



SAFE & HEALTHY ENVIRONMENT	14
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PARENT TEACHER ORGANIZATION (PTO)/SIC	

LESSLIE ELEMENTARY SCHOOL GOALS

Our goals are to:

- ❖ measured by standardized and criteria-referenced tests

GUIDES TO SUCCESS AT LESSLIE

Instruction

OFFICE HOURS

Our office hours are from 7:00 a.m. to 3:30 p.m. Mrs. Schneider, Mrs. Olney and Mrs. Back are available during this time. (803-981-1910)

MORNING ARRIVAL

Please stay along the curb and in single file for morning drop off. Pull up behind the car in front of yours. Students may enter the building through the side doors.

All car riders should be dropped off in the circle at the front of the school between 7:00 a.m. and 7:40 a.m. **PLEASE DO NOT DROP YOUR CHILD OFF BEFORE 7:00 a.m. IF YOU BRING YOUR CHILD TO SCHOOL AFTER 7:45 YOU MUST WALK THEM IN AND SIGN THEM IN AT THE OFFICE.**

AFTERNOON DISMISSAL

1:45.

At 2:05 p.m. bus riders are dismissed.

At 2:10 p.m. car riders will report to their designated areas to wait. **To decrease congestion in our halls, parents are asked to wait in their cars.** Your child will come out to you in your car if he/she is a car rider. **Parents are asked to begin lining up no earlier than 1:45 p.m.**

A car tag will be provided to you for Car Rider pick-up. You must have a Lesslie car tag displayed to pick up a student. If you do not have a Lesslie car tag, you will need to park and come into the main office to sign the child out. This is a safety precaution to ensure that all students are picked up by the appropriate person(s). If you need an additional sign, please

As your car or van approaches the pick-up point the duty teacher will call your child out to load your car.

Our intent is that all car riders will be picked up by adults going through the car lanes. Our goal is to load all cars in 15-20 minutes. **All students must be picked up by 2:30 pm.**

Should you have business inside the school near dismissal time other than picking up your child you may park in the lower parking lot. **DO NOT PARK AND LEAVE YOUR CAR ALONG**

HOMEWORK

Again, reading is daily homework. Read with your child or supervise your child reading for at least 20 minutes EVERY day.

Homework may be given Monday through Friday. Its purpose is the following:

- Review and reinforce what has been taught in class.
- Finish incomplete class work.
- Make-up work missed while absent.
- Improve study habits.
- If your child says he/she has no homework consistently, contact his/her teacher to discuss the matter.

TEXTBOOKS

Each student in Grades 1-5 will be issued a set of textbooks for use during the school year.

Many of these books cost \$20 or more and Lesslie does not have free replacement copies. Students must pay for lost or damaged books before any other book is issued. An in-school-use only book will be provided until then.

MEDIA CENTER

Students may have out two books at a time, but must return one or both before getting more.

Books not returned by the end of the year must be paid for.

SCHOOL COUNSELING SERVICES

Each class has classroom guidance instruction by Mrs. Simon, our Guidance Counselor. Topics of instruction include conflict management, decision-making, school success, and social skills.

Additional guidance services such as individual and small group guidance for students, parent conferences, and agency referrals are also available.

ART, MUSIC, PE, and Computer Lab

All students have at least one class per week in each of the above subjects. Each subject area teacher also plans and execute612 792 rehp01 ap. 3(rea)-4(t)6(e)-3(a)-3(ch)6(e)-3(r a)-2(lso)6(

students to bring a pair of tennis shoes in their book bags when they wear sandals or flip flops.

GT (GIFTED AND TALENTED)

The GT program is for students in grades 3, 4, and 5 who qualify as academically gifted/talented. Participating students engage in educational experiences designed to meet their special talents and abilities. GT emphasizes research skills, critical and creative thinking skills and communications skills.

Rock Hill School District Three follows guidelines mandated by the State Department of Education to determine GT eligibility.

Parents of students who have shown high performance or potential for high performance in academic areas may refer their children for evaluation by completing a referral form available from the office at Lesslie.

All students with a CogAT total percentile rank score of 96 or higher are qualified.

