Student Handbook

2026-2027

Latta Elementary School
300 Viking Drive
Latta, SC 29565

843-752-5295
Fax: 843-752-2713



Latta Elementary School Student Handbook

Dollie Morrell……Principal
Deidra Jones……..Assistant Principal
Beth Minshew……...…….Assistant Principal

Support Staff
Amanda Smith, Reading Coach
Valarie Rowell, Secretary
Tearra Kelley, Office Assistant
Charley McIntyre, Media Specialist
Kelly Smith/Crystal Berry, School Nurses
Carla Shelley, Parent and Family Coordinator
Leigh Sloan, Guidance Counselor
Trent Taylor, School Resource Officer

Montessori Primary (4K-5K)
Jessica Huggins, Teacher
- Gracyn Hyatt, Assistant

Gay Daniels, Teacher
- Amy Moore, Assistant

Phyllis Hyatt, Teacher
- Paige Johnson, Assistant

Keri McCormick, Teacher
- Sierra Hyatt, Assistant

Peyton Walsh, Teacher
- Taylor Taylor, Assistant

Stephani Miles, Teacher
- Trish Markowitz, Assistant

Ciara Bethea, Teacher
- Sheila Hood, Assistant

Sheila Price, Teacher
- Kisha Page, Assistant

Amanda Turner, Teacher
- Jaime Covington, Assistant

Marcie King, Teacher
- Tina McDowell, Assistant

Special Services
Sarah Duprel, Special Ed Teacher
- Shataria McNeil, Assistant
- Louise Johnson, Assistant
- Hannah Jackson, Assistant

Courtney Sealey, Speech Therapist
Christin Townsend, Speech Therapist
Kate Britt, Special Ed Teacher
Kawana Israel, Special Ed Teacher

First Grade
Tressa Floria, Teacher
- Terri Munn, Assistant

Daphne Bryant, Teacher
- Cynthia Lear, Assistant

Tramaine Smith, Teacher
- Stephanie Bigford, Assistant

Mary Rice, Teacher
- Chelsey Dimery, Assistant

Stephanie Haynes, Teacher
- Katie McDaniel, Assistant

Second Grade
Diana Kirk, Teacher
- Sherri Bedinger, Assistant

Stephanie Long, Teacher
- Shannon Pompey, Assistant

Morgan Ramos, Teacher
- Amanda Webster, Assistant

Brandy Sapp, Teacher
- Brandi Hulon, Assistant

Elizabeth Rogers Teacher
- Te'Nesha Smith, Assistant

Third Grade
Patricia McLaurin, Teacher
Heather Ivey, Teacher
Emily Hill, Teacher
Jessica Short, Teacher
Karli Wilkes, Teacher
Amanda Roberts, Assistant
Carmen Autry, Assistant
Amber Bullard, Assistant

Fourth Grade
Chelsey Gaddy, Teacher
April Coleman, Teacher
Courtney Cox, Teacher
Kellie Crowley, Teacher
Casey Jacobs, Teacher

Fifth Grade
Penny Brown, Teacher
Brandy Bullard, Teacher
Brittany Collins, Teacher
Stephanie Barfield, Teacher
Angela Luffman, Teacher

Activity Special Areas
Becky Coleman, Music Teacher
Charli Chapin, Technology Lab Assistant
Ashley Johnson, Physical Education Teacher
Erin Shaul, Art Teacher/Karen Allen, Assistant
Robin Morris, STEM & Ag Lab

Cafeteria Staff
Jessica Brock, Cafeteria Manager
Mary Boston
Sheila Johnson
Betty Hyatt
Vivian Durant
Kathy McRae

Custodial Staff
Charlotte Gibson, Supervisor
Mary Legette
Marie Nelson
Jenny Williams
Edna Bourgoin
Anna Mitchell

DILLON SCHOOL DISTRICT 3 STAFF
DILLON COUNTY SCHOOL DISTRICT #3 STAFF
(843)752-7101

Instruction and General Administration

Stephanie Ard, District Superintendent

Sandy Jones	Chief Academic Officer
Kelly Sellers	Director of Exceptional Children
Larry Legette	Director of Operations
Robert McIntyre	Director of Technology
Heather Causey	School Psychologist

School District Operations Staff

Sarah Clawson	Office Manager
Carson Kirby	Special Services Secretary
Stephanie Weatherford	HR Director/Public Information Officer
King McCoy	Director of Transportation (752-2710)
Jim O'Hern	Technician
Pam Lane	Director of Child Nutrition
Donna Taylor	Business Manager
Maclean Bracey	Fiscal Services

Mission

The mission of Latta Elementary School, in partnership with home and community, is to assure that each child develops a strong foundation of personal and academic excellence through comprehensive, diverse, and imaginative learning experiences in a safe and nurturing learning environment.

Vision

We envision a school that challenges and respects all students, collaborates with parents and community, and promotes students from our school achieving at or above grade level.

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; Sandy Jones, Director of Exceptional Children. For all other inquiries including sexual harassment and Title IX concerns or complaints, contact George Liebenrood, Assistant Superintendent for Instruction. You may call 843-752-7101 or contact Dillon School District 3 at 205 King Street, Latta, SC 29565.

