

LEESVILLE ROAD HIGH SCHOOL STUDENT HANDBOOK 2010-2011



Leesville Road High School
8409 Leesville Road
Raleigh, North Carolina 27613
870-4250

www.leesville.org

- This document is designed for use in conjunction with the WCPSS Student/Parent Handbook.
- Supplementary materials regarding course selection and requirements are available in the WCPSS High School Program Planning Guide.

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Leesville Road High School

Principal

Scott Lyons

Assistant Principals

Gary Duvall (A-E)

Kyle Higgins (S-Z)

Germaine Jackson (F-Le)

Jo Ellen Newhouse (Lf-R)

Administrative Intern

Crystal Reardon

School Counselors

Eric Greene—Dean of Students

Sallie Busby (K-O)

Rachael Confer (T-Z) and ESL

Carol Gartrell (E-J)

Philomena Karol (A-D)

Brandy Lyons, SAP

Angie Tucker (P-S)

Student Services Personnel

Gwen Canada, Career Development Coordinator

Jerrie Chiles, Intervention Coordinator

Danette Swann, Testing Coordinator

Office Personnel

Ellen Barnick, Clerical Assistant

Lynne Carroll, Media Assistant

Patricia Fitzgerald, Clerical Assistant

Kathy Flor, Lead Secretary

LaTonya Foster, NCWISE Data Manager

Debbie Fluke, Clerical Assistant

Julie Haunsperger, Clerical Assistant

Mary Ellen Koch, Bookkeeper

Angela Puryear, Clerical Assistant

Anita Reeves, Registrar

Introduction

The purpose of Leesville Road High School 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. Furthermore, 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 is designed according to the “4x4 Block Schedule.” This plan increases the academic opportunities available to students during their high school careers. In addition, the “4x4 Block Schedule” provides students with many 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. Also, students are exposed to constructive learning experiences on many occasions. Furthermore, each area of instruction is considered to be an interrelated part of the entire curriculum.

In conclusion, our staff believes in each child’s right to learn within the range of his/her ability. Nonetheless, 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, this situation will guarantee the movement of capable, confident, and successful graduates to life beyond high school on an annual basis. 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 is a community of students, teachers, staff, and parents working together with other stakeholders to educate each student to be a responsible and productive citizen who can effectively manage future challenges.

Leesville Road High School Telephone Numbers

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

Calendar of Events

WAKE COUNTY PUBLIC SCHOOL SYSTEM 2010–2011

CALENDAR

August 25	First Day for Students
September 6	Holiday
October 1	Teacher Workday
October 28	End of First Nine Weeks
October 29	Teacher Workday
November 11	Holiday
November 24–26	Thanksgiving Break
December 22	Teacher Workday
December 23–31	Winter Break
January 3	Teacher Workday
January 17	Holiday
January 21	End of Second Nine Weeks
January 24	Teacher Workday
February 21-22	Teacher Workday
March 25	Vacation Day
March 31	End of Third Nine Weeks
April 1	Teacher Workday
April 18-22	Spring Break
May 30	Holiday
June 10	Last Day for Students

Inclement Weather Make-up Days

If school days are missed due to inclement weather, the make-up days will be: October 1, November 24, December 22, January 3, February 22, February 21, April 18, April 19, and April 20.

ADDITIONAL IMPORTANT 2010-2011 DATES SPECIFIC TO LEESVILLE ROAD HIGH SCHOOL

Semester 1 Open House	August 19
Senior ID Picture Day	August 26
Underclassmen Picture Day	September 30
Powder Puff Game and Carnival	October 7
Fall Pep Rally	October 8
Homecoming Game	October 8
Homecoming Dance	October 9
Make-up Picture Day	November 4
Semester 1 Awards Day	January 11
1 st Semester Exams	January 14-20
1 st Semester Exam Make-up Day	January 21
2 nd Semester Open House	January 27
Mid-year Graduation Ceremony	February 3
Cap and Gown Pictures for Seniors	TBA

Winterfest Assembly	February 11
Winterfest Dance	February 12
10 th Grade Writing Test	March 8
Prom	April 9
AP Exams	May 3–13
Semester 2 Awards Day	May 12
Senior Assembly	May 27
2 nd Semester Exams	June 6-9
2 nd Semester Exam Make-up Day	June 10
Graduation Practice	TBA
Graduation	June 11 (8 PM)

TESTING DATES

SAT/ACT/PSAT

The SAT is scheduled for October 9, November 6, December 4, January 22, March 12, May 7, and June 4. ACT test dates are September 11, October 23, December 11, February 12, April 9, and June 11. Please adhere to the registration deadlines. (REGISTRATION DEADLINES FOR THE SAT AND ACT ARE USUALLY FOUR TO FIVE WEEKS PRIOR TO THE TEST ADMINISTRATION. FOR EXACT INFORMATION, PLEASE GO TO WWW.COLLEGEBOARD.COM FOR SAT INFORMATION AND WWW.ACT.ORG for the ACT).

