

# Leesville Elementary School..



Student/Parent  
Handbook  
2017 - 2018

8402 Pride Way  
Raleigh, NC, 27613

<http://wcpss.net/leesvilleroades>  
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*Ari Cohen - Principal*  
*Jodi Lay - Assistant Principal*

# The Pride Starts Here Leesville!



Leesville Rd. Elementary School,  
*The Pride Starts Here Leesville!*

Dear Parents/Guardians and Students:

I'd like to welcome all of our new and returning families to the Leesville community for the 2017-2018 school year. This year at Leesville is especially exciting as we are celebrating our 25<sup>th</sup> year anniversary. We are highly energized by this new year and look forward to working with you to achieve new levels of success within and among our school community.

We want your family appropriately and safely involved in your child's education. Please stay informed and involved on a daily basis about what and how your child is doing in school by communicating frequently with your child's teacher.

This handbook serves as a reference tool and is arranged in alphabetical order by topics. We encourage our families to read it in its entirety, but please pay particular attention to the following sections, as these are most commonly topics of questions and inquiries:

Attendance, <i>pg. 2-3</i>	Celebrations, <i>pg. 4</i>	Class Placement Changes, <i>pg. 4</i>	Desks and Cubbies – Personal Items, <i>pg. 5</i>	Early Dismissal, <i>pg. 6</i>
Field Trips, <i>pg. 6-7</i>	Health Room and Emergency Info., <i>pg. 7</i>	Orientation Night, <i>pg. 8</i>	Student Code of Conduct, <i>pg. 10</i>	Transportation, <i>pg. 11</i>

For other questions, not answered in this handbook, please feel free to contact me at the school.

*The Pride Starts Here Leesville!*

Sincerely,

Ari Cohen,  
Principal

## **ACADEMICALLY AND INTELLECTUALLY GIFTED (AIG) SERVICES**

Services in 4th and 5th grade are in math and/or ELA depending on identification. Students may be invited to participate in small group, pullout lessons or in-class co-teaching opportunities. Students will be working on curriculum that extends their thinking and challenges them to work hard to solve problems or understand their reading or math at a deeper, more thought-provoking level. Furthermore, this year's program will also provide invitational opportunities to other, non-AIG identified students, to "guest" into the program for particular units and projects, thereby opening up unique learning experiences to a broader and more diverse pool of Leesville Cubs.

3rd Grade students are offered the Explorers program. The AIG Teacher comes in for 3 whole class lessons (one each of Reading Comprehension, Math and Thinking Skills). After those lessons small group lessons are designed to work with students who excel in class, and show higher level thinking skills in the Explorers lessons.

All Wake County students participate in third grade screening process with the administration of the CogAT test. The IOWA and other additional tests are offered on a case by case basis. Students will need a score of 95% or higher on two district approved tests before services begin in the fall of their 4th grade year. Furthermore, K-2, Project Based Learning services are on a consultative basis between the classroom teacher and the AIG specialist.

Any questions regarding our AIG program should be directed to Ms. Danielle Perry ([dperry@wcpss.net](mailto:dperry@wcpss.net)).

## **ADMINISTRATIVE STAFF**

The administrative staff is here to support the daily curriculum and extracurricular activities, ensuring a safe and orderly environment for the Leesville community. We are also here to support parents/guardians with their efforts to stay informed and involved in their child's education. **We ask that if you have concerns or questions about your child's education, please address them with your child's teacher first as they can best speak to the matters at hand.**

*Principal*

*Ari Cohen ([acohen@wcpss.net](mailto:acohen@wcpss.net))*

*Assistant Principal*

*Jodi Lay ([jlay@wcpss.net](mailto:jlay@wcpss.net))*

## **ARRIVALS AND DEPARTURES**

Parents/Guardians should drop off or pick up their children in the front of the school: the traffic circle is for quickly dropping off and picking up (*to escort your child to and from the building, please park your vehicle in the main parking lot, **reserving Handicap Parking spaces for those with the appropriate permits**, and walk with your child to the school*). In order to facilitate the smooth and efficient flow of traffic, please make sure your child is ready to get out of the car when you stop. Prolonged stopping or parking in the circle will not be permitted.

**Please remember that the bus parking lot is for buses only.** It is very unsafe to drive through the bus lot unless you are dropping off or picking up from the Before/After School Care Program. **Car riding students must not be dropped off before 8:45 am or picked up prior to 3:45 pm.**

When bringing your child to school after the morning tardy bell at 9:15 am or when picking up your child prior to 2:45 pm, you are required to come to the main office to officially sign-in/sign-out your child. **Do not go directly to the classroom.** Students are dismissed starting at 3:45 pm. To minimize disruptions at the end of the day, **students will not be called out of the classroom after 2:45 pm without prior and appropriate notice.**

## ASSESSMENTS - Standardized

Teachers in kindergarten, first and second grades use a portfolio approach based on curricular goals and objectives to keep track of each student's progress throughout the year. Assessments include mClass, formative math assessments, as well as school and district sponsored reading and writing assessments.