GENERAL INFORMATION (IN ALPHABETICAL ORDER)

ATTENDANCE

Attendance is required by law. Children should not be taken out of school before dismissal time (2:30) except in case of emergency. Students may NOT be dropped off in the mornings prior to staff at their duty stations (7:20).

- **Early Dismissals**

Pupils will not be permitted to leave school unless checked out in the office by a parent/guardian or authorized representative whose name is on the child's emergency card. A note should be sent on the morning of an early dismissal to the teacher with the reason and time they are to leave. Students will be called to the office once the parent/guardian signs them out. Medical and dental appointments should be made outside of school hours whenever possible. **District Policy states that three (3) early dismissals/tardies is equal to one (1) absence.** Perfect attendance is bound by this policy.

- **Absences and Excuses** (District Policy)

"Any student that misses school must present a written excuse, signed by a parent/guardian. The excuse should give the reason for the absence and the date not in attendance. The school administration will keep all excuses confidential except to parents. If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer him/her to the school administration for appropriate action." Students absent for any appointment should bring an excuse from the facility. Students will be considered excused for:

- Illness
- Death or serious illness in their immediate family
- Recognized religious holiday of their faith
- Participation in school-sponsored events
- Extenuating circumstances approved by the principal

Students absent for the above reasons will be given opportunities to make up missed school work.

Students will be considered unexcused for:

- Willful absence from school without the knowledge of their parent
- Absence without acceptable cause with the knowledge of their parents/guardians

After three consecutive unlawful absences or a total of five unlawful absences, school officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and parent/guardian to improve future attendance. Continued problems with unlawful absences will be turned over to the County attendance officer and/or the solicitor's office.

- **Tardiness**

Students are tardy if they are not IN THEIR CLASSROOM by 8:00. Students must be dropped off by 7:55 in order for students to be able to get to their class before being marked tardy. **Students coming after 7:55 must be accompanied by a parent to sign them in at the office. Habitual tardiness will be turned over to the attendance officers.** Excessive tardiness causes students to fall behind in their academic instruction. **District Policy states the three (3) early dismissals/tardies is equal to one (1) absence (see policies section).**

- **Quarantine Periods/eLearning Days**

Students who are placed on quarantine for any period of time will be responsible for completing at-home assignments provided by the teacher. Upon returning to school, students are responsible for submitting **completed work** to the teacher to be counted as present each day of quarantine. Incomplete assignments will result in unexcused absences for all or part of the quarantine period.

BREAKFAST AND LUNCH PROGRAMS

Breakfast will be served from **7:20 to 7:55**. The District provides breakfast and lunch free of charge to every student wishing to eat. If a student wants a single item from the food line, the student will be charged for that item. It is important that your child arrive early in order to have time to eat breakfast. Teachers will begin cleaning up at 7:55 in order to begin instruction on time. **If a child arrives late for school, he/she will not be served breakfast unless the late arrival is by bus**. Children are permitted to bring their own lunch to school.

Prices: **Breakfast and lunch are free to all students**
Parent Breakfast–$3.26 + tax (increased by state)
Parent Lunch--$5.54 + tax (increased by state)

BULLYING

Bullying is unacceptable in our school. It creates an atmosphere of fear and intimidation that will not be permitted. Students who bully may be suspended, expelled, or turned over to local law enforcement authorities according to District Policy.

BUSES

Laws and regulations govern the operation of school buses. School bus transportation is a privilege provided to those students living one and one-half miles or more from the school according to South Carolina Department of Education guidelines. **A child may ride the assigned bus only**. **All changes of transportation must be in writing from the parent and approved by the principal's office and/or bus supervisor in advance of the change. It can take up to 3 days for a change to go into effect.** In order to make bus rides as safe as possible, students who repeatedly violate bus safety rules will not be allowed to continue riding the bus. Parents of such students will then have to provide transportation for their child. The transportation supervisor for the Latta Schools is in charge of bus routes, drivers and school bus regulations. Calls with questions or for concerns should be directed to the bus office at 752-2710.

BUS RIDING PRIVILEGES ARE PROVIDED TO STUDENTS WHO FOLLOW THESE RULES:

- Observe the same conduct rules as in the classroom
- Eating or drinking on the bus is prohibited
- Cooperate with the driver and be respectful
- Do not be destructive
- Keep head, hands and feet inside bus and out of the aisle
- Be courteous—no profane or unacceptable language
- Keep the bus clean
- Phones are not allowed on the bus
- Stay seated in your assigned seat at ALL times

BUS DISCIPLINE PLAN

- **Bus Offenses:**
  - First Offense: Overnight bus suspension and in-person parent conference-student cannot ride again until conference is held
  - Second Offense: Suspended from the bus for five (5) days; parent notified
  - Third Offense: Suspended from the bus for ten (10) days; parent notified
  - Fourth Offense: Suspension for the remainder of year

- **Major Offenses:**
  - Suspended from the bus up to ten (10) days or for the remainder of the year – at principal's discretion

❖ BUS INTERFERENCE

59-67-45 OF THE SOUTH CAROLINA LAWS AND REGULATIONS STATES:

"No person shall willfully and wrongfully interfere with the operation 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 of a school bus driver relating to the occupancy of a school bus. The use of threatening or 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."