The PSAT will be administered on October 13, 2010. Juniors who register will pay the \$13 registration fee. At this time (June 2010), sophomores will test for free; this is subject to change depending on the budget.

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. The cost will be \$86.00 per exam. The fee for late registration is the cost of the exam plus an additional \$30. Dates for late registration will be announced later. AP testing begins May 2, 2011.

The Educational Testing Service Code for Leesville Road High School is 343214. Please use this code on all SAT/ACT/PSAT/AT 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 4, January 28, and April 7.
- Final report cards will be mailed to parents on June 20.

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 9.

ADDITIONAL POLICIES

Grade Calculation

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

- (1) Courses with an EOC Exam

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

- (2) Courses with a Post-Assessment or a Teacher-Made Exam

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

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

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

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

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

Grading Scale

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

A = 93 – 100	D = 70 – 76	WP = withdrawal, no penalty
B = 85 – 92	F = less than 70	WF = withdrawal with an F
C = 77 – 84	I = incomplete	FF = failed for violation of attendance policy

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.

Class Rank

To determine class rank, final course grades are used. The total number of quality points earned is divided by the total number of units of credit attempted. The results are rounded to the third decimal place. Class rank for seniors is calculated on the 20th day of the school year and at the end of the first semester. **In addition, class rank for senior honors is calculated upon the conclusion of the third nine weeks of the senior year.**

Quality Points

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

WAYS TO REQUEST A TRANSCRIPT

Sending Transcripts/Counselor Statements

Official Transcripts are not available until the 20th day of the school year, September 22, 2010. Transcripts sent before this date will not have the correct class rank for students.

Transcripts have to be mailed directly to a college, university or scholarship competition in order to be official. Official transcripts cannot be given to parents or students. Please reference page 25 of the Wake County High School Planning Guide for this policy. This guide can be found on Leesville's website, under the Student Services Section.

There are different procedures for sending your official transcripts depending on where it is to be sent.

Transcripts for Colleges, Universities & Community Colleges IN North Carolina

If a student is applying to a college, university or community college in North Carolina, the transcript **MUST** be sent electronically by the student through the College Foundation of North Carolina Website, www.cfnc.org. The Leesville Students Services Office and registrar will no longer be mailing transcripts for students to any North Carolina colleges, universities, or community colleges. Students do **NOT** need to complete a release of records form for their transcript to be sent by CFNC.

Instructions on requesting your transcript through CFNC

1. Launch a web browser and go to www.cfnc.org.
2. Click on the "Student Planner" tab and then click on the High School Planner link and log in to your CFNC account using your CFNC username and password. If you do not have a CFNC account, you will need to create one by clicking on the **New User** button.
3. Once logged in, click on the Get Started with High School Planner link.
4. Verify that the following information in your Student Planner / Personal Information section is correct: First and Last Name, Gender, Date of Birth, NCWise ID, E-mail Address (if the transcript cannot be delivered, an email will be sent to this email address), Current High School.
5. Make sure to click the SAVE button at the bottom of the screen if you make any changes in the High School Planner.
6. Click on the "My CFNC" tab and then click on the "My Transcripts" link:
7. Click on the **Go to Transcript Manager** button.
8. Select the college or university you wish to send an electronic transcript to from the select list.
9. Click on the **Send my Transcript** button. A transaction ID will be issued for each request for tracking purposes.
10. Go to the "My CFNC" tab, then click on My Transcripts to track the progress of each transcript within the CFNC Transcript Manager

11. If, for some reason, your transcript cannot be processed, you will see that it has been canceled and you will receive an email to the email account specified in the Student Planner. You can verify the information on the CFNC Student Planner / Personal Information section – make sure you entered your correct NCWISE ID, and your name as it appears in the NCWISE system.

Transcripts for Colleges, Universities & Community Colleges OUTSIDE of North Carolina and Transcripts for Scholarship Competitions or other agencies.