In addition to periodic district and state assessments, students in Grades 2 through 5 will participate two times per year in benchmarks, known as Case 21 Tests, to gauge learning and progress in math and reading.

Students in grades 3-5 take reading comprehension and mathematics tests, referred to as the End-of-Grade (EOG) tests, at the end of the school year. Additionally, 5<sup>th</sup> grade is responsible for the Science EoG at the end of May. These multiple-choice formatted tests are important as they serve as the basis for the state's accountability program. The tests are one gauge of how well students have learned and retained the curriculum outlined in the Common Core State Standard for the particular grade in reading and in math. Students are scored using five levels of proficiency:

- **Level 1** performance means insufficient mastery.
- **Level 2** is inconsistent mastery.
- **Level 3** is consistent proficiency for at grade level, but not deemed on track for college readiness.
- **Level 4** is grade level proficiency and on track for college readiness.
- **Level 5** is grade level mastery and on track for college readiness.

Students in grades 3<sup>rd</sup> through 5<sup>th</sup> are required to score at Level 3 on the End of Grade (EOG) Tests to be deemed successfully passing. **Important Note: the school principal makes all final decisions regarding promotion and retention of students.**

## ATTENDANCE

Prompt, regular attendance at school is crucial to your child's success. Our instructional day begins at 9:15 am and ends at 3:45 pm. Students arriving after 9:15 am are required to be signed in as tardy by a parent or guardian before being allowed to their classroom. **It is very important for students to be on time so that they do not miss, nor disrupt, instructional time for themselves or others.** As stated in an earlier section, students arriving in private vehicles should not arrive before 8:45 am, and should be picked up beginning at 3:45 pm.

### School Board Policy

*Attendance in school is central to educational achievement and school success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily.*

- 6000.1 *The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the compulsory attendance law. The teacher must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.*
- 6000.2 *To be counted present a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.*

- 6000.3 *An absence is excused if the following conditions exist:*
- A. *Illness or injury which makes the student physically unable to attend school.*
  - B. *Isolation ordered by the State Board of Health or the Wake County Health Department.*
  - C. *Death in family.*
  - D. *Medical, dental, or other appointment with a health care provider for the student or for a child for whom the student is a custodial parent.*
  - E. *Court when a student is under subpoena.*
  - F. *Religious observance, as suggested by the religion of the student or the student's parents.*
  - G. *Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons."*
  - H. *A catastrophic event or natural disaster.*
- 6000.4 *Absences not classified as excused in 6000.3 are unexcused. The student is responsible for submitting a note signed by the parent citing the reason for an absence to the principal's designee within two (2) days of the student's return to school. Failure to comply with the above will result in the absence being unexcused.*
- 6000.5 *For all absences, the student shall make up all work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.*
- 6000.6 *Excessive absences will have serious academic consequences and may result in class or grade-level failure.*
- 6000.7 *At the elementary level, excused and unexcused absences above thirty (30) are excessive. Students who exceed thirty (30) absences during the year will be referred to an attendance committee that will determine if the student should be retained. The principal shall have the authority to waive the decision of the committee.*
- 6000.8 *At the secondary level cumulative absences above ten (10) in a block course (twenty (20) in a full-year course) are excessive. After five (5) days of accumulated absences in one or more block courses, (ten (10) in a full-year course) there will be school-determined, expectations-based intervention to help the student improve his or her attendance. The intervention will involve parents. After ten (10) days of accumulated absences in a block course (twenty (20) in a full-year course) and failure to meet previously-determined expectations, the student will be subject to failure, retention, or summer school.*
- 6000.9 *All schools will develop a plan to improve attendance. As part of this plan, each school will establish procedures to develop and implement interventions disciplinary action for unexcused absences and a process for dealing with students who fail to meet previously-determined expectations.*
- 6000.10 *The principal shall have the authority to waive the school-based decision after excessive absences as defined in 6000.8.*
- 6000.11 *Students with documented, chronic health problems will be exempted from the policy if absences are excused.*

### **BEFORE AND AFTER SCHOOL CARE PROGRAMS**

The Leesville Elementary Before & After School Programs seek to provide your child with a safe, fun, and engaging environment where students can play, make friends, and try new things! We have a highly qualified staff who love spending their mornings and afternoons with your students. Activities include sports, playground fun, crafts, board games, legos, computer lab, homework club, and so much more! We pride ourselves in how we run our program and are so grateful that our program has grown into such a successful program. **Hours of operation:** *Early Arrival 6:30am-8:45am, After School 4:00pm-6:00pm*

## **BOARD POLICIES**

Wake County Public Schools are governed by Board Policies. To view them, please go to [www.wcpss.net](http://www.wcpss.net).

