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# ***Leesville Road High School***

## **Principal**

Ian Solomon

## **Assistant Principals**

Wayne Stewart (A-C)

Maria Mills (D-He)

Kate Fehling (Hi-Me)

Bobby Vaughan (Mi-Sc)

Steve McLean (Se-Z)

## **School Counselors**

Eric Greene—Dean of Students

Nadara Albanese (A-C)

Pamela Leech-Saldanha (D-He)

Sabra Feeney (Hi-Me)

Vanta Rogers (Mi-Sc)

Sarah Oxendine (Se-Z)

Jessica Huber, SAP

## **Student Services Personnel**

Brandon Kelley, Intervention Coordinator

Gwen Canada, Career Development Coordinator

Robin Archer, Special Populations Coordinator

Danette Swann, Testing Coordinator

## **Office Personnel**

Monica Andrews, Media Clerical Assistant

Patricia Fitzgerald, Lead Secretary

Stephanie Pergerson, Attendance

LaTonya Foster, Data Manager

Donna Miller, Student Services Clerical Assistant

Mary Ellen Koch, Bookkeeper

Anita Reeves, Registrar

Michelle Cherry, Receptionist

## ***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***

Leesville Road High School will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

### ***Leesville Road High School Basic Facts***

Nickname: The "Pride"  
Mascot: Lions

Colors: Navy Blue and Kelly Green  
Conference: CAP 7

## ***Leesville Road High School Telephone Numbers***

Main Office	870-4250
Athletic Director	870-4250, x24560
Attendance	870-4250, Option 2
Bookkeeping	870-4250, x24527
Cafeteria	870-4250, x24541
Media Center	870-4250, x24538
Music Office	870-4250, x24568
Physical Education/Athletic Coaches (Men)	870-4250, x24561
Physical Education/Athletic Coaches (Women)	870-4250, x24562
School Resource Officer	870-4250, x24572
Student Services	870-4250, Option 1

**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 available 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 2019-20 CALENDAR**

August 26	First Day for Students
September 2	Holiday
September 30	Teacher Workday
October 9	Teacher Workday
October 30	End of First Nine Weeks
October 31	Teacher Workday
November 1	Teacher Workday
November 11	Holiday
November 27-29	Thanksgiving Break
December 20–January 3	Winter Break
January 20	Holiday
January 27	End of Second Nine Weeks
January 29	Teacher Workday
February 17	Holiday
February 18	Teacher Workday
March 9	Teacher Workday
April 3	End of Third Nine Weeks
April 6-13	Spring Break
May 1	Teacher Workday
May 25	Holiday
June 12	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: November 1, December 20, Banked hours ( Day 3), February 18, February 17, Banked hours (Day 6), March 9, May 1, Banked Hours (Day 3)

### **ADDITIONAL IMPORTANT 2019-2020 DATES SPECIFIC TO LEESVILLE ROAD HIGH SCHOOL**

Freshman Camp	August 22
Semester 1 Open House	August 22
Senior Class Picture Day	TBD
Underclassmen Picture Day	TBD
Fall Pep Rally	October 18
Homecoming Game	October 18
Make-up Picture Day	TBD
Mid Year Graduation	January 23
Semester 1 Awards Day	TBD
1 <sup>st</sup> Semester Exams	January 21-27
2 <sup>nd</sup> Semester Open House	January 30
Cap and Gown Pictures for Seniors	TBD

AP Exams	May 4-15
Semester 2 Awards Day	TBD
Prom	May 2
Academic Excellence Breakfast	TBD
Senior Assembly	June 5 (Subject to change)
2 <sup>nd</sup> Semester Exams	June 8-12
Graduation Practice	June 4
Graduation	June 11

## **TESTING DATES**

### ***PSAT/SAT/Pre-ACT/ACT***

The SAT is scheduled for August 24, October 5, November 2, December 7, March 14, May 2, and June 6. ACT test dates are September 14, October 26, December 14, February 8, April 4, June 13 and July 18. 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](http://WWW.COLLEGEBOARD.COM) FOR SAT INFORMATION AND [WWW.ACT.ORG](http://WWW.ACT.ORG) for the ACT).

In addition to the national ACT test dates, LRHS (as dictated by the state) is scheduled to administer the ACT to all Juniors on February 25.

The Pre-ACT will be administered to 10<sup>th</sup> graders on November 6, 2019.