Instructions on requesting your transcript for schools outside of North Carolina

1. Obtain and complete an “Authorization for Release of Records Form” (Transcript Release Form). This form is available on the Leesville website, www.leesville.org under the Forms section on the main page, or can be picked up in the Student Services Office.
2. Make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and addresses of school, agencies or organizations you wish to receive the transcript.
3. A parent or guardian must sign the transcript request form if the student is under 18 years of age.
4. **Allow five school days for the transcript request to be processed and mailed.**
5. A student may send three transcripts without a charge. There is also no charge for mid-year and final transcripts to be sent. There is a \$5.00 fee for each additional transcript that needs to be sent. Payments should be made in the form of cash or money order payable to LRHS High School in the Student Services office.

Counselor Statements for College Applications

If a student’s college application includes a counselor statement that has to be completed, students should do the following:

1. Obtain and complete an “Authorization for Release of Records Form” (Transcript Release Form). This form is available on the Leesville website, www.leesville.org under the Forms section on the main page, or can be picked up in the Student Services Office.
2. Make certain that all sections of the form are completed with correct identifying information at the top of the page as well as the names and

addresses of school, agencies or organizations you wish to receive the transcript.

3. A parent or guardian must sign the transcript request form if the student is under 18 years of age.
4. Attach the Counselor Statement page to the Transcript Release Form. Students should make sure to complete all of the student section on the Counselor Statement before submitting the forms.
5. The student should submit all forms to the Student Services Office.
6. If the Counselor Statement is for a college or university in North Carolina, only the Counselor Statement will be sent by the school. The transcript has to be sent by the student through the CFNC website. If the college or university is outside of North Carolina, a transcript will be sent with the Counselor Statement.
7. **Allow five school days for the Counselor Statement request to be processed and mailed.**
8. A student may send three Counselor Statements without a charge. There is a \$5.00 fee for each additional Counselor Statement that needs to be sent. Payments should be made to the school registrar. Checks should be made out to Leesville Road High School.

Colleges or Universities that use an on-line “Common Application”

1. Many Colleges and Universities outside of North Carolina use a Common Application that can be filled out on-line by students.
2. Often this includes the option of sending the counselor an electronic counselor statement via email for the counselor to complete on-line and also attach a transcript and school profile electronically.
3. At the time of the printing of this Student Handbook, there was no policy yet in place by Wake County on how to honor these types of requests given the confidential nature of a student’s transcript.
4. Once a policy is confirmed, information on these types of counselor statements will be shared with students.

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 all 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.
- A Career Development Coordinator is on staff to help students obtain occupational information, scholarship catalogues of educational institutions, and information pertaining to college admissions testing programs.
- Students are urged to take advantage of the services provided by the Student Services Department. **Please note that students can best be served by making an appointment when they desire to see a counselor.**
- **Office Hours and Appointment Procedures** - The office hours for the Student Services Department are 7:00 a.m-3:30 p.m. A student may obtain an appointment slip to request a conference with his/her counselor from the Student Services Office. This may be done **in the morning before class begins, during his/her lunch period, or after school. Classes are not to be missed to set up conferences with counselors. Parents are invited to make appointments by telephone at 870-4260 or by emailing their child's counselor.**

SCHOLARSHIP INFORMATION

The Leesville Scholarship Bulletin is published each month and provides students and parents with information about many local, statewide, and national scholarships. Seniors will receive a hard copy of this bulletin through their second period teacher. The bulletin is also posted on Leesville's website, www.leesville.org. Parents may request a copy of the bulletin by contacting the Student Services Office. 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 this information on the Student Services Section of the school's website.

COLLEGE REPRESENTATIVES

- Representatives from numerous colleges and universities will visit our campus throughout the school year.
- A calendar of scheduled visits from these officials will be posted by the school's Career Development Coordinator, Ms. Gwen Canada, gcanada@wcpss.net.

STUDENT PARKING

A student with a valid North Carolina Driver's license is eligible to purchase a parking permit to park on campus. The cost of this permit is \$170. Any student interested in purchasing a parking permit should obtain an application from the main office. After completing the application, the student should return it to the main office along with a

photocopy of his/her driver's license and a \$170 check made payable to Leesville Road High School. 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 campus other than the student parking lot. No student is permitted to park on campus without a valid parking permit. Towing will be strictly enforced this year for students parked in a spot other than the one paid for and reflected on the parking tag. Each citation for the school year will begin at \$10 and will increase incrementally for additional offenses. Also, exceeding a safe speed limit, careless and reckless driving, and failing to observe traffic control signs will be subject to disciplinary action.**

