

# Lesslie Elementary School



Parent/Student Handbook  
2022-2023

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

## Principal's Message

Hello Lesslie Elementary Parents!

Welcome back to the 2022-23 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 Twitter @lseshornets and Instagram-lessliehornets, reading our monthly school, grade and class newsletters, and listening to all automated telephone messages.

I am honored and proud to be the principal at Lesslie Elementary. It is a wonderful school in a supportive community. I look forward to working with you and your student to continue the excellent tradition of our school.

Sincerely,

Jean R. Dickson, 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 and/or Mrs. Olney 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

- Please pick up any early dismissal's prior to 1:45.
- At 2:00 p.m. a bell will ring to alert classes to prepare for dismissal. Kindergarten students are dismissed at this time.
- At 2:05 p.m. bus riders are dismissed. **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.**
- At 2:10 p.m. car riders will report to their designated areas to wait.
- 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 in to 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](mailto: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

- Please complete and return the lunch forms sent home by your student and return to the teacher. They are available online at <https://www.lunchapplication.com>.
- Elementary Prices:
  - Lunch Regular Pay-\$2.20
  - Lunch Reduced Pay-\$0.40
  - Breakfast Regular Pay-\$1.10
  - Breakfast Reduced Pay-\$0.30
- **Outside food (fast food) is not allowed due to student food allergies/health concerns.** If you are eating lunch with your student and have outside food, you will be asked to sit at the picnic tables outside. We cannot accept outside food dropped off for a student 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 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](http://www.facebook.com/lesslieelementaryschool)



- [@lseshornets](https://twitter.com/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.

## **GUIDANCE 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 2<sup>nd</sup> and 4<sup>th</sup> grades. Scores of 18 or higher on either performance task test (Verbal or Non-verbal) for students in 3<sup>rd</sup> and 5<sup>th</sup> 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 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 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 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.**

## **GUIDELINES FOR IMPLEMENTING STUDENT ATTENDANCE REGULATIONS (Elementary School)**

Any student who misses school must present a written excuse, signed by a parent/legal guardian, or a medical excuse. If this excuse is not turned in within three days after the student is back in school, this absence will be unlawful. The maximum number of days that will be recorded as lawful absences with parent notes will be five unless there are widespread documented virus/influenza outbreaks identified within the school community.

A student will be considered lawfully absent under the following circumstances:

- he/she is ill and his/her attendance in school would endanger his/her health or the health of others
- there is a death or serious illness in his/her family - with proper documentation (bulletin, death notice, etc.)
- there is a recognized religious holiday of his/her faith
- activities approved in advance by the principal
- the student is suspended from school
- there is a necessary medical or legal appointment that cannot be scheduled during non-school time

**A tardy is only excused (T code) when a medical note is presented at time of arrival to school or approved by the principal for extenuating circumstances.**

Lawful absences allow students to make up missed work.

***Note: Out of town trips/vacations are not lawfully excused absences.***

### **Student Attendance Intervention Plans (SAIPs)**

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

The maximum number of days a student is allowed to miss is 10 per school year, lawful or unlawful. When a student is absent more than 10 days, attendance is an important factor used in the promotion/retention decisions for grades K through five.

More than 10 absences and/or excessive tardies could result in a referral to family court.

### **Early Dismissal**

Students may not be permitted to leave school after 2:00 p.m. unless extenuating circumstances arise that create a family emergency such as, but not limited to, a doctor's excuse/appointment card. In addition, no transportation changes can be made after 1:45PM.

## LEAVE THESE ITEMS AT HOME

- We come to school to focus on learning. Students should not bring extra sums of money, valuables, fidget spinners, 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.

## 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.
- Shorts must extend to fingertip length when arms are held down beside the body.
- Head coverings, including hats, scarves and bandannas, may not be worn inside the building.
- 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 districts 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, Flag Patrol, Student Ambassadors, Library Assistants, PE Club, Student Council, Recycling Team, Junior Beta Club and WTLL offer chances for older students to assume responsibility for school functions.
3. Lesslie offers older students chances to tutor and read with younger students. This program helps both groups gain confidence in reading.
4. Our morning WTLL program informs students and staff of upcoming events, lunch menus, birthdays, etc.
5. Students have the opportunity to take part in two or more service projects each year. In the past we have collected can goods for the Salvation Army, raised money for Levin Children's Hospital and Jump Rope for Heart.
6. Positive Behavior Intervention Support (PBIS) Recognition Assemblies at the end of each 9 weeks.

## **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 conduct themselves at all times 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 Leslie 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**

- 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)

## **BUS BEHAVIOR**

- Riding a school bus to and from school is a privilege. We follow rules set by Rock Hill Schools Transportation. If students do not abide by these rules he or she will not be allowed to ride the bus.
- No eating, drinking or throwing objects on the bus.
- Keep heads, hands and any other objects inside the windows.
- Talk quietly with no rude or profane talk.
- Pets may not ride the bus.
- Be polite and obey the driver.
- Stay in your seat except to enter and exit.
- To cross the street safely, wait for the driver's signal and cross 10 feet in front of the bus.

Note: If you send balloons, flowers, etc. to your child at school they will not be allowed to take them on the bus.

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

First Write-up	Warning to student.
Second Write-up	Conditional suspension. Parent must contact principal by the end of the next school day.
Third Write-up	One-week suspension. <b>The student is not excused from school attendance.</b>
Fourth Write-up	Two weeks suspension. <b>The student is not excused from school attendance.</b>
Fifth Write-up	Suspension from bus for the remainder of the year. <b>The student is not excused from school attendance.</b>

**Fighting on the bus may result in suspension from both school and the bus. Students will be recognized for making good choices while riding the bus.**

**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.**

## 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.***

**\*\*Please sign the enclosed Parent Commitment Sheet and return it to school with your child.**

## PARENTS' COMMITMENT

Student's Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Teacher \_\_\_\_\_ Homeroom \_\_\_\_\_

- My child and I read and talked about the Lesslie Handbook. We understand that its expectations are intended to help all students and parents know the routines and expectations for our school day. We agree to accept these expectations and the consequences listed.
- I will encourage my child to cooperate fully with teachers, the principal, and school staff.
- I will encourage my child to follow school rules in the classroom and in other areas of the building grounds.
- I will support the discipline consequences administered by school officials and I will follow-up with good discipline at home.
- I agree to supervise my child in at least twenty minutes of daily reading at home.
- I agree to supervise the completion of homework on Monday through Friday each week. I will contact my child's teacher if he/she repeatedly appears to have no homework.
- I will attend parent/teacher conferences as requested.
- I will attend PTO/SIC meetings when possible.
- **I pledge to volunteer in some capacity at Lesslie during the 2022-23 school year. This may mean working in the office, assisting my child's teacher, volunteering at a PTO event, reading to a class, etc.**
- On early dismissal days due to inclement weather, my child will go home by the following means:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**PLEASE SIGN THIS SHEET AND RETURN IT WITH YOUR CHILD.**

## **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 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.

[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 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.]

(4) 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.

## **Policy: JICDA Code of Conduct**

Issued 5/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule [JICDA-R](#), the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel. Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#) and [JKE](#)). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop
- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District

## **Administrative Rule: JICDA-R Code of Conduct**

Issued 5/16

### **Level I - Disorderly Conduct**

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
  - 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
- 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, 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 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 Conduct**

Criminal 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 conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- 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
- 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.

- 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**

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Student Conduct Away From School Grounds or School Activities**

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

Additional Information is found in the published Administrative Rule