

Student Handbook 2015-2016



Leesville Road High School
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www.leesville.org

This document is designed for use
In conjunction with the WCPSS
Student/Parent Handbook

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Leesville Road High School

Principal

Anthony J. Muttillio

Assistant Principals

Matthew Price (A-D)

Jo Ellen Newhouse (E-K)

Aja Moody (L-Ri)

Molly Moore (Rj-Z)

Larry Peaden, Administrative Intern (E-K)

School Counselors

Eric Greene–Dean of Students

Nadara Albanese (A-C)

Pamela Leech-Saldanha (D-He)

Frank Eaton (Hi-Me)

Lisa Muhs (Mi-Sc)

Sarah Oxendine (Se-Z)

Jessica Huber, SAP

Student Services Personnel

Angela Browning, Intervention Coordinator

Gwen Canada, Career Development Coordinator

Robin Isaacs, Special Populations Coordinator

Danette Swann, Testing Coordinator

Office Personnel

Monica Andrews, Media Clerical Assistant

Patricia Fitzgerald, Attendance

Kathy Flor, Lead Secretary

LaTonya Foster, Data Manager

Julie Haunsperger, Student Services Clerical Assistant

Mary Ellen Koch, Bookkeeper

Stephanie Pergerson, Clerical Assistant

Patricia Redic, Receptionist

Anita Reeves, Registrar

Introduction

Leesville Road High School's purpose is to help young adults successfully transition from middle school to the future beyond their high school days. This process is completed by creating an environment that encourages students to learn and mature in terms of subject matter, social relationships, self-concept, and creativity. A framework is provided to enable students to develop self-discipline and a sense of responsibility. As a result, they will be able to engage in activities as productive citizens in the community due to their experiences in an organization that has both the structure and flexibility necessary to educate the mind and the body.

Leesville Road High School is a student-centered institution that encourages young adults of diverse capacities and needs to continue their educational experiences. The instructional program follows the "4x4 Block Schedule." This plan increases the academic opportunities available to students during their high school careers as well as provides students with opportunities to re-start courses giving them academic difficulty while remaining on their original graduation timetable.

Methods of instruction are determined by each area of the curriculum and special characteristics associated with the students, teachers, community, and available facilities. Students are exposed to constructive learning experiences on a daily basis. Furthermore, each area of instruction is considered to be an interrelated part of the entire curriculum.

Our staff believes in each child's right to learn. In addition to academic development, we want to foster the physical, social, and emotional development of children through our daily interactions with them in the school environment. In our staff's opinion, these experiences will guarantee the movement of capable, confident, and successful graduates to life beyond high school. This philosophy is summarized in the following mission statement adopted by the Leesville Road High School staff.

Leesville Road High School Mission Statement

To inspire students' love for learning and ensure that they have the necessary skills to be self-reliant citizens who can think critically and solve future challenges.

Leesville Road High School Basic Facts

Nickname: The "Pride"
Mascot: Lions

Colors: Navy Blue and Kelly Green
Conference: CAP 8

Leesville Road High School Telephone Numbers

Main Office	870-4250
Athletic Director	870-4270
Attendance	870-4286
Bookkeeping	870-4259
Cafeteria	870-4265
Media Center	870-4280
Music Office	870-4297
Physical Education/Athletic Coaches (Men)	870-4271
Physical Education/Athletic Coaches (Women)	870-4273
School Resource Officer	870-4300
Student Services	870-4260

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. The Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables por el cumplimiento y el conocimiento del Código de Conducta Estudiantil y de todas las políticas de la Junta Escolar que gobiernan el comportamiento y la conducta estudiantil. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

Calendar of Events

WAKE COUNTY PUBLIC SCHOOL SYSTEM 2015-16 CALENDAR

August 24	First Day for Students
September 7	Holiday
September 23	Teacher Workday
October 23	End of First Nine Weeks
October 26	Teacher Workday
November 11	Holiday
November 25-27	Thanksgiving Break
December 21–January 1	Winter Break
January 15	End of Second Nine Weeks
January 18	Holiday
January 19	Teacher Workday
February 15	Teacher Workday
March 23	End of Third Nine Weeks
March 24-April 1	Spring Break
April 25	Teacher Workday
May 23	Holiday
June 9	Last Day for Students

Inclement Weather Make-up Days

If school days are missed due to inclement weather, the make-up days (In order of utilization) will be: September 4 & October 16 (Early Release), October 26, October 10 (Saturday Full Day), November 25, December 18 & January 15 (Early Release), December 21, December 22, January 19, February 15, March 24, April 25, Banked hours (Up to 3 days), February 12 & March 4 (Early Release), April 16 (Saturday Full Day), April 1, March 31, and March 30.

ADDITIONAL IMPORTANT 2015-2016 DATES SPECIFIC TO LEESVILLE ROAD HIGH SCHOOL

Freshman Camp	August 19
Semester 1 Open House	August 20
Senior Picture Day	September 2
Underclassmen Picture Day	September 10
Community Night	TBD
Fall Pep Rally	October 9
Homecoming Game	October 9
Homecoming Dance	October 10
Make-up Picture Day	TBD
Semester 1 Awards Day	January 5
1 st Semester Exams	January 11-15
2 nd Semester Open House	January 21
Winterfest Assembly	TBD
Winterfest Dance	TBD
Cap and Gown Pictures for Seniors	TBD

Prom	April 30
AP Exams	May 2-13
Semester 2 Awards Day	May 10
Senior Assembly	TBD
2 nd Semester Exams	June 3-9
Graduation Practice	TBD
Graduation	TBD

TESTING DATES

SAT/ACT/PSAT/PLAN

The SAT is scheduled for October 3, November 7, December 5, January 23, March 5, May 7, and June 4. ACT test dates are September 12, October 24, December 12, April 9, and June 11. Please adhere to the registration deadlines. (REGISTRATION DEADLINES FOR THE SAT AND ACT ARE USUALLY FOUR TO FIVE WEEKS PRIOR TO THE TEST ADMINISTRATION. FOR EXACT INFORMATION, PLEASE GO TO WWW.COLLEGEBOARD.COM FOR SAT INFORMATION AND WWW.ACT.ORG for the ACT).

In addition to the national ACT test dates, LRHS (as dictated by the state) is tentatively scheduled to administer the ACT to all Juniors on March 8.

The PSAT will be administered to 10th graders on October 14, 2015. Juniors who register will pay the \$15 registration fee. There is no make-up date offered by Wake County.

The PLAN will be administered to 10th graders on October 1, 2015.

AP Exams

Students enrolled in Advanced Placement (AP) courses should plan to register for AP exams toward the end of first semester. Exact dates will be announced later. There is no cost to take the exam/s. AP testing begins May 2, 2016.

