

Lesslie Elementary School



Parent/Student Handbook
2024-2025

**Lesslie Elementary School
2024-2025 Parent/Student Handbook**

TABLE OF CONTENTS	2
PRINCIPAL'S MESSAGE	4
SCHOOL GOALS	5
SCHOOL DAY HOURS	5
GUIDES TO SUCCESS AT LESSLIE	6
OFFICE HOURS	6
MORNING ARRIVAL	6
AFTERNOON DISMISSAL	6
LUNCH	7
RECESS	7
COMMUNICATION	7
ACADEMIC EXPECTATIONS	8
HOMEWORK	8
TEXTBOOKS	9
MEDIA CENTER	9
COUNSELING SERVICES	9
ART, MUSIC, PE, and COMPUTER LAB	9
GT (GIFTED AND TALENTED)	10
ADDITIONAL SERVICES	10
SPECIAL ACTIVITIES	10
ATTENDANCE	11
Elementary Attendance Guidelines	12
Elementary Attendance Guidelines (Spanish)	13
LEAVE THESE ITEMS AT HOME	14
DRESS FOR SCHOOL	14
MEDICATION	14
SCHOOL VISITORS	15
VOLUNTEERS	15

SAFE & HEALTHY ENVIRONMENT	14
WEATHER CLOSINGS AND DELAYS	14
PARENT TEACHER ORGANIZATION (PTO)/SIC	16
OPPORTUNITIES	16
HORNETS LEARNING EXPECTATIONS/LESSLIE PROCEDURES	17
RESPONSIVE SCHOOLS, RESPONSIBLE STUDENTS	17
CONSEQUENCES	17
REFERRAL TO THE PRINCIPAL/ASST PRINCIPAL	18
THREATS TO SCHOOL PERSONNEL	19
TELEPHONE	19
BUS TRANSPORTATION REGULATIONS	20
FERPA (English)	22
FERPA (Spanish)	23
CODE OF CONDUCT	24
POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES	32
PARENT PLEDGE AND CLOSING WORDS FOR PARENTS	37

****Information in this handbook may change as district policies and procedures are updated.**

Principal's Message

Hello Lesslie Elementary Parents!

Welcome back to the 2024-25 school year! Our dedicated faculty at Lesslie Elementary is excited about helping your children meet their full academic potential with effective strategies and a rigorous curriculum. Our teachers are life-long learners, continuously seeking ways to meet all students' needs to promote academic growth. The nurturing environment at Lesslie Elementary fosters social and emotional growth for children as well. We are fortunate to have such a caring, dedicated faculty and staff to work with our children and families.

Please take time to carefully read our handbook that outlines our school's expectations, procedures and district policies and refer back to the handbook throughout the year to answer any questions. If you or your student has a problem or concern, it is always best to contact the teacher initially at (803) 981-1910, send an email to the teacher's school email address that can be found on our webpage, or through the communication tool your teacher is using (ex. DoJo). You should receive a response within 24 hours. Additionally, please remember that before and after school, teachers and administrators are supervising students and are often in observations or professional development during the day. You are always advised to call and make sure we are available before coming to the school without an appointment. We would like to encourage you to stay connected to Lesslie Elementary by visiting our Facebook page and website, following us on X @lesliehornets, Instagram-lessliehornets, and Classroom DoJo, reading our monthly school, grade and class newsletters, and listening to all automated telephone messages.

We are honored and proud to be the administrative team at Lesslie Elementary. It is a wonderful school in a supportive community. We look forward to working with you and your student(s) to continue the excellent tradition of our school.

Sincerely,

Dr. Jean R. Dickson, Principal
Dr. Tanner Slagle, Assistant Principal

Our Shared Vision- "As an engaged school community, we are here to support and empower the whole child to become a life-long learner through meaningful relationships and a personalized learning experience."

