



August 3, 2015

Dear Students and Parents/Guardians:

I hope you are enjoying your summer vacation. We are looking forward to your arrival at Leesville Road High School for the opening of school.

Student schedules have been completed. We have made every effort to schedule students according to the registration sheets that were submitted in May. Our goal is to have student schedules as accurate as possible by the first day of school to minimize interruptions to instructional time. Student schedules are now viewable in PowerSchool. As communicated earlier this summer, students must create an account through NCeCloud in order to access their schedules in PowerSchool. The instructions are included in this email for your convenience.

Changes to schedules will be minimal and will only occur if there are errors or if you are assigned to a class that was not on your registration sheet. The only changes that we will be able to consider are listed on the attached *Schedule Information for 2015-2016* document. Our schedule adjustment session will be held on August 13 from 8:00 a.m. to 12:00 noon in the media center. Students may also send questions via email to Mr. Greene, our Dean of Students, at egreene@wcpss.net.

Our staff has organized a Freshmen Orientation, *Pride Launch to 2019*, for both parents and students. Orientation will be held for students and parents on Wednesday, August 19th from 8:00 – 10:30 AM. This program will give our new ninth graders an opportunity to meet their teachers, learn about Leesville Road High School (including clubs and organizations), and meet new friends. Parent sessions will provide important information about high school and an opportunity to interact with a panel of experienced LRHS parents and staff members.

The Fall ***Meet the Teachers Open House*** will be held on Thursday, August 20th from 6:00 – 8:00 PM for all Leesville Road High School parents. This open house will begin with a general information session in the main gymnasium, followed by an opportunity for parents to follow their child's schedule and hear from their child's teachers. Due to classroom space limitations, we ask that students not attend the Meet the Teachers Open House.

The first day of school is August 24th. Classes start at 7:25, and students should report to their first period class between 7:18 AM and 7:25 AM. There will be a list of all students posted around the school with their first period room number printed next to their name. Students will receive an updated copy of their schedule in first period classes.

Please review the remaining documents for additional information that you and your students will need for the opening of this school year.

Sincerely,

A.J. Muttillio
Principal

1. **Off-Campus Lunch Pass:** Seniors and juniors may pick up a previously-requested lunch pass or apply for a lunch pass in the **Murphy Building Lobby** on August 20th from 4:30 p.m. – 6:00 p.m.
2. **Parking Pass:** Students may not park on campus without a valid LRHS parking permit. Students must have a valid N.C. Driver's License to purchase a parking permit. All students must use their assigned parking spaces starting August 24th. The charge for parking on campus is \$170.00. Payments can be made online by visiting our school website or by check made payable to Leesville Road High School. Forms for requesting a parking pass were made available to all students through the July emailing. Parking pass requests sent to the school by August 7th were processed and mailed. Students who are requesting a parking space and did not submit a form by August 7th should get a form from the LRHS website or main office. The completed paperwork should be submitted to the main office. Please be advised that there will be a 24-hour waiting period, so do not bring a vehicle to campus until your parking request has been processed and you have received your parking tag. **No parking pass applications will be processed if there are outstanding fines or fees.**
3. **Traffic:** Parent drop off and pick up should be in front of the main building only. The parking lots behind the school are reserved for students and selected staff members only. A single lane is used for entry to the student parking lot in the mornings. Entry to the parking lots behind the school is prohibited from 2:00 – 2:45 p.m. due to the students' use of both lanes to exit the campus during this time period. To park on campus during school hours, a valid LRHS parking permit must be displayed in a student's vehicle at all times. Students MAY NOT park on the circle or any of the driveways at any time.
4. **Lunch Prices:** Lunch prices for the 2015-2016 school year are \$2.25 for a plate lunch and \$.40 for a reduced price lunch.
5. **Bell Schedules:** The following bell schedule will be used on our campus in the absence of special events, such as assemblies, and/or delayed openings due to inclement weather:

Bell Schedule

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

6. **Bus Routes:** The bus routes for the 2015-2016 school year should be posted on the WCPSS transportation website on August 18th. **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>. To avoid processing delays, families should register immediately. Once assigned, students must always know their route number. Bus numbers may change throughout the year; however, route numbers will remain constant. Buses are parked in the bus parking lot according to route numbers.
7. **SMART Lunch:** Included with this email, you will find a Question and Answer Document that explains SMART Lunch in more detail. In order to get students out of the student lot in a timely manner, we will dismiss with two lanes of traffic from the student parking lot every day during the first fifteen minutes of SMART Lunch. Additional Information will be communicated with students during the first week of school.