## **CELEBRATIONS**

**Birthdays** – To protect the instructional time of the school day and to limit the students’ consumption of unhealthy snacks and treats, Birthday celebrations will be limited to once per month on a day designated by the classroom teacher. Teachers may invite the parents of those students with a birthday during a given month to work together to celebrate those birthdays with a store purchased treat and an activity of some sort. Treats provided must be store bought with a snack option for those students with dietary restrictions. Monthly celebrations should occur during recess or other non-instructional/non-lunch periods worked out ahead of time with the classroom teacher.

**Holidays** – Leesville Elementary School is a public school program and, therefore, must remain secular in its observance of religious holidays. In order to celebrate and respect the wonderful diversity represented throughout our community, **please remember that holidays and holiday related traditions may be taught in lieu of celebration.**

## **CHILD NUTRITION and CAFETERIA SERVICES**

Teachers are to set and reinforce PRIDE (Perseverance, Respect, Integrity, Determination, Empathy) expectations for the cafeteria as well. Each day, students will be rated on a 1 through 4 performance scale to determine their willingness to show PRIDE in the cafeteria. Ratings of a 1 or a 2 in either lining up or while at their table may lead to the teacher being required to eat with the students to help them remember how to rise to the expectations. Classes at each grade level with the highest performance ratings composite will be publicly recognized and awarded each week and quarter.

Breakfast is available to all students from 8:45-9:10 a.m. Students are encouraged to purchase a school lunch if desired. Students in all grades may pay for lunch daily as they go through the lunch line, or prepay by the month. Free meals and meals at reduced prices are available. Applications are sent home at the beginning of the year for this service.

Please find all other information on the school website at the following location: <http://www.wcpss.net/Page/7867>

## **CLASS PLACEMENT CHANGES**

**We ask that parents allow a 20-day adjustment period before requesting a transfer to another classroom.** After 20 days and prior to determining that a change is warranted, parents should schedule a meeting with the classroom teacher to discuss concerns and steps to make improvements. If the parent still feels strongly about the change, requests will be considered, taking into account all other factors affecting the change. **As class placement changes are highly discouraged, please note that consideration does not mean approval.** Please keep in mind that class changes are rarely granted and only further considered after all other options have been attempted **and** exhausted.

## **COUNSELING**

The counseling program is designed to support students through their academic, emotional, and psychological development. The counselor works with individual students, small groups, and classes to help them develop understanding of themselves and others. The primary aim of the counseling program is to work with boys and girls who are having problems with friends, family, school, and self-awareness.

Another important part of the elementary school counseling is to help students avoid developmental problems by exploring what happens during the time of growing up: feelings, the body changes, and the happiness and unhappiness which are a natural part of the childhood years.

The counselor, Ms. Donesha Hall is available to any student, parent, or teacher who has a concern or problem.

### **CUSTODY ISSUES**

We comply with legal documentation only. If we do not have legal documentation of custodial rights, then we cannot comply with parent/guardian directives or requests.

### **DESKS AND CUBBIES - PERSONAL ITEMS**

All students have either a desk or a cubby in which to put their personal items. **Please mark personal items, particularly garments such as sweaters, coats and other winter accessories with your child's name.** Lost and found items will be kept in bins around the school for you to check when something gets lost or turned in. **Personal items such as Gameboys, trading cards, inappropriate toys, CD and MP3 players, and cell phones are not to be brought to school without administrative consent, and will be confiscated and returned only to a parent/guardian. Additionally, some items, such as toy guns or knives of any kind or size may result in an immediate suspension from school.**

Leesville Elementary will not take responsibility for locating these types of personal items if they go missing, as they should not have been brought to school in the first place.

### **DRESS CODE**

In order to maintain the proper feel of an educational learning environment, appropriate student attire is required. Please adhere to the following district determined recommendations.

#### **Don't wear:**

- ***exposed undergarments***
- ***sagging pants***
- ***see-through or excessively short, tight or revealing clothes***
- ***bare midriff or strapless shirts***
- ***clothing with lewd, indecent or vulgar messages or illustrations***
- ***clothing that advertises products or services illegal to minors***
- ***hats or other secular head coverings***
- ***chains, spikes or other accessories that could be perceived as or used as a weapon***
- ***clothing that violates the school system's policies against gang and gang-related activities***

Principals may use their discretion in implementing the dress code, including making reasonable accommodations on the basis of your student's religious beliefs or medical conditions. To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our code of student conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances.

