



August 8, 2017

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. Students new to North Carolina Public Schools must create an account through NCEdCloud in order to access their schedules in PowerSchool. Instructions are available on our website. Parents new to a North Carolina Public School should request their own account. Forms can be found on our website. We have completed our schedule adjustment session. Students who were not able to attend that session may send any questions via email to Mr. Greene, our Dean of Students, at egreene@wcpss.net.

Our staff has organized a Freshmen Orientation, *Pride Launch to 2021*, for both parents and students. Orientation will be held for students and parents on Wednesday, August 23 from 7:30 – 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 24 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 28. 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. I ask for your patience with carpool, bus transportation, and lunch during the first week. It always takes a few days for these processes to run efficiently. Please remember that carpool is in the front of the school only and not in the back or bus lots. I encourage parents to arrive prior to 7:00 a.m. to minimize carpool lines. Also, form two lines as you enter off of Pride Way. Always pull as far ahead as you can prior to dropping your student(s) off, and be cautious of students crossing carpool to get to the building. By following these tips, you can help ensure a safe and efficient carpool for everyone.

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

School Information 2017-2018

1. **Off-Campus Lunch Pass:** Seniors and juniors who submit completed paperwork prior to August 15, may pick up their lunch pass in the **Media Center** on August 24 from 4:00 p.m. – 5:30 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 15, 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 15 to facilitate an efficient process on August 24 and limit the time all students spend in line. **Please note that this year we are only accepting payments online and receipts must be printed out and included with the form.**
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 28. The charge for parking on campus is \$170.00. Payments **must** be made online by visiting our school website and receipts attached to completed parking forms. 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 7 were processed and mailed. Students who are requesting a parking space and did not submit a form by August 7 should get a form from the LRHS website or main office. The completed paperwork (including receipt for online payment) 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. **School Messenger Communication:** In conjunction with WCPSS, Leesville Road High School is now communicating via text messaging and email. We will no longer use phone messages to communicate general school information. The School Messenger Notification System will alert parents and staff on matters such as bimonthly bulletins, detention reminders, principal messages, school closings, early dismissals, attendance, special activities and school emergencies. **If you have been receiving text messages and emails from me, you are set up and don’t need to do anything.** If you have not been receiving text messages and emails, or if you are new to Leesville, you will first want to ensure that we have your current phone numbers and current e-mail addresses in PowerSchool. You can verify this information under student contacts when you use a computer (not the app) to access your parent PowerSchool account. If you need to make any changes to your numbers, please complete the Student Contact Form, sign it, and return it to Student Services. You can access the form on our website, under forms. It is also included as an attachment and linked [here](#) for your convenience. You will need to ensure that all contact information is correct, especially your email address and cell phone number. Lastly, the expanded service calls multiple phone numbers for all associated parents/guardians. You can choose how you would like to be contacted by using the new SchoolMessenger infoCenter website or infoCenter mobile app for Android and iOS. Review the *Parents’ Guide to infoCenter* (<http://bit.ly/sm-infocenter>) for instructions on setting up your infoCenter account and setting your communications preferences. For support, review the *Parent FAQ* (<http://bit.ly/sm-parent-faq>). If you have any questions, please feel free to contact the Main Office at 919.870.4250. More information can also be found at www.wcpss.net/schoolmessenger.
4. **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.
5. **Lunch Prices:** Lunch prices for the 2017-2018 school year are \$2.60 for a plate lunch and \$.40 for a reduced price lunch.
6. **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 – 8:48
Period 2	8:54 – 10:19
Period 3	10:25-11:48
Check in Period	11:54 – 11:58
SMART Lunch A	11:58-12:24
SMART Lunch B	12:24-12:49
Period 4	12:55 – 2:18