Schedule Information for 2015-2016

Schedule Access

- Schedules will be posted through NCEdCloud and PowerSchool on August 3.
- Students must reset their PowerSchool Account by claiming their NCEdCloud account. Instructions on how to do this are included in this mailing and are posted on the school's website.
- Parents may continue to use their PowerSchool Username and Login from last year.
- If parents need to create a PowerSchool Account, instructions and forms are included in this mailing and are posted on the school's website

Schedule Adjustments

Efforts have been made to ensure that you have the classes you requested; however, errors sometimes occur in the scheduling process.

Schedule adjustments will be considered in the following situations:

- A senior who needs a class to graduate
- A student who was retained at the end of the 2014-2015 school year and needs a particular course to be promoted at mid-year
- A student who is enrolled in a class he/she has already passed
- A student who has a class out of sequence (for example, Spanish II before Spanish I)
- A student missing a class (for example, no 2nd period class listed)

Schedule Adjustment Procedures

- Students who have questions about their schedule **that fall under one of the categories listed above** may send an email to Mr. Greene, egreene@wcpss.net.
- Students who have questions about **electives or level changes** should attend the Drop/Add Session on August 13.
- If an email is sent, allow two school days for a response and please do not send duplicate emails as this slows down the response time.
- **SENIORS WILL RECEIVE PRIORITY FOR SCHEDULE ADJUSTMENTS**
- **DROP/ADD SESSION-AUGUST 13, 8 AM TO 12 NOON in the Media Center**

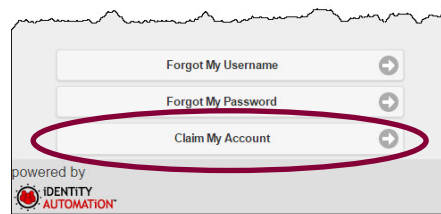


Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

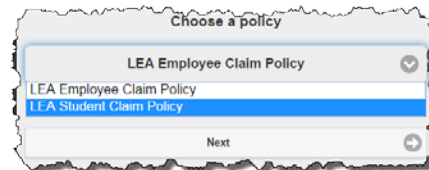
Claim Your NCEdCloud (IAM) Account

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 6th, use the 2014/15 grade level.
- Follow the required format for Birthdate.
- LEA/Charter Code is 920.

Step 1

Answer the following questions to claim your account:

Pupil Number: *

Grade [6-13]: *

Birthdate [YYYYMMDD]: *

LEA / Charter Code: *

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.

Leesville Road High School

S.M.A.R.T. Lunch

1. What is S.M.A.R.T. Lunch?

Students Maximizing Achievement Relationships and Time is a block of time after third period that gives students an opportunity to attend tutorials to help them reach their academic goals. Students with D's or F's are expected to attend SMART Lunch tutorial at least twice a week until they have improved their grades. Students earning a B or C who wish to improve their grades are encouraged to attend a tutorial at least once a week. SMART Lunch, if used properly, can change the fundamental work habits of our students, increasing their accountability to better prepare them for life after high school. During the 53 minute lunch period, students may also attend club meetings, study or use computers in the media center or computer lab, and participate in intramurals. Students may drop by Student Services to meet with a counselor or participate in group sessions. The Career Development Center will offer students the opportunity to attend meetings with representatives from the Armed Services, colleges, and universities. The Career Development Center will also have several guest speakers who will share their experiences with students during SMART Lunch throughout the course of the school year.

2. How long will the lunch period be and how will it function?

Students could potentially have 53 minutes for lunch. This schedule provides students with the opportunity to eat lunch and attend tutorials. A bell will ring halfway through SMART Lunch to prompt students to move to another location and activity. Students will have six minutes after SMART Lunch to report to their fourth period class.

SMART Lunch Bell Schedule

1 st Period	7:25 - 8:50
2 nd Period	8:56 - 10:23
3 rd Period	10:29 - 11:54
SMART Lunch	11:54 - 12:47
4 th Period	12:53 - 2:18

3. Where can students eat during SMART Lunch?

Only a portion of the students will be in the cafeteria at any given time during SMART Lunch. Students may eat lunch in the cafeteria, multipurpose room, first and second floor locker bays in the main building, the courtyard or in a teacher's classroom (with permission). Wherever students choose to eat they must be responsible for throwing their trash away.

4. What locations are and are not available to students during SMART Lunch?

Students are permitted in the following areas during SMART Lunch:

Media Center, classrooms, courtyard, cafeteria, computer lab, locker bays in the main building, multipurpose room, Student Services, Career Development Center and in the auxiliary and main gym (only if they are participating in intramurals). Students may not loiter in the bathrooms, stairwells or hallways. Any junior or senior returning to campus before the end of SMART Lunch may not loiter in the student parking lot. Students may not eat lunch in the student parking lot. Any student found leaving campus without permission will receive a disciplinary action. Students are also reminded that the campuses of

Leesville Elementary and Leesville Middle Schools and all athletic fields are off-limits during SMART Lunch. We will provide adequate supervision during SMART Lunch.

