



August 1, 2016

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 new to North Carolina Public Schools must create an account through NCEdCloud in order to access their schedules in PowerSchool. The instructions are included in this email for your convenience. Students who used PowerSchool last year should use their same username and password. Parents who used PowerSchool last year should also use their same username and password. Parents new to a North Carolina Public School should request their own account. Forms can be found on our website at [forms](#). **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 2016-2017* document. Our schedule adjustment session will be held on August 4 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 2020*, for both parents and students. Orientation will be held for students and parents on Wednesday, August 24 from 8:00 – 10:30 a.m. 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 25 from 6:00 – 8:00 p.m. 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 29. Classes start at 7:25, and students should report to their first period class between 7:18 and 7:25 a.m. 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,

Anthony J. Muttillio
Principal

1. **Off-Campus Lunch Pass:** Seniors and juniors who submit completed paperwork prior to August 8, may pick up their lunch pass in the **Murphy Building Lobby** on August 25 from 4:30 p.m. – 6:00 p.m. Students may also request a lunch pass during this time by submitting notarized paperwork or having a parent accompany them to sign the paperwork. Students who request a lunch pass prior to August 8, will be able to use an “express lane” to limit their time in line. For both the Off-campus Lunch Pass as well as the Parking Pass (mentioned below), we are encouraging students to submit paperwork prior to August 8 to facilitate an efficient process on August 25 and limit the time all students spend in line.
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 29. 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 8 were processed and mailed. Students who are requesting a parking space and did not submit a form by August 8 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. With student safety a priority, the back circle, all parking lots, and Pride Way should not be used for carpool. A single lane is used for entry to the student parking lot in the mornings. Entry to the parking lots behind the school is prohibited from 2:00 – 2:45 p.m. due to the students’ use of both lanes to exit the campus during this time period. To park on campus during school hours, a valid LRHS parking permit must be displayed in a student’s vehicle at all times. Students parked in any unauthorized location, including the middle or elementary school campuses, are subject to a possible fine, revocation of parking pass, or towing.
4. **Lunch Prices:** Lunch prices for the 2016-2017 school year are \$2.50 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 2016-2017 school year should be posted on the WCPSS transportation website around the third week of August. **All** students who may utilize bus transportation for the first time this year must register with transportation. The link to register is <http://www.wcpss.net/Page/9560>. Once you access the webpage, you will need to scroll down to see the registration form. To avoid processing delays, families should register immediately. Students who rode a WCPSS school bus last year should not need to register. 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 and available on our website.

Schedule Information for 2016-2017

Schedule Access

- Schedules have been posted through NCEdCloud and PowerSchool.
- Students can access their schedule through their PowerSchool Account if they have claimed their NCEdCloud account. Instructions on how to claim an account or retrieve account information are included in this mailing, are posted on the school's website or can be picked up in the Student Services Office.
- Parents should continue to use their PowerSchool Username and Login from last year.
- If parents need to create a PowerSchool Account, instructions are included in this mailing, are on the school's website or can be picked up in the Student Services Office.

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 2015-2016 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.
- **A schedule adjustment session will be held on August 4 from 8 AM to 12 Noon in the Media Center.**
- Students who have questions about **electives or level changes** should attend the Schedule Adjustment Session on August 4 from 8AM to NOON.
- 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.**

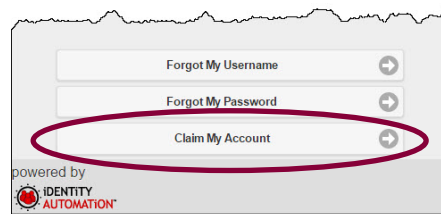


Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

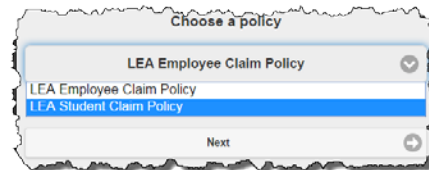
Claim Your NCEdCloud (IAM) Account

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



2. Click **Claim My Account**.

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



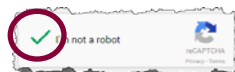
4. Click **Next**.

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.

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 also 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 the end of 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 are 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, hallways, or Murphy Building locker bays. 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 (including parking lots) 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 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.

Highlights for Seniors

- The class of 2017 Planning Guide will be posted on the school's website within the next few weeks. Seniors should review this guide to understand the college application process and how the counselors will assist them.
- The counselors, Dr. Muttillo, and the graduation coordinator, Ms. Dinkenor, will meet with the entire senior class on September 8 to go over important senior information.
- The Student Services Department will host a Senior Parent night on September 15 at 6:00 pm.
- Counselors will begin individual conferences with all seniors the third week of September.

Transcripts/Test Scores/NCAA

Official transcripts cannot be sent until the 20th day of school, September 26. There is no rush to send your transcripts early as most college deadlines are not until October or November.

Transcripts for Schools in North Carolina

1. Go to www.cfnc.org
2. You will need to create a CFNC account or retrieve your account
3. Click on Apply
4. Click on Transcript Manager
5. Follow the prompts
6. CFNC transcripts are free

Transcripts for Schools outside of North Carolina and for the NCAA

1. Go to : <https://wcpss.scribborder.com/>
2. Click the option for Current Students
3. Follow the Prompts
4. You will need to know the email address for the admissions office of the college to which you are applying.
5. The first three requests are free. After your third request, there is a \$5.00 charge.

Transcripts for Scholarships

1. Go To "Forms" on the LRHS website: www.wcpss.net/leesvillerdhs
2. Click on "Authorization for Release of Records"
3. Print the form (This form is also available in the Student Services Office)
4. In the "Documents Requested" column, write in the document you need from the suggested list
5. Bring the completed form to Student Services
6. Transcripts for scholarships are free

Common Application and Transcripts

Several Colleges and Universities, both public and private, utilize the Common Application Program. If you are applying via the Common Application program, **you will enter your counselor's email address and a request will be sent to your counselor by the Common Application program. Your transcript will be uploaded by your counselor and you will not need to request it.** A list of colleges/universities that use the Common Application can be found here: <https://www.commonapp.org/Login>

Sending Test Scores

- Colleges and universities must receive SAT and ACT scores directly from www.collegeboard.org or www.act.com . The Student Services Office does not send any test scores to college or universities.

Registering With the NCAA

- Go to www.eligibilitycenter.org and follow the instructions. Student Services does not give transcripts to college recruiters who request one without student and parental permission on file.