*For more information, see Board Policy 6410: Code of Student Conduct.*



### **EARLY DISMISSAL**

Early dismissal from school must always be cleared first in the office. **Parents/guardians are required to sign students out so the school may maintain records of his/her whereabouts. We will then call the student to the office for dismissal. Do not go directly to the classroom to pick up your child.** Please keep in mind that when a student is called from his/her class earlier than the 3:45 pm dismissal time, it is a disruptive interruption to the other students and causes the student being picked up early to miss out on valuable instruction and closure to their day. We encourage you to schedule regular medical and dental appointments either prior to school hours or after school dismissal.

If you need to make alternate pick-up arrangements for your child, please call the office prior to 2:45 p.m. to make sure that teachers are notified in time.

In the event of inclement weather, radio and television stations will broadcast closings. Please make sure your child knows what to do and where to go if school closes early. If the child is not going to follow standard dismissal/bus procedures, please give specific instructions as to what he/she is to do on the Inclement Weather Form introduced. **Remember that the after school program does not operate if school dismisses early or cancels due to inclement weather.**

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

ESL, English as a Second Language, is a program designed to assist students whose first language is not English. The focus of ESL is to help students become proficient in English for both social and academic situations. Students entering the program take an oral, written, reading and hearing assessment to assess their level of proficiency in English. In order to exit this program, students must pass all four parts of the test with a level of fluent English.

### **EXTRA-CURRICULAR, SCHOOL SPONSORED ACTIVITIES**

Leesville Elementary School offers an array of extra-curricular activities and programs, which are available to any students within the grades participating. However, each student's participation is contingent on their effort and behavior during the regular school day and program. Programs include, but are not limited to, Science Olympiad, Girls on the Run, Lego Club, Battle of the Books, Art Club, Make-Bake-Take, Chess Club, and many more.

### **FIELD DAYS**

Field Days for all students will be held in the final month of school and will be directed in partnership between the physical education teachers, parent volunteers, and other special area teachers. Our primary goal is full participation by all students.

### **FIELD TRIPS**

Teachers may plan field trips from time to time during the school year to support their instructional program. Parents will be notified about these trips in advance. All children must have written permission and an updated medical form submitted by the communicated date for each trip. Students without signed permission by the required date will be denied participation.

Transportation for field trips will be provided by school buses or chartered buses. Private cars are not used for transporting students. Chaperones must be cleared volunteers and may not ride school buses.

**Fees for fieldtrips, once paid, will not be refunded beyond a designated date. This includes any student who is absent on the day of the trip, arrives after the fieldtrip departure time, and any student who has lost the privilege to participate due to excessively inappropriate behaviors** (Administration may choose to hold students back from a fieldtrip if their demonstrated and documented behaviors pose a safety risk to themselves or others).

This no refund rule is necessary because the school will be obligated to pay for tickets, transportation, etc., once the planning is complete. We also require students to ride to and from these

trips with their class, as this time is part of the experience for the children. Teachers may suggest a charge of \$1.00 over the actual cost of the field trip to help cover the cost for less fortunate students who need financial assistance.

**No student will be held back from a trip due to financial reasons.** If you will need financial assistance for your child to attend the field trip, please be sure to speak with your child's teacher immediately upon receiving information about the upcoming experience.

### **FLYERS**

Leesville Elementary selects **NOT** to distribute flyers from any vendors not endorsed by Wake County Public Schools. ***Please refer to WCPSS Board Policy # 2420 for more specific guidelines.***

### **FRIDAY FOLDERS**

Friday Folders are one of our major means of communicating. They will contain completed assignments and assessments, and other information needed for open and two-way communication between the home and school.

Whether teachers opt to send their folders home on Fridays or Mondays, they will come home on a weekly basis regardless of grade level. **Please be sure to check and sign them weekly to verify that you have received all important announcements and information.**

### **FUNDRAISERS**

The Leesville Elementary School PTA will be communicating and facilitating fundraising events and programs for the LES school community. Fundraising done by Leesville Elementary School is forbidden by Wake County Schools policy.

### **HEALTH ROOM AND EMERGENCY INFORMATION**

It is vital that we have accurate information on how to reach all parents/guardians, plus at least two or three other people who will accept responsibility for your child if he/she is injured at school. ***Please help us by giving complete information with all accurate, up to date information and contact numbers on the data sheet and emergency cards.***

The health room is located in the front office area. The purpose of the health room is to provide a place where your child may go when he/she is not feeling well. Once there, the child will tell the secretary what seems to be his/her problem. If it is minor, the secretary will administer first aid and send the child back to class. If the problem is more serious, the child's temperature will be taken. The child's parent/guardian will be called to pick up the child if his/her temperature exceeds 98.6, if he/she is vomiting, or if there is a serious injury. If the child's parent/guardian cannot be reached, the emergency phone number on his card will be called. If an emergency room visit is required, 911 will be called.