LESSLIE ELEMENTARY SCHOOL GOALS

Our goals are to:

- ❖ Improve all students' skills in reading, mathematics, writing, language arts and science as measured by standardized and criteria-referenced tests
- ❖ Continue our efforts to increase parental involvement in school activities and student learning
- ❖ Maintain good attendance for students and staff
- ❖ Maintain and improve the appearance of the school
- ❖ Promote school spirit among students, staff and parents
- ❖ Actively teach respect, responsibility and good manners
- ❖ Develop critical and creative thinking skills—the ability to use one's mind well
- ❖ Pursue statewide recognition for school and community accomplishments
- ❖ We are dedicated to ensure that every child at Lesslie receives a quality education
- ❖ Eliminate all barriers that may separate a child from the best education we can offer
- ❖ Promote instructional excellence and high student achievement

SCHOOL DAY HOURS 7:45 a.m. until 2:10 p.m.

7:00 a.m.	School doors are opened. All car riders K-5 enter through the student side entrance.
7:40 a.m.	Morning Bell-students will begin reporting to class.
7:45 a.m.	Tardy Bell-after this time parent must bring child in/sign in *All students must be seated in classroom at this time
10:00 a.m.	Lunch periods begin
	Recess is scheduled at various times.
2:10 a.m.	Dismissal Bell

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 is 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

- Please pick up any early dismissal's prior to 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 contact your child's teacher or pick one up in the main office.
- 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**

THE CURB IN FRONT OF THE SCHOOL AT ARRIVAL OR DISMISSAL. This will impede the flow of traffic.

- **Please notify your child's teacher in writing if you wish to change your child's mode of transportation for that day or a longer period. If changes are not sent in writing, the child will be sent home by their normal mode of transportation. If you must send an email, please email lesslieelementary@gmail.com**
- **Please do not contact the school office via phone to change your child's mode of transportation, it must be in writing. This is a safety issue. We will contact you to verify the handwritten note.**

LUNCH

- ALL students will receive free breakfast and lunch this year.
- If you are eating lunch with your student and have outside food, you will be asked to sit on the stage with your student. **Please call ahead as stage seating is limited.** **We cannot accept outside food dropped off for a student's lunch.**

RECESS

- We have playground equipment, two large playgrounds and tables and benches to enjoy the natural areas.
- Students have 20 minutes outside to play each day.
- Two or more teachers from their grade supervise students. Children are expected to stay in designated areas.
- **PARENTS: Send a note if your student is to remain inside at recess for health reasons.**

COMMUNICATION

- Look for the Weekly Communication folder sent home on Tuesdays when all notices, work samples, newsletters, announcements, etc. are sent home with your child.
- We publish our school newsletter the first week of every month. Please provide your email address to the office staff to receive the school newsletter electronically. If you do not have an email address your child should bring it home on Communication Day.
- Please call your child's teacher at 803-981-1910 if you have a question or concern. If you still have questions or concerns after speaking with the teacher, please contact an administrator. If your concern needs to be addressed immediately, i.e., bullying, or physical abuse etc., please let the receptionist know and your call will be returned immediately. **While the teacher or administrator may not be available immediately, they will return your call within 24 hours. School Staff may also be reached via e-mail.**

- Parent Notification System messages will be sent to inform parents and students of upcoming events etc. Please contact the school with any changes in phone number to assure that you receive these messages.
- Parents are invited to check on events at Lesslie by reading our web site at <http://rock-hill.k12.sc.us/les>. It is designed for parents, students, and teachers to find information relevant to our school. While the site links to the Rock Hill School District and many other sources it is mainly about Lesslie. Visit each grade level to learn about curriculum activities or projects of the students. Classroom teachers may also have individual sites. The site is updated regularly.



- : www.facebook.com/lesslieelementaryschool



- : @lseshornets
- **Please make sure that an updated working number is given to the office. We must be able to contact you in the event of an emergency.**
- All computers at Lesslie are networked and access the internet. Students can and should be provided opportunities to use the internet as a research tool within clearly understood parameters. Students and parents are asked to sign a Student Assurance/Permission form to allow students to use the Internet at school. We also ask parents to sign a Parental/Guardian Consent for Student Photographs and Work Samples in order for a student's work to be posted on the school web site. (These permissions are given at time of enrollment, and are located on the enrollment form)

ACADEMIC EXPECTATIONS

- Read with your child daily or be sure your child reads each day for at least twenty minutes. This is crucial to his/her success.
- Report cards will be issued each nine weeks. The dates can be found on the district website <http://www.rock-hill.k12.sc.us/>. Or our school website <http://www.rock-hill.k12.sc.us/les>.