LRHS will also administer the PSAT to registered students on Wednesday, October 16.

### ***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 4, 2019.

**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 November 8, February 7, and April 17.
- Final report cards will be mailed to parents on June 12.

### **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 27, December 6, February 28, and May 15.

## **ADDITIONAL POLICIES**

### ***Grade Calculation***

- A. The final exam in all courses shall count as 20% of a student’s final grade.
- B. A uniform process and formula shall be used to calculate students’ final grades in courses:

(1) Semester Courses

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

(2) Year-Long Courses

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 10<sup>th</sup> day of the semester without penalty**. If a student withdraws from a class after the 10<sup>th</sup> 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 20<sup>th</sup> 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 9<sup>th</sup> 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 either the January or 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 (20th day of school). 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.wcpss.net/leesvilleroadhs](http://www.wcpss.net/leesvilleroadhs), 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 6:30 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 919-870-4250, Option 1 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.wcpss.net/leesvilleroadhs](http://www.wcpss.net/leesvilleroadhs). 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 \$200. 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 the online school payment receipt. **Please note that this year we will only accept online payments for parking.** 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. Revocation of parking privilege 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 be \$10 per offense. 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.**

**Handicapped Parking:** Students who require handicapped parking must purchase a LRHS parking pass. Once a parking pass is purchased, a handicapped space will be assigned.

### **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 does not occur until the 4<sup>th</sup> 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 4<sup>th</sup> Quarter and involves current sophomores and juniors. Induction of new members will take place at the start of the next school year.
- 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. Faculty Council
    - i. The Faculty Council will consider all information provided by the student 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.wcpss.net/leesvilleroadhs](http://www.wcpss.net/leesvilleroadhs) 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. A student must meet local promotion standards.
6. Students must maintain a cumulative grade point average of 1.50 with the completion of each semester to be eligible to participate the following semester.
7. Athletes have 8 consecutive semesters of eligibility during their high school careers beginning with their first entrance into the 9<sup>th</sup> grade.
8. Athletes cannot be 19 years of age on or before August 31<sup>st</sup>.
9. A student must be enrolled within the first 15 days of the present semester to be eligible for athletics.
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.

<b>TEAMS</b>	<b><u>Men</u></b>	<b><u>Women</u></b>
Fall Sports:	Football* Soccer* Cross Country	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 the first period. **Please note that there are no checkouts after 1:45 except in emergent circumstances.**

- 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. 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.

5. Any time missed due to visiting a college campus on “College Days” **will be** considered an absence.
6. 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.
7. 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.
8. 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.
9. Exam exemptions are based on the following “Grade Average/Days Missed” scale listed below. A senior may be excused from a final exam in a class if s/he has no unexcused absences from the class and meets one of the following three conditions:

**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 Personalization periods 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 misbehavior. Nonetheless, each student will have to accept the consequences of his/her misbehavior.

At the beginning of the academic year, students will be notified where to access 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, club events, 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.

- Prior to submitting an office referral for infractions such as non-compliance in the classroom, use of electronic devices outside of what is allowed by the teacher for instructional purposes, and disrespect towards a faculty/staff member, teachers should address and document at least the first two student infractions.
- After the first infraction, teachers should conference with the student and notify the parent/guardian (at a minimum) as well as assign a day of detention. This detention can be held in the teacher's classroom.
- After the second infraction, teachers should assign two detentions, and notify the student and parent.
- Teachers may continue to implement classroom-based interventions and consequences for additional infractions prior to submitting an office referral.
- Please document all classroom-based infractions and interventions/consequences.
- Upon the third offense, the violation should be referred in ECATS to the student's administrator with documentation of each prior intervention included in the narrative portion of the referral. More severe violations of the student code of conduct, including skipping, should be reported in ECATS to administrators as soon as possible. In the event that the infraction is egregious, or disrupts the classroom, administration should be called immediately.

#### ***Administrative Consequences***

Administrative consequences will be aligned with the published WCPSS student code of conduct policies. Final assignment of consequences (with consideration of any mitigating or aggravating factors) will be decided upon and communicated to pertinent faculty members and the student/parents. Any referral to an administrator requires parent communication from the referring teacher via phone or e-mail.

### **LRHS Dress Code Violations**

According to WCPSS board policy, students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote the use or abuse of alcohol, tobacco, or illegal drugs;
- Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
- Threaten the health or safety of staff or students; or
- Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- Clothing must cover undergarments (waistbands and straps excluded).
- Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

**Applicability:** This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

- This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times

when students are present on school property or in attendance at official, school-sponsored events.