7. **Transportation:** The bus routes for the 2017-2018 school year should be posted on the WCPSS transportation website by August 18. **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/30596>. 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. Requests for dual routes may be submitted to Ms. Fehling, AP. Requests must include the request form (email kfehling@wcpss.net to obtain form), proof of residency at the secondary address, and a copy of the joint custody agreement.
8. **SMART Lunch:** After much thought, we have decided to continue SMART Lunch for another year. However, this is a critical year for evaluating SMART Lunch. If we don't consistently see improved academic success for all students and a safe and orderly environment, we will move away from SMART Lunch and explore other opportunities to meet the academic needs of our students. 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.
9. **Graduation Announcements, Caps, and Gowns:** Seniors should order their graduation announcements, caps, and gowns on September 15 during lunch. The make-up order day will be September 22, also during lunch. A \$65 deposit is required to place an order, and seniors will receive a packet from Jostens during their senior class meeting on September 7. Questions regarding graduation items should be directed to Jostens at 919-789-8500.
10. **Class Ring Orders:** Jostens will be on campus during lunch on September 14 to accept ring orders. Questions regarding rings should be directed to Jostens at 919-789-8500. The make-up day to order rings will be September 22, also during lunch.



Leesville Road High School

SMART Lunch

1. What is SMART 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. SMART Lunch, when 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 51-minute lunch period, students may also attend club meetings, study or use computers in the media center, 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?

Although students could potentially have 51 minutes for lunch, the expectation is that students will use a portion of the time in a more productive manner as described above. This schedule provides students with the opportunity to eat lunch and attend tutorials. **Students who are failing one or more courses or missing work are required to attend those tutorials each week until they bring their grades up or complete their missing work. All other students may elect to attend as needed.** Teachers are required to open for tutorials during SMART Lunch A. 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.

Bell Schedules

Monday - Thursday	
1 st Period	7:25 - 8:48
2 nd Period	8:54 - 10:19
3 rd Period	10:25 - 11:48
Check-In	11:54 - 11:58
SMART Lunch A	11:58 - 12:24
SMART Lunch B	12:24 - 12:49
4 th Period	12:55 - 2:18

Friday	
1 st Period	7:25 - 8:50
2 nd Period	8:56 - 10:23
3 rd Period	10:29 - 11:54
Check-In	None
SMART Lunch A	11:54 - 12:21
SMART Lunch B	12:21 - 12:47
4 th Period	12:53 - 2:18

SMART Lunch Weekly Schedule

Monday	Period 1 Tutorial
Tuesday	Period 2 Tutorial
Wednesday	Period 3 Tutorial
Thursday	Period 4 Tutorial
Friday	Tutorials available for all classes

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). **During SMART Lunch A, the locker bay on the first floor and the middle locker bay on the second floor will be closed to maintain an environment conducive to productive study halls.** 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, locker bays in the main building (except during Lunch A as described above), 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?

This schedule encourages students to take responsibility for their own education. Students are also encouraged to seek opportunities to become invested in the Leesville Community. This schedule 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 informational meetings from the Armed Forces, colleges and universities during SMART Lunch, which will decrease the number of classroom interruptions. With SMART Lunch, 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 every day except Wednesday for the duration of SMART Lunch; however, no more than 110 students will be allowed in the Media Center at any given time. 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.

TRANSCRIPT PROCEDURES FOR SENIORS

OFFICIAL TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL THE 20TH DAY OF THE SCHOOL YEAR (SEPTEMBER 26)

Transcripts for Schools in North Carolina –START OF SCHOOL YEAR

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 Application Hub.
5. Follow the prompts.
6. CFNC transcripts are free.

Transcripts for Schools in North Carolina—AT THE END OF 1ST SEMESTER

1. If you need a midyear transcript sent to a college or university in North Carolina that does NOT use the Common Application Program, you will need to complete a Release of Information Form found in the Student Services office. If you are under 18, you will have to take it home, have your parent/guardian sign the form and bring it back.
2. CFNC does not update transcripts at the midyear (one that includes your first semester grades and new class rank). This is why the transcript must be sent from our office.
3. If you have already completed a Release of Information Form, come to Student Services and ask to add a midyear transcript request to the already completed form.
4. If the college or university is asking for a midyear transcript and uses the Common Application Program, you must email your assigned counselor to let them know.
5. Many colleges and universities ask that you self-report your 1st semester grades. If this is the case, then you would not need to request a transcript.
6. If the college or university needs an updated transcript and is outside of North Carolina, continue to use the SCRIBORDER Website: <https://wcpss.scriborder.com/>

