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Leesville Road High School Personnel

Principal

Ian Solomon

Assistant Principals

Wayne Stewart (A-CI)
Sara Morey (Co-Go & ESL)
Kate Fehling (Gr-K)
Bobby Vaughan (L-Or)
Brandon Kelley (Os-SI)
Steve McLean (Sm-Z)

School Counselors

Eric Greene–Dean of Students
Nadara Albanese (A-CI)
Pamela Leech-Saldanha (Co-Go & ESL)
Katherine O’Riordan (Gr-K)
Sabra Feeney (L-Or)
Vanta Rogers (Os-SI)
Sarah Oxendine (Sm-Z)
Rasheedah Fletcher, Academic Support Counselor
Jessica Huber, SAP

Student Services Personnel

Erin Hensler, Intervention Coordinator
Kim Arwood, Intervention Teacher
Gwen Canada, Career Development Coordinator
Robin Archer, Special Populations Coordinator
Kim Arwood, Testing Coordinator

Office Personnel

Monica Andrews, Media Clerical Assistant
Patricia Fitzgerald, Lead Secretary
Shania Weatherington, Attendance
Mary Hardy, Data Manager
Mary Ellen Koch, Bookkeeper
Anita Reeves, Registrar
Mildred Rivera-Carrillo, Receptionist
Sarah Shingler, Student Services Clerical Assistant

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"

Colors: Navy Blue and Kelly Green

Mascot: Lions

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 2021-22 Calendar

August 17-20	Teacher Workdays
August 23	First Day for Students
September 6	Holiday
September 7	Teacher Workday
September 16	Teacher Workday
October 11	Teacher Workday
October 25	End of First Nine Weeks
October 27	Teacher Workday
November 2	Teacher Workday (District)
November 11	Holiday
November 24-26	Thanksgiving Break
December 20-21	Teacher Workday
December 22–December 31	Winter Break
January 14	End of Second Nine Weeks
January 17	Holiday
January 18	Teacher Workday
February 18	Teacher Workday
February 21	Holiday
March 18	Teacher Workday
March 25	End of Third Nine Weeks
March 28	Teacher Workday
April 11-April 15	Spring Break
May 2	Teacher Workday
May 30	Holiday
June 10	Last Day for Students
June 13	Teacher Workday

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 16, Banked Days (3), January 18 (Teacher workday), February 18, (Teacher workday), June 10.

Additional Important 2021-2022 Dates Specific to LRHS

Freshmen Camp Pride	August 10 & August 12
Meet the Teacher Night	August 19
1st Semester Orientation Night (virtual)	August 26
Senior Class Picture Day	September 7
Underclassmen Picture Day	September 9
Make-up Picture Day	November 15
Semester 1 Awards Day	January 6, 2022
1 st Semester Exams	January 10 - 14, 2022
Mid Year Graduation	January 18, 2022
2 nd Semester Orientation Night (virtual)	January 27, 2022
Cap and Gown Pictures for Seniors	February 18
Prom	TBD
AP Exams	May 2 - May 13, 2022
Semester 2 Awards Day	May 17, 2022
Senior Academic Excellence Breakfast	TBD
Senior Assembly	TBD
2 nd Semester Exams	June 6 - 10, 2022
Graduation Practice	TBD
Graduation	TBD

Testing Dates 2021-2022

PSAT/SAT/Pre-ACT/ACT

SAT test dates: August 28, October 2, November 6, December 4, March 12, May 7, and June 4.

ACT test dates: are September 11, October 23, December 11, February 12, April 2, June 11 and July 16.

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 ACT information.

In addition to the national ACT test dates, LRHS (as dictated by the state) is scheduled to administer the ACT to all Juniors on March 1.

The **Pre-ACT** will be administered to 10th graders on February 15, 2022.

LRHS will also administer the **PSAT** to registered students on Wednesday, October 13.

AP Exams

Students enrolled in Advanced Placement (AP) courses will be registered for AP exams during the weeks of September 20-24 (1st semester) and February 21 - 25 (2nd semester). There is no cost to take the exam/s. AP testing begins May 2, 2022.

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

Bell Schedules

Regular Daily Bell Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1st	7:25-8:52 a.m.	7:25-8:52 a.m.	7:25-8:52 a.m.	7:25-8:52 a.m.	7:25-8:52 a.m.
2nd	9:00-10:27 a.m.	9:00-10:27 a.m.	9:00-10:27 a.m.	9:00-10:27 a.m.	9:00-10:27 a.m.
3rd Group A	Lunch 10:27 -11:07 Class 11:15-12:42	Lunch 10:27 -11:07 Class 11:15-12:42	Lunch 10:27 -11:07 Class 11:15-12:42	Lunch 10:27 -11:07 Class 11:15-12:42	Lunch 10:27 -11:07 Class 11:15-12:42
3rd Group B	Class 10:35-12:02 Lunch 12:02-12:42	Class 10:35-12:02 Lunch 12:02-12:42	Class 10:35-12:02 Lunch 12:02-12:42	Class 10:35-12:02 Lunch 12:02-12:42	Class 10:35-12:02 Lunch 12:02-12:42
4th	12:50-2:18 p.m.	12:50-2:18 p.m.	12:50-2:18 p.m.	12:50-2:18 p.m.	12:50-2:18 p.m.
Personalization Time					
	Personalization Time in any class that may need it, based on the teachers' assessment.	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.