The Educational Testing Service Code for Leesville Road High School is 343214. Please use this code on all SAT/ACT/PSAT/AP forms.

Academic Accountability

REPORT CARDS

- Report cards will be issued upon the conclusion of each nine weeks grading period.
- Students will be given report cards on October 30, January 22, and April 8.
- Final report cards will be mailed to parents on a date in June to be determined by WCPSS.

INTERIM REPORTS

- Interim reports will be issued to all students at the middle of each nine weeks grading period.

- All teachers are required to issue an interim report to every student in their classes.
- Interim report dates are: September 24, December 2, February 24, and May 4.

ADDITIONAL POLICIES

Grade Calculation

- In all courses with an End-of-Course test (English II, Common Core Math I, and Biology) the EOC test shall count as 25% of a student's final grade.
- In all courses without an End-of-Course test (i.e., with a Post-Assessment or a Teacher-Made exam), the final exam shall count as 20% of a student's final grade.
- A uniform process and formula shall be used to calculate students' final grades in courses:

- (1) Semester Courses with an EOC Exam

First (Third) Quarter Average	37.5%
Second (Fourth) Quarter Average	37.5%
Final Exam	25.0%

- (2) Semester Courses without an EOC Exam

First (Third) Quarter Average	40.0%
Second (Fourth) Quarter Average	40.0%
Final Exam	20.0%

- (3) Year-Long Courses with an EOC Exam

First Quarter Average	18.75%
Second Quarter Average	18.75%
Third Quarter Average	18.75%
Fourth Quarter Average	18.75%
Final Exam	25%

- (4) Year-Long Courses without an EOC Exam

First Quarter Average	20%
Second Quarter Average	20%
Third Quarter Average	20%
Fourth Quarter Average	20%
Final Exam	20%

Grading Scale (According to State Guidelines)

- Letter grades, not numerical grades, are recorded on student report cards.
- Letter grades are determined using the following grading scale:

A = 90 – 100	D = 60 – 69	WP = withdrawal, no penalty
B = 80 – 89	F = less than 60	WF = withdrawal with an F
C = 70 – 79	I = incomplete	

Course Withdrawal Penalty

Students are not permitted to drop a course **after the 10th day of the semester without penalty**. If a student withdraws from a class after the 10th day of a semester without the principal's approval, a failure (WF) is noted as the grade. Furthermore, the course is counted as being attempted with no quality points earned.

Students who transfer between courses of different levels will need to work with the new teacher to ensure they have met all required coursework. All grades in the previous class will transfer to the new class.

Class Rank

To determine class rank, final course grades are used. The total number of quality points earned is divided by the total number of units of credit attempted. The results are rounded to the third decimal place. Class rank for seniors is calculated on the 20th day of the school year and at the end of the first semester. **In addition, class rank for senior honors is calculated upon the conclusion of the third nine weeks of the senior year. Since the fourth nine week's grade is not calculated, a senior's grade at the end of the third nine weeks will be weighted as a semester average for the purposes of senior honors.**

Quality Points (Students entering 9th grade in 2014-15 or earlier)

<u>Letter Grades</u>	<u>Standard Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

Quality Points (Students entering 9th grade in 2015-16 or later)

<u>Letter Grades</u>	<u>Standard Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

Driver's License Legislation/Dropout Prevention

North Carolina requires that a student's driving permit or license be revoked if he/she is unable to maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing 70% of all courses. This figure is calculated per semester using first semester final grades and second semester final grades. A student's driving permit or license also must be revoked for one year if a student is suspended from school for more than 10 consecutive days or is assigned to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (dl) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

A complete explanation of this legislation can be found in the WCPSS Student/Parent Handbook.

General Student-Related Issues

Graduation

In order for students to participate in June Graduation Ceremonies, they must satisfy all graduation requirements and pay all fines prior to the graduation ceremony.

Transcript Procedures

Official Transcripts will not be available until September 23. Official transcripts with correct GPA and class rank cannot be sent before this date.

Seniors will receive detailed information about the transcript/counselor recommendation process in a senior class meeting during the second week of the school year and in their individual conferences with their counselors. During the individual conference, each senior will receive an unofficial copy of his/her transcript.

Instructions on how to request an official transcript after September 23 can be found by going to: www.leesville.org, and clicking on the “Order Transcripts” icon.

Student Services Department

- The role of the Student Services Department is to offer assistance in meeting the educational, vocational, and personal/social needs of students. Since high school is a time for studying and planning for the future, students should not hesitate to seek assistance from the school counselors in planning academic programs and career alternatives.
- Individual guidance and counseling, along with group guidance activities, have been planned to assist in areas where needs are evident. The counselors also are in a position to provide referral services, where such resources are considered appropriate and necessary.
- Additionally, each counselor will offer vocational guidance and counseling to those students who need assistance in decision-making and career planning. Other activities will be designed to assist in acquiring those skills necessary for finding and maintaining a job as well as securing post-secondary educational, technical, and vocational training.
- Students are urged to take advantage of the services provided by the Student Services Department. Please note that students can best be served by making an appointment when they desire to see a counselor.
- **Office Hours and Appointment Procedures** - The office hours for the Student Services Department are 7:00 a.m.-3:30 p.m. Students may email their counselor to request an appointment from the Student Services Office. This may be done in the morning before class begins, during lunch, or after school. Classes are not to be missed to set up conferences with counselors. Parents are invited to make appointments by telephone at 919-870-4260 or by emailing their child’s counselor.

Scholarship Information

The Leesville Scholarship Bulletin is published each month and provides students and parents with information about many local, statewide, and national scholarships. Seniors will receive a hard copy of this bulletin through their second period teacher. The bulletin is also posted on Leesville's website, www.leesville.org. The Leesville Scholarship Bulletin is not a comprehensive list of the many scholarships that are available. Students are urged to contact the schools they are applying to for admission and search the many websites that can be accessed. Look for more information on the Student Services Section of the school's website.

Student Parking

A student with a valid North Carolina Driver's license is eligible to purchase a parking permit to park on campus. The cost of this permit is \$170. Any student interested in purchasing a parking permit should obtain an application from the main office or on the LRHS website under Parents/Forms/Student Parking. After completing the application, the student should return it to the main office along with a photocopy of his/her driver's license and a \$170 check made payable to Leesville Road High School (or the **online school payment receipt**). There will be a 24 hour turnaround time to pick up your pass. Do NOT bring a vehicle to campus until you have obtained your parking pass. **Furthermore, students are, at no time, permitted to park in any location on any of the three Leesville Road Schools campuses other than the LRHS Student Parking Lot. No student is permitted to park on campus without a valid parking permit. Booting and/or towing will be strictly enforced for students parked in a spot other than the one paid for and reflected on the parking tag. Each citation for the school year will begin at \$10 and will increase incrementally for additional offenses. Also, exceeding a safe speed limit, careless and reckless driving, and failing to observe traffic control signs on any WCPSS property will be subject to disciplinary action that may include the revocation of parking privileges.**

****Parking passes are not transferable and may only be used by the person who purchased them.**

Student Co-curricular and Extracurricular Organizations

Participants in athletics, cheerleading, marching band, and student council/executive council, must meet the requirements of policy 6860. (Part of the requirement of this policy includes students not being able to participate in their activity on a day they are assigned ISS, OSS, or ALC (for disciplinary reasons). Additional requirements of this policy include: the 85% attendance rule, promotion requirements, etc.