The following consequences apply for students who do not agree to become dress code compliant:

**1<sup>st</sup> Violation-** Teacher directs student to an administrator. Administrator may ask student to change into their own clothes or offer clothing options from the Clothing Closet.

**2<sup>nd</sup> Violation-** Administrator follows same procedure as above and assigns a lunch detention. Parent contact will be made.

**3<sup>rd</sup> and subsequent violations -** Administrator follows same procedure as above while assigning 2 lunch detentions or after-school detention.

### ***Procedures for Skipping***

1. If a student skips an individual class, the teacher of that class shall refer the student to their alpha administrator for consequences. Consequences shall include parental contact and assignment to In-School Suspension.

2. All subsequent skipping offenses should also be referred to the alpha administrator with escalating consequences to be levied.

### ***Start on Time Procedures***

1. As soon as the bell rings, we will implement a Closed Door Policy (bell rings, door is closed = clear sign that class has begun, no late arrivals w/o consequences).

2. The first ten minutes of class are sacred. Students will not be allowed to use a restroom pass or administrative pass for any reason (except in the case of an emergency or a student has been called to the office to check out).

3. Late buses will be communicated through an e-mail and no consequences will be issued to students on these late buses.

4. Once the bell has rung, students will only be allowed to enter a classroom with a pass. In the first ten minutes of the period, sweepers can write passes. After that, students must report to attendance for a pass. Falsified passes will be reported to the alpha administrator.

5. Parents will be contacted by teachers once students have accumulated 3 tardies for their respective class.

6. Teachers will be sweeping in every hallway, should you need a tardy pass. Students must get a pass from the teacher nearest their classroom. There will no longer be a “sweep station.” Instead, teachers will be distributed throughout the sweeping zone, allowing for quick proximity to class and without any lingering in locker bays or restrooms.

### **Tardy Consequences**

### **Juniors and Seniors**

5 tardies = 1 week loss of Off-campus pass
10 tardies = 2 week loss of Off-campus pass
15 tardies = 1 month loss of Off-campus pass
20 tardies = Loss of pass for the semester (or one more month, whichever is longer)

- In addition, if tardies are occurring for 1<sup>st</sup> period or upon return from lunch, starting at 10 tardies, parking passes may be revoked for the same duration of time as an off-campus pass.
- If these students do not have off-campus passes, but do have parking passes, we will use the same system but loss will be of the parking pass.
- If these students have neither pass, see the discipline schedule relative to Sophomores and Freshmen.

### **Freshmen and Sophomores**

5 tardies - 9 tardies = lunch detention per tardy
10 tardies - 14 tardies = after school detention per tardy
15 tardies - 18 tardies = 1 day ISS per tardy
19 tardies - 20 tardies = 2 days ISS + parent conference
Tardies exceeding 20 = Further action at the discretion of the administrator.

- Lunch Detention will be in the Auditorium on Mondays throughout the year.
- Lunch Detention on Tuesday - Friday will be in 205 for 1st semester and 104 for 2nd semester.

**\*\*\*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. They should report to the main office so that security can be informed.**

### **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 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**

- 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 1<sup>st</sup> 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 8..
- 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 2019-2020 school year are: \$1.50 for breakfast (\$0.30 for reduced price breakfast), \$3.00 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 lunch.

## **CARPOOL/TRAFFIC**

Parent drop off and pick up should be in front of the main building only. With student safety a priority, the back circle, all parking lots, and Pride Way should not be used for carpool. A single lane is used for entry to the student parking lot in the mornings. Entry to the parking lots behind the school is prohibited from 2:00 – 2:45 p.m. due to the students' use of both lanes to exit the campus during this time period. Parents should refrain from parking in a numbered space as these are reserved for staff.

## **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.

All classrooms are equipped with cell phone pouches to be used by each student every day. These pouches will block all signals to the student's phone during instructional time. Pouches will remain in the student's possession on their desk at all times. Failure to comply with the teacher's request to use pouches will be seen as insubordination and will be disciplined appropriately.

## **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, LUNCH, ETC.**

Items such as flowers, balloons, and other gifts 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. Money and medicine may not be dropped off and your student will have to come down to receive it directly from the parent/guardian.