CELL PHONES AND OTHER MOBILE TECHNOLOGY DEVICES

Elementary children are NOT permitted to use cell phones, other mobile electronic devices, at school or on a school bus. Any earbuds or headphones that bluetooth to a chromebook are also not allowed. Such devices will be confiscated and turned in to the administration. A parent will be required to come to the school to pick up the device. NO device will be returned to a child. Please ensure your children know NOT to use a phone or other device at school. If a cell phone is used to video and/or share incidents that happen on school property, this will result in a discipline referral with a suspension. The time frame for suspension will be at the principal's discretion. **Additionally, cell phone use is NOT permitted by any driver on either of the car pick-up loops.**

CHANGE OF ADDRESS AND PHONE NUMBER

It is important to notify the school office of any changes in your home address, home or cell phone numbers, or work phone numbers immediately so that necessary communication is prompt.

CHILD ABUSE

Any teacher, nurse, counselor or other school professional acting in an official capacity that has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with the South Carolina Child Protection Act of 1977. Copies of a comprehensive board policy outlining specific procedures to be followed may be obtained from the school office.

DAILY SCHEDULE

7:20	Building opens—**Do not leave your children unsupervised at the school prior to this time.**
7:20-7:55	Breakfast in the classrooms
7:55	Announcements
8:00	School Begins; students must be seated in their classrooms by this time
11:00-1:15	Lunch Periods
2:30	Dismissal

DISCIPLINE POLICY

Teachers handle classroom issues. All discipline problems will be handled in a calm, reasonable manner between teachers and/or the administration, the student and parent(s). Effective discipline generally leads to increased desirable behavior on the part of the student. When the learning opportunities of the child or other students are affected, the teacher and/or administration will take appropriate disciplinary action. All actions are under the procedures of our district's Board Policy.

DISCIPLINE PLAN FOR OFFICE REFERRALS (4K – 5K)

- **Persistent Disobedience Referred to the Office. Prior to the first office referral, teachers need to communicate to parents any behavior concerns. The teacher should:**
  1. **Parent Contact Behavior Notes with a phone call for at least two weeks.**
  2. **Minors #1-3:** This is a formal note home and is accompanied by a phone call from the teacher.
  3. **After 3 minors, students receive a major office referral. Students should receive 3 minor referrals in between each major office referral:**

     First Offense: Administrative conference with student and parent notification
     Second Offense: Overnight suspension (student completes the school day); parent brings child to school the next morning to meet with admin. and teacher to discuss behavior interventions to be used in class.
     Third Offense: Administrative conference with student and parent notification
     Fourth Offense: Overnight suspension (student completes the school day); parent brings child to school the next morning to meet with admin. and/or teacher; referral to guidance if deemed appropriate. Behavior Interventionist and/or Guidance invited to this meeting.
     Fifth and Additional Offenses: Suspension Days and/or parent conference at the discretion of the administrator.
- **Fighting and Other Immediate Major Offenses:**

  First Offense: Sent home immediately with up to 3 days of out of school suspension and a conference with parent.
  Second Offense: Student will be suspended out of school for up to 5 days.
  All other Offenses: Out of school suspension increasing with each offense and ultimate expulsion referral. Referrals will be made to guidance, mental health, and/or behavior intervention teams.

DISCIPLINE PLAN FOR OFFICE REFERRALS (1st - 5th)

- **Persistent Disobedience Referred to the Office. Prior to the first office referral, teachers need to communicate to parents any behavior concerns. The teacher should:**
  1. **Minors #1-3:** This is a formal note home and is accompanied by a phone call from the teacher.
  2. **Persistent Disobedience (After 3 classroom minors) Referred to the Office. Students should receive 3 minors in between each major referral:**

     First Offense: Administrative conference with student and parent notification
     Second Offense: Overnight suspension (student completes the school day); parent brings child to school the next morning to meet with admin. and/or teacher; referral to guidance if deemed appropriate.
     Third Offense: Sent home immediately or suspended for the following day with a parent conference.
     Fourth and Additional Offenses: Suspension increase with each offense at the assistant principal's discretion; referral to guidance and/or behavior intervention team.
- **Fighting and Other Immediate Major Offenses:**

  First Offense: Sent home immediately with up to 3 days of out of school suspension and a conference with parent.
  Second Offense: Student will be suspended out of school for up to 5 days.
  All other Offenses: Out of school suspension increasing with each offense and ultimate expulsion referral. Referrals will be made to guidance, mental health, and/or behavior intervention teams.

DRILLS

As required by law and as needed to practice safety procedures, our school will have timely fire, tornado, lock down, and other drills so that students are familiar with safety and movement actions in each type of situation no matter their location in the building or grounds.

EDUCATIONAL FIELD TRIPS

Students are required to have written permission from a parent or guardian prior to going on field trips off the Latta Schools campuses. All trips are chaperoned by school personnel.

ELECTRONIC DEVICES-see cell phones

EMERGENCY SCHOOL CLOSINGS

When inclement weather occurs district administrators will decide if school will be open. News about cancellations or delays will be broadcast on TV15, TV13 and Radio 92.9. Latta School District also has in place an emergency call system that will notify every student and employee of school closings. **Please see that a working phone number is on file in your child's office records in order to receive any messages sent with this system.**

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, the town library, and on the district website.

