

Leesville Rd. Elementary School..



Student/Parent
Handbook
2021 - 2022

8402 Pride Way
Raleigh, NC, 27613

<http://wcpss.net/leesvilleroades>
919-870-4200

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:

After this past year, it is with great pleasure and excitement that I welcome all of our new and returning families to Leesville Rd. Elementary School for the 2021-2022 school year. We are so hopeful for a return to a closer normal and look forward to working with you to achieve new levels of success throughout and among our school community.

We want your family appropriately and safely involved in your child's education. This handbook (arranged alphabetically by topic) serves as a reference tool for new and continued school policies and procedures. We strongly encourage all of our families to read it in its entirety. Also attached to this book is an insert with policies and procedures that have been adjusted in response to pandemic restrictions, but may have shifts throughout the school year.

Additionally, we will work to keep you fully informed throughout the year to allow you to remain included on a daily basis about what and how your child is doing in class and in school.

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 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.

3rd Grade students are offered the Explorers program. Our AIG Teacher will provide weekly whole class lessons, which will then lead to other small group lessons, designed to work with students who excel in class, and show higher level thinking skills in the Explorers lessons.

Furthermore, this year, our program will provide Critical Thinking sessions for our 1st and 2nd Grades, thereby opening up unique learning experiences to a broader and more diverse pool of Leesville Cubs.

All Wake County 3rd Grade students participate in a screening process starting 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 teachers and the AIG specialist.

Any questions regarding our AIG program should be directed to Ms. Kim Guza (kguza@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

Assistant Principal

Ari Cohen (acohen@wcpss.net)

Jodi Lay (jlay@wcpss.net)

ARRIVALS AND DEPARTURES

The front traffic circle is for quickly dropping off and picking up. Those needing to walk their child to the front entrance in the morning or to pick your child up prior to dismissal will need to use the school parking lot, **reserving Handicap Parking spaces for those with the appropriate permits.**

Please remember that the bus parking lot is for buses and Special Transportation Vans only. It is very unsafe to drive through the bus lot unless you are picking up from the After School Care Program after 4:30 pm. Please also keep in mind that NO Before School Care Program drop-off may occur after 8:35 am and NO After School Care Program pick-up may occur before 4:15 pm. Furthermore, **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 front entrance of the school to officially sign-in/sign-out your child. When you arrive and ring the front doorbell, a member of the office staff will be happy to assist you in retrieving your child.

On normal days, 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 including the Number Knowledge Test (NKT), as well as school and district sponsored reading and writing assessments.

In addition to routine and regular formative benchmark assessments throughout the year, to gauge learning and progress in math and reading, students in grades 3-5 will once again be required to take reading fluency/comprehension and mathematics tests, referred to as the End-of-Grade (EoG) tests, at the end of the school year. Additionally, 5th grade is responsible for the Science EoG at the end of May/beginning of June. 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 3rd through 5th are required to score at least a 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.** EOG results are one measure reviewed, but certainly a sole factor in determining promotion or retention.

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 **MUST NOT** leave children off at the school before 8:45 am, and should NOT be picked up prior to 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.

BACK TO SCHOOL NIGHT

Back to School/Orientation Night will be held on **Thursday, September 23rd, from 5:00 to 7:30 pm.** Beginning at 5:00, 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 5:35 to 6:20 pm, and then repeat this session from 6:25 to 7:10 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.**

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 so successfully.

Hours of operation: Early Arrival 6:30am-8:45am, After School 4:15pm-6:00pm;

LES BASC Manager: Kim Latta (klatta@wcpss.net)

BOARD POLICIES

Wake County Public Schools are governed by Board Policies. To view them, please go to 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. Also, monthly celebrations will 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.**

CELL PHONES AND OTHER WIRELESS NETWORKING DEVICES

As mentioned below under the section titled **DESKS AND CUBBIES - PERSONAL ITEMS**, personal cell phones and other personally owned wireless networking devices are strictly forbidden for students at Leesville Rd. Elementary School (this policy extends to the buses and on field trips as well). The school is fully equipped with phones and all students will be assigned a chromebook by WCPSS. Should a child need to contact their parent/guardian, they may do so from the school office with permission from their teacher or school administration. Similarly, if a parent/guardian needs to be in contact with their child, they should call the school’s main line (919-870-4200) and a message will be delivered to your child’s teacher at the earliest opportunity.