### **FUNDRAISING**

Periodically, Leesville and its parent organizations conduct fundraisers to benefit the school. Students and parents are encouraged to support these activities. Any fund-raising 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 any time.**

### **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. Please refer to the honor code on page 29. 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.

### **The Honor Code**

In concert with WCPSS Board Policies, academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning.

Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

#### **A. Prohibited Behavior**

1. **Cheating:** Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work.

Cheating includes, but is not limited to:

- copying from another student's examination, assignment, or other coursework with or without permission;
- allowing another student to copy work without authorization from a teacher or administrator;
- taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf;
- using notes or resources in any form, including written or online, without authorization;
- sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

2. **Plagiarism:** Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source.

Plagiarism includes, but is not limited to:

- copying text, images, charts, or other materials from digital or print sources without proper citation;
- intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation;
- using translation tools or resources to translate sentences or passages without permission;
- using a thesis, hypothesis, or idea obtained from another source without proper citation.

3. **Falsification or Deceit:** Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited.

Falsification or deceit includes, but is not limited to:

- falsifying another person's name on a school-related document such as a test or report;
- buying or selling test questions or answers;
- copying secure test materials and providing the materials to others;
- paying for or receiving anything of value to complete a school assignment.

## **B. Violations**

1) Staff will intervene and reeducate students to promote positive change in student behavior.

2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the professional learning team (PLT) guidelines and will do so in an honest manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLT guidelines approved by the principal. Guidelines will consider the age of the student, the student's performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.

3) A violation of the Honor Code may or may not result in a disciplinary consequence. Staff will address violations of this policy under Board Policy 4309, Student Behavior – Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."

Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.

4) Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

## **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 second 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. - 3:00 p.m. Monday –Friday and during lunch every day. 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. Diplomas 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.
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.

## **OFF CAMPUS LUNCH RULES**

Please note the following stipulations regarding lunch passes:

1. The lunch pass is the property of Leesville Road High School and may be revoked at any time in cases of inappropriate use.

2. A student who leaves campus must follow the checkout procedure if he/she is unable to return to class. The procedure involves having the student's parent/guardian contact the school attendance office immediately after determining that the student cannot return to school following lunch.
3. Providing transportation to students who do not have lunch passes is prohibited.
4. **Exit and entry of the campus must take place from the student parking lot.** The lunch pass is expected to be displayed each day the student leaves campus.
5. Duplicate lunch passes will be issued through the main office. The cost is **\$10.00** to replace it. However, a one week time frame will be observed before a duplicate lunch pass will be issued. All requests for a duplicate lunch pass must be accompanied by a written parental request with a working contact number.
6. The lunch pass allows the junior or senior to leave campus during his/her regularly-scheduled lunch period, provided he/she has the lunch pass in his/her possession at the time.
7. The student and parent are responsible for transportation to and from campus during lunch periods.
8. The school assumes no liability for any accident or injury incurred in the exercise of using this lunch pass.
9. **Students exercising off-campus lunch privileges are subject to the rules of student conduct as applicable to the regular school day adopted by the Wake County School Board and Leesville Road High School.**
10. Littering on public or private property will result in the revocation of the lunch pass and disciplinary action.

## **OUTSIDE FOOD**

LRHS students are not allowed to order any outside food to be delivered to campus. Delivery vendors will be turned away and the food refused.

## **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 multiple level II-V infractions may not attend school dances for the remainder of the academic year, including Prom.**

## **Student Personalization Time**

This year, Leesville will implement a new structure to try to reach and challenge each student. Various pieces will come together to make up the complete puzzle.

### **Monday - SMART Lunch**

On Mondays, students will have a traditional SMART Lunch period. During this time, students may attend club meetings, seek assistance from teachers, attend sessions in the Career Development Center, meet with their counselor, receive guidance from our Intervention Coordinator, etc. A club meeting schedule will be released that will include a scheduled time slot for each recognized club on campus, once a month. Clubs may choose to meet after school on Tuesdays or Thursdays, as well (see below).

### **Tuesday & Thursday - After School Opportunities**

On Tuesdays and Thursdays, activity buses will run at approximately 4:30 p.m. On these days, students may stay for extra help with a teacher, attend additional club meetings, participate in interscholastic sports, etc. At 3:30 p.m., students should report to Room 107 for study hall. A supervisor will provide students with bus passes prior to the buses arriving. Alternatively, if a teacher/advisor/coach would prefer to keep the students until 4:30, they may do so and write a bus pass for the student.