The co-curricular and extracurricular program at Leesville Road High School offers a wide variety of opportunities for students. Some student organizations are related to particular academic subjects such as foreign language and mathematics. In addition, the National Honor Society and the Key Club recognize students for academic and service achievements. Several clubs also emphasize hobbies and special interests.

In addition to clubs, the Student Council and its committees attract students who are interested in leadership activities. The goal of the Student Council is to develop a strong student activities program that involves a voice in student affairs through representative

government. The Student Council believes that there is no limit to the contributions that students can make to their education through the efforts of this part of our school.

To represent the students of the school, the Student Council, and its individual class councils, must be involved in many kinds of projects. Projects are not goals in and of themselves. They are designed to achieve the broader goals of communication, leadership, decision-making, problem solving, goal setting, and evaluation. Examples of projects are assemblies, dances, fundraising drives, and teacher appreciation activities. In addition, the Student Council holds membership in, and participates in, conferences and workshops sponsored by the National, Southern, State, and District Student Council Associations.

Much of the Student Council's work is done in small groups and committees. Two kinds of committees that function in Student Council exist on our campus: standing committees and ad hoc committees. Standing committees may be Spirit and Assembly, Constitution, Elections, House and Grounds, or Hospitality. Ad hoc committees are appointed as needed by the Student Council's president. All students at Leesville Road High School are eligible to sign up and work as a committee member in an area of interest.

Clubs and organizations must have an approved constitution or by-laws, as well as a faculty advisor/sponsor, to become an official component of the Leesville Road High School educational program. All new club requests need to be submitted to the Assistant Principal over clubs and organizations by the end of the first quarter in order to be considered by the Club Review committee for the current school year. Clubs and organizations are generally driven by student interest. Students should visit our website for an updated list of clubs offered at LRHS.

Below, you will find the criteria for Leesville's chapter of the National Honor Society. Although selection doesn't occur until the 4th Quarter or fall of the next year, the information below will help students better understand the process. Additional information can be found on our website.

National Honor Society – Leesville Road High School Chapter

- I. Criteria for membership
 - a. Students qualify for membership with a **3.6 weighted** GPA.
 - b. Membership is for Junior and Senior students.
 - c. Selection occurs during the 4th Quarter or in the fall of the next year, and involves current sophomores and juniors. Induction of new members will take place at the start of the next school year.
 - i. Students must be enrolled at Leesville Road High School for one full semester.
- II. Selection of members - Character, Scholarship, Leadership, and Service
 - a. Scholarship – Sophomore and Junior students with a 3.6 weighted GPA meet the scholarship criteria and are eligible for membership.
 - b. Leadership – Students must demonstrate leadership in a role in which they are responsible for directing and motivating others.

- i. Leadership at Leesville Road High School (ex: Club Officer, Team Captain, Publication Editor, Peer Tutor, Section Leader, Crew Head, Committee Chair)
 - ii. Leadership in the community (ex: Camp Counselor, Teacher, Coach, Eagle Scout, Girl Scout Silver/Gold Award, Club Officer)
 - c. Service – Students must demonstrate community service involvement.
 - d. Character – Students who want to be considered for membership will be evaluated by their teachers.
 - e. Co-curricular involvement – Students must demonstrate active involvement in co-curricular activities at Leesville Road High School.
 - i. Current sophomores must demonstrate involvement in either one activity for two school years or two different activities for one year each.
 - ii. Current juniors must demonstrate involvement in one activity for three school years, three different activities for one year each, or a combination of the two.
 - iii. Activities that are not from Leesville Road High School may be considered.
 - f. Faculty Council
 - i. The Faculty Council will consider all information provided on the *Student Activity Form* and teacher evaluations.
 - ii. A majority vote will determine selection.
 - iii. NHS Advisers are not voting members of the Faculty Council.
- III. Membership
- a. Membership in the Leesville Road High School National Honor Society is an honor bestowed on a student. Once selected, members are expected to uphold the criteria by which they were selected.
 - b. Students who fall short of these criteria will be dismissed and are never again eligible for membership or its benefits.

PARENT ORGANIZATIONS

Leesville Road High School parents are supportive of school activities. We have an active PTSA; furthermore, booster clubs support academic, athletic, band, choral, dance, drama, and orchestra groups. Parents interested in participating should look at the LRHS website at www.leesville.org if they wish to find out more about these organizations.

ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN ATHLETICS AND CO-CURRICULAR ACTIVITIES

1. This policy shall apply to secondary students who represent LRHS by participation in athletics, marching band, and student council executive council.
2. Students must have a current physical examination on file with the athletic trainer before practice starts (athletics only).
3. Students must have been in attendance 85% of the time during the previous semester.
4. Students must have passed 3 courses during the previous semester.

5. Students must maintain a cumulative grade point average of 1.50 with the completion of each semester to be eligible to participate in the following semester.
6. Athletes have 8 consecutive semesters of eligibility during their high school careers beginning with their first entrance into the 9th grade.
7. Athletes cannot be 19 years of age on or before August 31st.
8. A student must be enrolled within the first 15 days of the present semester to be eligible for athletics.
9. A student must meet local promotion standards.
10. Any student participating in out-of-season or summer workouts must meet eligibility requirements from the prior semester.

Note: Seniors who need fewer than 8 credits to graduate must still pass 3 courses during the Fall semester to be eligible for Spring athletic participation. Also, seniors must be enrolled in at least two Spring semester classes to be eligible for Spring athletic participation. This includes cheerleaders.

TEAMS

Fall Sports:

Men

Football*
Soccer*
Cross Country

Women

Volleyball*
Tennis*
Cross Country
Golf
Cheerleading*

Winter Sports:

Basketball*
Swimming
Track
Wrestling

Basketball*
Swimming
Track
Gymnastics
Cheerleading*

Spring Sports:

Baseball*
Track and Field
Golf
Tennis
Lacrosse*

Softball*
Track and Field
Soccer*
Lacrosse
Stunt

*This sport will have Varsity and Junior Varsity teams if warranted by student interest.