Grades K-2	C	Consistently demonstrates expectations
	S	Sometimes demonstrates expectations
	R	Rarely demonstrates expectations
Grades 3-5 10 pt. Grading Scale (see next page)		

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 executes a yearly event.

TENNIS SHOES FOR PE

****To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoe laces tied when participating in physical education activities. Clogs, flip-flops, Crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day. We encourage**

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 is 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 promptness are so important to a child's development and learning. The child who comes to school 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 your child must miss school, send a doctor's excuse or note giving the reason for your child's absence when he/she returns to school. Parents can write up to five handwritten 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 student's absences and to complete a student attendance intervention 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, even if they haven't missed a day of school the entire year.**
- Our instructional day ends at 2:10. Please schedule your child's doctor and or dental 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.
- For your child's safety, 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 school's Attendance Office within three days after the student is back in school, this absence will be 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:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
- The student is suspended out of school.
- There is a necessary 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.

Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.

The maximum number of days a student allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations

ESCUELAS PRIMARIAS

Directrices para la implementación del reglamento de asistencia estudiantil

Cualquier estudiante que falte a la escuela debe presentar una excusa por escrito, firmada por un padre/tutor, o una declaración médica o legal. Si no se proporciona una excusa por escrito o una declaración médica/legal a la Oficina de Asistencia de su escuela dentro de los *tres* días posteriores al regreso del estudiante a la escuela, esta ausencia será injustificada. El número máximo de notas de los padres aceptadas y registradas por enfermedad como ausencia legal/justificada es *cinco* por año escolar.

Tardanzas: Todos los estudiantes que no estén en su salón de clases a las 7:45 a. m. recibirán una tardanza injustificada. Las únicas excepciones son para los estudiantes que llegan tarde debido a una cita médica o a un retraso en el autobús.

Una tardanza solo será justificada cuando se presente una nota médica al momento de la llegada a la escuela o sea aprobada por el director por circunstancias atenuantes.

Los estudiantes serán considerados ausentes legalmente y justificados cuando:

- Están enfermos y su asistencia a la escuela pondría en peligro su salud o la salud de los demás.
- Hay una muerte o enfermedad grave en su familia inmediata, con la documentación adecuada (boletín, aviso de muerte)
- Hay una fiesta religiosa reconocida de su fe.
- El estudiante es suspendido fuera de la escuela.
- Hay una cita médica o legal necesaria que no se puede programar fuera del horario escolar.

Los estudiantes no serán excusados ni recibirán una ausencia legal por vacaciones familiares, eventos escolares no patrocinados o cualquier razón personal no asociada con la escuela no será excusada. Esto es parte de la Ley de Asistencia Obligatoria del Estado de Carolina del Sur.

Salida temprana: Los estudiantes no pueden salir de la escuela después de la 1:45 p.m. A MENOS QUE el padre/madre presente en la oficina una tarjeta de excusa/cita médica en el momento de la salida. Además, no se realizarán cambios de transporte DESPUÉS de la 1:45 p. m.

Planes de intervención de asistencia estudiantil

Después de tres ausencias consecutivas o un total de cinco ausencias ilegales, las normas requieren que los funcionarios escolares se comuniquen con el padre/tutor para una conferencia. El propósito de esta conferencia es identificar las razones de las ausencias de su estudiante y completar un Plan de Intervención de Asistencia Estudiantil.

La cantidad máxima de días que un estudiante puede perder es DIEZ por año escolar (legal o ilegal). Cuando un estudiante se ausenta más de 10 días, la asistencia es un factor clave que se usa en las decisiones de promoción/retención para los grados K-5.

Cita: Código de Leyes de Carolina del Sur 59-65-50, 60 y 70, y Reglamentos de la Junta de Educación de Carolina del Sur.