Students must satisfy two of the three criteria:

- Percentile rank scores of 94 or greater on the mathematics or reading MAPS test
- Percentile rank scores of 93 or greater on any CogAT score (Verbal, Non-Verbal, Quantitative, or Total)
- Scores of 16 or higher on either Performance Task Test (Verbal or Non-verbal) for students in 2nd and 4th grades. Scores of 18 or higher on either performance task test (Verbal or Non-verbal) for students in 3rd and 5th grades.

ADDITIONAL SERVICES

A Resource teacher provides additional instruction to those students at all grade levels that have been evaluated and determined eligible to receive services as Learning Disabled students. These students participate in regular homeroom classes but receive supplementary support through the Resource Room.

A school nurse provides medical attention and administers medication to students. A school psychologist are available part-time at Lesslie. They may be contacted through the school office, 981-1910.

SPECIAL ACTIVITIES

We have opportunities for Lesslie students to take part in field studies related to classroom studies or as rewards for showing proper care for self and others.

A Field Study Permission Form must be signed and returned to the school before a child will be allowed to go on a field trip. Parents will be sent a reminder in the communication folder before every field trip.

ATTENDANCE

Good attendance is extremely important if students are to be successful in school. This is an area where parents can be helpful by discussing the reasons why regular attendance and habitual late misses important instructional time. An excessive number of tardies or early dismissal are a violation of the attendance law and must be reported as such. Parents, please help teach your child the responsibility and importance of attending school and being on time.

If _____ e/she returns to school. Parents can write up to five hand written notes for illness. **If this excuse is not turned in within 3 days after the student is back in school, this absence will be unlawful.**

You will receive a call each day your child is absent or tardy.

A phone call will notify parents when their child has been absent three days. You will receive a letter after 5 and 10 days.

Three consecutive, unexcused absences or 5 unexcused absences require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your s _____ vention plan. If a parent does not comply with the Intervention Plan, they will be referred to the District Attendance Office.

Students are expected to arrange with their teacher to complete work missed because of absences. Their grades could be affected if they do not.

PERFECT ATTENDANCE: Students who have a combination of 10 tardies and/or early dismissals will not receive perfect attendance at the end of the year, missed a day of school the entire year.

Our instructional day ends at 2:10 appointments after school hours. If this is not possible, come to the main office first and sign your child out. We will call your child to come to the office to meet you.

Students may not be signed out after 1:45 p.m. Please make appointments after 2:15 p.m. when possible.

Students will be called to the office when the parent or guardian arrives in the office.

_____, teachers have been told not to release a child to anyone who has not signed the child out in the office.

With the Accountability Law in effect, schools are being required to pay closer attention to loss of instruction time. Each time you pick your student up early, he/she is losing valuable instruction time. **Please be advised that 10 early dismissals are considered excessive. After 10 early dismissals, if not followed up with a medical excuse, you will be referred to the Attendance office. If the problem continues it could result in a referral to Family Court.

ELEMENTARY SCHOOLS

Guidelines for Implementing Student Attendance Regulations

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your

unexcused. The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is **five** per school year.

Tardies: All students who are not in their classroom by 7:45 a.m. will be receive an unexcused tardy. The only exceptions are for students who are tardy are due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered absent lawfully and excused when:

others. th of
with proper documentation
(bulletin, death notice)
holiday of their faith.

medical or legal appointment that cannot be scheduled during non-school hours. Students will not be excuse or receive a lawfully absent for family vacations, non-sponsored school event or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

Early Dismissal: Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes will be made AFTER 1:45 p.m.

SCHOOL VISITORS

When you arrive to visit a class or have lunch with your child, please sign in at the front desk in the main office before going to the classroom or cafeteria. _____
is required when signing in.

Please silence and refrain from using your cell phone while in the building.

All visitors need to check out with the front desk when leaving the building.

Please park in the lower parking lot or designated visitors parking spaces. Please do not park in the circle in front of the school.

VOLUNTEERS

Volunteers tutor students, read to students, prepare materials for teachers, act as chaperones on trips, and support our school program in many ways. **ALL VOLUNTEERS MUST COMPLETE AN APPLICATION AND BE APPROVED.**

You can find the link on the _____ webpage, <http://www.rock-hill.k12.sc.us/> to complete the volunteer application. Once you have been approved you will receive a volunteer card which you can then bring with you to our school to volunteer. Without this approval and card in hand you will not be allowed to volunteer in any capacity at our school or on a school field trip.