No medication can be administered by the school without all necessary medical documentation submitted and cleared, but your child will be made as comfortable as possible while he/she is in the health room. Please do not ask the school to give your child an aspirin or any nonprescription medication; we are not allowed to do so.

If your child requires prescription medicine during the school day, please obtain the proper forms from the school office to be filled out by the physician. All prescription medication must be in the original pill container with proper labeling from the pharmacy. Self medication of cough drops is allowed with written approval from the parent (see school secretary for correct form). Only the doses required for one day may be sent with the student.

Ring worm, head lice, chicken pox and "pink eye" are very contagious. If you discover that your child has developed these conditions, please seek immediate medical attention before sending the child to school. A staff member will call you to pick up your child if these conditions are discovered at school. A letter with information about treatment will be sent home if head lice are found in your child's classroom.

### **KINDERGARTEN**

Kindergarten starts one week after grades 1-5 start. The first full day for Kindergarteners this year will be Tuesday, September 5, 2017. From August 28 - 31, only small groups of students will come each day to be assessed. They will also receive a school tour and meet school staff. Our Kindergarten Meet the Teacher event will be hosted on Friday, September 1, 2017 from 12:00 to 2:00 pm.

### **LEESVILLE LIBRARY**

Our goal in the library is to develop this space as the centerpiece of the school to motivate a life-long love of reading and to ensure that students and staff are independent and effective users of ideas and information. It is also our mission to provide media and information-related services that are fully integrated with the instructional program.

Please share the joy of reading with your child and help them to learn responsibility by taking good care of the books they check out of our school library. If a book is lost or damaged, please contact Ms. Reed, Leesville Library Coordinator, for replacement information.

### **MAIN OFFICE**

The office at Leesville Elementary is a very busy area. Students are required to get written permission from the teacher before they come to the office. If they have a problem, which needs to be discussed with an administrator, they can leave their name with the secretary in the morning or ask their teacher to send it in to the office and someone will see them during the day. The telephone in the office is to be used by students for emergencies only and only with staff permission.

### **MASTER CALENDAR**

A large master calendar will be maintained by the school administration and their designees. All school events must be cleared by administration prior to being added to the calendar. The PTA will also use this calendar so it will be a complete "master calendar" for the school year.

Events involving the Leesville Community will be communicated via mass phone message, school newsletters, and on the school Website (<http://www.wcpss.net/leesvilleroades>).

### **NEWSLETTERS**

The PTA publishes a newsletter for parents. Teachers also post a weekly newsletter on their class webpages (*accessible through the school website*) to keep parents informed about what is happening in the classroom. Please read both as these are a key source of information about school related news and updates.

Likewise, a Principal's Blog will be maintained and linked to the school website. The blog will be a means of staying up to date on the exciting programs that have occurred and will occur at Leesville.

### **ORIENTATION NIGHT**

Back to School Night will be held on Thursday, September 14<sup>th</sup>, 2017 from 5:30 to 7:30 pm. Beginning at 5:30, we will have a brief, but informative PTA General Assembly Meeting in the school Multi-Purpose Room. Following the PTA GA Meeting, all teachers will have their first session from 6:00 to 6:40 pm, and then repeat this session from 6:45 to 7:25 pm. This should allow most parents to hear about the curriculum being presented for any grade level, where they may have children. In addition to the curriculum content, these sessions will consist of a deeper focus on individual classroom procedures and daily routines. **Attendance by all parents/guardians is strongly encouraged.**

## **PARENT TEACHER ASSOCIATION (PTA)**

The Leesville Elementary School PTA takes a whole-child approach to elementary education. Teachers, administrators, counselors, and support staff work together to meet the intellectual, social, behavioral, and emotional needs of each child we serve. To learn more about our amazing PTA officers, participants, programs, membership, and opportunities to get involved, I strongly urge you to visit the PTA Hosted website which may be accessed through a link on the Leesville Elementary School website or directly at <http://www.lespta.com/>.

## **PICTURES**

Strawbridge Studios will take individual school pictures in the fall, full body portraits in the winter and class pictures in the spring. Order forms and information will be distributed via your child's Friday Folder.

