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RALEIGH, NORTH CAROLINA 27613

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July 10, 2015

Dear Leesville Road High School Students and Parents:

I hope that all of you are having a restful and relaxing summer. Preparations for the upcoming 2015-2016 school year are well underway, and we are looking forward to an outstanding year.

The purpose of this communication is to help facilitate a smooth opening of school on August 24 for our students. This packet includes important information for the start of the 2015-2016 school year. Students will also receive information specific to their grade levels. Freshmen will receive information pertaining to Freshman Orientation. Sophomores will receive their student parking form. Juniors and Seniors will receive both a student parking form and off-campus lunch form. Please read all forms carefully and note that all fines and fees must be paid prior to obtaining an off-campus lunch or parking pass. This entire packet is posted on the school's website at [www.leesville.org](http://www.leesville.org).

In addition to the information contained in the remainder of these documents, I wanted to bring to your attention a few important updates. We will continue to utilize SMART Lunch as a structure to combine lunch with opportunities for students to receive help from teachers, utilize the media center, and participate in clubs and intramurals. In order to continue to utilize SMART Lunch, we need to see more students attending teacher tutorials on a consistent basis. We will clarify expectations with students once the year begins and attempt to increase incentives for students to attend tutorials. Please help us by talking with your child about the importance of using SMART Lunch for more than an extended lunch period. We have shortened SMART Lunch by four minutes and added that time back into classes. An updated copy of our bell schedule is posted on our website for your planning purposes. Also, the way in which students access HomeBase/PowerSchool has changed. The links on our website are still active, but as of July 6, 2015 students must first create a new login through NCEdCloud. Students need their Student ID Number to begin the process. Part of this process will ask students to answer five security questions that will be used if they forget their username or password. Please encourage your child to keep these answers in a safe place. Instructions for students to claim their NCEdCloud account are included in this email.

We will host our fall Meet the Teacher Open House on August 20 from 6:00 p.m. to 8:00 p.m. The evening will begin with a general information session in the gymnasium, and then parents will be given the opportunity to follow their child's schedule and learn about specific class curriculum and procedures. In order to have enough space in the classrooms for parents, students should not attend. They will hear this information at Freshmen Orientation or when school begins. If you are unable to attend the Open House, all information will be distributed on the first day of school.

Families will receive a second summer email during the first week of August that will include information on accessing class schedules, drop/add procedures, and information from parent groups.

I look forward to working with all of you during the 2015-2016 school year.

Warm regards,

A.J. Muttillio

## ***Summer Hours***

***June 15-August 14, 2015***

Main Office 870-4250	Monday – Friday	7:00 a.m. – 3:00 p.m.
Student Services 870-4260		

## ***Important Calendar Dates***

August 3	Schedules will be available to parents and students for viewing via NCEdCloud and PowerSchool Homebase beginning August 3.  While every effort is made to provide students the courses that they desire, some popular courses fill quickly so we must utilize available alternates or unfilled courses to complete schedules. For students who have an error in their schedule or have been assigned a class that they did not select as a primary or alternate, we will hold a drop/add session on August 13, 8:00 am - noon in the Media Center. Please note that changes will not be granted to accommodate teacher changes. Also, changes will not be made because a student "changed his/her mind" since staffing decisions have been made based on students' course selections during spring registration.
August 19, 8:00 AM – 10:30 AM	Pride Launch (Freshman Orientation) for students and parents
August 20, 6:00-8:00 PM	Fall 2015 Semester One Open House

## ***Bus Transportation***

All students who may utilize bus transportation this year must register with transportation, even if they have been assigned to a bus in previous years. The link to register is <http://www.wcpss.net/Page/9560>.