5. What are the benefits of SMART Lunch for students and staff?

SMART Lunch encourages students to take responsibility for their own education. Students are also encouraged to seek opportunities to become invested in the Leesville Community. SMART Lunch provides students with a plethora of opportunities during the school day to participate in tutorials, enrichments, intramurals and clubs. Students will have the opportunity to meet with counselors and attend recruitment meetings from the Armed Forces, colleges and universities during SMART Lunch; which will decrease the number of classroom interruptions. Teachers will have time during the school day for department and professional learning team meetings, giving teachers more time to participate in conferences and meetings in the afternoons that directly impact your children. With the new SMART Lunch schedule all of our students will have the same opportunities to access academic support.

6. What are the expectations for the Media Center during SMART Lunch?

The Media Center will be available for student use each day for the duration of SMART Lunch. Students may use the computers to conduct research or complete assignments. Students may work in small collaborative groups or study independently. Students are not allowed to bring food or drink into the Media Center. Students who are found eating or drinking will be asked to leave. Behavior that is not conducive for learning will not be tolerated.



August 3, 2015

Dear Leesville Road High School Families:

It's hard to believe, but the new school year is almost upon us! The staff and faculty have been hard at work over the summer preparing for the return of students. Your PTSA has also been busy preparing for the numerous ways we support Leesville Road High School. Did you know we provide breakfast for new teachers at their new teacher orientation, as well as for all of the staff on their first day back to school? We also help to sponsor Pride Launch, the program to welcome freshmen and students new to LRHS. And don't forget you can show your school Pride with our latest Spirit Wear. These are just a few of the many activities your PTSA supports throughout the school year.

From staff appreciation to student recognition programs and more, the LRHS PTSA relies on YOU, our volunteers, to make things happen. I would encourage you to take a step to increase your involvement this year. If you were a dues-paying member last year – Thank you! Consider stepping up and joining a committee this year. There are opportunities for everything from donating or helping at a one-time event, to coordinating our volunteer database, to co-chairing a committee – no matter when or how much you can help, there is something for you. And we can't be successful without you. It's easy to volunteer – just fill out the PTSA volunteer form on the school website or [click here](#). Despite what your teenager might say, students appreciate that their families are involved and active in their education. New this year, you can also join the PTSA and pay your dues online. Just look for the Join Now button or [click here](#). Your dues, income from Spirit Wear sales, and funds we received when you link your Harris Teeter or Target cards are our fundraisers for the year.

The mission of Leesville PTSA is to encourage and support our parents, teachers and students. Our main areas of involvement are:

- Academic Recognition (Honor Roll, Academic Excellence Breakfast, Scholarships)
- Staff Appreciation (Welcome Back Breakfast, Coffee Cart, Monthly Treats, End of Year Luncheon)
- Programs for Parents & Students (College Panels, Driver Safety, Principal's Chats)
- Communication (Yahoo Email, Bi-Monthly Principal Bulletin)
- School Technology & Projects (Funding Instructional Materials, Facility Improvements, Staff Development, Student Support)

There are many ways you can be involved and support your students and teachers through our programs:

- **Be informed –**
 - Join the Yahoo e-mail list for regular updates about school, PTSA and Leesville Community activities.
- **Be involved –**
 - Volunteer – Help with an activity of your choice.
 - Attend a PTSA Meeting, Principal's Chat, or Parent Program.
- **Be supportive –**
 - Join PTSA – We do no active fundraising so we depend heavily on Memberships and Donations.
 - Link your grocery and store cards – no extra cost to you!

Contact information and a schedule of meetings and events are on the school website (www.leesville.org) under Parent Groups. We look forward to working together this year.

The start of a new school year is always an exciting time. Whether you have a freshman and this is your first glimpse into High School, or you have a senior with one foot out of the door, we are delighted your family is here! I am honored to be your PTSA President, and on behalf of the Leesville Road High School PTSA, would like to welcome all of you to the 2015-16 school year. With your support we will make this a fabulous year for all our students, staff and families.

Sincerely,

Tina Subasic, President

Kathy Culbreth, VP Academic Boosters

Lisa Lawrence, VP Communications

Stephanie King, VP Programs

Charmane Dail, VP Ways & Means

Cyndy Yu-Robinson, VP Staff & Student Support

Tama Blackburn, Treasurer

Caroline Rohs, Secretary

Wendie Hill, Past President