### **Tuesday - Friday - In-Class Personalization Time**

One day each week, certain subject areas will end class 30 minutes early in order to provide students with an opportunity to personalize their educational process in some way. Here are some options:

1. Students complete missing assignments and/or assessments.
2. Students participate in a grade recovery activity (quiz/test corrections, re-take an assessment, do an alternate assessment, etc.).
3. Students receive assistance on a particular skill or topic.



4. Students work on uploading artifacts or completing reflections in their digital portfolio.
5. Students complete activities on ACT Academy to improve both their reading skills and their overall performance for the ACT.
6. As a last resort, students utilize this time as a silent study hall to complete any academic assignments.

Personalization time will be offered for the assigned departments on each day...

Tuesday - Math and World Languages

Wednesday - English and Fine Arts

Thursday - Science and PE/Health

Friday - Social Studies and CTE

### **Intervention Room - Every Day During Lunch**

Tutoring will be available to students every day in Room 203. Our intervention coordinator will provide assistance and will utilize the assistance of students on multiple days throughout the week. On Tuesdays and Thursdays, concentrated math help will be available from the Math National Honor Society students. On Wednesdays and Fridays, National Honor Society (NHS) students will be providing assistance in all subject areas.

### **Subject-Specific Assistance - During Lunch on Tuesday - Friday**

Teachers may provide assistance on select days during lunch periods. If a student does not have a matching lunch period to their teacher, students may be able to get assistance from another teacher in that subject area. PLTs will work together to create a schedule as to if/when they are available for assistance each week.

### **Lunch-Time Expectations**

#### **During SMART Lunch on Monday**

- Students may eat lunch in the cafeteria, multipurpose room, first and second floor locker bays in the main building, the inner and outer courtyards, hallway in front of the gym, 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, including in front of the main office or Student Services.** 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.

**During A/B Lunch on Tuesday - Friday**

- Students are permitted in the cafeteria, multipurpose room, inner courtyard, outer courtyard, and breezeway (between the middle and high schools). With a pass from a teacher, students may also go to the Media Center. Students are not permitted in any other space.

**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.wcpss.net/leesvilleroadhs](http://www.wcpss.net/leesvilleroadhs) 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 system in the main office and wear the visitor badge during their entire time on our campus.
- Students from other Wake County schools, LRHS alumni, and 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.

## **Visitor Parking**

Visitor parking is located in designated spaces at the front of the school and in the student lot near the baseball field. Visitors are reminded to refrain from parking in any numbered spot.

## **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 Criteria (per WCPSS- adopted August 1976, revised May 2016)**

1. "A" honor roll for students who earn a grade of "A" in all subjects for which grades are given.
2. "AB" honor roll for all students who earn an overall grade point *average of "B" or better (3.0>)* with no grade lower than a "C" in all subjects for which grades are given.

### **B. Honor Roll Recognition**

Honor roll is based on quarter grades, not final class grades.

#### **1. End of 1st Quarter**

a. All Honor Roll students will receive a certificate and treat bag during their homeroom class.

**2. End of 1st Semester**

a. Honor Roll students who achieve honor roll quarters 1 & 2 will receive a certificate and an invitation to have donuts. During this time, there will be raffles for gift cards to local businesses.

**3. End of 3rd Quarter**

a. Students who achieve honor roll quarters 1-3 are invited to participate in an Academic Excellence Breakfast at the end of the 3<sup>rd</sup> quarter.

4. Honor Roll student names are posted by “A” or “A/B” on the student recognition bulletin board in the main lobby for quarters 1-3.

**C. Senior Recognition** (Parents are invited to attend via a mailed invitation.)

**1. Senior Scholars**

a. Criteria - Senior students with a 4.2 weighted cumulative GPA (no rounding) through 3rd quarter of their senior year will be deemed senior scholars.

b. Recognition – During the Academic Excellence Breakfast the senior scholars are recognized individually and receive a special certificate acknowledging their academic performance.

**2. All A Seniors**

a. Criteria- Senior students who have achieved all A honor roll from freshman year through the third quarter of senior year at LRHS.

b. Recognition- During the Academic Excellence Breakfast All A Seniors are recognized individually and receive a certificate acknowledging their academic performance.