## ***Fall Athletic Tryouts \****

Fall sports begin prior to the first day of school. In order to participate in tryouts, athletes must receive a ticket to play to ensure proper eligibility. Tickets to play for fall sports will only be given out July 27-29 from 9:00 a.m. to 11:00 a.m. in the multipurpose room of the Murphy Building. Prior to receiving a ticket to play, athletes must complete all nine pages of the WCPSS/LRHS Athletic Participation Forms. The packet can be accessed through our website at <http://leesville.org/Athletics/index.htm>. Part of this packet requires all athletes to have a completed physical exam form. The physical exam must be current within one year of tryouts

and athletic participation. Completed participation packets may be turned in to the main office prior to July 27. **Athletes without a ticket to play will not be able to try out for a sports team.** If you have questions, Mr. Jack Rogers, Athletic Director, can be contacted at [jrogers@wcpss.net](mailto:jrogers@wcpss.net).

Cheerleading (JV & Varsity)	August 3	8:00-11:00 AM & 5:00-7:00 PM (Multipurpose Room)
Cross Country	August 1, 3, 4, 5, 6 (Inc. Sat.)	7:00 AM (Track)
Football	August 1	6:15 AM (Stadium)
Women's Golf	July 30	10:00 AM Informational Meeting (Room 107) Tryouts begin August 3
Men's Soccer (JV & Varsity)	August 3-5 (Ball, running shoes, and water required)	8:00-10:00 AM and 4:00-6:00 PM (Middle Practice Field)
Women's Tennis	August 3, 4, 5	4:30-6:30 PM (Tennis courts)
Volleyball (JV & Varsity)	August 1	7:30-9:30 AM (Main Gym)

**\* Dates are subject to change. Please refer to the LRHS website <http://leesville.org/> for the most current information.**

### ***Class of 2016 Senior Portraits***

Prestige Portraits is communicating information about 2016 Senior Portraits through a new text messaging campaign. If you are interested in receiving occasional reminders, information, and special offers from Prestige, you can text "Leesville" to 99000. Also, you can go to [prestigeportraits.com](http://prestigeportraits.com) to schedule your session now. Portraits need to be taken by mid-November in order to be included in the yearbook.

### ***2016 Yearbook Information:***

The 2016 *Menagerie* will be available for pre-order through [jostensyearbooks.com](http://jostensyearbooks.com) beginning in early September. The price will start at \$70 and will increase as the year progresses. Distribution will take place at school during the final week of May. Families of seniors will receive senior ad information in the mail during September; recognition ads range in price from \$125 (eighth of a page) - \$375 (full page). The deadline for ads is November 15. Business ad space is also available in the yearbook. Contact Joni Amerson at [jamerson1@wcpss.net](mailto:jamerson1@wcpss.net) if you are interested in advertising your business.

### ***School Portraits and ID Cards:***

Lifetouch will be on campus Wednesday, September 9 for underclassmen portraits. Students are scheduled throughout the day according to their last names. Lifetouch provides Leesville ID cards for all students who have their photos taken.

Seniors will have the opportunity to have retakes taken on campus Wednesday, September 2. Lifetouch will be back on campus in February for cap and gown photos for seniors.

### ***Graduation Announcements, Caps, and Gowns***

Seniors should order their graduation announcements, caps, and gowns on September 11 during lunch. There will also be an opportunity for parents to place orders on September 10 from 5:30-7:00 PM in the front lobby. The make-up order day will be September 17, also during lunch. A \$60 deposit is required to place an order, and seniors will receive a packet from Jostens during their senior class meeting on September 3. Questions regarding graduation items should be directed to Jostens at 919-789-8500.

### ***Class Ring Orders***

Jostens will be on campus during lunch on September 10 to accept ring orders. There will be an opportunity for parents to view the selections and place orders on September 10 from 5:30-7:00 PM in the front lobby. Questions regarding rings should be directed to Jostens at 919-789-8500. The make-up day to order rings will be September 17, also during lunch.

### ***AP Assignments***

AP summer assignments are posted on the school's website at [www.leesville.org](http://www.leesville.org). If you have questions regarding AP summer assignments please contact Student Services at 919-870-4260.

### ***Band News and Notes***

The Ninth Grade Band, Concert Band, and Symphonic Band enjoyed a very successful year! All three bands were awarded "superior" ratings in the NC Music Performance Adjudication Festival and all gave outstanding concerts throughout the year!

