August 1, 2019

Dear HV Central High School Families,

I cannot believe we are at the mid-way point of the summer already. I am eagerly awaiting the return of our students in September and looking ahead to an exciting year at CHS! I wanted to provide you with a few updates as we head into August. Please make sure to take the Recitation feedback survey, located below under “Recitation.”

Please see the items below for important information for the next few weeks:

**Construction**

We are happily anticipating the conclusion of our referendum construction project that began three years ago. The updates to our Media Center are coming along smoothly and we are hoping to use this space in early 2020. Our auxiliary gym is now available for use, and soon our black box theater will have lights and sound for productions and classes.

**Building Entrances**

- Parents/guardians entering the building should park in the visitor spots located in the front of the building, across from the main entrance in the upper front parking lot. Please note that numbered parking spaces are assigned to staff members.
- Any parent/guardian who wishes to sign out their child should go to the main office. Please be prepared to show your driver’s license or ID when coming to sign out/pick up your child.
- Items that need to be dropped off during the school day can be placed on the table located inside the vestibule at the main entrance.
- From 7:00-7:45 a.m., the bus loop doors will be accessible to students using student ID badges.
- The main entrance is accessible to students from 7:00-2:45 p.m. All students must use this entrance in order to enter the building after 7:45 a.m. There is an ID badge swipe at the main entrance.
- Students who arrive late to school should report to the main office via the new main entrance to sign in. This includes seniors who arrive after session 1 who need to sign in after senior option.
- During after school hours, only the PAC doors and those near the Athletic Office are open for students who have afterschool activities.

We ask families to please abide by the directions of the staff in the parking lots during arrival and dismissal, as this is a very busy time and we want to ensure the safety of all students.

**OnCourse - Student Information**

We will be using OnCourse to communicate many important details about the upcoming school year. Beginning on Thursday, August 15th, you will be able to access your child’s schedule on the left hand side after you login. By clicking on “Other Student Data” students and parents will be able to see their bus number, bus stop, and other important
information. Please note that in the coming weeks, transportation will be sending out an email that includes your child’s actual bus pass that they should print out and bring with them on the first day of school.

Since the Counseling Office operates with a reduced staff during the summer months, please realize that your child’s counselor may not be able to respond immediately to questions regarding scheduling. Only requests for changes related to unscheduled sessions, prerequisite sequencing errors, or incorrect level placement will be considered. Elective changes and requests for specific staff will not be considered or approved. Elective changes and course drop requests should be submitted via the Course Change Request Form prior to September 13th, and will be reviewed by the Course Change Request Committee on September 16th. Please note that we will continue working on minor administrative changes throughout the final weeks of summer. Schedules may be modified before the first day of school as a result of these changes, so please plan to confirm your schedule in OnCourse after September 1st.

Once the school year begins, you will be able to view daily attendance, homework, as well as report cards at the end of each marking period in the OnCourse system. Teachers at the high school will once again be using the OnCourse Learning Management System. A learning management system (LMS) is an educational tool that allows teachers to deliver assignments, resources, tests, etc. electronically through OnCourse. Students will be able to submit work to their teachers via this system.

If you experience any problems trying to access your OnCourse account, please email us at Registrar@hvrds.org or call 737-4000 ext. 2304.

**Reminder about Early Student Pick-Up**

In order to minimize disruption in the classroom, when picking up your child early, please have the student bring a note to the main office at 7:30 a.m. The student will then be given a pass to leave class at the designated time. In the event of an unforeseen pick-up, call the CHS main office as early as possible so that the student can be called for a pass to leave class. The number is (609) 737-4003.

**Recitation Period**

The Recitation period provides all students access to additional help in all subject areas. Each regular class session is 53 minutes long, and the Recitation period is scheduled in between the second and third sessions of each day, for 35 minutes. Click here for a copy of the schedules at CHS. This period does not rotate; all of the other periods continue to rotate and drop around this period. Each student is assigned to a teacher, and daily attendance is taken. All students, grades 9-12, are expected to attend, just as they do every other class. Specific policies and procedures will be shared with students during the opening days in September. In preparing for this year’s Recitation schedule, we would like your feedback. Please take a few moments to give us your comments here.