STUDENT CO-CURRICULAR AND EXTRACURRICULAR ORGANIZATIONS

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 Mr. Duvall by October 4 in order to be considered for the current school year. Clubs and organizations are generally driven by student interest. The following clubs and organizations are available for students at Leesville Road High School:

<u>Club/ Organization</u>	<u>Membership Requirements</u>	<u>Sponsor/ Contact</u>
Aerospace Club	Open	Kelley
Africentric Club	Open	Lowe
Brain Game	Open	A. Jones
Chemistry Club	Curriculum	Duncan
Computer Club	Open	Roszko
DECA	Curriculum	Black
Drama Pride Ensemble	Open	Catania
Environmental Awareness Club	Open	DuBay
French Club	Open	Vertreese
Freshman Class Council	Qualification	Espinal/Spurrier/Weaver
Future Business Leaders of America	Open	Robinson
Future Teachers of America	Open	Morris
Graduation Marshals	Application	E. Greene
International Thespian Society	Qualification	Catania
Junior Class Council	Qualification	Brammer/Farmer/McGarry
Key Club	Open	Nusbaum
Latin Club	Open	M. Mash/C. Mash
LRHS News Team	Open	Broer/Fullbright
Math Club	Open	TBA
Multi-Cultural Club	Open	S. Hunt/Arwood
National Honor Society	Qualification*	Engdahl/Davis
National Spanish Honor Society	Qualification	Ross/Weber
Newspaper	Application	Broer
Political Club	Open	Nusbaum
SAVE	Open	Mosley
Science Olympiad	Open	Argao
Senior Class Council	Qualification	Amerson/Vining
Skills USA	Curriculum	Miura/Fullbright
Sophomore Class Council	Qualification	McLeod/Meeks/Wade
Spanish Club	Curriculum	Mundell
Student Council Executive Council	Application	Mayfield/Sollie
Students Against Destructive Decisions (SADD)	Open	TBA
Yearbook	Application	Pedersen

*The National Honor Society selection process will take place each spring for eligible Juniors and Sophomores. The selection of new members will only take place once each year.

Selection for the National Honor Society is based on the following criteria:

1. Scholarship, service, leadership (involvement in 2 or 3 co-curricular activities and at least one leadership position-both must be from Leesville based clubs-either school sponsored or student initiated), and character
2. Sophomores and Juniors
3. Cumulative unweighted GPA of 3.6 or higher
4. Selection by Faculty Council.

COMMUNICATIONS AND PUBLICATIONS

Communications and publications are a vital part of our student program. Two primary forms of such communications/publications can be found on our campus. These communications/publications are:

- The yearbook, The Menagerie, is published annually. Students working on the yearbook participate as part of a curriculum.
- The student newspaper, The Mycenaean, is published at regular intervals throughout the year. Students working on the newspaper participate as part of a curriculum.

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 contact the main office if they wish to find out more about these organizations.

Leesville Road High School Athletics

Nickname: The "Pride"
Mascot: Lions
Conference: Cap 7

Colors: Blue and Green
Athletic Director: Jack Rogers

TEAMS

Fall Sports:

Men

Football*
Soccer*
Cross Country

Women

Volleyball*
Tennis
Cross Country
Golf
Cheerleading*

Winter Sports:

Basketball*
Swimming
Wrestling

Basketball*
Swimming
Gymnastics

Spring Sports:

Baseball*
Track and Field
Golf
Tennis

Softball*
Track and Field
Soccer*

(*This sport has Varsity and Junior Varsity teams.)

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.**

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.)

OUT-OF-SCHOOL SUSPENSION (OSS)

A student assigned OSS cannot participate in a practice or athletic contest scheduled for the day(s) of the OSS assignment.

ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN ATHLETICS

1. Must have a current physical examination on file with the athletic trainer before practice starts.
2. Must have been in attendance 85% of the time during the previous semester.
3. Must have passed 3 courses during the previous semester.
4. Must maintain a cumulative grade point average of 1.50 with the completion of each semester to be eligible to participate in the following semester.
5. Athletes have 8 consecutive semesters of eligibility during their high school careers beginning with their first entrance into the 9th grade.
6. Athletes cannot be 19 years of age on or before October 15.
7. A student must be enrolled within the first 15 days of the present semester to be eligible for athletics.
8. A student must meet local promotion standards.
9. Any student participating in out-of-season or summer workouts must meet eligibility requirements from the prior semester.

Note: Seniors who need less 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 one Spring semester class to be eligible for Spring athletic participation. This includes cheerleaders.

SCHOOL SPIRIT

Leesville Road High School students are encouraged to attend sporting events and support teams. However, 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.