If a student is seen with a personal device by any adult at school, it will be confiscated and delivered to school administration. The first time the device is taken, it will be given back to the student at the convenience of school administration at the end of the day. If a device needs to be taken a second time from a student, it will be delivered to school administration and **ONLY** returned directly to a parent/guardian when they come to the school to retrieve it. The third time a device is taken from a child, it will be delivered to school administration and **ONLY** returned to the parent/guardian **AND** not until the final day of the school year. Additional consequences may be assigned depending on the circumstances surrounding the device’s use.

Parents seeking any exemption to this rule must meet personally with LES Principal, Ari Cohen.

CHILD NUTRITION and CAFETERIA SERVICES

Teachers 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 earning a 3 or 4 rating will be praised for their behaviors and, at each grade level, the highest average performance ratings will be publicly recognized on the coveted **Golden Trays** each week and quarter.

Free breakfast (8:45 to 9:10 am) and lunch is available to all students. While all meals are free to students, they will still be required to enter their student identification number upon receipt of their meal.

CLASS PLACEMENT CHANGES

Class placements and assignments are determined with great thought and deliberation. **We ask that parents allow a minimum of a 20-day adjustment period before requesting a transfer to another classroom.** 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, exhausted, **and** deemed unsuccessful.

COUNSELING AND STUDENT SUPPORT SERVICES

The counseling program is designed to support students through their academic, emotional, and psychological development. The counselors work with individual students, small groups, and classes to help them develop respectful coexistence and a better 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, body changes, and the happiness and unhappiness which are a natural part of the childhood years.

Our Counselors, Ms. Amy Downer (Kindergarten through 2nd Grade) and Ms. Therese Daye (3rd through 5th Grade) are available to any student, parent, or teacher who has a concern or problem, and may be contacted at the school (919-870-4200) or via email (adowner@wcpss.net and tdaye@wcpss.net).

Additionally, our counselors function as members of the Student Support Services Team, which also includes our School Psychologist, Ms. Sarah Hamel, and our School Social Worker, Ms. Emilee Edwards.

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 will have either a desk or a cubby in which to put their personal items. **Please mark ALL 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 gaming devices, trading cards, toys, 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 toy 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*
- *In the building and classrooms, hoodie shirts and sweatshirts may not be worn with the hood up.*

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 4309: Code of Student Conduct.***

EARLY DISMISSAL

Early dismissal from school must always be cleared first in the office. **Parents/guardians are asked to inform the front office of the early dismissal PRIOR TO 1:45 pm so that we will be able to communicate the early departure to the classroom teachers in a timely and unintrusive manner. Upon arrival, parents will ring the front entrance bell and sign students out so the school may maintain records of his/her whereabouts. We will then call your student to the office for dismissal. Parents will be required to wait outside of the front entrance until their child arrives.**

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 in addition to school messenger calls conveying further information. 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. For further information or questions, please contact our ESL Teacher, Ms. Danielle Perry (dperry@wcpss.net).

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.

Past programs have include, but not been limited to, Science Olympiad, Girls on the Run, Lego Club, Battle of the Books, Art Club, Chess Club, Harry Potter Club, and many more. As students become older, more club opportunities are made available to them.

FIELD TRIPS

Teachers may plan field trips 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 the designated/communicated 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).

The no refund rule is necessary as 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.

FIELD TRIPS *continued*

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 Code # 5210 (Distribution and Display of Non-School Material) 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.**

GIVING CAMPAIGNS

Per WCPSS policy, Leesville Rd. Elementary School is not permitted to facilitate fundraiser events or efforts. Therefore, all efforts are organized and run by our Leesville Rd. Elementary School PTA, who will communicate with families about upcoming giving campaigns and fundraising efforts that will contribute to the resources and programming for the students at Leesville Elementary.

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 had been injured or is not feeling well with symptoms that are not related to COVID. Once there, the child will tell the receptionist what seems to be his/her problem. If it is minor, the secretary will administer first aid and send the child back to class. The child's parent/guardian will be called to pick up the child 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.

Students are not permitted to bring their own medicines or medicinal products and 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.

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 Staggered Entry runs from August 23 through August 26 and will include small groups of Kindergarten students each day to become familiarized and acclimated with the school, and to participate in light and informal formative assessments. They will move through their standard day and meet the school staff with whom they will engage. Our Kindergarten Meet the Teacher event will be hosted on Thursday evening, August 26 from 4:30 to 6:00 pm. Kindergarten will be in full session beginning on Friday, August 27.

LEESVILLE LIBRARY

Our goal for the library is to maintain 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. Marissa Jones, Leesville Library Coordinator, for replacement information (mjones17@wcpss.net).

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.

Questions regarding Leesville Elementary Main Office Operations may be directed to our lead receptionist, Ms. Sweetie Kluge (skluge@wcpss.net).