WAKE COUNTY HIGH SCHOOL ATHLETIC PARTICIPATION FORM

This form must be completed and filed with the school's athletic trainer prior to a student's participation in any practice sessions and/or athletic contests. A current physical/medical examination is one of the components to be reported on this form. Please note that physicals/medical examinations are valid for 365 days.

ATTENDANCE ON THE DAY OF AN ATHLETIC EVENT

A student must be in attendance at school for the entire day on the day of any athletic game or practice in which he/she is to participate. **Any exemptions with regard to this rule require the principal's approval and may require a doctor's note.**

OUT-OF-SCHOOL SUSPENSION (OSS) / IN-SCHOOL SUSPENSION (ISS)/ALTERNATIVE LEARNING PLACEMENT (ALC)

A student assigned OSS, a full day of ISS, or a full day of ALC (for disciplinary reasons) cannot participate in a practice, athletic contest, or any school event scheduled for the day(s) of the OSS or ISS assignment. Depending on the nature of the offense and the type of after-school event, the arts department teachers may make an exception to this policy for students assigned to ISS or ALC only.

TEAM ROSTERS

Once an athlete has been placed on a team's roster, he/she may not withdraw from that roster and try out for another team until the original team's sport season has ended. (For example, a member of the football team may not try out for basketball until the football season has ended.) Dual participation will be determined on an individual basis. (An example of dual participation would be playing soccer while kicking for the football team.)

SCHOOL SPIRIT

Leesville Road High School students are encouraged to attend sporting events and support teams. Visiting teams and fans are our guests and should be treated as we would wish to be treated in their arenas. Leesville Road High School athletic teams should be noted for their skill as well as their sportsmanship. We take **PRIDE** in this fact and know that our students and fans will always cheer to support our teams, not to deride opponents. **BE A PART OF THE PRIDE EXPERIENCE!!** Signs, noise makers, and body/face paint are not permitted at Leesville Road High School athletic events.

General Procedures

ATTENDANCE

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching/learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. **It is the responsibility of the student to check his/her attendance records regularly in Homebase/PowerSchool and promptly report potential discrepancies to the attendance office.**

An absence is excused if the following conditions exist (School Board Policy 6000.3):

- A. Illness or injury that 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 the immediate 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." This would include, but is not limited to, a student serving as a legislative page or a governor's page.
- H. A catastrophic event or natural disaster
- I. Absence related to deployment activities (parent or legal guardian on active duty who has been called to duty, is on leave from, or immediately returned from deployment)

LEESVILLE ROAD HIGH SCHOOL ABSENTEE PROCEDURES

General Information

In the event of an absence or tardy, it shall be the responsibility of the student to bring to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within **two days** of the student's return to school. Although the policy allows for two days, we ask that students present tardy notes to the attendance office immediately or the following day to help us manage our Start on Time process. All notes should have a parent phone number listed on them. Failure to comply will result in the absence or tardy being recorded as **unexcused** per School Board Policy 6000.4. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

Additional requirements

- A. Absences not anticipated in advance may be excused if the student brings a note from his/her parent or guardian explaining the absence within two days of his/her return to school. The note should be presented to the attendance personnel who will issue a class admission slip. The student shall present this slip to each teacher on the day of return to school.
- B. Absences of **more than one day** anticipated in advance must be excused in advance. A Request for Excused Absence for Educational Reasons must be completed by the parent and returned to the attendance office. These forms are available on our website and in the attendance office. They should list a telephone number where the parent may be reached during the school day. Completed request forms will be considered for approval by administration. **Students are encouraged to make these requests at least two days prior to the anticipated absence.** Note: One-day anticipated absences do not require a completed Request for Excused Absence for Educational Reasons form and should be handled in the same way unanticipated absences are handled (e.g., bringing a signed note from a parent with a phone number listed within two days of the student's return to school).
- C. For items A & B, please note that make-up work is the responsibility of the student.

- D. Students arriving to school after the first tardy bell are to report to a “sweep” station during the first ten minutes after the bell. If the tardy is to be considered **excused**, the students should bring a note from home. Students reporting to school after 7:35 must report to the attendance office before reporting to class. A note verifying the reason for the tardy should be submitted upon reporting to the attendance office and no later than two days following the tardy.
- (1) **Individual automobile equipment failures are not considered as reasons for excused tardies or absences.**
 - (2) **Students arriving late to school on a school bus should report directly to class. Late buses and their arrival times will be reported to teachers.**
- E. A student who needs to leave school early should bring a note explaining the reason and the time to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to the attendance office **before** the school day begins to have the note verified. The attendance personnel will time/date this note and the student will present it to the teacher when leaving class to check out. This same note should be taken to the attendance office for sign out, and the student will then receive a yellow Early Release Slip. When returning to school on the same day, the student should sign back in with the yellow Early Release Slip to receive a slip for class admission. If the student returns the next day, he/she should treat this situation as an absence, bringing the yellow Early Release Slip to the attendance office prior to the beginning of first period.
- F. If a student becomes ill during off-campus lunch, the student or parent should call the attendance office that day and upon the student’s return to school follow procedures for excusing an unanticipated absence.
- G. Types of absences other than the ones listed as excused or where procedures are not followed will be recorded as **unexcused**. In addition:
- (1) Students may be required to serve detentions for unexcused absences or tardies.
 - (2) Students with attendance problems (excessive absences or tardies) will be referred to student services and administration for interventions and possible disciplinary action.
- H. Parents will be notified of student absences via the School Messenger System.
- I. Senior College visitation days of longer than one day should be treated as anticipated absences and completed by April 30. Visitation days lasting only one day should be handled in the same way unanticipated absences are handled (e.g., bringing a signed note from a parent with a phone number listed within two days of the student’s return to school).
- J. Credit for attendance: To be counted present, a student shall be in attendance at least one-half of the school day. This shall include attendance at official school activities at a place other than the school with the approval of the principal. To be counted present for a class, a student must be in attendance for at least one-half of the class. Students who have excused absences should be reminded that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.

