



Dear Parent/Guardian,

September 2019

On September 5<sup>th</sup>, Mahwah High School will open its doors to welcome nine hundred twenty-five students back to school. I am pleased to know that your child will be among them. On behalf of our high school community, I want to wish you a heartfelt welcome to our school. You are an essential collaborative member of our school community and contribute tremendously to your child's success.

Our mission is to provide rigorous and relevant learning experiences while forming positive relationships with your child. Our goal is to ensure that every graduate has the required 21st century skills necessary to succeed in a post-secondary environment and future employment. This year as we implement our 1:1 touch screen laptop initiative and open our new STEAM facility, Thunderbird Think Tank (T<sup>3</sup>), our school theme will be: **T<sup>3</sup>: Preparing tomorrow's global thinker – today. Imagine. Innovate. Inspire**

### **Early Dismissal Procedures**

A request for early dismissal from a regularly assigned class is to be presented in writing to the attendance office **before** the beginning of time block one (between 7:30 a.m. and 7:40 a.m.). **Classes will not be interrupted while in session, for any reason, for an early dismissal.** If you need to pick up your child due to an unexpected situation, you must come into the building prior to the passing time (consult the early dismissal procedures found on the high school web page under Parents → Early Dismissal Procedures). Students can only be called to the office in between classes while moving through the halls. Early dismissal from regularly assigned class(es) will count toward the maximum number of countable absences allowed in a course (12 countable absences in a full year course, 6 countable absences in a semester course).

### **Visitors to the Building**

Our primary goal is to make visitors feel welcome as they arrive to visit our school community, while still ensuring student and staff safety. In conjunction with the Mahwah Police Department, the high school will be implementing the following building visitor procedures. In order to access the building, you should have a scheduled appointment. Upon arrival, parents and visitors will need to enter through the Visitor's entrance (Door 1 on far right)

- 1) Follow and complete the prompts.
- 2) Scan driver license bar codes at the Lobby Guard visitor kiosk located on the right of the foyer.
- 3) Approved visitors will be given a visitor's badge from the greeter.
- 4) Visitors are required to return the visitor's badge to the greeter upon exiting the building or scan out at the kiosk to indicate they have left the building.

**In addition, please understand that during our lunch period from 10:35 am- 11:20 am staff are supervising and assisting students. Therefore, to ensure the safety of our students, visitors must have an appointment or prior authorization, to enter the building during lunch.**

### **Dropping-Off Items For Students**

Items that need to be dropped off for students must be labeled (envelopes available) with: Student's first name; Student's last name; and Grade level. Items should be placed on the bookshelf located in the front foyer (on the right) between the outside doors and inner doors. **Greeters will not allow you to enter the building lobby to drop off items at the greeter's desk.** The greeter will secure the items dropped off, once you leave and then the greeter will notify students to pick-up their items.

### **Cell Phone Use**

Students may not receive texts or telephone calls from parents during the school day, except during lunch (check our bell schedule for lunch times). We appreciate parent and student cooperation in helping to minimize interruptions to your child's instructional day.

### **One Call Now Notification System**

The Board of Education subscribes to One Call Now, an automated notification system that allows the district to make telephone calls, send e-mails, or texts to families regarding essential school news. This system is used as the primary avenue of providing information and keeping parents/guardians in the loop. **Every high school family will be enrolled into this system automatically.**

### **E-Communications**

We will communicate all school information to parents via electronic mail on Wednesday afternoons. We create an address book from the e-mail addresses that you provide when you update your contact information in Realtime. These e-mail message blasts will come from One Call Now. These messages are generated for your information only; please do not reply to messages from this sender, as they are not directed back to me.

If you are **not** receiving electronic mail from Mahwah High School, please contact Pamela Gervasi at [pgervasi@mahwah.k12.nj.us](mailto:pgervasi@mahwah.k12.nj.us). Please provide your child's name, grade level, and a parental e-mail address. If you have more than one student in our school, please indicate that information in your e-mail because the address books are created by grade levels (i.e., grade 9, grade 10, grade 11, and grade 12). If at any time you change your provider or change your e-mail address, kindly update the contact information in the Realtime Parent Portal so that our records are updated.