GIFTED AND TALENTED PROGRAM

The district strives to meet the educational needs of all students. In supporting this concept, the district recognizes the unique characteristics of gifted and talented students. The district further recognizes the need to develop programming services to respond to these students' individual abilities and competencies. Gifted and talented students are those in grades 3-12 identified as having demonstrated or potential abilities for high performance in academic and/or artistic areas. The district will use the criteria developed by the state board of education in the screening, referral, assessment and placement of candidates for the gifted and talented program. Parents who want more information regarding their child's status may contact the principal. Parents who want more information regarding procedures or services may contact the district office.

GRADING

Grading is guided by District Policy and based on SC State standards. Montessori students will be assessed on specific skills and standards. The results will be reported to parents on a report card with a short narrative.

- **Report Cards, Progress Reports and Conferences**

Report cards will be sent home at the end of each nine weeks for all students and the envelopes should be signed by a parent or guardian and returned to school the following day. Progress reports are sent home each mid-quarter. Conferences can be scheduled with teachers by calling the school office at 752-5295. Parents may schedule conferences from 2:45 until 3:15 any day. Two parent conference days are scheduled during the school year by the district (see district website calendar). Other conferences may not interfere with instructional time.

HEALTH ROOM

The Health Room is operated only for illnesses or injuries occurring at school. Old wounds will not be treated and should be taken care of at home. Only medications brought to school by a parent in a prescription bottle will be given with written parental permission. Students are not allowed to bring medication to school. If a student is caught with medication or attempts to distribute medication to other students, the student in possession will receive an office referral and the discipline policy will be followed. Parents should inform the school nurse at the beginning of the year if a student has a special physical condition such as epilepsy, allergies, diabetes, heart condition, cerebral palsy, asthma, poor vision or poor hearing. Nurse Kelly Smith will serve diabetic students and all students on the yellow, green, and blue hall. Nurse Crystal Berry will serve all primary students and all students on the red hall.

HOME ASSIGNMENTS

Homework is governed by district policy and assigned for the purpose of reviewing and reinforcing classroom instruction. Please oversee your child's assignments.

INSURANCE
Dillon District 3 has purchased Student Accident Insurance that covers supervised and sponsored school activities. If you are interested in extending the insurance, you can get a brochure with additional information and purchase prices from the school office.

LIBRARY/MEDIA CENTER
The library is open from 7:30 until 8:00 each morning for parents who wish to come in with their child.

LOST AND FOUND
Each child's name should be written on all coats, hats, book bags, etc. Lost and found items are kept in the health room. Unclaimed garments will be donated to charity at the end of each semester.

LUNCH PROGRAM (see breakfast)

PARENTS RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS-TEACHERS AND PARAPROFESSIONALS
In compliance with the requirements of the Every Student Succeeds Act, Dillon School District Three informs parents they may request information about the professional qualifications of their student's teacher(s) and/ or paraprofessional(s) as follows:

- 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;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
- Whether the teacher is teaching in the field of discipline of their certification.
- 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.

PROMOTION POLICY
Promotion is governed by mastery of State standards. Retention decisions will be made by the principal through the teacher in compliance with state guidelines and the Read To Succeed Act at the end of grade 3. Consideration of the child's best interest and future progress will result in the final decision. As provided in Board Policy, student promotion/retention is at the discretion of the principal.

PTO
PTO officers will be elected at the first PTO meeting in September. Meetings will be announced and notices provided in the newsletter for meetings.

RECOGNITION FOR STUDENTS
Recognizing students' academic achievements is important to the school staff and our children. Each classroom and grade will implement a program that is personal and rewarding. Please watch the newsletter for specific details and dates. End of the year programs and bridging ceremonies will be held in May as scheduled by the administration.

RELEASE OF SCHOOL RECORDS
The release of school records is governed by school board policy based on the Family Education and Privacy Act of 1974. The Latta School Board Policy Manual is available on the district website.

REQUIRED DOCUMENTATION TO ENTER SCHOOL

A current South Carolina Certificate of Immunization, birth certificate, social security card and two (2) proofs of residence are required of all students prior to admission to school. Parents of 4K students may be asked to provide a Medicaid card or proof of income, as required for qualification by the State Department.

STUDENT DRESS CODE

ALL STUDENTS:

Students are expected to wear appropriate clothing conducive to a positive learning environment. Clothing that is offensive with remarks or pictures depicting any appearance that may disrupt the learning environment will not be allowed. Pants hanging low around the hips or exposing underwear will not be permitted. Clothing that is too tight, short, or see through is not permitted. When any of the above occurs or clothing is otherwise questionable, parents will be called to bring appropriate clothing item(s) to remedy the problem. The administration's judgment prevails on the appropriateness of any personal items.