Volunteers will use the above visitor sign in procedures to sign in. And it is necessary that you sign out with the front desk when leaving not only for safety reasons, but also to track your volunteer hours.

SAFE & HEALTHY ENVIRONMENT

Lesslie is a smoke free zone. Please do not smoke on the premises.

Parents are advised to work with their children on a plan to follow when school has to dismiss early. Children who are car-riders should know who will pick them up, and children who ride school buses should know what to do when they arrive home if parents are not there.

Should we miss school due to inclement weather please see the District calendar included in this handbook for weather make-up days.

PARENT TEACHER ORGANIZATION/SCHOOL IMPROVEMENT COUNCIL

We are very proud of and thankful to the PTO/SIC at Lesslie. Support it by joining the Parent Teacher Organization/SIC. Remember, we need you!

Hornets Learning Expectations

1. Respect yourself and others at all times.
2. Achieve at high levels in all subject areas.
3. Set goals and work hard to achieve them.
4. Always be willing to try.

Lesslie Procedures

1. Follow directions given by any teacher or staff member the first time they are given.
2. Keep hands, feet and objects to yourself.
3. No name calling or teasing.
4. No gum, candy or toys at school.
5. Use
6. No hats inside the building.
7. Walk on the right side of the hallways.

RESPONSIVE SCHOOLS, RESPONSIBLE STUDENTS

Establishing guidelines and consequences for student behavior reduces distractions and disruptions.

This assures a quality education for students4(ty8MC /S 0 0(n)-3()87li)4(ty uETQq0.00000912 0 000912 0 6

1. Non-verbal correction
2. Verbal correction
3. Conference with student
4. Change in seat assignment
5. Loss of privileges
6. Contact with parent
7. Behavioral contract
8. Daily report home
9. Time-out within room
10. Special assignment (signed by parent)
11. Detention during lunch or recess.
12. Office Referral

Note: Students are expected to always conduct themselves and places in a manner that will be in the best interest of the school. Students are expected to be in control of their body and mind. Students

A suspension conference may be held between parent(s) and an a

Students who fail to follow bus rules earn the following consequences:

First Write-up	Warning to student.
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Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the School to amend a record. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting ó Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping

referral to outside agency

expulsion

restitution of property and damages, where appropriate, should be sought by local school authorities

Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following:

assault and battery

extortion

bomb threat

false fire alarms

fighting ó Middle and High Schools

possession/use of fireworks or explosive devices

failure to report knowledge of weapons or explosive devices to school authorities

possession, use, or transfer of dangerous weapons

possession or transfer of look-a-like weapons

sexual offenses

sextortion

vandalism (major)

theft, possession, or sale of stolen property

arson

furnishing or selling unauthorized substances, as defined by board policy

furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)

distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds

threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

The administrator will contact law enforcement.

When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.

If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.

The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five-day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct

The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

Extenuating, Mitigating, or Aggravating Circumstances

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student's IEP. That a staffing committee

during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

At the hearing, the parents/legal guardian will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the district hearing officer. The student and/or parent/legal guardian has the right to appeal the decision of the district hearing officer. The first line of appeal is to the superinten

POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES

Code JICJ Issued 6/23

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Personal Electronic Device

For purposes of this policy, *personal electronic device* includes, but is not limited to, cell phones; pagers; smart watches; gaming devices; or other devices that emit an audible signal; vibrate; display a message; display or record an image; or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities.

A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R.

Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phones at the end of the school day.

The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

District-Owned Device

The district may provide students with electronic devices including, but not limited to, tablets or laptop eqo r wgtu"lp"cp"ghqt"v"q"gpj cpeg"uwf gpwø"tgctplpi "gzi gtlgpeg0Vj g"f kvtlev'y km'f gvto kpg"vj g"f gxleg"vj cv'dguy" suits the needs of the students.

Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the f kvtlevu"ceegr vdrng"wg"r qke { "*KPF D+"guvdrkuj gf "hqt"vj g"wg"qh"vgej pqmji { "tguvtegu0Uwf gpw"y j q"xlqrvg" the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R.

Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12, 5/23/16, 8/22/16, 6/13/23

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