### **Emergency School Closing**

Every family will receive a telephone call when school is closed or delayed due to inclement weather or an emergency. You will receive the call shortly after 5:00 a.m. when schools are closed for weather or other emergencies. The message will be a recording from the Superintendent of Schools, indicating that schools will be closed or delayed. One Call Now will also be used to notify all parents/guardians when there is an emergency early dismissal.

If you have any doubts regarding a school closing, before venturing out, check the school district or high school web page at [www.mahwah.k12.nj.us/hs](http://www.mahwah.k12.nj.us/hs).

If you do not wish to receive emergency calls, please contact Pamela Gervasi, Secretary, at 201-762-2304 or e-mail her at [pgervasi@mahwah.k12.nj.us](mailto:pgervasi@mahwah.k12.nj.us) BEFORE September 15<sup>th</sup>.

### **High School Web Page** [www.mahwah.k12.nj.us/hs](http://www.mahwah.k12.nj.us/hs)

High school information is posted and updated regularly on our school webpage. Please refer to it frequently for all information related to all facets (academic information, athletic and co-curricular activities, guidance services, college admissions information, upcoming events, parent and student resources, and booster club) of our high school program.

Occasionally, we are asked to send information to families about community events. This information will be posted on each website under the section "Community" and sent to registered users via e-Alerts. We will register each family. After you receive the email, go to My Account and select "Subscription." Click on "other areas of interest", and place a check mark in box labeled "Community" on the district site. These e-Alerts will have a subject line called "Community Bulletin Board" and will be sent to you according to the settings you have designated.

### **Yearbook Pictures/ ID Badges**

Underclassmen in grades 10 & 11 will have their school and yearbook pictures taken on Friday, September 6, 2019, and Tuesday, September 9, 2019, in the gymnasium during physical education classes. For grade level identification and security purposes, students will be issued ID badges which they will be required to carry throughout the course of the school day. ID badges have bar codes that will enable students to make cafeteria purchases for lunch and buy items at the school store using the Payforit credit system.

### **FOB/ID Badges**

ID Badges allow students to enter the building through doors 1, 22, and 45, as well as scan in for attendance accountability purposes in the attendance office, main office, guidance office, health office, and the media center. Lost FOB/IDs cost \$10.00 to replace if lost.

### **Payforit Online Payment**

Payforit is the system students use to pay for their lunch purchases by scanning their student ID cards to access their debit account. This program allows parents the ease and convenience of paying “on-line” via credit card and electronic check (ACH), viewing their child’s cafeteria balance on-line, and receiving a detailed recap of their purchases on the web site. Students can also make deposits on their ID card by bringing a check (your receipt) to the cafeteria made out to “Mahwah BOE Cafeteria Account”, with the name of your child in the memo field. **We strongly suggest that students do not use cash for purchases.**

All students are required to scan their ID cards to access their debit account. Students who currently receive a Free or Reduced Lunch will also use their ID cards to access their lunch in a discreet, non-discriminatory manner. We strongly encourage you to participate in the program to help our lunch lines move faster. The cafeteria is supervised and serves breakfast starting at 7:00 a.m., lunch between 10:38 a.m. – 12:19 p.m., and after school snacks between 2:20 p.m. - 3:00 p.m.

The school store, in the main lobby, is open after school. You can also deposit money online into your child’s account specifically for the school store.

**“Payforit” is used as our payment venue for items such as graduation fees, field trips, testing fees, prom bids, etc. The access link for “Payforit” is found on the high school homepage under the section “Popular Links.”**

### **District Calendar and Attendance Requirements**

Students are expected to be in attendance on all days that school is in session. Families should arrange for vacations and other family business when school is not in session. Please consult the district calendar located on the high school webpage at: [www.mahwah.k12.nj.us/hs](http://www.mahwah.k12.nj.us/hs) before planning family vacations. Go to the “Calendar” link found on the top right of the home-page for a printable district calendar.

Please be aware that family business or vacation days, which occur during the days that school is in session, are countable absences. As stated in the district attendance policy, a student will be denied credit on the 13<sup>th</sup> countable absence in a full year course and on the 7<sup>th</sup> countable absence in a semester course.