4TH AND 5TH GRADE STUDENTS (In addition to the above):

- Hats and hoods may not be worn in the building.
- Earbuds and headphones may not be worn outside of the classroom. Cordless hearing devices (Beats, etc.) are not permitted.
- Bandanas and sweatbands are not allowed on school grounds.
- Skirts, shorts, and dresses should fit and be in good taste and not shorter than 4" above the knee on the front and back when standing. Leggings, jeggings, tights, and all form-fitting pants must be worn with a top/dress/skirt/shorts that come within 4" above the top of the knee (front and back).
- Sleeveless attire cannot reveal undergarments and must have straps at least 3 inches wide.
- At no time should a student's midriff be visible while standing, sitting, or participating in normal school activities.
- Jeans/pants should not have any holes above the knee.
- Students may not wear clothing that displays profane language, drugs, tobacco, or alcohol advertisements, sexual innuendos or anything else deemed to be offensive. Gang paraphernalia is also prohibited at school.

Students violating dress code policy will be sent to the appropriate administrator with a dress code violation form. Repeated violations will be addressed with the student and parent by the administrator.

SCHOOL-HOME COMMUNICATION

The school communicates with families in the following ways:

- Newsletter each month—Things you need to know about school will be in the newsletter. Please read it carefully each month. ADDITIONAL NOTICES WILL NOT BE SENT HOME
- Student work and letters sent home by teachers
- Parent workshops (watch the newsletter for dates and times)
- Appointments requested by teachers.
- Parents may call the school office for an appointment (752-5295)
- Parent portal access at http://www.dillon3.k12.sc.us
- PTO and other school meetings
- Apptegy alerts

****PLEASE notify us immediately if you have a change in home address or work or cell phone numbers in order that we can always be able to get in touch with you in an emergency.**

SCHOOL IMPROVEMENT COUNCIL

The "South Carolina Education Finance Act of 1977" requires the establishment of an advisory council at each school in the district. School Improvement Council Members elected each fall.

SCHOOL PARTIES

Due to federal USDA nutrition regulations, the school will notify parents of what items cannot be sent to school for holiday parties. **NO birthday parties are allowed**. ALL food items must be purchased and in sealed containers. NO home cooked items can be distributed at school.

SCHOOL PICTURES

Individual school pictures and class pictures are made during the year. Picture dates will be scheduled for fall individual pictures and fall make-ups. At mid-year, class group pictures will be taken. In the early spring, individual pictures will again be taken.

SCHOOL VISITORS

All visitors to our school must have a pass from the office. Parents who have scheduled observations may observe in their child's class provided there is no interruption of instruction or conversation with students during the observation. Conferences with the teacher may be scheduled after school or during teacher planning time.

SEXUAL HARASSMENT

Sexual harassment of students by district employees or other students is prohibited. All students and employees must avoid any action or conduct that could be viewed as sexual harassment. Any student who feels he/she has been the object of sexual harassment may file a complaint with the student's classroom teacher or principal.

TECHNOLOGY

Students are required to follow district policy in order to use the computers provided by the district. Parent accounts are available through the district website. A letter with home access directions to iReady for grades K-5 students will be provided to parents upon request to support their child's learning at home. When requested, directions and computer specifications needed to access the program at home are provided and the student's unique access code is in this letter.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks are provided free for students each school year. Students are expected to care properly for the books they receive. Fees will be assessed for damaged or lost books.

TEACHER QUALIFICATIONS (See Parents Right to Know)

THREATENING CALLS

A call trace service has been provided to all schools in this District. In the event of threatening or annoyance calls, school personnel will be able to trace the call and notify law enforcement.

THREATS ON SCHOOL GROUNDS

A threat is defined as any language or action that shows intent to kill another person. If a student verbally states that they will harm another person, the student will receive a referral and follow the typical discipline policy. Threats can be categorized into two levels.

Level 1: Threat to Kill Someone

Level 2: Threat to Kill Someone with a Plan that Includes a Named Weapon

Each offense will be taken into consideration by administration and consequences will be determined. Administration reserves the right to deviate from the plan, if necessary.

Primary (4K-5K) Level 1 and Level 2 Action Steps:

1. The teacher must provide written documentation (not a minor) of any incident that occurred in the classroom. Each incident must result in a parent phone call. A minimum of three incidents have to occur prior to an office referral.
2. After multiple attempts have been made in the classroom to correct this behavior, the student must come speak with an administrator. The teacher must bring written documentation of attempted interventions. A phone call will be made to the parent. This is considered a warning from the office, with no write up.
3. If behavior persists, a major office referral is given.
    a. 1st offense – Phone Conference
    b. 2nd offense – Overnight Suspension resulting in a required parent conference
    c. 3rd and all other offenses – 1 Day Suspension

Grades 1-5 Level 1 Action Steps – Each offense results in a major office referral.

1. 1st Offense – Parent Conference
2. 2nd Offense – 1 Day Suspension and Parent Conference
3. 3rd Offense – 3 Day Suspension and Counseling Referral
4. 4th Offense – 5 Day Suspension and School Level Probation (Signed Contract with Expulsion Warning)
5. 5th Offense – Recommendation for Expulsion and up to a 10 day suspension at the discretion of administration.

Grades 1-5 Level 2 Action Steps – Each offense results in a major office referral.

1. 1st Offense – 3 Day Suspension and Counseling Referral
2. 2nd Offense – 5 Day Suspension and School Level Probation (Signed Contract with Expulsion Warning)
3. 3rd Offense – Recommendation for Expulsion and up to a 10 day suspension at the discretion of administration.