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 s 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)

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.
- Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. 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.)

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. 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 2 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. Please note the following:
 - (1) Parents may call the attendance office (870-4286) to report absences in addition to sending a note upon return to school.
 - (2) All notes should have a parent phone number listed on them.
- B. Absences anticipated in advance must be excused in advance. A Prior Approval Request Form (#1710) will be issued. These forms are to be completed by the parent and returned to 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 the principal. The student will present this form to his/her teachers. **Because of this procedure, students are encouraged to make these requests at least two days prior to the anticipated absence.**
- C. For items A & B, please note the following:

- (1) Notes regarding absences and properly signed by teachers should be left with the last period teacher
 - (2) 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 with a note verifying the reason for the tardy.
- (1) **Individual automobile equipment failures are not considered as reasons for excused tardies.**
 - (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 a note from home with the yellow Early Release Slip. **When leaving during the day to visit a doctor or dentist, the student should have the medical office receptionist stamp the yellow Early Release Slip and return this form to the attendance personnel.**
- F. 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 detention after school for unexcused absences or tardies.
 - (2) Students with attendance problems (excessive absences or tardies) will be referred to the office for disciplinary action.
- G. Parents will be notified of student absences via the School Messenger System.
- H. **College visitation days by seniors should be treated as anticipated absences and completed by April 15.**
- I. Appeals of unexcused notes should be directed to the principal. Disposition of these matters will be based on the following conditions:
- (1) Compliance with stated procedure
 - (2) Parental contact
 - (3) Extent of mitigating circumstances
- 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. Exemptions may not be granted for Post-Assessments and End-of-Course (EOC) examinations. Furthermore, exemptions will be granted each semester under the following conditions:

The attendance count includes each instructional day of the semester.

1. Attendance will be calculated per class period according to period attendance.
2. According to school policy, a student must be in class for one-half of the period (45 minutes) in order to be counted present.
3. Five unexcused tardies will equal one unexcused absence for exam exemption purposes only.
4. Time missed for school-related activities (such as school-sponsored field trips and sports-related trips approved by the principal), religious holidays approved by the school board, and pre-scheduled guidance appointments **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, 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. Exam exemptions will be based on the following “Grade Average/Days Missed” scale:
 - A Average ---- 3 Absences
 - B Average ---- 2 Absences
 - C Average ---- 1 Absence

General Discipline Procedures

- All Wake County Public School System and Leesville Road High School rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school.
- All administrators are available to deal with disciplinary emergencies.
- Every effort by our staff will be made to contact parents by telephone or email when disciplinary problems involving their children occur at school.

LEESVILLE ROAD HIGH SCHOOL 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 the office may encounter several different approaches by an administrator to resolve the problem. Primarily, the school officials want to identify and eliminate the causes of the misbehavior. Nonetheless, each student will have to accept the consequences of his/her misbehavior.

At the beginning of the academic year, students will be issued a 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), or at any time a student is directly or indirectly under the supervision of school personnel. While all administrators are available for any disciplinary emergency, responsibilities are assigned to specific assistant principals. Since student behavior can rarely be changed without support from home, every effort will be made to contact parents when disciplinary problems occur at school.

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

Key for Chart of Consequences (on following page)

ISS = In-School Suspension

OSS = Out-of-School Suspension

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

ASD = After-School Detention (or administrative assignment)