LEAVE THESE ITEMS AT HOME

- We come to school to focus on learning. Students should not bring **extra sums of money**, valuables, **cell phones**, iPods and/or toys. These items may be lost or stolen and/or may interfere with instructional time.
- Such items brought to school will be taken from a student and kept by the teacher or principal until picked up by his/her parent.
- **Water bottles**: We welcome students bringing in water bottles, but please remember to put their name on the bottle and please **NO METAL WATER BOTTLES**.

DRESS FOR SCHOOL

- Pants must be worn at waist level. Underwear may not be visible above the waistband of the pants. Belts must be worn if they are needed to hold up pants.
- Children may not wear shirts or other garments with messages that might, in the teacher's judgment, embarrass or offend others. Should this happen, your child will be asked to reverse the shirt or to call you for a change.
- **Head coverings are not allowed except for religious reasons (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) or for school spirit days (which will be made known to families in advance).**

Shorts/skirts/dresses must be fingertip length without pulling and adjusting.

Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.

- Shirts and blouses must cover the shoulders. Halter-tops, spaghetti straps, tank tops, or shirts with excessively large armholes are not permitted.
- While flip flops and sandals are allowed, you should send a second pair of shoes in your child's book bag in case of PE, or in case the shoe breaks during the school day.

STUDENT MEDICATIONS

- We must keep and administer all medicines in the office.
- Prescription medications must have a current label and date on the bottle. If you need a bottle at home and at school, the pharmacy will be happy to give you a second bottle with the appropriate label if you explain the reason.
- Medications must be in their original container/bottle. This includes all over-the-counter medications and prescription medications.

- **ALL MEDICATIONS MUST BE BROUGHT IN AND PICKED UP BY THE PARENT/GUARDIAN.** This is a Rock Hill School District policy as well as Lesslie Elementary policy.
- Prior to giving over-the-counter medication at school, a Parent or Guardian must sign a permission slip with the nurse. Prescription medications require both physician and Parent/Guardian signatures prior to being administered by the school nurse.

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. Your driver's license 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 district's 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.
- Weapons are prohibited. Please do not bring any weapon on school grounds.
- All exterior doors of the school are locked at all times, except the main front door. You must enter the school, once signed in, through a locked door managed by the front office staff.

WEATHER CLOSINGS AND DELAYS

- Parents and district employees will be notified through the district's Parent Notification system. (Please be sure to keep the office informed of changes in phone numbers.)

- Decisions about opening school, a delayed opening, or an early closing will also be put on the district's Facebook page, communicated to parents through the Parent Notification System, the district's website <http://rock-hill.k12.sc.us> or the district app and relayed to Rock Hill area radio and television stations.
- 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!
- PTO supports all parts of our school through volunteers and fundraisers, which provide special activities and materials for students.

OPPORTUNITIES

We have numerous chances for Lesslie students to learn and to be recognized for successful participation in learning and for caring for themselves and others.

1. Terrific Kids are chosen monthly by each homeroom teacher and recognized by a representative of the Kiwanis Club. Terrific Kid recognition is held the first Friday of each month at 8:15 a.m. Parents are notified by a letter sent home with their child.
2. Special groups such as Safety Patrol, Student Ambassadors, Library Assistants, Recycling Team, Junior Beta Club and WTLL offer chances for older students to assume responsibility for school functions.
3. Lesslie offers older student's chances to tutor and read with younger students. This program helps both groups gain confidence in reading.

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 “inside” voices while in the building.
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 students in an environment conducive to learning. Our discipline system is based on the following principles:

1. Every child has the right to a quality education.
2. Every student will contribute to the classroom in a positive manner.
3. Students will engage in behavior that is in his or her best interest.
4. Student's achievement is based on choices. We expect our students to choose
EXCELLENCE!

Our teachers will have classroom rules and positive consequences for students who choose to follow the rules and procedures. There will also be negative consequences for those who choose to not follow the rules.

CONSEQUENCES

Teachers work to teach orderly classroom routines and to require of students appropriate Lesslie behaviors. Teachers know the power of positive recognition and reward frequently students' efforts and achievements. Students, by their behavior, determine whether positive or negative consequences come to them.

- If negative consequences are needed, teachers may use one or more of the following procedures within the classroom:
 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 will collaborate and cooperate to ensure the success of all Lesslie Students. Conduct of the student in any manner which disrupts class work or involves substantial disorder or invasion of the rights of others is basis for suspension or expulsion of the student.