**D. Athletes Recognition**

Student athletes who achieve honor roll during their sport season/s will receive a Pride Athletic Honor Roll Certificate and a star pin to add to their athletic letter. Honor Roll athletes will receive only one pin per school year (not per sport). An \* will be placed by the athlete’s name on the honor roll recognition board to depict their involvement in the athletic program at LRHS.

# Bell Schedules

## Regular Daily Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1st Period: 7:25 - 8:50 a.m.	1st Period: 7:25 - 8:53 a.m.	1st Period: 7:25 - 8:53 a.m.	1st Period: 7:25 - 8:53 a.m.	1st Period: 7:25 - 8:53 a.m.

2nd Period: 8:57 - 10:22 a.m.	2nd Period: 9 - 10:28 a.m.	2nd Period: 9 - 10:28 a.m.	2nd Period: 9 - 10:28 a.m.	2nd Period: 9 - 10:28 a.m.
3rd Period: 10:29 - 11:54 a.m.	3rd Period - Group A: Lunch (10:28 - 11:08) and Class (11:15 - 12:43)	3rd Period - Group A: Lunch (10:28 - 11:08) and Class (11:15 - 12:43)	3rd Period - Group A: Lunch (10:28 - 11:08) and Class (11:15 - 12:43)	3rd Period - Group A: Lunch (10:28 - 11:08) and Class (11:15 - 12:43)
A Lunch: 11:54 a.m. - 12:21 p.m. B Lunch: 12:21 - 12:48 p.m.	3rd Period - Group B: Class (10:35 - 12:03) and Lunch (12:03 - 12:50)	3rd Period - Group B: Class (10:35 - 12:03) and Lunch (12:03 - 12:50)	3rd Period - Group B: Class (10:35 - 12:03) and Lunch (12:03 - 12:50)	3rd Period - Group B: Class (10:35 - 12:03) and Lunch (12:03 - 12:50)
4th Period: 12:53 - 2:18 p.m.	4th Period: 12:50 - 2:18 p.m.	4th Period: 12:50 - 2:18 p.m.	4th Period: 12:50 - 2:18 p.m.	4th Period: 12:50 - 2:18 p.m.
Club Meetings and Personalization time for any class during SMART Lunch	Personalization for Math and World Languages will occur w/in each class.	Personalization for English and Fine Arts will occur w/in each class.	Personalization for Science and PE/Health will occur w/in each class.	Personalization for Social Studies and CTE will occur w/in each class.

### 1 Hour Delay Schedule

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1st Period: 8:25 - 9:35 a.m.	1st Period: 8:25 - 9:38 a.m.	1st Period: 8:25 - 9:38 a.m.	1st Period: 8:25 - 9:38 a.m.	1st Period: 8:25 - 9:38 a.m.

2nd Period: 9:42 - 10:52 a.m.	2nd Period: 9:45 - 10:58 a.m.	2nd Period: 9:45 - 10:58 a.m.	2nd Period: 9:45 - 10:58 a.m.	2nd Period: 9:45 - 10:58 a.m.
3rd Period: 10:59 a.m. - 12:09 p.m.	3rd Period - Group A: Lunch (10:58 - 11:38) and Class (11:45 - 12:58)	3rd Period - Group A: Lunch (10:58 - 11:38) and Class (11:45 - 12:58)	3rd Period - Group A: Lunch (10:58 - 11:38) and Class (11:45 - 12:58)	3rd Period - Group A: Lunch (10:58 - 11:38) and Class (11:45 - 12:58)
A Lunch: 12:09 - 12:36 p.m. B Lunch: 12:36 - 1:03 p.m.	3rd Period - Group B: Class (11:05 - 12:18) and Lunch (12:18 - 1:05)	3rd Period - Group B: Class (11:05 - 12:18) and Lunch (12:18 - 1:05)	3rd Period - Group B: Class (11:05 - 12:18) and Lunch (12:18 - 1:05)	3rd Period - Group B: Class (11:05 - 12:18) and Lunch (12:18 - 1:05)
4th Period: 1:08 - 2:18 p.m.	4th Period: 1:05 - 2:18 p.m.	4th Period: 1:05 - 2:18 p.m.	4th Period: 1:05 - 2:18 p.m.	4th Period: 1:05 - 2:18 p.m.
Club Meetings and Personalization time for any class during SMART Lunch	Personalization for Math and World Languages will occur w/in each class.	Personalization for English and Fine Arts will occur w/in each class.	Personalization for Science and PE/Health will occur w/in each class.	Personalization for Social Studies and CTE will occur w/in each class.

