discipline record. Students are placed on probation if they receive a suspension. If a second suspension occurs, students appear before the Faculty Council to show cause as to why they should not be dismissed from the Society.*
- *Not be convicted of a crime. Students automatically are dismissed from the Society if convicted of a felony. Once dismissed, students are not eligible for readmission.*
- *Maintain a respectable attendance record. Students who miss five unexcused absences in a semester are placed on probation. Students who miss six or more unexcused days appear before the Faculty Council for a hearing to determine if they are to be dismissed.*
- *Pay dues of \$10 to cover costs of annual fees and supply costs.*

Students who are dismissed relinquish their pin, certificate, and card of membership. Their names are removed from the roll at Latta High School and from the national register in Reston, Virginia.

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 PACT 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 Esther Rogers at the District Office.

Dillon District Three does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in, or

employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to Dr. John Kirby, Superintendent, 205 King Street, Latta, SC 29565.

PARENTS' RIGHT TO KNOW

Parents may request, and the school will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

SCHOOL IMPROVEMENT COUNCIL -

The LHS School Improvement Council meet 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.

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.

A student must attend class a minimum number of 85 days in each 90-day course at Latta High School. Attendance is counted from the first day of school, August 16. Credit is denied when a student accumulates more than five unlawful absences in a course. Credit is likewise denied when a student fails to meet the state-required minimum 120 hours of classroom instruction.

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

When a student is denied credit, by regulation his average on his permanent record is 61.

Extended illnesses certified by a physician and absences due to emergency conditions approved by the principal are exceptions. Excuses for nonextended 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. 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.**

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 due to the statewide requirement that a student meet class 85 times in a semester course.

Students have five days to turn in excuses from the time of their return to school for them to be valid. Excuses that come in to the office after five days from the student's return are considered invalid and are not counted. Those days are listed as unlawful absences.

In addition, state regulation demands 120 hours of class attendance for a student to meet the attendance criteria. Regardless of reason, the 120 hours of attendance must be met.

In the 4 x 4 block schedule used at Latta High School, a course lasts 90 days or 135 hours. The student who misses more than 10 days, even if all are excused, must make up time in order to be eligible for high school credit since he/she would not meet the minimum hours required otherwise.

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 -Students may be checked out of school between classes, at break, or during lunch periods. The principal or assistant principal must approve any exceptions.

Parents are asked not to check out students at other times during the day and reminded that since 1984, South Carolina law has forbidden the interrupting of instruction except in the case of an emergency.

CLASS INTERRUPTIONS - South Carolina law prohibits class interruptions except in the case of emergencies. Therefore, students should be checked out at the times listed above.

Students who leave class for whatever reason during a class period are not allowed to return since their return would amount to a second interruption of instruction, their leaving being the original interruption.

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 and regulations and can see the driver's education teacher(s) for verification of completion of a driver's education course.

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, a balanced meal, or a fast food lunch.

Students may also bring lunch from home, and the canteen is open in the student locker area for soft drinks and light snacks.

Lunch is our busiest time of the day in the office. For that reason, the school asks parents not to bring lunches from restaurants to be delivered to their children. 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.

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.

LOCKERS - Each student will be assigned a locker. **Students are not to use a locker other than the one they are assigned. Students are not to share lockers.** Each locker has a combination lock on it supplied by the school. Students may not use locks brought from home on their lockers. The administration reserves the right of periodic search for safety hazards. The school does not charge a fee for the use of a locker.

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, transcript, or report card 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.

South Carolina regulations provide that those who do not pay for their lost or damaged books can be removed from the free textbook program provided by the state.

CELL PHONES/PAGING DEVICES –

Students may now have cell phones or paging devices in their possession at school. However, cell phones **MAY NOT** be turned on or in use for any reason during the school day. These devices are not to be visible during regular school hours. They must be kept in a student's locker, purse, book bag, pocket, etc. Students may use cell phones prior to entering the building at 7:50 AM and after school is dismissed at 3:15 PM. **Any infraction of this policy will result in the student being assigned three (3) days of after-school detention and the device being confiscated to be returned to the parent. The second offense and offenses there after will result in suspension. In addition, cell phone privileges may be revoked for the remainder of the year.** 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.

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.

SCHOOL BUSES - South Carolina operates a school bus transportation system for the convenience of those students who live out of town or who cross-hazardous roads to come to

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.

HALL PASSES - Students are not permitted in the halls during class periods unless they have a pass from an authorized staff member.

PARKING LOT RULES - Students who wish to drive must obtain a parking application from the office. Students will be issued a parking decal that must be displayed drivers side rear window.

Driving to school is a privilege extended by the District and the high school administration. Students who exhibit responsibility are allowed to drive. Those who are repeatedly tardy to school will have driving privileges suspended or revoked depending upon the severity of the tardiness. **Students that have unclear accounts will have their privileges revoked until their account is clear.**

Students' driving privileges will be revoked upon receiving their second suspension from school.

Likewise, driving privileges are revoked for reckless driving, speeding, and other traffic offenses that may endanger students' safety and for not obeying parking lot rules.