Violation	1st Offense	2nd Offense	3rd Offense
Tardy to class	Please refer to page 31 tardiness policy		
Violation of wireless communication/electronic devices/laser pointer policy (in class)	Confiscation and return of device to student at end of class	Confiscation and return of device to student at end of day	Confiscation and return of device to parent
Non-class violation of wireless communication/electronic devices/laser pointer policy	Device turned in to main office/ student pickup at end of day	Subject to additional disciplinary action	Subject to additional disciplinary action
Dress code violation	Required to change clothes – ASD or ISS	Required to change clothes and 2 days ASD	Required to change clothes and 3 days ASD
Cutting an individual class	1 day ASD	2 days ASD	1 day ISS
Leaving campus without permission	1 day ISS	2 days ISS	2 days OSS
Refusing to adhere to a reasonable request by a staff member	2 days ISS	2 days OSS	3 days OSS
Trespassing on a WCPSS campus	3 days ISS	2 days OSS	3 days OSS
Possession/use of tobacco products	2 days ASD	2 days ISS	2 days OSS
Class/school disruption	2 days ASD	2 days ISS	3 days ISS
Failure to identify oneself to any staff member when requested	3 days ISS	3 days OSS	5 days OSS
Use of profanity to a staff member	3 days OSS	4 days OSS	5 days OSS
Disrespect/verbal abuse to a staff member	2 days ASD	2 days ISS	2 days OSS
Theft	3 days OSS /Legal Prosecution	5 days OSS/Legal Prosecution	10 days OSS/Legal Prosecution
Bullying/Harassment	2 days ISS	5 days OSS	10 days OSS w/rec. for long-term suspension
Fighting/Physical Aggression/Posturing to Fight	5 days OSS / Legal Prosecution	10 days OSS w/rec. for long-term suspension / Legal Prosecution	
Falsification of information	3 days ISS	3 days OSS	5 days OSS
Instigation of Fight or Encouraging Physical Aggression	2 days ISS	2 days OSS	3 days OSS
Gang Activity	Written notification & 1 day ASD	3 days OSS	10 days OSS w/rec. for long-term suspension
Skipping Multiple Classes	1 day ISS	2 days ISS	2 days OSS
Out of Assigned Area	Possible search and 1 day ASD	Possible search and 2 days ASD	Possible search and 2 days ISS
Intimidation / extortion	10 days OSS w/rec. for long-term suspension /Legal Prosecution		

Special Notes

- For specific definitions and interpretations of the Wake County Public Schools Code of Student Conduct, please refer to School Board Policy 6400 in the WCPSS Student/Parent Handbook.
- All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. The Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

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

- The Leesville Road High School Code of Student Conduct is interpreted to include any student on our campus at any time, including school hours and extracurricular activity hours. School hours are defined as from the arrival on campus in the morning until the departure from the campus in the afternoon. This policy also prohibits smoking in private vehicles in school parking lots and driveways.
- Any student suspended from school for any reason may not attend a school dance for the remainder of the academic year.

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 consequences.
- B. The teacher parking lot during school hours.
- C. The bus parking lot during school hours.
- D. The student parking lot during school hours without written permission of a staff member.
- E. Athletic practice fields when not under the supervision of a staff member.

- F. All wooded areas on and around the campus during school hours.
- G. All areas adjacent to the campus during school hours.
- H. The front of the building during class without a valid purpose.

General Student Information

AFTER-SCHOOL ACTIVITY BUS

The Wake County Public School System will not provide activity buses for the 2010-2011 school year.

ASSEMBLIES

Assemblies at Leesville Road High School are extensions of the classroom. However, 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 them 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.

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 multipurpose room.
- The school is not responsible for stolen and/or damaged bicycles or bicycle locks.

CAFETERIA INFORMATION

- Three cafeteria lines will be operated at lunch.
- Information regarding eligibility for free/reduced lunch will be mailed to each home by the school system at the beginning of the school year. Please return this form to your 1st period teacher as soon as possible, preferably by the end of the first week of school.
- Students must re-apply for free/reduced lunch each year.
- The 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 2010-2011 school year are: \$1.25 for breakfast and \$.30 for reduced price breakfast, \$2.25 for plate lunch and \$.40 for reduced price lunch.
- Students are only permitted to occupy the cafeteria and the courtyard during their lunch period. All students should remain seated in the cafeteria. **All other areas are off limits without a teacher pass.**
- Students are required to throw away all of their trash at the end of their lunch period.

Dress Code: WCPSS Board Policy with LRHS Specifications

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

- Wearing head covering on campus (unless specifically for a religious or medical purpose)
- Exposed undergarments
- Bare or exposed midriff shirts (Area around stomach and lower torso should be covered completely. No stomach area or lower back area should be exposed).
- Excessively short or tight garments (The bottom edge of skirts, dresses or shorts should extend at least to the tip of the student's longest finger when shoulders are relaxed and hands are held close to the student's side).
- Sagging pants (No undergarments should be exposed).
- Clothing with offensive/inappropriate messages or dangerous clothing (sharp edges or any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon)
- Straps that are too narrow (must be at least the width of 3 fingers). Tank tops and tops with spaghetti straps are **prohibited**.
- Strapless shirts, tops or dresses
- Shirts that are too low in the front/back (should be even with underarms in front and fully covered in back)
- Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors
- See-through clothing; attire that exposes cleavage
- Any symbols, styles or attire frequently associated with intimidation, gang activity or violence about which students at the school have been notified

Students who are in violation will be asked to change clothes. If they are unable to do so, they will be assigned ASD or ISS. Students who consistently violate the dress code may be subject to additional disciplinary measures.

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.