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 our mass phone messaging system, school/class newsletters, Twitter, and on the school Website (<http://www.wcpss.net/leesvilleroades>).

NEWSLETTERS

Teachers 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 these weekly communications as they are a key source of information about school related news and updates.

Likewise, a school's Twitter feed will be linked to the school website.

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 with our parents/guardians 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/>. You may also contact our PTA President, Amy Watkins (boardpresident.343@gmail.com), for any other questions

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 somewhat less structured, but fully supervised by Teachers and/or Instructional Assistants. **All of the students are expected to complete two full 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.**

All recess times will be 30 minutes and will provide each grade level with time on the school playgrounds with only their like age peers.

SPECIAL AREA CLASSES
2021-2022 Specials Schedule

<i>Kindergarten</i>	<i>1st Grade</i>	<i>2nd Grade</i>	<i>3rd Grade</i>	<i>4th Grade</i>	<i>5th Grade</i>
<i>2:00 to 2:45</i>	<i>2:50 to 3:35</i>	<i>10:10 to 10:55</i>	<i>11:00 to 11:45</i>	<i>1:10 to 1:55</i>	<i>11:55 to 12:40</i>

All students receive special instruction in Art, Music, Physical Education, Health and Fitness, and Library. Kindergarten, 1st Grade, 4th Grade and 5th Grade will participate in Technology class; 3rd Grade will have an AIG Based Explorers' Program; 2nd Grade will have Guidance. Specials are considered important parts of our curriculum and all students are expected to fully participate.

SPECIAL EDUCATION SERVICES

A referral to the Special Education Program (SpEd) may be initiated by a parent or staff member through the Multi-Tiered System of Support (MTSS) process. The MTSS 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.

Our Special Education Program Team Leader is Ms. Samantha Ayscue-Sharrow, who may be reached via email at sayscuesharrow@wcpss.net.

STAFF DIRECTORY

A staff email directory can be found on the Leesville Elementary website: www.wcpss.net/leesvilleroades

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 to which students will have guidelines to adhere, but also receive incentives for being positive. This model serves to instill positive and intrinsic values and character, and 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 Rd. Elementary School **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 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.

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.

All questions regarding your child's records and cumulative file may be directed to our school Data Manager, Ms. Katie Finan (kfinan@wcpss.net).

TECHNOLOGY

In addition to Smartboards, iPad Carts, Chrome Book Carts and computer clusters in the classrooms, Leesville Elementary School has a computer lab which is attached to our school Library. The lab functions on a mostly fixed schedule, and is facilitated by Ms. Coreen Levy (clevy2@wcpss.net), our Technology Facilitator. Teachers may sign up for use of sections of the Library, including the computer lab, to work on any unit or course 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, or special transportation vehicle. After reading the following information, please direct all transportation related questions to our Assistant Principal, Jodi Lay (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 ineligible to ride will be able to request riding privileges through the transportation website after the first thirty days of school (September 23, 2021). 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 23) for purposes of joint custody, before/after school care, etc. should contact our Assistant Principal, Mrs. Jodi Lay (jlay@wcpss.net), for assistance.

The Wake County School System does use a "bus tagging" system for student safety. All students riding the bus must have a "bus tag" attached to their book bag in order to ride both AM and PM bus routes. Tagging will be required for all students (Kindergarten through 5th Grade) for the entire school year. 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. 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 scheduled 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. WCPSS

Transportation provides bus rider families with a free bus tracking system called “Here Comes the Bus.” Parents of traditional calendar students can add students to the Mobil App anytime after August 23, 2021. If you have questions or need assistance, please contact Ms. Lay.

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.**
- 4. Eating or chewing gum on the bus is NOT permitted.**

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:

1st 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 may be called and notified of behaviors so home support can be provided to help correct unsafe behaviors.

2nd 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.

3rd 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.

4th 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.

5th 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.

6th 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.

7th 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 year.

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. If your child will be a “walker”, please notify the main office 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 parking lot of the school alongside Country Trail. Staff will be on duty to release children to their parents/ guardians at the end of the day.

Parking in the Leesville Elementary, Leesville Middle and Leesville High School parking lots is NOT permitted during dismissal and parking along the alternate side of Country Trail is illegal and may result in a parking ticket/fine.

SPECIAL TRANSIT: Students who require special transportation at Leesville Elementary may ride in a vehicle assigned through a WCPSS contract with a privately owned transportation company.

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, Samantha Ayscue-Sharrow (sayscuesharrow@wcpss.net) or our Assistant Principal, Jodi Lay (jlay@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, Emilee Edwards (eedwards@wcpss.net) if you have questions about this program.