Parents are required to call the attendance office at 201-762-2306 and are required to submit a written note indicating why their child was absent **within 5 school days** when their child is absent. Notes will not be accepted after the deadline. Please understand that failure to follow the attendance policy may affect your child’s accrued credits, grade level status, athletic eligibility, and graduation.

### **Final Examinations Information-** <https://www.mahwah.k12.nj.us/domain/274>

Under extraordinary circumstances, and for compelling reasons, parents may request alternative arrangements for examinations. Please make such requests, *in writing*, to the Assistant Principal, by January 15, 2020 for semester course final exams and by June 1, 2020 for end of the year final exams. The only valid reason for missing an examination without prior approval is a doctor verified illness (doctor’s visit required on day of missed exam); religious holiday; and death in family. Students on chronic illness list must see the doctor on the day of the missed exam. If an absence is not excused, a grade of zero (0) will be given for that exam.

Mark your calendar:       Final exams for fall semester courses - January 28 – January 31, 2020;  
                                      Final exams for spring semester/full year courses- June 17 – June 22, 2020

### **Athletics**

Athletic registration and medical forms are completed online. The registration link is available on the high school website under “Departments”, select “Athletics” the link is on the right side of the overview page. Health forms should be returned to the athletic office.

The link for athletic schedules for the 2019-2020 school year is located under “Popular Links.” Please be aware that schedules are subject to change. You can sign up for e-mail or SMS Text notifications for any sport on **rSchoolToday** schedule calendar using the notification button located on the top right side of the page.

### **Interscholastic Athletic/ Co-curricular Attendance and Participation Requirements**

Athletes and participants are required to make a commitment to their sport/activity by attending all contests and practices including those that occur on **weekends, during vacations, and during post-season tournaments**. Students will always be excused for observance of religious holidays without penalty and should notify their coaches/adviser of these circumstances well in advance. Students who do not adhere to the attendance and participation requirements will receive a penalty. Penalties may include suspension from the next game, suspension from several games, or removal from the team/activity. **Please note that students must be in attendance for four hours of instruction in order to participate in any co-curricular or athletic activity.**

### **Traffic and Parking at Athletic Events**

In order to ensure student and visitor safety, all vehicles are **required to park in the front or rear school parking lots** (by Joyce Kilmer) for all school athletic events and township recreational events. The athletic facilities gate will be closed from 2:00 p.m. - midnight each day. Vehicles parked in the area around building #5 and the gymnasium must exit using the one way roadway behind the school when the gate is closed. If you require parking accommodations, requests should be made to the athletic office, 24 hours in advance of the event at 201-762-2330.

The service road behind the high school is a permanent one way road 24 hours per day/seven days per week. Therefore, vehicles are not permitted to drive from the Joyce Kilmer roadway beyond the Wyckoff YMCA toward the tennis courts, football field, and Building #5 (athletic field house) at any time. Please note that the speed limit on this roadway is **5 mph**.

We are continually monitoring compliance with the district's traffic guidelines. Students not adhering to traffic guidelines will forfeit their parking privileges for a minimum of two (2) months. Non-student drivers will be subject to a NJ motor vehicle summons. Thank you in advance of your cooperation.

### **Student Parking**

Due to the limited number of parking spaces available to staff and students, only senior class students will be permitted to park a vehicle on school grounds. There will be no parking for juniors for any reason. *Juniors who park on school property risk disciplinary consequences, as well as not being issued a parking spot during their senior year.* Grade level status is determined by credits. In order to be a member of the senior class, students must have successfully completed 90 academic credits and be eligible to graduate in June/August. Before any student applies for a parking permit, all fine obligations incurred from grades 9-11 must be cleared through Mrs. Wright, in the guidance office. All disciplinary obligations must be satisfied. Vehicles are subject to search.

### **Parent/ Visitor Parking**

All numbered parking spots in our parking lots are assigned to students and staff during school hours. If you are visiting the high school please park in a spot labeled visitor. These spots are located in the first row of the parking lot closest to the building adjacent to the library media center. You may also park in the driveway (left-side) if you need to come into the building for less than 15 minutes between 8:00 a.m. and 1:30 p.m. (not during dismissal time). Parking is not permitted along the yellow curb as it is a fire zone.