Transcripts for Schools outside of North Carolina and the NCAA--ENTIRE SCHOOL YEAR

1. Go to : <https://wcpss.scriborder.com/>.
2. Click the option for Current Students.
3. Follow the prompts.
4. For colleges and universities, you will need to know the email address for the admissions office of the college to which you are applying. You may also supply the mailing address if an email address is not listed by the college.
5. For NCAA transcripts you will also need to create an NCAA account so that your transcript can be uploaded. Go to <https://web3.ncaa.org/ecwr3/> to create your NCAA account.
6. The first three requests are free. After your third request, there is a \$5.00 charge.

(over)

Transcripts for Scholarships—ENTIRE SCHOOL YEAR

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 Program and Transcripts/Counselor Input

1. Several Colleges and Universities, both public and private, utilize the Common Application Program.
2. Their website can be found at <http://www.commonapp.org/>.
3. If you are applying via the Common App, your transcript and other information will be uploaded by your counselor and you will not need to request it.
4. Schools in NC that use the Common Application Program are: Davidson , Duke, Guilford, High Point, Johnson and Wales, Meredith, NC State, Queens, Salem, St. Andrews, UNC-Asheville, UNC-Chapel Hill, Wake Forest, Warren Wilson, and UNC-Wilmington.

Coalition for College Access Program and Transcripts/Counselor Input

1. The Coalition Program is relatively new and is very similar to the Common Application Program.
2. Their website can be found at <http://coalitionforcollegeaccess.org/>.
3. Approximately 100 colleges across the country also utilize this program for students to apply to college.
4. Schools in North Carolina that use this program are: Davidson, Wake Forest, Salem, Elon, UNC-Chapel Hill, NC State, and Duke.

Sending Test Scores

Colleges and universities must receive SAT and ACT scores directly from www.collegeboard.org or www.actstudent.org. The Student Services office does not send any test scores to colleges or universities.



August 8, 2017

Dear Leesville Road High School Families:

I hope you have enjoyed some rest and relaxation this summer! It's hard to believe, but the new school year is quickly approaching. With the new year comes many new opportunities to get involved at Leesville Road High School. Whether you are a parent of a rising freshman or of an experienced senior, we welcome and need your participation and support to make LRHS the best it can be. This letter provides information on how to join and donate to LRHS PTSA as well as information on volunteer activities, Pride Wear (our LRHS spirit wear), and more.

Did you know that your PTSA provides support for the following events and more?

Parents - Pride Launch for incoming students and parents, Parent College Panel, Principal Chats, E-mail communications
Teachers - back-to-school breakfasts, early release day lunches, Coffee Cart, curriculum enrichment, staff support funding
Students – College Fair/Planning Night, food at Blood Drives, Student College Panel, Honor Roll, Pres. Vol. Service Awards
Association – Pride Wear to support school spirit, advocacy through Wake Co. PTA membership

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

Be involved

LRHS PTSA relies on YOU, our volunteers, to make all these things happen and more. Consider joining a committee this year. There are opportunities for everything from coordinating our teacher lunches, to co-chairing a committee to donating items or funds or helping at a one-time event – 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 contact a Board member. Despite what your teenager might say, students appreciate that their families are involved and active in their education. You can also be involved by attending a Principal chat, the College Planning Night and Fair, Parent College Panel, or one of our other programs throughout the year.

Be supportive

Unlike what you may have experienced in middle school or elementary school, we do no active fundraising. Your dues and donations, income from Pride Wear sales, and funds we receive when you shop with Amazon Smile are our fundraisers. Did you know you can join the PTSA and pay your dues online? (<https://lrhsptsa.memberhub.com/dues>). We will also be selling memberships at Pride Launch, Open House, and home football games. Anyone shopping at Amazon can support us using the Amazon Smile program and they will donate 0.5% of every purchase to LRHS PTSA! Just go through this link <https://smile.amazon.com/ch/56-1828273> instead of the regular way you log on.