The 2015-2016 LRHS Band Program is well on its way to another truly outstanding year. The Symphonic Band had its first summer rehearsal on June 9th and will meet at school for Pre-Band Camp during the week of July 20-24 at 6:00pm. During these rehearsals, the seniors will teach marching fundamentals. The 21<sup>st</sup> Band Camp for the Symphonic Band will be held from July 26 through August 1 at Lees-McRae College in Banner Elk, NC. The purpose of Band Camp is to learn the Fall Marching Show and to prepare for the upcoming season. The Ninth Grade Band and Concert Band will begin their rehearsals once the school year begins.

Those who might be interested in becoming a member of the LRHS Band Program need to speak with Ms. Alyssa Montgomery to schedule an audition. You may call 919-870-4297 or email [amontgomery@wcpss.net](mailto:amontgomery@wcpss.net) to do so. To find out more about the activities of the Band Program, please visit our website, [leesvilleband.org](http://leesvilleband.org).

### ***Parents of Freshmen or Transfer Students New to LRHS***

Pride Launch Freshman Camp will be Wednesday, August 19 from 8-10:30 and you must register if you or your student(s) plan to attend! Please visit the LRHS homepage for the registration link or enter it from below. Questions can be directed to [mprice5@wcpss.net](mailto:mprice5@wcpss.net).

<https://docs.google.com/forms/d/1FxQ9kvuDgYKigzUhW5gn96yLnBNnIAz6Gptu5ST8cp0/vievwform>

### ***Booster Clubs***

If you wish to have an informational table at Pride Launch Freshman Camp for the parents and students to visit, please contact Mr. Price at [mprice5@wcpss.net](mailto:mprice5@wcpss.net).

### ***SAT Registration Deadlines***

2015-16 Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 3, 2015	SAT & Subject Tests	September 3, 2015
November 7, 2015	SAT & Subject Tests	October 9, 2015
December 5, 2015	SAT & Subject Tests	November 5, 2015
January 23, 2016	SAT & Subject Tests	December 28, 2015
March 5, 2016	SAT Only	February 5, 2016
May 7, 2016	SAT & Subject Tests	April 8, 2016
June 4, 2016	SAT & Subject Tests	May 5, 2016

Students may register for the SAT via the College Board at [www.collegeboard.com](http://www.collegeboard.com). Please note that LRHS is an SAT testing site.

### ***PSAT Date***

The PSAT will be administered to all 10<sup>th</sup> graders on October 14, 2015. Juniors may choose to register and pay the \$15 registration fee. There is no make-up date offered by Wake County.

### ***AP Test Registration***

AP test registration dates will be announced at a later date, but they typically begin in late February. AP tests will be free again this year unless students are taking a test for a course not offered at LRHS. The fee is \$91. AP testing begins May 2, 2016.

### ***State ACT Test Date***

All juniors are tentatively scheduled to take the ACT at LRHS on March 8. The make-up day is March 22. Any change of date will be communicated. No other grades are eligible to take the ACT during this test administration.

### ***National ACT Test Dates***

The ACT test dates are September 12, October 24, December 12, April 9, and June 11. More information about this test can be obtained from the Student Services office.