Suspensions are not lawful absences. There will be no promise of make-up work for daily assignments. Major tests that cover work over a period of time can be made up if the student takes the initiative to do so.

A recommendation for suspension or expulsion in no way rescinds the right of the principal to have a student arrested when the conduct of the student has violated “the law” or poses a threat to property or the well-being of the other students or staff.

Tier 3 Behavior Modification program is available to assist students in K5-5th grade that are able to be on or above grade level, but their academic progress is impeded by their behavior. Tier 3 is a short-term intervention.

REFERRAL TO THE PRINCIPAL/ASSISTANT PRINCIPAL/DEAN OF STUDENTS

- Consistent severe or persistent class disruption may be referred directly by the teacher to the Principal or Assistant Principal at any time.
- Each teacher will have a plan in place to redirect students to maintain on task behavior. Consistent off task behavior may result in a minor referral and a telephone call or a conference with the parent.

A discipline referral will be sent home with the student to be signed by the parent(s) and returned to the administrator.

A Behavioral Essay may be completed between student and principal to be copied by the student, signed by the parent(s) and returned to the principal. Failure by the student to return the referral or essay sheets signed by parents may result in the student’s removal from school until a conference between the parent the administrator is held.

The administrator may complete a phone conference with parent(s).

The child may be removed from school. A parent will be asked to come for a conference with the administrator before the child can return to the class the next morning.

A suspension conference may be held between parent(s) and an administrator with one to ten day suspension from school possible.

- Having an orderly safe school is absolutely necessary. Therefore, there are three behaviors, which will result in removal from school and a parent conference.

1. Taking part in a fight

1. Assaulting a teacher

2. Bringing illegal drugs or a weapon to school

Please note that whether or not your child hits first, he/she will be removed or suspended for being in a fight. You must come to school for a conference if your child takes part in a fight.

- Assault or bringing weapons/drugs to school may result also in a recommendation for expulsion from school for up to one semester.

THREATS TO SCHOOL PERSONNEL

- It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of a school any letter or paper, writing, print, mission, document, or electronic communication or any verbal communication which contains a threat to take the life or inflict bodily harm upon the public official, teacher, or principal or members of their immediate families.
(SC 16-17-420) (SC 16-3-1040)

TELEPHONE

Children will not be allowed to make telephone calls during the school day except in cases of emergency. Students will not be called out of class to take phone calls from parents or to return a phone call to a parent for any reason. In case of pupil illness or accident, a staff member will make the call. The telephone cannot be used to call home for money, forgotten books, homework or to make after school transportation arrangements.

CARRY OVER POLICIES

1. Any student who earns a suspension during the last day of the school year will be subject to serving the remainder of such suspension the following school year.
2. When in the judgment of the Director of Transportation, any bus student's behavior endangers the lives of bus students; the Director of Transportation may expel that student immediately for the remainder of that school year.
3. Misbehavior on the last day of school on the home trip will be addressed the following year and/or by legal actions.
4. A student shall be subject to transportation laws, rules, and regulations from the time that he (she) steps onto a school bus until the school bus route is completed or until the student arrives at his normal destination. Normal destinations shall either be home or school unless otherwise specified by the Asst. Director or the Director of Transportation.
5. All appeals must be made to the Director of Transportation.
6. The Director of Transportation may delegate his authority to any administrator.
7. Riding any bus when under bus suspension can result in indefinite bus suspension.

RESPONSIBILITY OF PARENTS

1. Parents should report all misconduct on school busses to the principal.
2. Parents should report all traffic hazards, carelessness on the part of the bus driver, etc., to the principal or Director of Transportation (980-2022).
3. Parents should encourage students to observe all safety and conduct regulations established for the efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving busses, or stopped busses.
5. Parents should help supervise large numbers of students at bus stops.
6. Parents should see that their children are at the bus stop at the appropriate time.
7. The Transportation Department has the power to deny students the privilege of school bus transportation whose parents refuse to cooperate and comply with SC State Laws and Regulations or Rock Hill School District Three regulations.