EXAM EXEMPTION POLICY FOR SENIORS

This policy is based on academic performance and attendance. Seniors should review their attendance records in Homebase/PowerSchool immediately after an absence to ensure the absence has been coded properly. Exemptions may not be granted for any assessment required by the state of North Carolina. Furthermore, exemptions will be granted each semester under the following conditions:

1. The attendance count includes each instructional day of the semester.
2. Attendance will be calculated per class period according to period attendance.
3. According to school policy, a student must be in class for one-half of the period (45 minutes) in order to be counted present.
4. Five unexcused tardies will equal one unexcused absence for exam exemption purposes and perfect attendance.
5. Time missed for school-related activities (such as school-sponsored field trips and LRHS sports-related trips approved by the principal), **will not** be considered absences.
6. Any time missed due to visiting a college campus on “College Days” **will be** considered an absence.
7. A student with an unexcused absence in a class (including out-of-school suspensions), regardless of his/her grade average, will forfeit the privilege of being exempt from the exam in that particular class.
8. The grade average will be based on the student’s average from the beginning of the course. Thus, the average that will be used to determine if a student is exempt will be the anticipated final average for the course.
9. Any questions regarding the application of the Exam Exemption policy to a specific absence should be directed to the principal prior to the day of the absence.
10. Exam exemptions are based on the following “Grade Average/Days Missed” scale:

Semester Courses

A Average --- 3 Absences
B Average --- 2 Absences
C Average --- 1 Absence

Year-Long Courses

A Average --- 6 Absences
B Average --- 4 Absences
C Average --- 2 Absences

MAKE-UP WORK

A student is expected to make up all work missed when he/she misses class. **It is the responsibility of the student to arrange to make up all work at a time available for both the teacher and the student.** Every teacher holds SMART lunch sessions each week to meet with students to assist with make-up work and/or give extra help. All students are encouraged to take advantage of these sessions for make-up work or extra help.

MAKE-UP WORK POLICY FOR EXCUSED ABSENCES

School Board Policy 6000.6 R&P – School work will be made up for excused absences under the following conditions:

- A. If an absence has been approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student’s return to school. Teachers should use discretion and may

make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).

- B. If the make-up work has not been assigned in advance, for absences of one to three days, the student will have one day for each day absent to make up work. For absences exceeding three days, the student may have two days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
- C. The student is responsible for securing make-up work at the secondary level. At the elementary level, the teacher is responsible for assigning make-up work.

MAKE-UP WORK POLICY FOR UNEXCUSED ABSENCES

School Board Policy 6000.5 R&P – Schools shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should take into account the following:

- A. The past performance of the student,
- B. Circumstances that may have made the unexcused absence unavoidable,
- C. Unusual family circumstances,
- D. Nature of the specific learning activity,
- E. Other issues that the teacher determines to be relevant to the situation.
- G. Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work for unexcused absences applies, with the exception that **full credit must be given for any test/exam within the time frame specified in Board Policy 6000.4 (in the case of short-term suspensions.)**

Discipline Procedures

Smoking/Alcohol/Illegal Substances

No persons are permitted to use/possess tobacco products (including e-cigarettes) alcohol, or other illegal substances while on school premises, including school vehicles, or while participating in any school-sponsored events. Students may not possess or be under the influence of alcohol or any intoxicating substance. Those who are will be referred to administration for assignment of consequences.

Disciplinary Expectations and Procedures from the Student Handbook

- All Wake County Public School System and Leesville Road High School rules apply to the regular instructional day as well as extracurricular activities and all other events affiliated with the school.
- Every effort by our staff will be made to contact parents by telephone when disciplinary problems involving their children occur at school. In the event that a phone call is impossible, an email (with confirmed response) may suffice.

CODE OF STUDENT CONDUCT

The academic and social expectations for students at Leesville Road High School are high. Respect for self, instructional time, and environment are essential for student learning to occur. Thus, students are expected to display appropriate behavior at all times on campus during the school day as well as at after-hour Leesville Road High School events. Overall, staff members have authority over students at all school-related functions, regardless of the location. Furthermore, students are expected to respect this authority.

Teachers have the direct responsibility of setting appropriate standards to establish a classroom atmosphere conducive to the learning process. A student referred to an administrator may encounter several different approaches by that administrator to resolve the problem. Primarily, the school officials want to identify and eliminate the causes of the misbehavior. Nonetheless, each student will have to accept the consequences of his/her misbehavior.

At the beginning of the academic year, students will be issued a handbook that contains the Wake County Public School System Code of Student Conduct. They are expected to familiarize themselves with that document. Furthermore, they will be held accountable for any infractions of its rules. The intervention techniques used with this code of conduct range from parental contacts to recommendations for long-term suspension.

All Wake County and Leesville Road High School rules apply to all hours on campus (before or after the regular school day), during any athletic event (home or away), field trips, or at any time a student is directly or indirectly under the supervision of school personnel. While all administrators are available for any disciplinary emergency, responsibilities are assigned to specific assistant principals. Since student behavior can rarely be changed without support from home, every effort will be made to contact parents when disciplinary problems occur at school.

In a school as large as Leesville Road High School, it is necessary to set rigorous standards. All cases involving inappropriate student behavior will be accompanied by efforts on the part of the school's staff to contact the child's parents. **The following information is a general guide that, upon the discretion of the administration, may be modified to align with the context of a situation. Additionally, at times, the administration will be required to take other actions to address situations not included on this list to maintain a safe school environment.**

Administrative Consequences

Level	Offense	Violation 1	Violation 2	Violation 3
1-1	Noncompliance	1 ISS	2 ISS	3 ISS
1-2	Disrespect	1 ISS	2 ISS	3 ISS
1-3	School/Class Attendance (Skipping only)	1 ISS	2 ISS	3 ISS

1-3	Leaving campus without permission during SMART Lunch or any other time of the day	ISS Remainder of the day + 1 ISS	ISS Remainder of the day + 2 ISS	ISS Remainder of the day + 3 ISS
1-4	Inappropriate Language	1 ISS	2 ISS	3 ISS
1-5	Inappropriate Dress	1 ISS	2 ISS	3 ISS
1-6	Electronic Devices	1 ISS	2 ISS	3 ISS
1-7	Trespassing	1 ISS	2 ISS	3 ISS
1-8	Tobacco	1 ISS (with confiscation)	2 ISS (with confiscation)	3 ISS (with confiscation)
1-9	Gambling	1 ISS	2 ISS	3 ISS
2-1	Falsification/Refusal to identify yourself to a faculty member	2 ISS	3 ISS	5 ISS
2-2	Inappropriate Literature	2 ISS	3 ISS	5 ISS
2-3	Violation of Computer Access	2 ISS	3 ISS	5 ISS
2-4	Activity Disturbance	2 ISS	3 ISS	5 ISS
2-9	Fire Setting	5 OSS	5 OSS	5 OSS with possible recommendation for long-term suspension
2-10	Property Damage/Defacement	ISS/OSS based on severity	ISS/OSS based on severity	ISS/OSS based on severity
2-11	Theft	2 OSS	3 OSS	5 OSS with possible recommendation for long-term suspension
2-12	Extortion	OSS based on severity	OSS based on severity	OSS based on severity
2-13	Sexual Activity/Indecent Exposure	2 OSS	3 OSS	5 OSS with possible recommendation for long-term suspension
2-14	Harassment/Bullying	2 OSS	3 OSS	5 OSS with possible recommendation for long-term suspension
2-15	Sexual Harassment	2 OSS	3 OSS	5 OSS

