



# PHILLIPSBURG HIGH SCHOOL

Matthew J. Scanlon, Ed.D, Principal

**August, 2019**

Dear Parents/Guardians:

I hope this letter finds PHS students and their families well rested and preparing for another productive and exciting school year. Welcome to the Class of 2023, our new freshman class, and best of luck to the Class of 2020, our rising seniors! As we report every year, the building has remained very busy over the summer months, and when you return to school, you will be welcomed by new and returning staff, changes to classrooms, and a beautifully clean building and campus. This year we are very pleased to welcome Mrs. Troxell as an additional member of the administrative team. She will coordinate many of our student services and run our guidance and counseling department. Mr. Rovi, Mr. Stillo, Mrs. Troxell and I are excited to offer rigorous educational and extracurricular programs for all students, which starts in only TWO WEEKS.

The Freshman Orientation program is scheduled for August 20<sup>th</sup>, beginning at 9:00am for our new 9<sup>th</sup> grade class, and we will host an evening program for 9<sup>th</sup> grade parents at 6:00pm in our auditorium. As advertised this summer, we will begin our 1:1 Chromebook Program rollout on that day. Additionally, each 9<sup>th</sup> grader will have their photograph taken for their school ID. Just a few short days later, we'll finally begin the new school year and welcome your sons and daughters as grades 9-12 arrive on August 26, 2019. We will have abbreviated schedules for the first few days to welcome everyone back, distribute Chromebooks to grades 10-12, and orient all students to their class schedules. Your child's schedule is enclosed with this mailing, as is the bell schedule for the first day of school. On his/her schedule you will find their counselor's name, locker number and combination, and their full year class schedule (including teacher name, and classroom location). This information is also available on the Genesis Parent Portal. Note that we will not have homerooms this year, so on the first day of school ***STUDENTS WILL REPORT TO THEIR PERIOD "1" CLASS, AS PRINTED ON THEIR SCHEDULE.***

Additionally, our Back To School Open House will move to **one night** this year, and it will be held on September 10. You will receive more information on this closer to the day, but this means that September 5 will be a FULL day of school.

As in past years, our student/parent handbook is available on the PHS website, and the majority of important school communications are delivered through our school web page - <https://phs.pburgsd.net>, on Twitter @statelinerphs, email, and/or a "voice-shot" home via our student information system. The rest of this letter details everything needed to begin the new school year. All of these materials are now available for viewing, printing and/or downloading on our school web page. **If you have not done so already, you must log on to the Parent Portal in Genesis for access to your student's schedule and class information – note that there are several documents all parents/guardians must acknowledge in order to gain access.** If you would prefer hard copies of these materials, we have them available for pickup in our guidance office. The forms on the reverse side of this page are available for viewing, printing, and or downloading purposes, and can be found under the Parent Resources tab on the school website OR via the pop up window when you first land on the webpage:

<b>Chromebook Documents</b>	<ul style="list-style-type: none"> <li>• Acceptable Use Acknowledgement</li> <li>• Chromebook Digital Learning Environment Handbook</li> <li>• Chromebook Parent PowerPoint</li> <li>• Technology Policies</li> </ul>
<b>Student Parent Handbook</b>	<ul style="list-style-type: none"> <li>• This guide describes activities, school policies and procedures.</li> <li>• Administration will meet with your child's class during the first days of school to review important areas of the handbook. The handbook is accessible on our website, and each student is responsible for the code of conduct that is included. Please take some time to review this important document with your children</li> </ul>
<b>First Day Bell Schedule</b>	<ul style="list-style-type: none"> <li>• It would be helpful to save/print this information for the first days of school – they are abbreviated and not regular schedules</li> </ul>
<b>Free/Reduced Lunch Application</b>	<ul style="list-style-type: none"> <li>• If you received a free or reduced lunch last year, you <b><i>must</i></b> fill out a new form this year. <b>The completed form should be returned to the main office.</b></li> </ul>
<b>Health Form</b>	<ul style="list-style-type: none"> <li>• Please complete and have your student <b>return to his/her first period teacher on the first day of school.</b></li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>• If a student comes to school dressed inappropriately, he/she will be directed to change clothes or will placed in an alternative classroom setting for the day.</li> <li>• <u>Please</u> review the dress code policy.</li> </ul>
<b>Class Dues Form</b>	<ul style="list-style-type: none"> <li>• A system of collecting <b>CLASS DUES</b> will continue for this year. Under this system, dues are <b>\$15.00</b>.</li> <li>• Please, review the form regarding the benefits of the dues system and have your student <b>return the form with a check</b> (made payable to <b><i>Phillipsburg High School</i></b>) or cash to <b>his/her first period teacher on August 26<sup>th</sup></b>.</li> </ul>
<b>Rotating Day and Bell Schedules</b>	<ul style="list-style-type: none"> <li>• These are the schedules we will follow starting August 27<sup>th</sup>, as well as the day-type calendar for the school year. All are available on our website.</li> <li>• The first day of school, all classes will meet.</li> </ul>
<b>Debit Card Meal Program</b>	<ul style="list-style-type: none"> <li>• <b>All students will be issued new ID cards</b> to ensure accuracy when cards are scanned at lunch or breakfast. Student accounts may be opened by simply having your student present a check to any cashier in the cafeteria during their lunch period. Pre-payment of an account may be made prior to school opening by mailing your check. <b>Please write students' name/grade on checks.</b> Or, parents can add money to their child's student account by clicking the "Cafeteria Access" link on the District home page. In addition to making on-line payments, parents can view transactions and set restrictions for what your child is able to purchase in the cafeteria.</li> </ul> <p><b>Make checks payable to:</b> Phillipsburg Board of Education</p> <p><b>Send check to:</b> Cafeteria Food Services Phillipsburg High School 1 Stateliner Blvd. Phillipsburg, NJ 08865</p>
<b>Military Info Forms</b>	<ul style="list-style-type: none"> <li>• These forms need to be returned to the guidance office if you <b>DO NOT</b> want the school to share your student's information with military recruiters. This is for Juniors/Seniors only.</li> </ul>

<b>Student Hall Lockers</b>	The PHS student locker system is for <b>ONLY school issued combination padlocks</b> . Students must lock their locks in order for absolute security to take place. Students may replace a lost lock for \$6.00. Locker locations for 9 <sup>th</sup> and 10 <sup>th</sup> grade students will be on the 1 <sup>st</sup> floor. 11 <sup>th</sup> and 12 <sup>th</sup> grade lockers are on the third floor. <b>The district reserves the right to inspect any student's locker or other storage area at any time in accordance with N.J.S.A. 18A:36-19.2.</b>
<b>Student Gym Lockers</b>	Only <b>school locks</b> will be permitted in the gym area. Students should bring \$6.00 on the first day of physical education class if they need to purchase a lock. <b>The district reserves the right to inspect any student's locker or other storage area at any time in accordance with N.J.S.A. 18A:36-19.2.</b>
<b>Lunch Prices</b>	Paid – \$2.80; Reduced - \$.40; Free - \$.00.
<b>Breakfast</b>	Breakfast is free for all PHS students; Hours 7:15am -7:40am in the Cafeteria.
<b>Back to School</b>	Our <b>Back to School Open-House Program</b> is scheduled for one night this year, at 6:30pm on September 10 <sup>th</sup> (9 <sup>th</sup> – 12 <sup>th</sup> grades).
<b>Guidance</b>	You may schedule a personal appointment with your student's teacher or guidance counselor for any reason at any time during the school year. Simply contact our Guidance Office at (908) 454-3400 x7030.
<b>Student Parking</b>	Eligible students will be issued a color-coded, numbered, parking hang tag that will identify them as a student. ***Due to heavy volume and traffic conditions in the morning and afternoon, students will be assigned a parking spot number. <b>STUDENTS MUST DISPLAY THEIR NUMBERED HANGING TAG ON THE REARVIEW MIRROR AND PARK IN THE CORRESPONDING SPOT.</b> All students driving to school <b>must</b> register their vehicle through Mr. Rovi's office on the third floor.

Please continue to follow our school web page, specifically under “Our News”. In addition, emails, “voice shots” and tweets (@statelinerphs) will be sent out to remind students of upcoming events/important dates. A helpful day-type calendar is posted on our website for your reference and use. The entire school year is included, with half days, vacations, marking period dates, and bell schedules. As always, parents are encouraged to use the Parent Access program in Genesis to follow your child's progress. Parent Access Forms are available on the website.

As parents, I encourage your active participation in your student's educational process. A strong partnership is an essential ingredient for student success. Best wishes for a tremendous school year!

Sincerely,

*Matthew J. Scanlon*

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