



SPOTSWOOD HIGH SCHOOL



GRAHAM PEABODY
ACTING SUPERINTENDENT

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August 2017

Dear Parent/Student:

Welcome back to Spotswood High School for the 2017-2018 school year! This letter contains information for the opening of school on Thursday, September 7, 2017.

First Day of School- School will open on Thursday, September 7, 2017 for all students at Spotswood High School. The first day is a full day from 7:30 am to 2:11 pm. Lunch will be available in the Cafetorium, or students may bring a lunch from home. The High School lunch price is \$3.00. Upon arrival at school, the students should report to their Period 1 class **no later than 7:25 am**.

Back to School Night- We encourage all parents to attend our annual Back to School Night which is scheduled for Tuesday, September 26, 2017 beginning at 6:30 pm in the Cafetorium. Period 1/Homeroom will begin promptly at 6:50 pm.

Back to School Night Schedule (Tuesday September 26, 2017)

Welcome	6:30 pm -6:45 pm in Cafetorium
Period 1/Homeroom	6:50 pm -7:05 pm
Period 2	7:08 pm -7:18 pm
Period 3	7:21 pm -7:31 pm
Period 4	7:34 pm -7:44 pm
Period 5/6, 6/7	7:47 pm -7:57 pm
Period 7/8, 8/9	8:00 pm -8:10 pm
Period 10	8:13 pm -8:23 pm
Period 11	8:26 pm -8:36 pm

Any student who is taking a course eligible for college credit through Middlesex County College or Fairleigh Dickinson University will receive important information regarding the application process and deadlines from their child's teachers during Back to School Night. Please refer to the Program of Studies for eligible courses.

Parent-Teacher Conferences- In our continuing partnership with parents focusing on communication, Spotswood High School will hold Parent/Teacher Conferences on Wednesday, October 18 and Thursday, October 19, from 6:00 pm to 8:00 pm. The conferences are being held approximately six weeks from the beginning of school, in order to give every student the opportunity to begin the year on a positive note. With Back to School Night three weeks from the onset of school and with the Genesis Parent Module and Naviance in place, all students and parents will be continually updated on their progress in school. I encourage parents to stay very involved regarding all aspects of school life and thank them for their continued support. October 18 and 19 will be half days with a dismissal of 11:56 pm.

Student Schedules- A copy of your child's schedule can be accessed via the Genesis Parent Module on August 24th after 12 pm. Every effort has been made by our school counselors to make an accurate schedule based on a student's academic plan and future goals. All students are to report to their Period 1/Homeroom class by 7:25 am on Thursday, September 7, 2017. Period 1/Homeroom lists will be posted outside the Main Office. **If you do not have Internet access, student schedules will be available in Homeroom.**

Entering the Building/Student Drop Off- Students arriving for the start of the school day are to enter through the center doors (flagpole, main entrance), the senior parking lot entrance, or the junior parking lot entrance in the back of the building. After 7:30 am, **all doors** will be secured and access to the building will be through the **main entrance only**. Once the students arrive on campus, they must remain and not leave the premises. To maximize the flow of traffic and for safety concerns, it is recommended that the parents pull up to the **gymnasium entrance** prior to letting their child exit the vehicle. Parents must exit through **Mott Street** and should **not** utilize the teacher parking lot to turn around. The Spotswood Police Department reminds everyone that the speed limit in our entrance **should not exceed 15 mph**. Please plan to drop off your child by **7:20 am** to allow adequate time for them to go to their locker and report to their Period 1 class in a timely fashion. **Traffic tends to back up so please plan accordingly and drive safely.** In addition, due to our plan to make Spotswood High School safe and secure, the High School will be opening the main entrance at **6:50 am**. Please make arrangements if you are bringing your child to school, for them not to arrive before that time.