EMERGENCIES/HEALTH ROOM

Health rooms are located in the main office area and in the office area of the East Building. Any student wishing to receive assistance for an illness or accident is to report to one of these administrative areas 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. A Public Health Nurse is assigned to Leesville Road High School and appointments can be made through your counselor.

FIRE DRILLS

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

FLOWERS, BALLOONS, GIFTS, ETC.

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

FUNDRAISING

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

HALL PASSES

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

HOMEWORK

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

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

INTEGRITY

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

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

LOCKERS

Hall lockers and physical education lockers are the possession of the Wake County Board of Education and may be entered at any time by the staff of Leesville Road High School. Students will be issued a lock as well as a locker in the halls by their first 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.

MAKE-UP WORK/AFTER-SCHOOL ASSISTANCE

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 the convenience of the teacher.** Every department holds at least two 30-minute sessions each week to meet with students to assist with make-up work and/or give extra help. These sessions are held either before or after school. All students are encouraged to take advantage of these sessions for make-up work or extra help.

MEDIA CENTER

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

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

1. Good study habits are expected in the media center at all times.
2. The primary purpose of this facility is to provide an area for serious study and research. Please respect the rights of others by limiting the amount of socializing by you and your classmates.
3. Materials should be returned to their proper places before leaving the media center.
4. Books may be checked out for 3 weeks and renewed, if necessary. Reference and reserve materials may be checked out for overnight use at the end of the school day.
5. Overdue books carry a fine of \$.10 per day, excluding weekends and holidays. Reference and reserve materials carry a fine of \$.25 per class period.
6. Reference and reserve materials are due by the first tardy bell on the day following checkout.
7. Diplomas cannot 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. This procedure also applies to lunch periods.
10. A student caught intentionally removing materials from the media center without checking them out will be dealt with by the administration.
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.

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 **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. Dances are planned and produced for Leesville Road High School students only. **ANY STUDENT SUSPENDED FROM SCHOOL FOR ANY REASON MAY NOT ATTEND A SCHOOL DANCE FOR THE REMAINDER OF THE ACADEMIC YEAR.**

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](#).

TARDINESS (Start-on-Time)

The staff at Leesville Road High School understands that attendance and punctuality is crucial to student success. We believe that every student should be in class and on time every day possible to make the most of their learning experience. If a student is tardy to class, he/she will be assigned a lunch detention and then given a pass to class. If a student is tardy to more than one period a day or fails to show up for a scheduled lunch detention, he/she will receive additional consequences. Specific details will be shared with students during the first week of school.

TEACHER COMMUNICATION

Communication between parents and teachers is essential to the success of students. While teachers do not have immediate access to a telephone, all of them have been issued a laptop with internet access from school and home. E-mail addresses will be shared with students during the early days of each semester. Staff members' e-mail addresses also can be found on the school's webpage at www.leesville.org. Parents are encouraged to use this communication tool to enhance the achievement level of their students. 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 SPAN.

TELEPHONE MESSAGES

Personal telephone messages for students will not be accepted or delivered, except in emergency situations. Callers need to clearly identify to the main office staff any telephone calls related to emergency situations.

TELEPHONES

Pay phones are available for student use before and after school as well as during lunch periods. **Students are not allowed to use the pay phones during class time.**

TEXTBOOKS

When textbooks are issued to students, they become 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.

TRESPASSING

- No student shall be on the Leesville Road Elementary School campus, Leesville Road Middle School campus, or the campus of any other school in the Wake County Public School System during the school day without the knowledge and consent of the officials of the school that he/she is visiting.
- 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.
- 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.

VISITORS

- All visitors are required to report directly to the main office upon entering the school building. Furthermore, they will be required to sign in using the Lobbyguard kiosk in the main office and wear the visitor badge during their entire time on our campus.
- Students from other Wake County schools, as well as out-of-town children, are not permitted to come on the Leesville Road High School campus during regular school hours without the prior approval of the principal.
- All staff members are required to report any suspected unauthorized visitor(s) to the administration.

WIRELESS COMMUNICATION DEVICES AND NUISANCE ITEMS

- Board Policy 6426.1 – Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/MP3 players, and electronic games, or similar devices until after the conclusion of the instructional day. Leesville Road High School is not responsible for loss or theft of wireless communication devices and laser pointers.
- Items such as skateboards, IPODS, walkmans, tape recorders, cameras, radios, baseball bats, video games, CD players, cell phones, laser pointers, sunglasses, dice,

etc. which distract or disturb the instructional program at Leesville Road High School will be confiscated and returned to the owner according to the chart of consequences found on page 23.