### **2 Hour Delay Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1st Period: 9:25 - 10:20 a.m.	1st Period: 9:25 - 10:23 a.m.	1st Period: 9:25 - 10:23 a.m.	1st Period: 9:25 - 10:23 a.m.	1st Period: 9:25 - 10:23 a.m.

2nd Period: 10:27 - 11:22 a.m.	2nd Period: 10:30 - 11:28 a.m.	2nd Period: 10:30 - 11:28 a.m.	2nd Period: 10:30 - 11:28 a.m.	2nd Period: 10:30 - 11:28 a.m.
3rd Period: 11:29 a.m. - 12:24 p.m.	3rd Period - Group A: Lunch (11:28 - 12:08) and Class (12:15 - 1:13)	3rd Period - Group A: Lunch (11:28 - 12:08) and Class (12:15 - 1:13)	3rd Period - Group A: Lunch (11:28 - 12:08) and Class (12:15 - 1:13)	3rd Period - Group A: Lunch (11:28 - 12:08) and Class (12:15 - 1:13)
A Lunch: 12:24 - 12:51 p.m. B Lunch: 12:51 - 1:18 p.m.	3rd Period - Group B: Class (11:35 - 12:33) and Lunch (12:33 - 1:20)	3rd Period - Group B: Class (11:35 - 12:33) and Lunch (12:33 - 1:20)	3rd Period - Group B: Class (11:35 - 12:33) and Lunch (12:33 - 1:20)	3rd Period - Group B: Class (11:35 - 12:33) and Lunch (12:33 - 1:20)
4th Period: 1:23 - 2:18 p.m.	4th Period: 1:20 - 2:18 p.m.	4th Period: 1:20 - 2:18 p.m.	4th Period: 1:20 - 2:18 p.m.	4th Period: 1:20 - 2:18 p.m.
Club Meetings and Personalization time for any class during SMART Lunch	Personalization for Math and World Languages will occur w/in each class.	Personalization for English and Fine Arts will occur w/in each class.	Personalization for Science and PE/Health will occur w/in each class.	Personalization for Social Studies and CTE will occur w/in each class.

### 3 Hour Delay Schedule

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
1st Period: 10:25 - 11:05 a.m.	1st Period: 10:25 - 11:08 a.m.	1st Period: 10:25 - 11:08 a.m.	1st Period: 10:25 - 11:08 a.m.	1st Period: 10:25 - 11:08 a.m.

2nd Period: 11:12 - 11:52 a.m.	2nd Period: 11:15 - 11:58 a.m.	2nd Period: 11:15 - 11:58 a.m.	2nd Period: 11:15 - 11:58 a.m.	2nd Period: 11:15 - 11:58 a.m.
3rd Period: 11:59 a.m. - 12:39 p.m.	3rd Period - Group A: Lunch (11:58 - 12:37) and Class (12:44 - 1:28)	3rd Period - Group A: Lunch (11:58 - 12:37) and Class (12:44 - 1:28)	3rd Period - Group A: Lunch (11:58 - 12:37) and Class (12:44 - 1:28)	3rd Period - Group A: Lunch (11:58 - 12:37) and Class (12:44 - 1:28)
A Lunch: 12:39 - 1:06 p.m. B Lunch: 1:06 - 1:33 p.m.	3rd Period - Group B: Class (12:05 - 12:48) and Lunch (12:48 - 1:35)	3rd Period - Group B: Class (12:05 - 12:48) and Lunch (12:48 - 1:35)	3rd Period - Group B: Class (12:05 - 12:48) and Lunch (12:48 - 1:35)	3rd Period - Group B: Class (12:05 - 12:48) and Lunch (12:48 - 1:35)
4th Period: 1:38 - 2:18 p.m.	4th Period: 1:35 - 2:18 p.m.	4th Period: 1:35 - 2:18 p.m.	4th Period: 1:35 - 2:18 p.m.	4th Period: 1:35 - 2:18 p.m.
Club Meetings and Personalization time for any class during SMART Lunch	Personalization for Math and World Languages will occur w/in each class.	Personalization for English and Fine Arts will occur w/in each class.	Personalization for Science and PE/Health will occur w/in each class.	Personalization for Social Studies and CTE will occur w/in each class.