### **Bus Transportation**

School bus pick-up and drop-off times, as well as bus stop locations, are listed in the Realtime Parent Portal under the "Transportation" tab found on the left side menu. Please be sure to access this information so that your child knows what time to be at their bus stop. There will not be a separate mailing for transportation. Please contact Joan Schettino, Transportation Coordinator, directly if you have any transportation questions at [jschettino@mahwah.k12.nj.us](mailto:jschettino@mahwah.k12.nj.us) or 201-762-2407.

Information regarding the MHS music bus and late bus service can be accessed on our website under Departments → Transportation.

## **Student Book Lockers**

All students in grades 9 -12 will be assigned a locker. Lockers are the property of the Mahwah Board of Education, inspection of lockers may take place at any time.

### ***Responsibilities***

- Students must maintain lockers as they inherited them. We would expect to find lockers in a similar condition at the end of the year. If someone else damages the locker, please inform us so that you will not be held liable.
- Each student will be assigned a locker and should only use the locker that has been assigned for the storage of their books and personal items. This locker is school property and is only loaned to the student. As such, it may be periodically inspected and should not be defaced or marked in anyway.
- Students must not keep anything in their lockers which is against the law or school regulations. School officials have the right to conduct a search of a locker if there is a "reasonable suspicion" of wrongdoing.

**Locks Grade 12** - Senior lockers are located in the new wing and are equipped with built in combination locks. Senior locker assignments and combinations will be available via the student portal on the top of the student schedule.

**Locks Grade 10-11** – Your child is required to use the locker and lock they were issued last year. Locker locations remain the same for students in grades 10 and 11. Lost Zephyr lock combo-padlocks can be replaced through Mahwah High School Guidance Department for \$7.00. Only locks issued by the guidance department are permitted on hallway lockers.

**Locks Grades 9**- Underclassmen will be assigned a locker. The locker number is available via the student portal and is located on the top of the student schedule. Students in grade 9 will receive a Zephyr lock combo-pad lock at freshman orientation. Students are responsible for keeping their combination information in a safe place. Each student will use this assigned lock for the duration of their underclassmen time at Mahwah High School.

## **Back-to-School Night**

Back to School Night at Mahwah High School will take place on Thursday, September 12, 2019 at 7:00 p.m.

**Please complete, sign, and print the medical information sheet and return it with the other forms to your child's Time Block One (1) teacher no later than Friday, September 6, 2019.**

When you have a question or a concern, please don't hesitate to reach out to your child's Counselor. Your child's counselor will be able to point you in the right direction or get you the answers you seek. Please check the portal for your child's counselor. The best way to communicate is via e-mail:

Dominick Gliatta, Director of Guidance: [dgliatta@mahwah.k12.nj.us](mailto:dgliatta@mahwah.k12.nj.us)

Megan Beatty, School Counselor: [mbeatty@mahwah.k12.nj.us](mailto:mbeatty@mahwah.k12.nj.us) (Mrs. Beatty will be out until September 17<sup>th</sup>, so please contact Mr. Gliatta)

Dianna Farquharson, School Counselor: [dfarquharson@mahwah.k12.nj.us](mailto:dfarquharson@mahwah.k12.nj.us)

Rayhan Jalil, School Counselor: [rjalil@mahwah.k12.nj.us](mailto:rjalil@mahwah.k12.nj.us)

Stacy Mandel, School Counselor: [smandel@mahwah.k12.nj.us](mailto:smandel@mahwah.k12.nj.us)

Finally, please know that our door is always open, and you are always welcome to visit. We appreciate hearing from parents and we hope we can count on you to share your concerns, ideas, and feedback. We invite you to stop in and introduce yourself. We would love to meet you. Thanks for taking the time to read this letter. More information will be sent via e-mail prior to the opening of school. We hope this is the beginning of a year-long dialogue, and we look forward to seeing you soon!

Sincerely,

John P. Pascale  
Principal

Linda B. Bohny  
Assistant Principal

Dominick Gliatta  
Director of Guidance