In addition, students who do not maintain passing grades in all subjects will be denied parking privileges until their grades improve. 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.

To drive to school, students register their cars in the office, provide proof of insurance, and show a valid drivers' license. A parent's signature is necessary on the registration form for approval.

The school does not charge a fee for students to use the parking lots.

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 after school activities. Students may not wear the following:

- **PJ's or Lounging Pants**
- **Skirts, Shorts and dresses shorter than 4" above the knees**
- **Shorts/pants with holes higher than 4" above the knee**
- **Cutoffs/mesh jerseys or half shirts**
- **Any see-through clothing**
- **Shirts with obscene/derogatory sayings**
- **Shirts that have alcohol/tobacco messages**
- **Shirts that have drug messages**
- **Clothing with guns/weapons**
- **Miniskirts**
- **Sunglasses in the building**
- **Hats or bandannas**
- **Halter tops or tank tops/wife beaters**
- **Pants not worn at the waist**
- **Gang Paraphernalia**

- **Clothing with large opening under the arms**
- **Sun dresses**
- **Clothing with narrow straps similar to tank tops and clothing with large openings under the arms.**
- **Bedroom shoes**
- **No writing across the seat of pants/shorts**

Any kind of tight fitting garment, must be worn (leggings, skinny jeans, jegings, ect.) must be covered by a dress or skirt no higher than 4 inches above the knee.

Students who disobey the rule repeatedly about wearing their pants at the waist will be required to wear their clothing with shirttails in or may be suspended.

Students who violate rules about the length of shorts and dresses repeatedly will be required to wear long pants.

Any student that comes to school dressed inappropriately must acquire a change of clothes or will be sent home.

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 shop and bandroom.
2. The north end of the campus except for the bus loading area.
3. The front parking lot.
4. The area between the gym and the middle school.
5. Parking lots during the school day.
6. Any area at Latta Middle School, playground or building.
7. The area in front of the building prior to and during school.
8. Any area beyond the band room including the new gym during break and lunch.

DISCIPLINE - In order to help the student understand the consequences of violations of the school rules, a demerit system has been devised. Teachers issue demerits to students violating school or classroom rules.

Students with 20 demerits will receive a detention. Demerits will recycle to zero at the beginning of second semester with course changes.

However, the number of days suspended assigned to a student is based on demerits for the year. In other words, a student who has had a two-day suspension, although demerits recycle to zero, will receive a three or more day suspension in the second semester if he/she accumulates 20 demerits. An accumulation results when a student accrues 20 demerits. Once an accumulation has been reached the following will occur.

- 1st accumulation – 2 days after-school detention
- 2nd accumulation – 3 days after-school detention
- 3rd accumulation – 1 day OSS
- 4th accumulation – 2 days OSS
- 5th accumulation – 3 or more days OSS

Students who fail to serve after-school detention will be suspended from school the following day.

FIELD TRIPS DURING SCHOOL DAY-

Students who have more than two accumulations of 20 demerits or who have been suspended out-of-school, have been absent more than one day unlawfully in a semester or five days totally in a year may not go on field trips.

In addition, students must have all passing grades to go on field trips and must not owe the school money for such things as lost or damaged textbooks.

Field Trip Requirements

- Passing all subjects
- No suspension out-of-school
- No more than 1 unexcused absence for the semester or five total absences.
 - No fees owed to the school

SMOKING - 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 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.

1st Offense-1 Day Suspension out-of-school

All other smoking offenses, 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.

DEMERIT DISCIPLINE GUIDE

Demerits	Offense
3	Failure to carry proper materials to class
3	Excessive noise (class, hallways, cafeterias)
3	Combing hair in class or putting on makeup
3	Littering
5	Tardy to class unexcused
5	Tardy to school unexcused
5	Violation of dress code
5	Sitting in parked cars or buses
5	Running in halls/causing congestion
5	Possession of radios, jam box, video game, Ipod and MP3 players. (and confiscation of item)
10	Tardiness after 8:20 with no one to sign student in school
10	Tardy after break or lunch
10	Conduct embarrassing to the school
10	Dishonesty in any form
10	Refusing to do class work

- 10 Indecent language, suggestions, or gestures
- 10 Improper conduct in class
- 10 Misconduct at a school function
- 10 Missing vocational bus
- 10 Illegal parking
- 20 Laser pointer at school or a school-sponsored event
- 25 Gambling

Minimum of One Day Suspensions

- Stealing (plus payment)
- Leaving school grounds without permission
- Leaving class with out permission
- Defacing school property
- Vandalism (plus payment for damages)
- Possession of/smoking tobacco products/smoking paraphernalia
- Disturbing a School Function

Teachers and administration may expand the number of demerits for repeat offenses.

Students may work off demerits as long as they are not continuing to exhibit the behaviors that got them the demerits in the first place. A student desiring to work off demerits should see the principal or assistant principal to make arrangements.

Students may not work off demerits once an accumulation has been reached.

Parents are notified of all suspensions/detentions by mail. The administration reserves the right to alter the number of demerits or days suspended based upon the severity of the infraction and/or extenuating circumstances.

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 the 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.

In addition, all acts of violence or threats of violence must, by law, be reported to the police.

