



August 9, 2018

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. Parents new to a North Carolina Public School should request their own account. Instructions and 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 2022*, for both parents and students. Orientation will be held for students and parents on Wednesday, August 22 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 23 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 27. 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 occurs in the front of the school **only** and not in the back of the school 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 2018-2019

- 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 23 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 23 thus limiting 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.**
- 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 27. The charge for parking on campus is \$200.00. 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 6 were processed and mailed. Students who are requesting a parking space and did not submit a form by August 6 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.**
- 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.
- Lunch Prices:** Lunch prices for the 2018-2019 school year are \$2.80 for a plate lunch and \$.40 for a reduced price lunch.
- 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:

Regular Bell Schedule

	Mon – Thurs	Friday
Warning Bell	7:18	7:18
Period 1	7:25 - 8:48	7:25 – 8:50
Period 2	8:55 - 10:20	8:57 – 10:24
Period 3	10:27- 11:50	10:31 – 11:56
Check-In	11:57-12:01	None
SMART Lunch A	12:01- 12:25	11:56 – 12:22
SMART Lunch B	12:25- 12:49	12:22 – 12:47
Period 4	12:55 - 2:18	12:53 – 2:18

- Transportation:** The bus routes for the 2018-2019 school year should be posted on the WCPSS transportation website by August 18. **All** students who 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 must be submitted annually to Assistant Principal Fehling. Email her at kfehling@wcpss.net to obtain a form. In addition to the form, requests must include proof of residency at the secondary address and a copy of the joint custody agreement.

7. **AP EXAMS:** Effective the 2018-19 school year, **no-show fees** for AP exams are \$40 (a change from \$15 in previous years). This change was put in place by the College Board.
8. **Graduation Announcements, Caps, and Gowns:** Seniors should order their graduation announcements, caps, and gowns on September 14 during lunch. The make-up order day will be September 27, 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 6. Questions regarding graduation items should be directed to Jostens at 919-789-8500.
9. **Class Ring Orders:** Jostens will be on campus during lunch on September 13 to accept ring orders. There will be an opportunity for parents to order products on September 13 from 5:30-7:00 PM in the main lobby. Questions regarding rings should be directed to Jostens at 919-789-8500. The make-up day to order rings will be September 27, also during lunch.
10. **Math Classes:** Every math class at Leesville Road High will require the use of a graphing calculator. In addition, graphing calculators are required for state final exams. While there are several models available, TI-84 Plus is the model our math teachers use in class and the one they are most familiar with. It is important to note that calculators with WiFi capability or QWERTY keyboards are not allowed on classroom quizzes or tests, state exams, or the ACT or SAT. Many office supply stores and big box stores traditionally have good sales during the month of August. Neighborhood & company message boards can be good sources for used calculators at a reduced price. Please email Mrs. Arwood at karwood@wcpss.net if you have any questions.
11. **Security Procedures:** If you have visited the school recently, you have found out that you now have to ring the doorbell at the main entrance and be buzzed into the school. The buzzer will only be active during regular school hours, which are 7 a.m. – 3 p.m. until August 27. From August 27- June 8, office hours are 6:30 a.m. – 3:30 p.m. After that, although the bell will sound, no one will be there to let you in. Also, due to our new security procedures, we are strongly encouraging parents NOT to bring in forgotten items and food for your children. We certainly understand that emergencies arise and will be happy to accommodate you in that case.



SCHEDULE INFORMATION

- Schedules were posted on PowerSchool on **July 20**.
- Students can access their schedule through their PowerSchool Account.
- If students need to claim their PowerSchool Account or reset their account, instructions are posted on the school's website or can be picked up in the Student Services Office.
- Parents can access their student's schedule through their parent account.
- If parents need to create a PowerSchool Account, instructions are posted on the school's website or can be picked up in the Student Services Office

- **Through August 15**, students who have questions about their schedule, may send an email to Mr. Greene.

- **After August 15**, students should email their assigned counselor with questions about their schedule.

• Ms. Albanese	Counselor A-C	nalbanese@wcpss.net
• Ms. Saldanha	Counselor D-He	pleech-saldanha@wcpss.net
• Mr. Eaton	Counselor Hi-Me	featon2@wcpss.net
• Ms. Rogers	Counselor Mi-Sc	vrogers2@wcpss.net
• Ms. Oxendine	Counselor Se-Z	soxendine@wcpss.net
• Mr. Greene	Dean of Students	egreene@wcpss.net

- **There will be no schedule changes starting August 21 through August 28.**



August 9, 2018

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 school 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 not actively fundraise. 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. Pride Wear 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 24th at our opening LRHS home football game! We need volunteers to help with Pride Wear - 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-bridewear3](http://www.signup(https://lrhsptsa.memberhub.com)/genius.com/go/20f0c45abaf2fa57-bridewear3)

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 2018-19 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

Vanessa Bonaparte, VP Academic Boosters

Philip Spragins, VP Communications

Jennifer Bateman, VP Programs

Amy Sharp, VP Staff Support

Janis Lawrence, VP School Support

Allison Nani, Secretary

Beth Gracey, Treasurer

Holly Laird, Teacher Representative

A.J. Muttillo, Principal

Senior Year Orientation for Parents



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

**Thursday, September 6 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 on 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, Principal and Heather Dinkenor, 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!

TRANSCRIPT PROCEDURES FOR SENIORS

OFFICIAL TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL THE 20TH DAY OF THE SCHOOL YEAR (SEPTEMBER 25)

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.

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: Appalachian, Barton, Catawba, Davidson, Duke, East Carolina, Gardner Webb, Guilford, High Point, Johnson and Wales, Meredith, NC State, Queens, Salem, St. Andrews, UNC-Asheville, UNC-Chapel Hill, UNC-Wilmington, Wake Forest, Warren Wilson.

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/>

(more)

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.

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.

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.