Pride Wear

One of our largest fundraising sources for the PTSA, is gearing up for a great year! With several new items in store, we are excited to offer Leesville logo wear to show support for our great school. PrideWear is sold at home football games, special events such as Pride Launch and Open House, and monthly during lunch at school. Our first sale is August 18th at our opening LRHS home football game! We need volunteers to help with PrideWear - no experience necessary! This is a great way to get involved, meet other parents, and a great way for LRHS students to earn community service hours! Sign up is easy - just click on the Sign-Up Genius that covers our first several events. Your help is greatly appreciated!

[http://www.signup\(https://lrhsptsa.memberhub.com/\)genius.com/go/20f0c45abaf2fa57-pridewear3](http://www.signup(https://lrhsptsa.memberhub.com/)genius.com/go/20f0c45abaf2fa57-pridewear3)

Be informed

Join the Memberhub e-mail list for regular updates about school, PTSA and LRHS Community activities. It is the primary way the school administration communicates with you. It's easy to sign up. (<https://lrhsptsa.memberhub.com/>)

Contact information and a schedule of meetings and events are on the school website (www.wcpss.net/leesvilleroadhs) under Parents. 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 2017-18 school year. With your support we will make this a fabulous year for all our students, staff and families.

Sincerely,

Jill Russell, President of LRHS PTSA Board

Ginger Mann, VP Academic Boosters

Donna Ferrell, VP Communications

Kathy Lakey, VP Programs

Caroline Rohs, VP Staff Support

Charmane Dail, VP School Support

Jennifer Bateman, Secretary

Beth Gracey, Treasurer

Tina Subasic, Past-President

Holly Laird, Teacher Representative

A.J. Muttillio, Principal

2015-2016 PTSA Accomplishments

- First-ever College Fair and College Planning Night
- College Student and Parent Panels
- Principals Chats
- Funding and support for VIP for a VIP driver safety program
- Issued Honor Cards for Students
- Academic Breakfast for over 1200 Honor Roll and Senior Scholar Students
- Recognized students with Presidential Volunteer Service Awards
- Provided lunch for 65 “new to Leesville” students the first 3 days of school
- Arranged for food donations on Blood Drive days
- New Hire Orientation Breakfast for new Staff Members
- Welcome Back Breakfast for ALL staff
- Purchased various items for teachers and departments to improve education and classroom environment
- Funded over \$7500 toward locker bay renovations and technology
- Purchased iPads for science class use
- Funded subs for teachers to attend workshops
- Funded Teacher of the Year Banquet attendance for Dr Mark Mash and guests
- Early Release Lunch & Desserts – provided and/or arranged meals for staff with snacks and desserts
- Monthly Mailbox Treats for Staff
- Staff Tailgate– Free food for staff & immediate family and 2 free admission tickets to the football game
- Coffee Cart for staff; donated pies & cookies on holidays
- School Guidance Counselor Appreciation Week – Breakfast bags for staff
- Bus Driver Appreciation Week – Goodie Bags for 30 bus drivers
- Admin Appreciation Week - Flowers and lunch at Manchester's
- Provided funding for AP Teacher Certification
- Recognized outstanding PTSA volunteer Lisa Lawrence at the Wake Co. PTA Night of Stars

- Implemented an online PTSA membership option

Senior Year Orientation for Parents



LRHS will be presenting a Senior Year orientation for Parents
of Seniors on

**Thursday, September 7 at 6:30 p.m.
in the LRHS Auditorium**

The main focus of this meeting will be to help parents understand how the counselors will work with their seniors in regards to post-secondary planning and the “nuts and bolts” of how information is processed and sent to colleges. Other pertinent senior information will also be shared by Dr. Muttillo, our Principal and Heather Dinkenor, the LRHS Graduation Coordinator.

Topics will include:

- Senior Conferences
- College Application Process
- Sending Transcripts and Test Scores
- Sending Test Scores
- Graduation Information

We hope to see you there!