## **PLAYGROUND**

Time on the playground will be semi-structured and supervised by Teachers or Instructional Assistants. **All of the students are expected to complete a minimum of two laps around our playground track prior to engaging in other recess activities. They are further expected to participate and to respond to directions on the playground in the same manner as in the classroom.**

## **SPECIAL AREA CLASSES**

### **2017-2018 Specials Schedule**

All students receive special instruction in Art, Music, Physical Education, Health and Fitness, and LOGIC (Learning life skills in Organized Games using Innovation and Critical thinking). Kindergarten through 2<sup>nd</sup> Grade will have the Library in their rotation. 3<sup>rd</sup> through 5<sup>th</sup> Grade will have Technology. All Classes in 3<sup>rd</sup> through 5<sup>th</sup> will also have a co-taught Science Lab added to their weekly schedule.

<b><i>Kindergarten</i></b>	<b><i>1<sup>st</sup> Grade</i></b>	<b><i>2<sup>nd</sup> Grade</i></b>	<b><i>3<sup>rd</sup> Grade</i></b>	<b><i>4<sup>th</sup> Grade</i></b>	<b><i>5<sup>th</sup> Grade</i></b>
<b><i>1:05 to 1:50</i></b>	<b><i>2:00 to 2:45</i></b>	<b><i>11:00 to 11:45</i></b>	<b><i>2:50 to 3:35</i></b>	<b><i>10:10 to 10:55</i></b>	<b><i>11:50 to 12:35</i></b>

## **SPECIAL EDUCATION SERVICES**

A referral to the Special Education Program (SpEd) may be initiated by a parent or staff member through the Response to Intervention (RtI) process. The RtI committee provides a team framework for evaluating data and strategies used for recommending the most appropriate next steps. If the team feels that a SpEd referral is the most appropriate next step, then a review will be requested. The SpEd team is responsible for receiving referrals, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, and seeing that an individualized education plan (IEP) is developed and reevaluated annually, if a placement is made. Special Education programs available at Leesville Elementary include Speech/Language Therapy, Learning Disability resources, Autism Spectrum resources, Educable Mentally Disabled resources, Hearing Impaired, and Occupational and Physical Therapy. Leesville Elementary also houses self-contained Autism classes for K-2 and 3-5 grade levels.

## **STAFF DIRECTORY**

A staff email directory can be found on the Leesville Elementary website: <http://wcpss.net/domain/2785>.

## **STUDENT CODE OF CONDUCT**

Everyone wants a safe and orderly school - an environment where teachers can teach and students can learn. Parents want it; teachers want it; and students want it too. Schools, which have been identified by research as effective schools, have structure, order, and high expectations for student behavior and academic performance.

We continue to develop and encourage our Positive Behavior Support Model in which students will have guidelines to adhere to, but also receive incentives for being positive. This model serves to redirect negative behavior. We will continue to promote an ideology that is aligned to the evolving direction of our school's emphasis and priorities. Students will be expected to show their Leesville **PRIDE** (**P**erseverance, **R**espect, **I**ntegrity, **D**etermination, **E**mpathy) in all areas within and away from the school.

Students struggling to adhere to the expectations of the classrooms or the school will be taken through a series of interventions that **may** include in/out of class time-outs, reflection sheets, home contact, and, in some circumstances, time in the office with the school administration.

We want your child to be successful. If he/she is having problems, our goal is to work as a team to solve them. We want to support your role and certainly, we solicit your support as well.

## **STUDENT RECORDS**

The school maintains a cumulative education record on each of its students. This record contains important information such as personal data, health records, attendance reports, standardized test results, and subject area grades and performance indicators. It is useful for many reasons: in case of an emergency, to comply with the Compulsory Attendance Law, for course placement, to meet graduation requirements, etc. Under the Federal Family Educational Rights and Privacy Act (the Buckley Amendment), the following is considered "directory information," and can be made public unless a parent/ guardian or eligible student requests that any or all of the following information not be released without prior consent: your child's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of school attendance, degrees and awards received, and the most recent, previous school attended. Your child's education record is confidential and only available to you and to school officials or other agencies with legitimate educational interests. The Buckley Amendment explains your rights regarding your child's school record.

The school is not allowed to disseminate data personally identifying your child without your consent. When officials of another school or school system in which your child intends to enroll request a record transfer, the school must make a reasonable attempt to notify you of the transfer. Upon request, the school must send you a copy of the forwarded information.

The school must honor your request to review your child's record within a reasonable time period, but in no case more than 45 workdays. If you believe the information in your child's record is inaccurate or misleading, you may request it to be reviewed for amendment. The school's refusal to amend the record entitles you to a hearing. If the school system agrees with you as a result of the hearing, the school must amend the record accordingly and notify you in writing. However, if the school continues to disagree with you after the hearing, you may place a statement of disagreement in the education record.