- These items will not be allowed to be on display at activities on campus during the school day.
- Skateboarding and roller-skating are not permitted on our campus at any time.
- We will provide as much security as possible for confiscated items; however, we are not responsible for their loss.

Student Recognition Program

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

A. Honor Roll

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

B. Honor Cards

Honor cards are distributed annually to those students who have a 3.0 grade point average for the previous semester. The cards provide discounts to area businesses as a means of motivating students toward academic achievement. This program is sponsored by the Academic Boosters, a group of committed parents who promote academic achievement.

C. Athletics

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

D. Awards Day

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

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

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

E. Graduation Activities

- (1) Senior Assembly - This annual event at the end of the school year showcases the senior class in a variety of ways such as special speeches by seniors and the presentation of the senior slide show. Senior scholarship winners also are announced at this assembly.
- (2) Graduation Ceremony - The class salutatorian and valedictorian, and presidents of the senior class, National Honor Society, and student body deliver individual commencement speeches.
 - a. National Honor Society, National Art Honor Society, National Spanish Honor Society, and International Thespian Society members in good standing may wear special cords.
 - b. Students with membership in honor organizations wear unique tassels.
 - c. The top 10 juniors with the highest academic averages serve as marshals for the senior class.

Bell Schedules
Regular Bell Schedule

	Warning Bell	7:18			
	Period 1	7:25 – 8:48			
	Pride Period	8:51 – 9:11			
	Period 2	9:17 – 10:40			
A Lunch	10:46 – 11:21	Period 3	10:46 – 11:28	Period 3	10:46 – 12:09
Period 3	11:26 – 12:49	B Lunch	11:28 – 12:03	C Lunch	12:14 – 12:49
		Period 3	12:08 – 12:49		
		Period 4	12:55 – 2:18		

2 ½ -Hour Early Release on Specified Fridays
(9/17, 10/22, 12/3, 2/11*, 3/11, 4/8)

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

*See Winterfest Assembly schedule for Feb. 11

1-Hour Delay Bell Schedule

Warning Bell	8:18		
Period 1	8:25 – 9:36		
Period 2	9:42 – 10:53		
A Lunch	10:59 – 11:34	Period 3	10:59 – 11:41
Period 3	11:39 – 1:02	Period 3	10:59 – 12:22
		B Lunch	11:41 – 12:16
		C Lunch	12:27 – 1:02
		Period 3	12:21 – 1:02
		Period 4	1:08 – 2:18

2-Hour Delay Bell Schedule

Warning Bell	9:18		
Period 1	9:25 – 10:16		
Period 2	10:22 – 11:13		
A Lunch	11:19 – 11:54	Period 3	11:19 – 12:01
Period 3	11:59 – 1:22	Period 3	11:19 – 12:42
		B Lunch	12:01 – 12:36
		C Lunch	12:47 – 1:22
		Period 3	12:41 – 1:22
		Period 4	1:28 – 2:18

Fall Pep Rally Bell Schedule (October 8, 2010)

Warning Bell	7:18		
Period 1	7:25 – 8:40		
Period 2	8:46 – 10:01		
A Lunch	10:07 – 10:42	Period 3	10:07 – 10:47
Period 3	10:47 – 12:07	Period 3	10:07 – 11:27
		B Lunch	10:47 – 11:22
		C Lunch	11:32 – 12:07
		Period 3	11:27 – 12:07
		Period 4	12:13 – 1:28
		Classes Called	1:28 – 1:35
		Pep Rally	1:35 – 2:18

Winterfest Bell Schedule (February 11, 2011)

Warning Bell	7:18
Period 1	7:25 – 8:05
Period 2	8:11 – 8:51
Period 3	8:56-9:36
Period 4	9:42-10:22
Classes Called	10:25-10:35
Assembly	10:40-11:35
Return to Pd. 4	11:38-11:48

Senior Assembly Bell Schedule (May 27, 2011)

Warning Bell	7:18
Period 1	7:25 – 8:15
Period 2	8:21 – 9:05
Classes Called	9:08 – 9:15
Assembly	9:20 – 10:30
Return to Pd. 2	10:35 – 10:46

A Lunch	10:46 – 11:21	Period 3	10:46 – 11:28	Period 3	10:46 – 12:09
Period 3	11:26 – 12:49	B Lunch	11:28 – 12:03	C Lunch	12:14 – 12:49
		Period 3	12:08 – 12:49		
		Period 4	12:55 – 2:18		