59-67-245. INTERFERENCE WITH OPERATION OF SCHOOL BUS

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, obscene or profane language, 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 power and duties of duly constituted authorities. (Fine up to \$200 - First Offense)

STUDENT TRANSPORTATION REGULATIONS

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right.

The transportation division of Rock Hill School District Three will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask cooperation in making this possible.

WHILE WAITING TO BOARD A BUS

1. Students should arrive at the bus stop only minutes ahead of the bus. The driver will not wait for children not at the bus stop.
2. While waiting for the bus, books, clothing, or other articles should not be placed in the roadway.
3. The roadway should be clear at all times, and students should not play in the path of traffic while waiting for the bus.
4. Students should stand well away from the road when the bus approaches.
5. Students should not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for a bus.
6. Making excessive noise distracts the driver.
7. Bothering others at bus stops or on the way to and from school bus stops is not allowed.
8. Students should never run alongside the bus but should wait until it stops and then walk to the door.

SUSPENSIONS

The proper conduct of students will govern their success or failure in life. With the great potential dangers involved in school bus transportation, behavior on the bus must be the best possible. The following procedures have been adopted to both instill and maintain acceptable behavior at its optimum while students are riding our school busses. It is the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

ELIGIBILITY STATUS

I. Minor Violations

- 1st, 2nd - Warning
- 3rd - One day off bus
- 4th - One day off bus
- 5th - Two days off bus
- 6th - Two days off bus
- 7th and up - Three days off bus each incident

II. Major Violations

1. Warning
2. 1st suspension conditional (1 week)
3. 2nd suspension (1 week)
4. 3rd suspension (2 weeks)
5. 4th suspension (all year)

Missed your bus?
Call : 980-2022

WHILE RIDING ON THE BUS

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Please do as the driver asks. If you have a complaint, contact your principal.
2. Seats can be assigned or re-assigned upon a moments notice, by the driver or principal.
3. Do not sit on books; hold them in your lap. Keep the aisles clear.
4. Passengers should be seated immediately and remain seated while the bus is in motion. If it is necessary to stand, be sure to hold onto the back of a seat.
5. Never extend arms, legs, or head out of bus.
6. Refrain from talking to the driver except in an emergency.
7. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.
8. Passengers must not mar or deface the bus, and seat coverings must not be damaged. Any damage to the bus or seats should be reported to the driver as soon as possible.
9. Only the driver, or other authorized person, should remove first aid equipment, which is to be used only for emergency treatment.
10. Passengers are not permitted to open bus windows. This should be done only by the driver when necessary or with the driver's permission.
11. Passengers must not fight, scuffle in the bus, or create any loud disturbances.
12. Passengers must not shout on the bus.
13. Waste paper, gum wrappers, etc., should not be thrown on the floor. Place trash in receptacle as provided near the entrance to the bus.
14. Smoking, eating, and drinking are not permitted on school busses.
15. The use of profanity on the school bus is prohibited, as well as obscene gestures.
16. Never throw objects on or from the bus.
17. The bus driver is the manager of the bus.
18. Proper school dress code enforced.

PERSONAL PROPERTY & PRIVATE ITEMS

We will confiscate any personal property and/or private items that cause commotion and/or driver distraction. Leave personal property and private items at home. We will not be responsible for the loss or return of such either before or after such are confiscated.

Glass, pressurized cans, and/or large school/project items are not allowed on the bus. Transport such by your family vehicle to and from school. No balloons or party items.

Book bags/small hand instruments must be kept in "student's space," on lap or between legs. These items cannot show above seat line of site. No animals, insects, hard board, or sharp objects, personalized containers or objects can be stored under seats, in aisles, or other bus nook areas. No balloons or non-academic items. No flammable items/substances or explosive items/materials. All carry-on items require approval prior to approaching the bus.

STUDENT TRANSPORTATION REGULATIONS



Transportation Complex 980-2022

Rock Hill Schools
PO Box 10072
Rock Hill, SC 29731

"A Safe Child - A Safe Trip"
IS OUR GOAL

ON THE TRIP HOME

1. Passengers are permitted to leave the bus only at regular designated stops. Any change must be made with the parent's request in writing and approved by a school official.
2. The student, after alighting from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus safety patrol directs him to cross.
3. NEVER cross the road at the rear of a stopped school bus.