**School Identification Cards**

All students must wear their student ID badges at all times while in the building. ID badges will be used for a variety of different purposes such as purchasing lunch, signing out books in the media center, opening exterior doors and printing from their Chromebook. If a student misplaces or loses their ID, they should report it immediately to the Vice Principal’s office so that they can be issued a new ID. There will be a fee of $5 for a replacement ID, and $1 each replacement fee for the lanyard and ID case.

**Chromebooks**

Chromebooks are used during the school day and at home to collaborate with classmates and to complete coursework and homework. All students are expected to follow the district technology policies, found via the following link: Hopewell Technology Policies. Since Chromebooks are district property, please be aware that fines will be assessed for damages that have incurred, and replacement Chromebooks will not be issued until damage fines are paid.
All **freshman** and **senior** students will be issued new Chromebooks, chargers, and student ID badges. Students may pick up their new Chromebooks and ID badges from the Technology Department on **August 15 between 9 a.m. and 12 p.m.**, and on **August 19 between 1 p.m. and 4 p.m.** In order for these new materials to be issued, students must bring their current school ID badge, Chromebook, and charger to be returned. Distribution will take place at the end of the 100 hall, near the new black box theater. **Please enter the building through the Performing Arts Center entrance** for easiest access to the distribution location. Students who are unable to pick up their new Chromebooks, chargers, and IDs during these designated times will receive them during the opening days of school.

**Back-to-School Documents**

We are posting all summer mailing documents on the CHS Virtual Backpack on the district website. Some documents will need to be printed and returned to school by mail or with your student. To access the Virtual Backpack, go to the high school web page and follow the link for Virtual Backpack. Copies of the summer mailing documents are available in the main office at the high school for those who do not wish to print these documents.

**Late Buses**

We will once again run our late bus routes this year. Late buses will leave the TMS/CHS campus at 5pm. Late buses will begin on Monday, September 16th. More information will be available in the next few weeks, including routes and the registration form.

**Important Dates**

In addition, please make note of some important events scheduled for the fall. Ninth grade and new students, and their parents are invited to our annual **Freshman/New Students' Welcome BBQ** which will be held on **Tuesday, September 3rd**, at 5:00 p.m. in the cafeteria. Please confirm your attendance by completing this **form**. Our **Back to School Night** is scheduled for **Thursday, September 12th**, and our annual **Parent/Teacher Conferences** will be held before the Thanksgiving break.

**School Pictures**

Please note that school pictures for all students will take place on **Thursday, September 5th and Friday, September 6th**, during wellness classes, study halls and lunch. All students will be required to have their pictures taken. Information to purchase portrait packages can be found in the CHS Virtual Backpack on the CHS page of the district website. The money for portrait packages is due on the day that the photo is taken. Any student not present on Thursday will be able to get their picture taken on Friday, September 6.

**PTO Student Directory: CHANGES FOR 2019-2020!**

The HVCHS PTO publishes an online and mobile directory with a school calendar, staff list, student and parent/guardian names, addresses, telephone numbers, and email addresses. The directory is solely for personal, non-commercial use by HVCHS families...your information is safe. There is no charge to be listed, and students will only be listed with their parent/guardian’s consent.

You'll note a new look, as the PTO has switched from MySchoolAnywhere to **Membership Toolkit (MTK)**.

In the next few weeks you will receive an email with the subject line **“HVCHS Directory Confirmation.”** Follow the directions to confirm your data and be included in (and have access to) the MTK directory. (Note: You must confirm every year to continue your access.) The PTO thanks you in advance for your patience as they migrate to this new service.

We are happy to announce that **ALL HVCHS families will be granted FREE access to the directory thanks to our HVCHS PTO!** When you confirm your data we hope you'll follow the donation link at the end of the process and support the PTO's work of connecting families and supporting students!

I hope you enjoy all August has to offer, and rest up for a rewarding new school year! We look forward to working with you in undertaking our most important task, the education of our students. I look forward to seeing you at **Back-to-School Night on September 12th**.
Sincerely,

Tana Smith
Principal
Hopewell Valley Central High School