## **TECHNOLOGY**

Leesville Elementary School has two computer labs; both attached to our school Library. Both labs function on a mostly flexible schedule, and are facilitated by Ms. Coreen Levy, our Technology Facilitator. Teachers may sign out sections of the Library, including the computer labs, to work on units of study.

## TRANSPORTATION

At Leesville Elementary, there are several methods of transportation that can be used to get children to and from school each day: school bus, carpool, walking, daycare van or special transportation vehicle. After reading the following information, please direct all questions to our Assistant Principal, Jodi Lay ([jlay@wcpss.net](mailto:jlay@wcpss.net)).

**BUS TRANSPORTATION:** The WCPSS Transportation department will make bus assignments for all students who are **eligible** to ride a Wake County School bus. Bus assignments are created based on the student's address on record with Wake County Schools. **Please note- children are not allowed to ride a bus other than the bus to which they are assigned.** This is a Wake County expectation and we will not be able to grant permission for any reason.

Families of students who are eligible to ride will be able to view their bus assignment, bus stop location and times on the website (<http://www.wcpss.net/domain/30>) a few weeks before the start of the school year. Families of students who are ineligible to ride will be able to request riding privileges through the transportation website after the first thirty days of school (September 26, 2017). Please note that this is a request and may/may not be granted depending on location, number of students riding the bus, and other factors determined by the WCPSS transportation department. Families requesting alternate stops (after September 26) for purposes of joint custody, before/after school care, etc. should contact Mrs. Lay for assistance.

The Wake County School System is making some changes to our "bus tagging" system this year. All students riding the bus must have a "bus tag" attached to their bookbag in order to ride both AM and PM bus routes. Tagging will be required for all students (K- 5) for the entire school year. Tags for Kindergarten and First Grade students will be RED. This RED tag alerts the bus driver that this student requires a responsible person to receive them at the bus stop in the afternoon. Tags for students in Grades 2-5 will be yellow. If your child loses their bus tag, please contact his/her teacher or Mrs. Lay and a new tag will be given.

Once the school year starts, it does take some time for our buses to establish a tight schedule. There are also times during the year, when the bus may be a few minutes off schedule (substitute driver, change in traffic pattern, etc.). For these reasons it is a Wake County Schools expectation that your child be present at the bus stop 10 minutes before the schedule arrival time for the bus every day. For safety reasons, we highly recommend that an attentive adult is present at the bus stop while students are waiting. In the afternoon, kindergarten and first grade students will be released **ONLY** to a responsible adult. If one is not present to receive the child, the student will be transported back to the school and parents will be called to come and pick up the child.

Our first and priority concern with student transportation is safety. In order for students to be transported safely to and from school, behavior must be appropriate at all times. The following rules should be helpful as you discuss the importance of bus safety with your child:

- 1. Students must listen and follow the directions given by the driver. The driver is the adult on the bus and is the person in charge and responsible for student safety.**
- 2. Students must keep their hands/feet/ and other objects to themselves at all times. Any disruption on the bus becomes a distraction to the driver, which creates an unsafe ride.**
- 3. Students must use kind words and actions at all times. We want to minimize drama on the bus so that the driver can focus on driving, which creates a safe environment for all riders.**

If a student displays difficulty following the bus rules after being warned by the driver, a disciplinary referral may be sent to the office. The following procedure will be followed when administering consequences for inappropriate bus behaviors:

- 1<sup>st</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be called and notified of behaviors so home support can be provided to help correct unsafe behaviors.
- 2<sup>nd</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be called and notified of behaviors so home support can be provided to help correct unsafe behaviors. The student may be suspended from the bus for a minimum of 1 day. Teaching of appropriate behaviors will be used as needed.
- 3<sup>rd</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be called and notified of behaviors so home support can be provided to help correct unsafe behaviors. The student may be suspended from the bus for up to 3 days. Teaching of appropriate behaviors will be used as needed.
- 4<sup>th</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be called and notified of behaviors so home support can be provided to help correct unsafe behaviors. The student may be suspended from the bus for up to 5 days. Teaching of appropriate behaviors will be used as needed.
- 5<sup>th</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be required to come to the school to meet with an administrator to discuss behaviors. The student may be suspended from the bus for up to 7 days. Teaching of appropriate behaviors will be used as needed.
- 6<sup>th</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be required to come to the school to meet with an administrator to discuss behaviors. The student may be suspended from the bus for up to 10 days. Teaching of appropriate behaviors will be used as needed.
- 7<sup>th</sup> Offense:** Administrator/designee will meet with the student to discuss the behaviors. A copy of the bus referral will be sent home to the parent. Parent will be contacted and student may be suspended from the bus for the remainder of the school year.