TRANSFER OF RECORDS

Records transfer requests are made by the receiving school when a student moves. Please note that we are not required to obtain parental permission to send special education students' records or to notify a parent of such a transfer when a student moves from our school to another school district.

TRANSPORTATION GUIDELINES

- **AFTERNOON BUS RIDERS**
    1) Bus changes must be requested in writing; a form is available in the LES office.
    2) Approval of changes comes from the bus supervisor and requires **three** (3) days.
    3) Communicate **IN WRITING** with your child's teacher if you wish for your child to be a car rider on a given day. Be specific with dates.
    4) Communicate **IN WRITING** with your child's teacher if you need to check your child out early. **Including the time** you need the student to be ready to leave school, will result in less disruption for the teacher and class. PLEASE DO NOT CALL the LES office saying you are on the way. **The office will call the student once the parent arrives IN the office, not before. Early dismissal must occur BEFORE 2:00pm.** Dismissals are NOT allowed between 2:00pm – 2:30pm (REMINDER: 3 unexcused early dismissals result in 1 truant absence.)
    5) **Under NO CIRCUMSTANCE will changes be allowed by phone.**

- **AFTERNOON CAR RIDERS**
    1) **No child will be placed in a car in the afternoon without the proper school provided car tag in the window. PLEASE LEAVE THE TAG VISIBLE, PREFERABLY ON THE VISOR OR REAR VIEW MIRROR, UNTIL THE CHILD IS IN THE CAR.**

2) DO NOT park and walk your child to the door in the morning OR park and present your car tag to your child's teacher in the afternoon. **Stay in the car line**. The only reasons you should park in the mornings or afternoons is 1) you have a sick child or 2) you have a meeting.
3) **IF YOU PARK AND SIGN YOUR CHILD OUT IN THE OFFICE DURING DISMISSAL TIME, YOU WILL BE REQUIRED TO WAIT IN THE OFFICE UNTIL AT LEAST 2:55PM WHEN STUDENTS ARE BROUGHT BACK INSIDE BY THE TEACHER.**
4) Changes such as carpooling with friends must be communicated **IN WRITING** with your child's teacher and the person picking up MUST have your child's car tag for the window.
5) Communicate **IN WRITING** with your child's teacher if you need to check your child out early. **Including the time** you need the student to be ready to leave school, will result in less disruption for the teacher and class. PLEASE DO NOT CALL the LES office saying you are on the way**. The office will call the student once the parent arrives IN the office, not before. Early dismissal must occur BEFORE 2:00pm.** Dismissals are NOT allowed between 2:00pm – 2:30pm (REMINDER: 3 unexcused early dismissals result in 1 truant absence.)
6) **Under NO CIRCUMSTANCE will changes be allowed by phone.**

*****Please try and make your child's appointments after school if possible*****

❖ **MORNING CAR DROP- OFF AND BREAKFAST PROCEDURES**

The school grounds open at 7:20 to accept students. Please do not leave your child at school unattended. Students arriving between 7:20 and 7:35 report to the cafeteria. Parents should pull all the way around the unloading zone loop to fill spaces and stay in the car. Students in grades 1-5 should exit their cars on their own. 4K and 5K students will be assisted by school staff that will open the door and assist the child out of the car. Beginning at 7:30, students in grades 3, 4, and 5 can unload on the back bus loop. In cars with multiple children, the front loop must be used if any child is in grades 4K-2. Please ensure the child's seatbelt is unfastened and the child has all belongings in hand ready to exit. Goodbye hugs and kisses must be handled before stopping to unload in order to move the line quickly. **For everyone's safety, we do NOT permit driver cell phone use on the pickup loop.** Staff members will direct children to the cafeteria or classes as applicable.

A 4K or a new 5K child who is upset or taking longer to adjust to the morning schedule may be walked in by the parent **for the first two weeks ONLY**. Since the staff parking lot will not have sufficient room, parents who choose to walk their child in will need to circle around to park in the closest available space or the football field parking area and walk on the sidewalk up to the building. Beginning the third week, **ALL** parents will drop children off on the drop off loop. If your child is ready to go with the teacher on duty the first day, please support them to do so. All students who attended LES last year should be dropped off on the drop off loop and walk in **without** parents. ANY parent needing to park due to arriving tardy **must** circle back and park in the nearest available space and walk in to sign in the student. **NO CAR IS EVER PERMITTED TO USE THE DROP OFF OR PICK UP LANES TO PARK**. Please note that any car parked in these lanes will be ticketed by the resource officer. **BREAKFAST--**At 7:35 students will report to their assigned class where breakfast will be served and morning routines completed. Breakfast in the classroom is free to all children.

PRIMARY GRADES IDENTIFICATION PROCEDURE

All 4K, 5K and grade 1 primary students will be given name tags on the first day of school. It is absolutely necessary for parents to make sure that they are wearing them when they leave home in the morning in order for us to get them to the correct class upon arrival. The teachers will take the name tags up when they are no longer needed.