RECOMMENDATION OF EXPULSION-

- 1. Blackmailing, threatening, extortion, intimidating students, or bullying, teachers⁶⁵ or staff*
- 2. Possessing a weapon on school premises 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. Accumulation of serious offenses that have resulted in two or more suspensions*
- 7. Gang Activity*

Serious offenses include the following:

- Smoking
- Fighting
- Stealing
- Malicious injury to property
- Cutting class or school
- Walking out of class
- Lying, forgery, or cheating
- Gross immorality

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**
- Possession of drugs or alcohol**
- Having a gun at school**

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, and then the student'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 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. 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 his 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.

TRANSCRIPTS - It is our belief and philosophy that we are charged with teaching young people responsibility.

In accordance with that philosophy, transcripts are not mailed to other schools for graduates or for those transferring from LHS to another school until all fees have been paid. This includes fees for lost textbooks, equipment, vandalism, or any other fee owed to the school. Latta High School does, however, mail transcripts of graduates free of charge during the summer after the student's graduation.

Once the next school year begins, a three-dollar fee is assessed for the mailing of transcripts.

QUICK VIEW (in alphabetical order)

Athletic Eligibility

- Student must have five units in previous year.
- Student must pass two courses for second semester also.
- Student must live in District or have been at LHS for one year unless exemption is granted by the South Carolina High School League.

- If a student is ineligible first semester, he or she must pass two and a half units of work to be eligible second semester.

Attendance Requirement

- 120 minimum hours of instruction
- 5 or fewer unexcused absences
- 85 of 90 days in class unless otherwise approved

Driver Certification Affidavit

- Available at school
- Student must be in compliance with attendance laws/regulations
- Student must have passed a driver's education course
- Student must not be suspended or expelled.

Field Trips During School Day

- Passing all courses
- No more than 1 unexcused, 5 total absences in a class
- No fees owed to school
- No out of school suspension

Graduation

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

The student must also pass the English Language Arts and math parts of the South Carolina Exit Exam.

The social studies units must include a unit of U S History and 1/2 unit each of Economics and Government.

Passing Courses

- 70 average or better
- Student also meets attendance requirements above.

Both requirements must be met, not the 70 or above only.

Pass 9th Grade

1 English unit, 1 math unit, and four more units- (6 total)

Pass 10th Grade

2 English units, 2 math units, 1 science unit, 7 additional units - (12 total)

Pass 11th Grade

3 English units, 3 math units, 2 science units, 8 additional units - (16 total)

Personnel

George Liebenrood, Principal	752-5751
Valerie McClain, Assist. Prin.	752-5751
Nan Carmichael, Guidance	752-5751
Leigh Sloan,	
District Instructional Coach	7525751
Michael Rogers, AD	752-5751
Sharon Grissett, Business Man.	752-5751
Cheryl Fore, Attendance	752-5751
Tony Whittington, Bus Supervisor	752-2715
Jeannie Shelley, Special Services	752-7101
Theresa Rogers, Cafe. Manager	752-7101

Scholarships

Information available in the Guidance Office

Student Automobile Use

Allowed if the student is described by the conditions below:

- Passing all courses
- Has a valid driver's license
- Can show proof of insurance
- Is passing all courses
- Comes to school on time
- Agrees to abide by parking lot rules.
- No unclear accounts
- No more than one suspension from school

Transcripts

- Provided free summer after graduation
- \$3 per transcript otherwise
- Not provided for those who owe the school money

Permission Form for Use of a Student's Picture, Voice, Video, Work and/or Full Name on a Dillon School District 3 Publication

This letter is to request permission for your child's picture, voice, video, work and/or full name to be published on the school district and/or an individual school's website or other publication. Student images and work will be used on the websites and in newsletters to promote student activities and celebrate student work.

Please return this form to your child's teacher to indicate if your child's image, voice, video, work and/or full name may be used on school publications, including district maintained websites. This permission will be applicable to any use of full name, picture, voice, work or video taken in the school year in which permission is given and will remain in effect until the full name, picture, video, work or voice is removed from the publication or website or until consent is withdrawn. As parent or legal guardian, you may withdraw your consent at any time by sending a written letter, along with a new form, to the principal of your child's school. Thank you for your cooperation.

Check one of the following options:

- I/We **GRANT** permission for any photo/image, voice, video, work and/or full name of this student to be published on the school and/or

school district's public Internet site or other publication.

- I/We **DO NOT GRANT** permission for any photo/image, voice, video, work and/or full name of this student to be published on the school and/or school district's public Internet site or other publication.

In addition, I agree to release and hold harmless Dillon School District 3, its School Board of Trustees members, agents, officers, contractors, volunteers, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's picture, voice video and/or full name on the Internet or other school publications.

Student's Name:

Print name of Parent/Legal Guardian:

(Print)

Signature of Parent/Legal Guardian:

Date: _____

(Sign)

RETURN THIS PAGE

This page is to be returned to the student's homeroom teacher by the end of the first week of school.

I have read and understand the handbook. I understand the discipline policy and what is expected of students at Latta High School.

Student's Signature

Parent's Signature

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