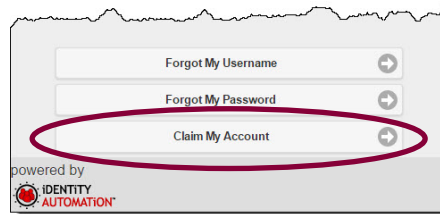


Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

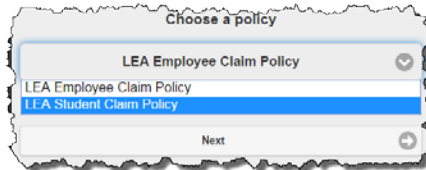
## Claim Your NCEdCloud (IAM) Account

1. Using Google Chrome or Firefox, visit <http://my.ncedcloud.org> .



2. Click **Claim My Account**.

3. Select **LEA Student Claim Policy**.

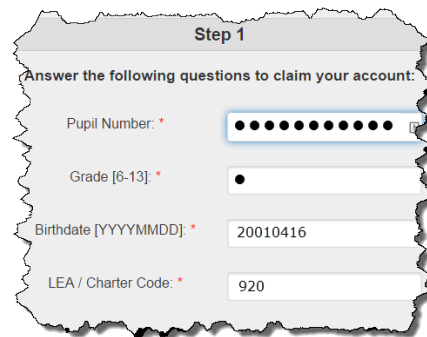


4. Click **Next**.

5. Enter the required information.

**Note:**

- **Pupil Number** is your **Student ID** number assigned from PowerSchool.
- **Grade [6-13]** – Enter student grade for the 2015/16 school year. If account is claimed before July 6<sup>th</sup>, use the 2014/15 grade level.
- Follow the required format for Birthdate.
- LEA/Charter Code is 920.



6. Click **I'm not a robot**.



**Note:**

- If prompted, follow the instructions on the next page that appears (e.g., Select all images with salad.) and click **Verify**.

7. Click **Next**.

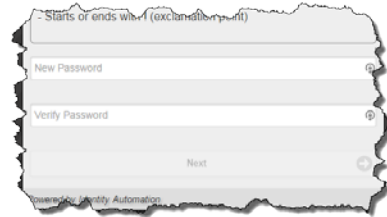
8. Create a **new password** and verify.

**Note:**

- You must type your password once on each line to ensure your passwords match.

Passwords **must**

- Be between 8 and 16 characters long
- Contain at least one uppercase character
- Contain at least one lowercase character
- Contain at least one numeric digit

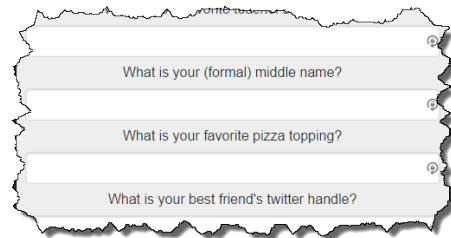


9. Click **Next**.

10. Answer **at least 5** of the security questions.

**Note:**

- These questions will be used in the event you forget your password.



11. Click **Next**.

- A confirmation page is displayed.

12. **Print** the confirmation page and **save** it in a secure location.

13. Close the window. You may now log into the NCEdCloud system by visiting <http://my.ncedcloud.org>.

If additional assistance is needed, let your teacher know so assistance can be provided.

**Reminder - Beginning July 6, 2015:**

- Visit <http://my.ncedcloud.org> to log into Canvas, PowerSchool, and SchoolNet.
- Use your **Student ID** and use the password you created to access the NCEdCloud single sign-on system.



# 2015-2016 Student Parking Form

Leesville Road High School Students who possess a valid North Carolina driver's license may request a parking space by mail. The parking fee established by the Wake County Board of Education for the 2015-2016 school year is \$170. Fees will be reduced by \$17 per month beginning October 1. To request a space, please read the rules on the back of this form governing the operation of a vehicle on the campus and fill out the requested information. Additional copies of this form will be available in the school's main office.

**On-line payments:** Online school payment system is available on our website, [www.leesville.org](http://www.leesville.org).

**Please note that all students must clear all fees and fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fees or fines at Leesville Road High School or any other school in the Wake County Public School System.**

<b>Name of Student</b>		<b>Grade for 2015-16</b>	
<b>Parent Phone #</b>		<b>Date of Birth</b>	
<b>Home Address</b>			
<b>1<sup>st</sup> Vehicle</b>	<b>Year/Make/Model/Color</b>		
	<b>License Plate Number</b>		
<b>2<sup>nd</sup> Vehicle</b>	<b>Year/Make/Model/Color</b>		
	<b>License Plate Number</b>		
<b>Please attach a photocopy of your North Carolina Driver's License to this form. <i>Your application will not be processed without (1) the completed application, (2) a check made payable to Leesville Road High School, or Online School Payment receipt and (3) the photocopy of the license. (We do not make photocopies at school) Incomplete applications will not be processed.</i></b>			

Please return this form in an envelope marked "Parking Request" to the following address by August 7:  
Leesville Road High School  
8410 Pride Way  
Raleigh NC 27613

Completed Parking Applications received by August 7 will be processed and passes mailed to the address of record. After that time they can be picked up the night of Open House, August 20, from 4:30 to 6:00 pm.