CAR RIDER PROCEDURES

The left lane must be left open for emergencies. **Parents with sick children, teacher conferences, or other scheduled meetings have permission to park in the main parking lot**

in a visitor's space so the 2:30 pick-up line can move normally. Once the afternoon traffic starts the move to the pick-up loop, please remain in your vehicle and cease cell phone use. Staff will bring your child to the car cone, open car doors on the boarding side, and assist your child safely inside. To keep our lines moving, please have child seats accessible from the **boarding side** of the vehicle and move off the loop to football field parking to fasten any seatbelts before leaving the campus. **THE FULL SEATBELT LAW FOR CHILDREN IS POSTED AT THE CLOSE OF THIS HANDBOOK.** We use a car tag identification procedure. Parents are given **TWO** window identification cards at Open House that are REQUIRED TO BE USED BY **ANYONE** PICKING UP A CHILD. If your child will be picked up in any car, this ID card must hang from your rear view mirror OR on the passenger side visor. **Without a visible ID card, your child will not be permitted to get in the car.** Any driver without an ID will have to circle to the parking lot and go into the office to sign the child out and wait for the teacher to re-enter the building with him or her. Your child's safety is our first priority. **Please note that for our children and staff's safety, we do NOT permit cell phone use by the driver once on the pickup loops.**

- **Morning Drop off**
  7:20 – Drop off begins on the front loop. K4-5th grade can be dropped off on the front loop at this time. (4k-2nd can be dropped off in this line from 7:20-7:55)
  7:30 **OR** when the crossing guard opens up the lane – students in 3rd, 4th, and 5th grade can be dropped off on the back bus loop. **NO 4K-2ND GRADER CAN BE DROPPED OFF IN THIS LINE. IF A VEHICLE HAS A STUDENT(S) IN 4K-2ND GRADE IN ADDITION TO A 3RD, 4TH, OR 5TH GRADE STUDENT(S), THEN THEY MUST USE FRONT LOOP.** (Students must be dropped off by 7:55).
  STUDENTS SHOULD BE DROPPED OFF BY 7:55. INSTRUCTION IN CLASSROOM BEGINS AT 8:00.
- **Afternoon Pick Up**
  Front loop pick up: **4K, 5K, Mrs. Duprel's class, and 5th grade**. At 1:45 parents can pull up to cones and form double lines on the front loop and wait until dismissal. **DO NOT PULL UP TO CONES PRIOR TO 1:45.**
  Back bus loop pick up: Grades 1,2,3, and 4. At 1:45 parents can begin lining up on Viking Drive. Cars will get in the right lane on Viking Drive and stop at the white line (located just before the bus loop entrance) and wait on instruction from the crossing guard to move forward. **DO NOT LINE UP ON VIKING DRIVE PRIOR TO 1:45.** Overflow for this line will be at the Community Center.

VAPING

If a student is in possession of a **vape (not containing THC)** on school grounds or on a field trip:
Consequences:
1st – Parent Phone Call – 1 day OSS
2nd – Parent Conference with Educational Video – 2 days OSS
3rd – Parent Conference – Meet with parents and student; sign contract; 3 days OSS
4th – School Level Probation: Warning of possible expulsion with additional offense – 5 days OSS
5th – Recommendation for Expulsion & up to 10 suspension days at the discretion of the principal
If a student is in possession of a **THC vape**, the student will be recommended for expulsion.

WALKERS

An adult must accompany ANY LES students who walk home. Students are not allowed to walk with other students. Walkers should use the sidewalk and must depart the school grounds with an adult as soon as they are dismissed from school.

WITHDRAWING A STUDENT

Please notify the school office several days in advance to withdraw a student from school. A withdrawal form, which can be obtained in the front office, will have to be completed and signed.

This will allow teachers time to complete all records prior to the student's last day in school. Further, all school owned books must be returned and outstanding balances paid before records are forwarded. The receiving school requests records for a student who transfers.

LATTA SCHOOL DISTRICT POLICIES AND STATE LAW:

❖ TARDINESS

Code **JHA** Issued **1/12** -- **K through eighth grade students (tardy to school)**

Students who are chronically late to school often suffer academically from lost instructional time. For this reason, a record should be kept of all tardies to school. When tardies become excessive in the opinion of the principal, he/she, in consultation with appropriate staff, will counsel the parent/legal guardian. If after this counseling, the student is persistently tardy, the principal will notify the parent/legal guardian and an intervention plan to correct the problem will be written. If the parent/legal guardian fails to comply with the intervention plan, the principal at his/her discretion may refer the case to proper authorities for educational neglect. For purposes of this policy, three unexcused tardies to school will constitute one unexcused absence. Additionally, three unexcused early dismissal sign-outs will constitute one unexcused absence. Unexcused tardies or early sign-outs are those that would not qualify as "lawful absences" under board policy.

❖ OUTSTANDING BALANCES

Parents of students are responsible for all outstanding balances accrued by their child. All outstanding balances for money owed will be carried over from one school year to the next. Non-academic privileges may be withheld from students who have outstanding balances. Parents and students owing outstanding balances are encouraged to discuss payment options with the school administrator or bookkeeper. A record of student debt will be provided to parents. Outstanding balances include money owed for, but not limited to: fund raisers, lost or damaged books or other school materials, damages to school property, food service accounts, and any costs associated with a school event or activity.