GENERAL INFORMATION

1. Students are expected to ride busses making stops closest to their homes.
2. Students are not permitted to switch busses just for fun or to catch an earlier or later bus.
3. During inclement weather, bus stop locations must remain the same.
4. Complaints regarding the bus driver should be directed to the Asst. Director or the Director of Transportation.
5. Each eligible rider is afforded one seat-area of space for self and legal carry-ons.
6. All bus students are to obey the principals and teachers at each school their bus serves. Any student who, in any manner of conduct, disobeys any school official on any school ground could forfeit transportation privileges.
7. Regulations are for the protection of students, school officials, and school equipment. If a bus student has no more regard for the transportation privileges than to create problems on or off the school bus, the student will lose the privilege of riding any school bus in Rock Hill Schools.
8. While the Transportation Department of Rock Hill Schools wishes to conduct student affairs in a friendly, influential manner, students are obligated to respect school officials and the bus driver. If a bus student shows disrespect for school officials or property and equipment, the Transportation Department will take such action as necessary.
9. Your transportation is valuable to your personal needs. Protect it.

DON'T LOSE IT!!

WEAPONS, VIOLENCE AND GROSS MISBEHAVIOR

The possession of any weapon or object that can be used as a weapon...any act of violence at or upon another person on the way to a bus stop or at any bus stop or on any school bus or on the way home from a bus stop...and any other acts of gross misbehavior will result in loss of bus riding privileges.

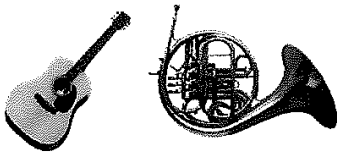
Common Disallowed Items On School Buses

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc. **-none of these** are to be carried on busses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the seat top. Items on the seats, floor- (projectiles) or obstructing the isles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

School bus drivers are instructed to stop such items from being brought onto the bus. Every item/object must be scrutinized. Students/parents must present items to the school principal for a principal's signature-note, which must be given to the bus driver prior to approaching the bus.

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



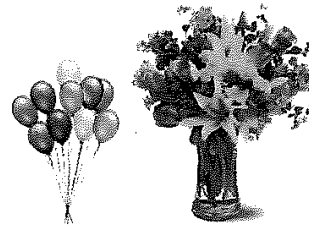
Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



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 arrange 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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students 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.
4. 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 if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information

The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

Información del Directorio

Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asignaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: *Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731* antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.

AR JICDA-R Code of Conduct

Issued 12/23

Level I - Behavioral Misconduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly

classroom procedures or instructional activities, orderly operation of the school, or the frequency or

seriousness of which disturb the classroom or school.

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

classroom tardiness

cheating on examinations or classroom assignments

lying

acting in a manner so as to interfere with the instructional process

abusive or profane language between or among students

failure to complete assignments or carry out directions

use of forged notes or excuses

cutting class

leaving school without permission

school tardiness

truancy

excessive unexcused absences

cell phone violation

dress code violation

failure to display ID when one is required

internet violations

unauthorized or inappropriate use of electronic devices

unauthorized distribution or presentation of a publication or material

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

When the staff member observes (or is notified about and verifies) an offense, the staff member

will take immediate action to correct the misconduct. The staff member will use an appropriate

sanction and maintain a record of the misconduct and the sanction.

If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.

The administrator should meet with the reporting staff member, and, if necessary, the student

and the parent/legal guardian, and should apply the appropriate disciplinary action.

The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to,

the following:

verbal reprimand

withdrawal of privileges

JICDA-R

1 of 6

detention

in-school suspension/recovery room

out-of-school suspension

confiscate item

academic penalty (cheating)

Level II - Disruptive Conduct

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 – Elementary Schools

inciting others to violence or provoking a fight

vandalism (minor)

stealing

threats against others

harassment, intimidation, hazing, or bullying

trespassing

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, or pushing that could cause injuries or damage to

property

gambling

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

When the administrator observes (or is notified and verifies) an offense, he/she will investigate

the circumstances of the misconduct and confer with staff on the extent of the consequences.