2-16	Threat/False Threat	2 OSS	3 OSS	5 OSS with possible recommendation for long-term suspension
2-17 A	Physical Aggression/Fighting	5 OSS	5 OSS	5 OSS with possible recommendation for long-term suspension
2-17 B	Aggressive actions requiring intervention	3 ISS	3 OSS	5 OSS with possible recommendation for long-term suspension
2-19	Hazing	2 OSS	3 OSS	5 OSS with possible recommendation for long-term suspension
All Level 3 Offenses	Level 3 Offenses include: Drugs, Gang-Related Activity, Weapons, Assaults, Bomb Threats, and Acts of Terror	Up to 10 days OSS and recommendation for long term suspension	10 days OSS and recommendation for long term suspension	10 days OSS and recommendation for long term suspension

Key for Chart of Consequences

ISS = In-School Suspension (the number listed refers to days of ISS, not periods)

OSS = Out-of-School Suspension (the number listed refers to days of OSS, not periods)

Long-Term Suspension = Suspension for the remainder of the semester or school year

***Any student suspended from school for any level II-V infraction may not attend school dances for the remainder of the academic year, including prom.**

LRHS Dress Code Violations

According to WCPSS board policy, students are required to adhere to a dress code that is conducive to a learning environment and that does not distract the attention of students or staff from their work. The following are considered violations of the dress code at Leesville Road High School:

- Wearing head covering on campus; e.g. hats, bandanas (unless specifically for a religious or medical purpose)
- Exposed undergarments
- Bare or exposed midriff shirts (Area around stomach and lower torso should be covered completely. No stomach area or lower back area should be exposed).

- Excessively short or tight garments (The bottom edge of skirts, dresses or shorts should extend at least to the tip of the student's thumb when shoulders are relaxed and hands are held close to the student's side).
- Sagging pants (No undergarments should be exposed).
- Clothing with offensive/inappropriate messages or dangerous clothing (sharp edges or any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon)
- Strapless shirts, tops or dresses
- Shirts that are too low in the front/back (should be even with underarms in front and fully covered in back)
- Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors
- See-through clothing; attire that exposes cleavage
- Any symbols, styles or attire frequently associated with intimidation, gang activity or violence about which students at the school have been notified

The following consequences apply for students who agree to become dress code compliant:

1st Violation- Teacher assigns 1 lunch detention and parent contact.

2nd Violation- Teacher assigns 2 lunch detentions and parent contact

3rd and subsequent violations - Administrative referral in EASI with documentation in narrative of prior infractions (with parent contact dates.)

Any student who refuses to comply with the dress code should be reported to administration immediately for removal and intervention.

Procedures for Skipping

1. If a student skips an individual class, the teacher of that class should assign the student a LD for the first offense and notify the student and parent. If a student skips an individual class a second time, the teacher should assign the student 2 LDs and notify the student and parent. All subsequent skipping referrals for that student should be referred directly to an administrator.
2. If a student skips multiple classes in one day, the student will be referred to the appropriate administrator.

Start on Time Procedures

Guidelines for students:

1. If a student does not have a pass or an administrative tardy slip, they will be directed to report to a sweep station, where he/she will be given a slip.
2. If there is an incorrect name on the administrative tardy slip, the teacher will keep the form, write the correct name on the form and place it in the appropriate administrator's box for investigation.
3. Anyone who arrives after the 1st ten minutes of class without an official LRHS hall pass or administrative tardy slip will be sent to the attendance office. No student may enter class without authorized documentation from either an administrator or attendance personnel.

4. Students who are more than 15 minutes late to a class are considered skipping.

Consequences

1. Tardy to one class during one day will result in a lunch detention the following day.
2. Tardy to more than one class during one day will result in two lunch detentions.
3. Failure to report to an assigned lunch detention will result in two lunch detentions.
4. Failure to attend either of the two assigned lunch detentions will result in one full day of ISS.
5. Consequences for habitual offenders will escalate.

Lunch Detention Procedures

1. Lunch detention will be held in the auditorium.
2. Students will need to report to lunch detention at the beginning of Lunch A.
3. Once the auditorium door is locked, students will no longer be admitted and will be considered absent.
4. Students who skip lunch detention will be given two lunch detentions.
5. Failure to attend either of the two assigned lunch detentions will result in one full day of ISS.

*****All students in the hallway must have an official LRHS pass. Students who have been allowed by a teacher to go to the student parking lot during class must have a handwritten pass that includes teacher signature and the time they left class!!!*****

AREAS OFF LIMITS TO LEESVILLE ROAD HIGH SCHOOL STUDENTS

Given the size of the Leesville campus and the student population, the administration has determined the following areas to be off limits for students during the identified times:

- A. The campuses of Leesville Middle School and Leesville Elementary School are off limits **at all times** unless a student has the prior permission of the high school principal as well as the permission of the middle school or elementary school principal. Students on another campus without permission are considered trespassers and subject to disciplinary and legal consequences.
- B. Students may not ride any elementary or middle school bus routes.
- C. The teacher parking lot during school hours
- D. The bus parking lot during school hours
- E. The student parking lot during school hours without written permission of a staff member
- F. Athletic practice fields when not under the supervision of a staff member
- G. All wooded areas on and around the campus during school hours
- H. All areas adjacent to the campus during school hours
- I. The front of the building during class without a valid purpose
- J. Unauthorized hallways and areas during SMART Lunch
- K. Any student who has been suspended from Leesville Road High School will be considered trespassing if he/she appears on our school campus during the suspension period without the permission of the principal.
- L. Students who loiter at any school after the close of the school day without a specific reason or adult supervision will be considered trespassers. Furthermore, they may

be prosecuted in the case of not leaving the campus when instructed to take such action.

General Student Information

BICYCLES

- All bicycles should be parked in the area designated for that purpose.
- Students are urged to lock their bicycles to the bike rack, located near the front of the Murphy Building.
- The school is not responsible for stolen and/or damaged bicycles or bicycle locks.

CAFETERIA INFORMATION

- Four cafeteria lines will be operated at lunch.
- Information regarding eligibility for free/reduced lunch will be mailed to each home by the school system at the beginning of the school year. Please return this form to your 1st period teacher as soon as possible, preferably by the end of the first week of school.
- Students must re-apply for free/reduced lunch each year.
- The last day for free/reduced lunch without having submitted an application will be October 6.
- The off-campus lunch privilege is only reserved for juniors and seniors provided they follow the school's prescribed process for obtaining a lunch pass and adhere to all rules associated with this privilege.
- **Freshmen and sophomores** may not leave campus during a lunch period for any reason.
- Prices for the 2015-2016 school year are: \$1.25 for breakfast (breakfast is free for students receiving reduced price meals), \$2.25 for lunch, and \$.40 for reduced price lunch.
- Students are required to throw away all of their trash and finish all of their food by the end of SMART lunch.