While spaces are available, students may purchase a parking space throughout the year. Fill out and drop off all paperwork to the main office. There will be a 24 hour waiting period. **DO NOT** bring a vehicle to campus until your parking request has been processed and you have received your parking tag.

**No parking request will be processed without signed validation of the following statement:**

*As evidenced by my signature, I agree to all of the enclosed rules pertaining to operating a vehicle on the Leesville Road High School campus. Furthermore, I am aware that towing a vehicle at the expense of the owner is one option that may be exercised for failing to abide by these rules.*

<b>Student Signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	

*Please see reverse page for rules pertaining to this privilege. ➔*



## **2015-2016 Leesville Road High School Parking Regulations**

1.	The parking fee established by the <b>Wake County Board of Education</b> for the 2015-2016 school year is <b>\$170</b> . Beginning October 1, fees will be reduced by \$17 per whole month.
2.	Parking permit applications will be available to drivers with a valid North Carolina Driver's License only as announced by the principal.
3.	All students who park a motor vehicle on the Leesville Road High School campus must display the current hanging tag permit. The tag must be hung from the inside rear view mirror facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
4.	Vehicles must be parked in assigned spaces. The only spaces available for student parking are located in the student parking lot. Students may not park on the roads on, or surrounding, the campus. Furthermore, students may not park in any faculty parking lot, along the curb, in the back circle, or on the campuses of Leesville Road Elementary School or Leesville Road Middle School. Vehicles parked in the wrong space, or in unauthorized areas, <b>will be booted and/or towed</b> at the owner's expense and the permit will be subject to revocation without refund.
5.	Vehicles should be parked front-end first. Backing into spaces is not permitted.
6.	The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour on campus. Seat belts are required for drivers and <b>all</b> passengers.
7.	Speeding and reckless driving are prohibited. Exiting from the student parking lot in the afternoon will be held until buses clear the area. Citations will be issued as necessary.
8.	Supervision is provided for parking lots; however, Leesville Road High School and the Wake County Public School System are not responsible for damages to, or theft from, vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
9.	A student's vehicle is subject to search in the case of reasonable suspicion regarding the presence of drugs, alcohol, stolen property, or other contraband in the car.
10.	Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
11.	Refunds for parking fees will be made if the student moves out of the Wake County Public School System. All refunds will be made <i>prorate</i> .
12.	If a student holding an assigned parking space transfers within WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees provided the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
13.	Parking fees will <b>NOT</b> be refunded for: <ol style="list-style-type: none"> <li>a. Voluntary withdrawal from school (dropping out);</li> <li>b. Long-term suspension from school;</li> <li>c. School-based disciplinary action related to loss of parking privilege; OR</li> <li>d. Loss of driving privilege due to revocation of operator's license.</li> </ol> All other refund requests are at the discretion of the principal.
14.	Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another, but may NOT be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges. Spaces may NOT be shared by students.
15.	Inform the office immediately of any vehicle or license plate changes.
16.	Lost parking tags will be replaced once. Report lost tags to the office promptly.
17.	School Board Policy 6410.10 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
18.	Loitering in the parking lot is prohibited. Students need to leave the parking lot immediately upon arriving to school. Written permission from an administrator must be obtained to be in the student parking lot during school hours.
19.	Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy 7180, students who violate parking regulations are subject to any or all of the following consequences: <ol style="list-style-type: none"> <li>a. Revocation of parking privilege;</li> <li>b. Ticketing;</li> <li>c. Booting</li> <li>d. Towing and storage of the vehicle, at the owner's expense;</li> <li>e. Disciplinary action; OR</li> <li>f. Criminal charges as prescribed by law.</li> </ol>
20.	Handicapped parking is only available as needed on an assigned basis. Tag must be obtained from the City of Raleigh.
21.	Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations and call the school for clarification of any matter about which there are questions.
22.	All students must clear all fees and fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fees or fines at Leesville Road High School or any other school in the Wake County Public School System.