***Please remember that riding the bus is a privilege, which must be respected throughout the entire school.***

**CARPOOL:** Families of students riding carpool will need a carpool tag/number. Carpool tags are free of charge and families can register for a tag during Meet the Teacher events, Back to School Night, or after the first day of school in the main office. Carpool tags are to hang on the rearview mirror of the car during drop off and pick up. Please make sure tags are clearly visible to our staff on carpool duty, this allows the process to move quickly and efficiently.

If your child is a carpool rider, you will need to make sure he/she memorizes the carpool number. In addition, please make sure you communicate this number to the teacher. Children will be dropped off in the carpool circle in the morning and called by number to the carpool circle at the front of the school at the end of the day.

**WALKING:** Some families live within walking distance of the school and take advantage of the location by getting a little bit of exercise. Other families prefer to park in our lot and walk to the doors of the school to pick up their children. Both situations fall into the “walker” category here at Leesville. If your child will be a “walker”, please notify the teacher as parents will be required to document this decision. All children who are considered “walkers” will be released from the side door of the school closest to the basketball courts (alongside Country Trail). Staff will be on duty to release children to their parents/guardians at the end of the day. You must walk to the door to pick up your child.

**Furthermore, parents are expected to set a positive example for their children by parking in a legitimate parking space within the school parking lot. We highly discourage parking along the side of Country Trail and parking in a Fire Lane is illegal and may result in a parking ticket/fine.** Staff will NOT release children to walk to you as it creates an unsafe environment for our students.

**DAYCARE VAN:** There are several daycare companies that bus children to and from our school each day. Please contact Gwen Peebles or Sweetie Kluge in the front office for a list of daycares that provide transportation.

**SPECIAL TRANSIT:** Students who require special transportation at Leesville Elementary may ride in a vehicle provided by Reese Transportation (via WCPSS contract).

Students receiving transportation accommodations based on an Individualized Education Plan (IEP) or a 504 Plan may require special transportation as a related service. These services must be requested by an IEP/504 team and are assigned by the WCPSS Special Education Department. Please contact our Special Education department chair, Beth Childress ([bchildress@wcpss.net](mailto:bchildress@wcpss.net)) if you have questions about this program.

Families of children who are in transition may be eligible for special transportation through the McKinney- Vento program if their living situation is in transition. Please contact our school social worker, Mr. Darrell Burton ([dburton@wcpss.net](mailto:dburton@wcpss.net)) if you have questions about this program.

## **VISITS**

North Carolina Public Schools operate under a law that stipulates that schools maintain an instructional day of six and one-half hours. Please help us with the intent of this legislation by practicing the following:

1. Check with the classroom teacher for the most appropriate times to visit.
2. Younger children **should not** accompany you during classroom visitation.
3. Upon arrival at the school office, sign in through the Visitor's system and pick up a visitor's pass. Wear the visitor sticker at all times during visitation. Since campus security is important, we ask parents to please observe this practice. This record of your visit will also furnish data for annual state reports.
4. Please respect the teacher's need to instruct and supervise his/her class.
5. Teachers will try to make themselves available for conferences during their planning time and before and after school.
6. Parents are welcome to have lunch with their child; however, unless scheduled in advance, lunchtime is not an appropriate time for a parent-teacher conference.
7. Please keep in mind that visitors to a classroom during instructional time may be a distraction to young children. Every effort should be made to prevent/minimize interruptions to the instructional program.
8. Please observe the following courtesies: a) avoid talking with your child, the instructional assistant, or teacher while instruction is in progress, and b) respect the privacy of children's work and teacher's materials.
9. If you wish to talk to any member of the faculty or staff at Leesville Elementary, please ask the secretary to assist you to make an appointment with the proper person.
10. **Taking pictures or filming videos within the classroom, which include children other than your own, is forbidden without the expressed written permission from those children's parents as well as pre-approval from the school administration.**

The administration, faculty, and staff at Leesville Elementary appreciate your interest in our school and your desire to visit your child's classroom.



## **VOLUNTEERS**

Leesville Elementary School is very fortunate to have a large group of volunteers, who serve our students in a wide range of activities and interests. Please take an active role in your school community. It will benefit your child, you, and the school many times over.

In order to become a volunteer, you must be cleared by Wake County Public Schools. This entails filling out the on-line application, which will include a personal background check. We will have a station set up in the office for those interested in filing an application to volunteer at Leesville Elementary for the 2016-17 school year.

Downtown will inform the school if you are **cleared** or **not cleared** to volunteer and then proceed to inform the applicant. All parents/guardians/relatives wanting to chaperone field trips, work in the classroom or any position where you are working with multiple students **MUST** fill out a volunteer application.