EARLY-RELEASE STUDENTS

All students with early-release privileges are required to leave campus immediately after their last class. No early-release students are permitted to remain on campus after their last class beyond the reasonable time it takes to depart.

ELECTRONIC DEVICES

Board Policy 6410 (Level 1-6) governs the use of wireless communication devices and personal entertainment devices. The only times students can use wireless communication devices and/or personal entertainment devices are before school, during class change, and during lunch. Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher.

EMERGENCIES/HEALTH ROOM

The Health room is located in the main office area. Any student wishing to receive assistance for an illness or accident is to report to the main office and seek assistance from a staff member. Students too sick to remain in class are too sick to remain at school. For this reason, students are asked to contact a parent to pick them up when having to check into the health room. If a student vomits that student must go home for the day. A Public Health Nurse is assigned to Leesville Road High School on certain days and appointments can be made through your counselor.

FIRE DRILLS

Fire drills are required by law as safety precautions. Thus, at the time of a drill, all students should follow directions and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to his/her students. Exit procedures are posted in each classroom.

FLOWERS, BALLOONS, GIFTS, ETC.

Items such as flowers, balloons, and other gifts create a disruption of the educational process when delivered to school. Thus, these types of items will **not** be accepted for students by the main office staff.

FORGOTTEN ITEMS

Forgotten items such as homework, books, lunch, etc. may be dropped off in the main office but classes will not be interrupted to inform students. Please make sure to communicate to your student to always come between classes to check in the main office if there is a possibility that something may have been dropped off.

FUNDRAISING

Periodically, Leesville and its parent organizations conduct fundraisers to benefit the school. Students and parents are encouraged to support these activities. Any fundraising activity shall have prior approval of the AP who supervises fundraising and be supervised by an authorized staff member. It is recommended that all fundraising activities for the year be identified early in the school year so that appropriate approvals may be obtained prior to the scheduled fundraising activity. All WCPSS Board Policies concerning fundraising must be followed. **Students, however, are not allowed to sell candy and/or any other items at school for individual profit at anytime.**

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an authorized hall pass from a staff member.

HOMEWORK

The faculty of Leesville Road High School considers homework to be an important part of the educational program. Thus, homework will be assigned on a regular basis. These assignments will be purposeful extensions of the instructional program. Homework appropriate to the developmental level of the student will be given for the purpose of review, practice, reinforcement, inquiry, and enrichment.

Students and parents will be informed of the specific homework requirements as well as the evaluation procedure for each course at the beginning of each semester by way of documents distributed by teachers in individual classes.

INTEGRITY

Per School Board Policy 6445, any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating** – This act includes giving or receiving any unauthorized assistance on academic work.
- **Plagiarism** – This act includes copying the language, structure, or idea of another person and representing it as one's own work.
- **Falsification** – This act includes the verbal or written statement of any untruth.
- **Violation of software copyright laws** – This act includes unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.
- **Violation of computer access** – This act includes willfully, directly, or indirectly accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization or otherwise violating School Board Policy 6446.

LOCKERS

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Leesville Road High School. Students will be issued a lock as well as a hall locker by request to their third period teacher. Physical education locks and lockers will be issued as needed. Students who fail to return their assigned lock will be charged \$6.00. **Students are also encouraged to bring a lock for their PE lockers on a daily basis.**

MEDIA CENTER

The media center staff makes every effort to meet the needs of the school curriculum, individual students, and faculty members. We have a very liberal checkout policy and expect the students to accept the responsibility of taking care of the materials and returning them promptly. The Media Center's hours are 7 a.m. - 3:30 p.m. Monday - Thursday and 7 a.m. – 3 p.m. on Friday. These hours provide time for every student to work in the media center and have full access to all materials and equipment when classes are not in session. Occasionally, the media center is closed for testing or faculty meetings. These occurrences will be posted in advance.

The media center often experiences heavy use by students and faculty members. The following guidelines are designed to facilitate the proper use of the media center and its materials.

1. Good study habits are expected in the media center at all times.

2. The primary purpose of this facility is to provide an area for serious study and research. Please respect the rights of others by limiting the amount of socializing by you and your classmates.
3. Materials should be returned to their proper places before leaving the media center.
4. Books may be checked out for 3 weeks and renewed, if necessary. Reference and reserve materials may be checked out for overnight use at the end of the school day.
5. Overdue books carry a fine of \$.10 per day, excluding weekends and holidays. Reference and reserve materials carry a fine of \$.25 per class period.
6. Reference and reserve materials are due by the first tardy bell on the day following checkout.
7. Graduation tickets will not be issued to a student until all books are returned and all fines are paid.
8. For your convenience, a book drop is located in the hallway outside the media center.
9. During school hours, passes to the media center are required from subject area teachers and must be signed by the media center staff, except during SMART Lunch.
10. A student caught intentionally removing materials from the media center without checking them out will be referred to an administrator.
11. The use of headphones, cell phones, MP3 players, and other electronic devices is prohibited at all times in the media center. They should be turned off and placed inside the student's book bag or purse prior to entering the media center.
12. No food or drinks are permitted in the media center.

NUISANCE ITEMS

- Items such as skateboards, baseball bats, lacrosse sticks, sunglasses, dice, etc. which distract or disturb the instructional program at Leesville Road High School will be confiscated and returned to the owner at the end of the day. Student athletes should store equipment prior to the beginning of the school day.
- Skateboards must be kept in lockers during the school day.
- These items will not be allowed to be on display at activities on campus during the school day.
- Skateboarding and roller-skating are not permitted on our campus at any time.

POSTERS AND DISPLAYS

Leesville Road High School events are the only ones that will be permitted to be advertised on our campus. All publicity must be approved by a club or activity sponsor and an administrator. They may be **displayed only in the stairwells or on a bulletin board, NOT on glass surfaces**. Other posters will be removed. All items should be removed after the event has taken place.

SCHOOL FUNCTIONS

School functions such as dances, concerts, and athletic events are extensions of the school day. All school rules must be followed at all school events that occur after the

regular school day. Once a student leaves a school function, they are not permitted to return and must leave campus. Dances are planned and produced for Leesville Road High School students and their guests. **Any student suspended from school for any level II-V infraction may not attend school dances for the remainder of the academic year, including Prom.**

SMART LUNCH

Students Maximizing Achievement Relationships and Time is a block of time after third period that gives students an opportunity to attend tutorials to help them reach their academic goals. SMART Lunch, if used properly, can change the fundamental work habits of our students. During the 53 minute lunch period, students may also attend club meetings, study or use computers in the media center, or participate in intramurals. Students may drop by Student Services to meet with a counselor or participate in group sessions. The Career Development Center will offer students the opportunity to attend meetings with representatives from the Armed Services, colleges, and universities. This schedule encourages students to take responsibility for their own education. Students are also encouraged to seek opportunities to become invested in the Leesville Community.