Regular & Delayed Day Bell Schedules:

Period	Regular Day	1 hour delay	2 hour delay	3 hour delay
1st	7:25-8:52 a.m.	8:25-9:38 a.m.	9:25-10:23 a.m.	10:25-11:08 a.m.
2nd	9:00-10:27 a.m.	9:45-11:58 a.m.	10:30-11:28 a.m.	11:15-11:58 p.m.
3rd Group A	Lunch 10:27 -11:07 Class 11:15-12:42	Lunch 11:58-11:38 Class 11:45-12:58	Lunch 11:28-12:08 Class 12:15-1:13	Lunch 11:58-12:37 Class 12:42-1:28
3rd Group B	Class 10:35-12:02 Lunch 12:02-12:42	Class 11:05-12:18 Lunch 12:18-1:05	Class 11:35-12:33 Lunch 12:33-1:20	Class 12:05-12:48 Lunch 12:48-1:35
4th	12:50-2:18 p.m.	1:05-2:18 p.m.	1:20-2:18 p.m.	1:35-2:18 p.m.

Academic Accountability

Report Cards

- Report cards will be issued upon the conclusion of each nine week grading period.
- Students will be given report cards on November 5, January 21, and April 1.
- Final report cards will be mailed to parents upon request on June 16.

Interim Reports

- Interim reports will be issued to all students at the middle of each nine week grading period.
- All teachers are required to issue an interim report to every student in their classes.
- Interim report dates are: September 20, November 29, February 14, and May 3.

Additional Policies

Grade Calculation

- The final exam in all courses 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:

Semester Courses

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

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 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 first semester 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 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/they 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.

Athletics & Co-Curricular Activities

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.

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.

Eligibility Requirements

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 9th grade.

8. Athletes cannot be 19 years of age on or before August 31st.
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.

Teams

	<u>Men</u>	<u>Women</u>
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.

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 the 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/they is to participate. **Any exemptions with regard to this rule require the principal's approval and may require a doctor's note.**

OSS/ISS/ALC

A student assigned out of school suspension (OSS), a full day of in school suspension (ISS), or a full day of Alternative Learning Center (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/they 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 paint are not permitted at Leesville Road High School athletic events.

Student Council

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 within the 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.

National Honor Society – LRHS Chapter

Below, you will find the criteria for Leesville's chapter of the National Honor Society. Although selection does not 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.

- 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 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.

Attendance & Absences

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 at school after the first tardy bell are to report to a "sweeper" 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.
 - **Individual automobile equipment failures are not considered as reasons for excused tardies or absences.**
 - **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/they 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:
 - a. Students may be required to serve detentions for unexcused absences or tardies.
 - b. 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. Exemptions may not be granted for any assessment required by the state of North Carolina.

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. Students can receive exemptions for any non - required assessments with an average of "C" or better in the class.

Make-Up Work

A student is expected to make up all work missed when he/she/they 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.
- F. 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.)**

Student Withdrawal Procedures

All withdrawals are initiated through the Student Services Office. Whether a student is transferring or leaving, he/she/they must complete all checkout procedures during the final day of attendance in order to ensure that his/her records will be properly processed and/or transferred.

In order to check out, for purposes of transfer, all students who are less than 18 years of age must provide a written consent statement from their parents prior to the last day of attendance or arrange telephone contact between their parents and the Student Services Office.

After parental consent has been assured, the following checkout procedures must be undertaken:

- 1) Prior to first period on the morning of the student's last day of attendance, he/she/they should contact the Student Services Office to obtain a withdrawal form from his/her counselor.
- 2) The counselor will complete the required personal data on the form and initial the withdrawal request.
- 3) The student should follow his/her regular schedule throughout the remainder of the school day after completing the appropriate paperwork provided by the Student Services Office. During the respective periods, he/she/they should return all the necessary books and supplies to each of his/her teachers and obtain the required signatures on the checkout form.
- 4) Each teacher should collect the necessary books and supplies. Teachers should initial the form even if fees or books are owed. However, if the student has failed to return any book or supplemental article, the teacher also must note this fact on the checkout form as well as the student's grade at the time of withdrawal. This grade is the current average of grades earned since the end of the previous grading period. In the event that a grade has not been earned, the teacher should state the reason for it. The total number of absences also should be recorded.
- 5) In addition to classroom teacher signatures, the student must also secure signatures from the media specialist and the bookkeeper.
- 6) Immediately after reporting to his/her last period class and obtaining a signature, the student should be excused from this class to turn in the withdrawal form to the Student Services Office.