❖ 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 Models:

Dillon School District 3 utilizes teacher-developed units to advance the curriculum for students in grades 3 through 8. In grades 9 through 12, gifted and talented students are served in Honors, Advanced Placement (AP), or International Baccalaureate (IB) 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 national age 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 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. Grade point average may be used with rising 7th through 12th graders. The grade point average must be 3.75 on a 4.0 scale.

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

Referral Process:

The district uses a universal screening process for the gifted and talented program in grade two. Other referrals should be made to the school administrator who will give this information to the District Gifted and Talented Coordinator. Referrals may be made at any time.

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 fall. 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 the District Office.

❖ 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. Whether an impairment substantially limits a major life activity must be determined without reference to the ameliorative effects of mitigating measures or lessening of the impact of the condition by the use of medication, medical supplies, equipment, or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, including limbs and devices, hearing aids and cochlear implants, or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies. 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, Section 504 Coordinator, 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 outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Kelly Sellers at the Latta District Office at 843-752-7101 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 the Director of Exceptional children at 843-752-7101 at the Latta District Office.

❖ NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records for students with disabilities are maintained by the LEA (school district) until no longer needed to provide educational services for a student. This notice is to inform you that special education records will be destroyed after five (5) years following a student's program completion or graduation from high school, unless the student (or the student's legal guardian) has taken possession of the records, prior to that time. For more information related to the destruction or acquisition of special education records, contact the Director of Exceptional Children for Dillon School District 3 at 843-752-7101 (district office for Dillon School District 3).

❖ ENFORCEMENT OF THE SC SEAT BELT LAW FOR CHILDREN (revised for handbook 3-2018)

All children and students must be appropriately seated in car seats prior to entering and upon leaving school property. Our police department will make periodic checks before cars enter and after leaving school property to ensure the safety of each child, including any non-school aged children in vehicles. **Please note that your children four years of age and over are capable of buckling and unbuckling their own seatbelts. Please train and work with your children to ensure they can unbuckle themselves prior to arrival on the drop off loop as well as buckle up so your vehicle does not hold up pick up traffic. PLEASE DO NOT ALLOW THIS SEATBELT TASK TO HOLD UP THE CAR LINES IN MORNING DELIVERY OR AFTERNOON PICKUP.** The law specifies what systems are required as follows:

❖ SECTION 56-5-6410, CHILD PASSENGER RESTRAINT SYSTEMS

- A Child under 2 years old must be in the back seat in rear facing child safety seats.
- Children 2-4 years old must be in the back seat in forward facing child safety seats.
- Children at least 4 years old must be in the back seat in belt positioning booster seats which must be used with a lap and shoulder belt.
- Children at least 8 years old or 57 inches tall may be seated in the regular back seat and secured by an adult safety belt.

Children under the age of 6 should NOT sit in the front passenger seat of a motor vehicle unless the vehicle does not have rear passenger seats. Please note this law does not apply to taxis, church, school, or daycare buses, or commercial vehicles but **DOES** apply to daycares using cars for pickup. **Violators are subject to a $150 fine.**

❖ CRISIS/EMERGENCY INFORMATION FOR PARENTS

In case of a crisis or an emergency situation on or near one of the district's schools, officials will:

- Use the district's emergency alert phone system to call all parents or guardians to notify them of the status of the situation and give them information on when and where they may be safely reunited with their child/children.
- All district schools have policies and procedures in place in the event of a crisis or an emergency. During an actual crisis or emergency situation, local enforcement would quickly assess and if necessary take over facilities limiting any traffic to or from the premises. Therefore, your access to school sites may be limited until law enforcement completely secures the area. Please remember that the administration, faculty and staff are trained to keep your child/children safe, and your full cooperation will be necessary during any crisis/emergency.

What Parents Should Do:

If you receive a crisis or an emergency alert call:

- **LISTEN** carefully to the call from the district's alert system and follow all directions.
- **LISTEN** to local television stations for updates. Stations are listed below.
- **KEEP** your children's emergency contact information up-to-date at the school.

What Parents Should NOT DO:

- **DO NOT CALL** the schools or the district office. It is crucial to keep the telephone lines open during any crisis or emergency.

Information in emergency or weather situations is available on Television/Web:

WBTW/13 – http://www.wbtw.com/
WPDE/15 – http://www.carolinalive.com/
WFYB/32 – http://www.wmbfnews.com/
WFXB/43 – http://www.wfxb.com/

❖ 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; Sandy Jones, Director of Exceptional Children. For all other inquiries contact George Liebenrood, Assistant Superintendent for Instruction. You may call 843-752-7101 or contact Dillon School District 3 at 205 King Street, Latta, SC 29565.

❖ OTHER IMPORTANT DISTRICT POLICIES

- Hazing
  https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5188/DSC/4942414/lDkDk0UltR-5UGPWT8eP0A.pdf
- Use of Metal Detectors
  https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5188/DSC/4942215/OitnZJ2NL0a-z9tMR4a2CA.pdf

- Tobacco Use By Students
  https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5188/DSC/4942210/vDRwd7wjNZgjZbOjgabc6A.pdf