Handbook/Rules and Regulations- All students will receive a handbook. **THE HANDBOOK MUST BE WITH THE STUDENTS AT ALL TIMES SINCE PASSPORTS ARE IN THE BACK OF THE BOOK.** Rules and Regulations are posted on the High School website, spotswood@spsd.us.

Cell Phones- In order to meet the goals of keeping our students safe and maximizing the educational delivery of our school a cell phone policy has been established. The purpose of this policy is to minimize distractions and maintain an atmosphere of academic excellence. Therefore, cell phones may only be utilized before school, after school and during lunch periods. The default policy for all classrooms is that all electronic devices are prohibited. Students may not use electronic devices for video, image and/or audio recording in the building at any time unless expressly directed by a staff member for the purpose of promoting the educational environment of the school. Each classroom teacher will establish the usage of cell phones or any other electronic device in their individual classroom. Additionally, all electronic devices are prohibited in all restrooms, hallways, main office, library and gymnasium.

Students that do not follow the cell phone/electronic devices usage policy will be subject to disciplinary consequences:

1. First Offense – Confiscation of cell phone/electronic device for one day, parent notification and one day of detention.
2. Second Offense – Confiscation of cell phone/electronic device for one day, parent notification and two days of detention.
3. Third Offense – Confiscation of cell phone/electronic device and parent must pick up the device.
4. All further offenses – Confiscation of cell phone/electronic device, parent must pick up the device, and possible suspension.
5. **Any student who does not comply with forfeiture of their cell phone/electronic device to administration will automatically be suspended.**

The success of our changes to our policy is dependent on a strong partnership between our staff administration and parents. Therefore, we strongly request that you do not text or call your child during the school day to avoid your child violating our policy. If parents need to be in contact with their child, please text your child during their lunch period or at the end of the day. The main office will allow outgoing and incoming calls in cases of emergency at 732-723-2200 extension 1001. Please encourage your child to follow the cell phone and electronic device usage policy throughout the academic school day. Additionally, please understand that this policy will be strictly enforced for all of our students. Thank you in advance for your cooperation in this matter.

Genesis Parent Module-The administration and teaching staff continue to be pleased with the increased communication with both our students and parents due to the Genesis Parent Module. To create an online account for the Genesis Parent Module, please email your name, home address, valid email address, and you child's name attending the high school to PaHelp@spsd.us. If you need to add an incoming freshman to an existing Genesis account, please email the request with above information so that the student can be added to your account. If a parent or guardian does not have email access, please call 732-723-2200 extension 1040 and alternate arrangements will be made by the school regarding correspondence.

Junior/Senior Parking- All vehicles parked in the senior or junior lot **must have an authorized parking permit visibly affixed in the interior rearview mirror**. Permit applications must be picked up and completed no later than **Friday, September 15, 2017**. These forms can be obtained in the main office and will be distributed at the Grade-Level Assemblies on Friday, September 8, 2017. A photocopy of the following documents must be attached to the application: a valid NJ driver's license, registration, and insurance card. **Failure to file an application and driving recklessly will result in loss of driving and parking on school grounds.**

Junior/Senior Drivers- In cooperation with the Spotswood Police, under the direction of Chief Zarro, junior and senior drivers must enter the High School complex via 2 entrances: Jackson Street or North Avenue. Juniors will park in the rear of the building while seniors will slowly drive up the hill to the senior lot. We do not want cars entering Mott Street in the morning; however, all seniors can exit via Mott or Charger Drive at their dismissal. With student drivers entering only at North and Jackson, the flow of traffic is much more effective and efficient in the morning. All seniors and juniors will attend Grade-Level Assemblies on Friday, September 8, for total clarification on this issue. As stated above for Student Drop Off, the speed limit is 15 M.P.H.

The teaching staff and the administration are looking forward to another outstanding academic year at Spotswood High School. I want to thank the parents in advance for their continued support in our efforts to make Spotswood High the **BEST!**

Sincerely,

Thomas Calder
Principal

TC/kjl