Discipline Procedures

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 email.

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.

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:

- **1st Violation-** Teacher directs student to an administrator. The administrator may ask the student to change into their own clothes or offer clothing options from the Clothing Closet.
- **2nd Violation-** The administrator will follow the same procedure as above and assign a lunch detention. Parent contact will be made.
- **3rd and subsequent violations** - The administrator will follow the same procedure as above while assigning 2 lunch detentions or after-school detention.

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.

Procedures for Skipping

- 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.
- 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 without 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 email 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 1st 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.

***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 LRHS 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:

- 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.
- Students may not ride any elementary or middle school bus routes.
- The teacher parking lot during school hours
- The bus parking lot during school hours
- The student parking lot during school hours without written permission of a staff member
- Athletic practice fields when not under the supervision of a staff member
- All wooded areas on and around the campus during school hours
- All areas adjacent to the campus during school hours
- The front of the building during class without a valid purpose
- Unauthorized hallways and areas during Lunch
- Any student who has been suspended from Leesville Road High School will be considered trespassing if he/she/they appears on our school campus during the suspension period without the permission of the principal.

- 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

Assemblies

Assemblies at Leesville Road High School are extensions of the classroom. However, in order for assemblies to be positive experiences, students must behave in an appropriate manner. The following standards will be applied to all assemblies at Leesville Road High School:

- Students are required to follow instructions for entering and leaving all assemblies. These instructions will be communicated to students by their classroom teachers.
- Students are required to sit with their teacher in the area designated for their class by the administration.
- Students should be seated in the gym or auditorium as quickly as possible.
- Students are required to listen attentively to any instructions or introductions given in an assembly.
- Audiences will not be permitted to interrupt performances, speeches, or the order of the program in an inappropriate manner.
- Students will not be permitted to leave an assembly except in the case of an emergency

Bathrooms

- Prior to leaving the classroom, students enter their information into the spreadsheet on the clipboard (name, time in/time out, etc.). The clipboard should be carried with the student whenever he/she/they leave the classroom.
- Students will hang the clipboard on the hooks just inside the bathroom.

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 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 August 31.
- 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.
- All student lunches are free for the 2021-2022 school year.
- Students are required to throw away all of their trash and finish all of their food by the end of lunch.
- Students are permitted in the cafeteria, multipurpose room, main courtyard, inner courtyard, and **supervised teacher classrooms** . With a pass from a teacher, students may also go to the Media Center. Students are not permitted in any other space.

Ordering Food from Grubhub or DoorDash:

- Students may order food to be delivered to campus.
- A table will be set up outside the Murphy building near the circle to hold delivered lunches. A staff member will retrieve the food from the delivery driver and write the students' name on the bag. Students should not approach delivery cars themselves.
- Students will retrieve their food during his/her lunch period by showing the staff member a photo ID or the food confirmation receipt on their phone.
- Any unclaimed food will be placed in the front office at the end of 3rd period. Students can get their food when passing to 4th period or after 4th period dismissal. If food is still not claimed by 3pm, the food will be thrown away.
- Students will **NOT** be allowed to wait outside in front of the school for food.
- Students will **NOT** be allowed to leave class early or arrive late to class to pick up food. If a student is late to class, this will count as tardy or skipping depending on the length of time out of class.

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.

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. Students should not leave campus without first completing the checkout process through the Attendance office.

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.**

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.

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.

Insurance

Dental and accident insurance will be available to each student. The school insurance offers varying levels of coverage. Students should be encouraged to buy it if they plan to be active in athletics or field trips and do not have adequate family coverage. Forms will be distributed during school. Completed applications should be returned according to the procedure indicated on the form. No special sign-up period exists. Students may purchase this insurance throughout the school year.

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 below. 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.

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 if they wish to find out more about these organizations.

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 the Assistant Principal overseeing extracurricular activities (Mr. Vaughan). 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 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, email 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](#).

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 Student Services website, <http://leesvillestudentservices.weebly.com/scholarships.html>. 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 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)

a. Honor Roll

- i. “A” honor roll for students who earn a grade of “A” in all subjects for which grades are given.
- ii. “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. Senior Scholar (Parents are invited to attend via a mailed invitation.)

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

c. 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.

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.

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' email addresses and virtual classrooms also can be found on the school's webpage at www.wcpss.net/leesvilleroadhs under Academics/Departments. All teachers will utilize a virtual classroom attached to their name on the faculty directory to standardize communication. Finally, all teachers will use Google Classroom or Canvas to manage student learning. Parents are encouraged to engage with teachers through these communication tools to enhance the achievement level of their students. The Leesville Road High School faculty and staff have agreed to respond to all parent emails 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.

Transcript Procedures

Official Transcripts will not be available until September 22 (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 in September 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 22 can be found by going to: www.wcpss.net/leesvilleroadhs, and clicking on the "Transcripts" QuickLink.

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 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.