- Students with D's or F's are expected to attend SMART Lunch tutorial at least twice a week until they have improved their grades. Students earning a B or C who wish to improve their grades are encouraged to attend a tutorial at least once a week.
- Students may eat lunch in the cafeteria, multipurpose room, first and second floor locker bays in the main building, the inner and outer courtyards, or in a teacher's classroom (with permission).
- Students **are permitted** in the following areas during SMART Lunch: media center, classrooms, courtyard, cafeteria, and locker bays in the main building, multipurpose room, Student Services, Career Development Center and in the auxiliary and main gym (only if they are participating in intramurals). **Students may not loiter in the bathrooms, hallways, parking lots, or stairwells at any time.** Any student found leaving campus without permission will receive a disciplinary action. Students are also reminded that the **campuses of Leesville Elementary and Leesville Middle Schools and all athletic fields are off-limits** during SMART Lunch.

STUDENT ACCEPTABLE USE OF ELECTRONIC RESOURCES POLICY

School Board Policy 6446 –It is a Wake County Public School System objective to make appropriate electronic information resources available to students to assist in furthering educational goals and to provide for efficient school-related communication. This policy governs the use of Wake County Public School System electronic information resources and defines students' proper conduct and responsibilities while using Wake County Public School System electronic information resources. Electronic information resources are defined as all Wake County Public School System computer equipment (including any desktop or laptop computers or other hardware owned or leased by the school

system), the Wake County Public School System computer network, e-mail accounts, any computer software licensed to the Wake County Public School System, and stored data. Because electronic information resources are an integral part of the educational curriculum, all students must comply with this policy.

This policy is applicable to all student users of Wake County Public School System computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students or other users shall be consistent with the Wake County Public School System's standard policies and practices, including the Code of Student Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to Wake County Public School System computers, other disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

For more details pertaining to this policy, please refer to the WCPSS Student/Parent Handbook.

TEACHER COMMUNICATION

Communication between parents and teachers is essential to the success of students. While teachers do not have immediate access to a telephone, all of them have been issued a laptop with internet access from school and home. E-mail addresses will be shared with students during the early days of each semester. Staff members' e-mail addresses also can be found on the school's webpage at www.leesville.org under Academics/Departments. Parents are encouraged to use this communication tool to enhance the achievement level of their students. All teachers also use an electronic means of posting assignments and other information. These means can be found on the school's webpage also. The Leesville Road High School faculty and staff have agreed to respond to all parent e-mails within two working days. In addition, valuable information concerning your child's progress may be accessed using Homebase/PowerSchool.

TEXTBOOKS

When textbooks are issued to students, the student becomes responsible for returning them in the same condition as when issued, except for normal wear. Charges will be assessed for lost and damaged books. Diplomas will be held until all financial obligations are met.

VISITORS

- All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to sign in using the Lobbyguard kiosk in the main office and wear the visitor badge during their entire time on our campus.
- Students from other Wake County schools, as well as out-of-town children, are not permitted to come on the Leesville Road High School campus during regular school hours unless they are part of an organized school tour.
- All staff members are required to report any suspected unauthorized visitor(s) to the administration.

Student Recognition Program

The staff at Leesville Road High School believes that one way to motivate students is to recognize and reward their outstanding achievements. We want to create a positive environment by recognizing students in a variety of areas associated with the school program such as academics, athletics, good citizenship, and cooperation. The following are a few of the ways Leesville Road High School recognizes excellent students.

A. Honor Roll

The names of honor roll students are listed in the PTSA newsletter. Also, these names are posted by grade level on a special bulletin board in the main lobby.

B. Honor Cards

Honor cards are distributed each semester to those students who were listed on the A or A/B honor roll for their final grades of the previous semester. The cards provide discounts to area businesses as a means of motivating students toward academic achievement. This program is sponsored by the Academic Boosters committee of the PTSA.

C. Athletics

Students that letter in a sport are given awards at one of several banquets held during the year. Excellence in athletics is recognized in many ways.

D. Awards Day

The following awards are given to students in conjunction with the Awards Day celebrations at the end of the Fall and Spring semesters:

- (1) Students' Choice Award - A pennant with all of the names of students in a class is given to the student chosen by his/her classmates in that particular class who best exemplifies good classroom citizenship.
- (2) Academic Excellence Award - The student who has achieved the highest academic average in each class receives this award.
- (3) 100% Attendance Award - Students who have attended school every day receive this award.
- (4) Pride Choice Award - Students are chosen by the staff to receive an "Awards Day" tee shirt. These students are recognized for good citizenship and striving to excel academically. (Note: This award is only given on the Spring semester Awards Day.)

Note: An annual Awards Day Assembly is held at the end of the school year. At this event, outstanding students receive departmental awards.

E. Graduation Activities

- (1) Senior Assembly - This annual event at the end of the school year showcases the senior class in a variety of ways such as special speeches by seniors and the presentation of the senior slide show. Senior scholarship winners are announced at this assembly.
- (2) Graduation Ceremony - The class salutatorian and valedictorian, and presidents of the senior class, National Honor Society, and student body deliver individual commencement speeches.
 - a. National Honor Society, National French Honor Society, National Spanish Honor Society, National Technical Honor Society, National Honor Society for Dance Arts, National Honor Society of Sports Medicine, National Latin Honor Society and International Thespian Society members in good standing may wear special cords.

- b. The top ten juniors with the highest academic averages serve as marshals for the senior class. Ten additional marshals will be chosen through an application and selection process determined by student services.

Bell Schedules

Regular Bell Schedule

Warning Bell	7:18
Period 1	7:25 - 8:50
Period 2	8:56 - 10:23
Period 3	10:29- 11:54
SMART Lunch A	11:54- 12:21
SMART Lunch B	12:21- 12:47
Period 4	12:53 - 2:18

2 ½ Hour Early Release on Specified Fridays (9/4, 10/16, 12/18, 1/15, 2/12, 3/4)

Warning Bell	7:18
Period 1	7:25-8:26
Period 2	8:32-9:34
Period 3	9:40-10:41
Period 4	10:47-11:48

1-Hour Delay

Warning Bell	8:18
Period 1	8:25 – 9:35
Period 2	9:41-10:53
Period 3	10:59-12:09
SMART Lunch A	12:09-12:36
SMART Lunch B	12:36-1:02
Period 4	1:08 – 2:18

2-Hour Delay

Warning Bell	9:18
Period 1	9:25 – 10:20
Period 2	10:26 – 11:23
Period 3	11:29-12:24
SMART Lunch A	12:24-12:51
SMART Lunch B	12:51-1:17
Period 4	1:23 – 2:18