The administrator will notify the parent/legal guardian of the student's misconduct and related

JICDA-R

2 of 6

proceedings. The administrator will meet with the student and, if necessary, the parent/legal

guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.

The administrator will keep a complete record of the procedures.

If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not

limited to, the following:

temporary removal from class

temporary or permanent removal from bus

alternative education program

in-school suspension

out-of-school suspension

transfer

referral to outside agency

expulsion

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

Level III - Criminal or Obscene Conduct

Criminal or obscene conduct includes those activities in which students engage that result in violence

to themselves or to another's 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 or obscene conduct may include, but are not limited to, the following:
assault and battery
extortion
bomb threat
false fire alarms
fighting – 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

JICDA-R

3 of 6

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

profane or abusive language to staff, including School Safety officers and School Resource

Officers and volunteers

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 shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school. Staff will follow established due process procedures when applicable. The administrator will keep a complete record of the procedures. 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

JICDA-R

4 of 6

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 with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

JICDA-R

5 of 6

Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP. The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities. Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions. Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23, 12/12/23
York 3/Rock Hill School District

Policy JICJ Possession/Use of Personal Electronic Devices or District-Owned Devices

Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices 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.

Personal Electronic Device

For purposes of this policy, "*personal electronic device*" includes, but is not limited to, cell phones, pagers, 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 phone 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

computers in an effort to enhance students' learning experience. The district will determine the device that best 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 district's acceptable use policy (IJNDB) established for the use of technology resources. Students who violate 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:

JICJ

1 of 2

S.C. Code of Laws, 1976, as amended:

[Section 59-63-280](#) - Requires board to adopt a policy on student use of electronic devices.

York 3/Rock Hill School District

Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and

staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and

third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to

educate its students in a safe and orderly environment whether in a classroom, on school premises, on

a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored

activity or event whether or not it is held on school premises, or at another program or function where

the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic

communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of

either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a

student in reasonable fear of personal harm or property damage

- insulting or demeaning a student or group of students causing substantial disruption in, or

substantial interference with, the orderly operation of the school

- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or

a mental, physical, or sensory disability or by any other distinguishing characteristic

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is

encouraged to file a complaint in accordance with procedures established by the superintendent.

Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are

required to report alleged violations of this policy to the principal or his/her designee.

Reports by

students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a

complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from

falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation. Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying. The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community,

JICFAA

1 of 2

including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA

Adopted 1/22/07; Revised 11/28/11, 1/25/16

Legal references:

S. C. Code, 1976, as amended:

[Section 16-3-510](#) - Organizations and entities revised (hazing unlawful; definitions).

[Section 59-19-90](#) - General powers and duties of school trustees.

[Section 59-63-110](#), *et seq.* - Safe School Climate Act.

[Sections 59-63-210](#) through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for

remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

[Section 59-63](#)-275 - Student hazing prohibited.

[Section 59-67](#)-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases:

Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011).

State Board of Education Regulations:

[R43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

York 3/Rock Hill School District

JICFAA

2 of 2

PARENT PLEDGE

I PLEDGE TO:

- Listen to, talk to, and read to my child daily.
- Provide a time and place for completion of homework.
- Review daily/weekly papers with my child.
- Send my child to school regularly and on time.
- Expect my child to abide by classroom and school rules.
- Provide my child with necessary supplies.
- Attend PTO/SIC meetings when possible.
- Attend parent/teacher conferences as requested.
- Take an active role in my child's education.
- Volunteer at school when possible.

CLOSING WORDS FOR PARENTS

Remember, we know these things:

- All children can and want to learn.
- All children possess a natural curiosity about their environment.
- All students can master basic academic skills.
- All children can take responsibility for their own behavior.
- All students can treat themselves and others with dignity and respect.
- All children can strive to be the best that they can be.

Lesslie Elementary School exists to provide every child with the best education possible. Working together we can develop students who enjoy learning and respect themselves and others. Join with us in this most important of all jobs and we cannot fail.

Thank you for accessing your Parent/Student Handbook. Please verify in the Parent Portal by completing the eCollect Handbook Verification Form that you have read and understand student expectations.