Dear Parents/Guardians and Students:

Welcome to the 2019-2020 school year. We hope this finds you rejuvenated after spending a relaxing summer with family and friends, and ready for another year of Excellence at EBHS. As we set out on this new year, there will be two exciting changes helping to enhance the learning for all students and better prepare them for life after EBHS. First, each student will receive a Lenovo ThinkPad to use at school and home. Second, all teachers will have complementary online classes using the learning management system called Canvas. We truly believe these two additions to EBHS will help us to better meet the individual needs of all learners.

**Student Devices:** All students will be receiving a Lenovo ThinkPad during the first week of school. Students will be responsible for bringing their charged device to school every day as well as securing their device at all times. Parents will be able to secure insurance if desired in September. See Dr. Valeski’s message on the laptop initiative. For more information, please refer to the [Student Mobile Device Information](http://www.ebnet.org) under Parents on the EBHS Webpage.

**Canvas:** is an online learning management system (LMS), or online classroom, which will enhance the learning experience for your student. More information will be shared at Back to School Night.

In addition to these two exciting initiatives, I wanted to share some other important information to help start the school year off on the right foot. Therefore, below you will find important Genesis-Parent Access information, the Opening Day schedule followed by important points listed in alphabetical order for you to read and use for future reference. Please refer to the [EBHS Webpage](http://www.ebnet.org) for updates and additional information. Please bookmark this letter on the website as there are many hyperlinks to get you to a page quickly.

**Genesis-Parent Access:** Parent Access is an online communication system used by parents to access report cards, attendance and other student information. Parent Access will also be used to schedule parent/teacher conferences. On Tuesday of this week you received a district e-mail with the critical policies/forms that must be reviewed and acknowledged prior to the start of school. Failure to complete this step will prohibit access to Parent Access as well as your student receiving their Lenovo ThinkPad during the first week of school. Please review and sign off on this information no later than Friday, August 30.

**Opening Day:** The first day of school, Thursday, September 5th, is a full day with lunch (Day 0). Please note that the school day begins at 7:26 a.m. and ends at 2:12 p.m. Bell schedules are posted in each classroom and are available on the EBHS Webpage. There will be an orientation program for all students during their second period (homeroom) class to review information in the Student/Parent Handbook. Students will report to their non-lab class for the first four days of school.

**Academic Integrity:** This form will be part of the Critical Notices you read and review under Parent Access. This was the email you received on Tuesday of this week. We take honor and integrity very seriously. Please discuss with your child the serious ramifications of any infractions of this policy. Students will learn more about the Academic Integrity policy by participating in activities in homeroom on Monday, September 9.
Attendance: This form for parents and students to review together. It is part of the critical notices under Parent Access. Parents and students are urged to familiarize themselves with the specifics of the policy. ATTENDANCE IS MANDATORY. Should you have a question concerning attendance during the school year, you are advised to consult with your grade level administrator (GLA). Do not wait until you are in a loss of credit status or, even worse, are not permitted to graduate. Attendance warning letters are posted under the “Letters” tab in Parent Access.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit in a course that would count toward the high school diploma in accordance with policies of this Board. Prolonged or repeated absences is defined as total cumulative absences exceeding 18 days in a full-year course, 9 days for a semester course and four days for a quarter course. It is the student’s responsibility to keep track of his/her absences. Attendance is noted in each student’s Parent Access file.

Back to School Night: is on Thursday, September 19, 2019 at 7:00 p.m. Please refer to the EBHS Webpage for more details. More information about the 1:1 initiative and transition to Canvas will be share on this night.

Bus Information: Bus information can be obtained by going to the District Transportation webpage. Bus information will be available on August 26th after 5:00 p.m. Bus drop off is in the back of the school and student drop off is in front of the school – parents should not use the staff parking lots. Late buses will be provided on Tuesdays, Wednesdays and Thursdays for students who remain after school for supervised activities and require a Late Bus Pass from the supervising teacher. Late bus routes are posted on the bulletin board in the Main Office. Students taking the late bus must report to the back of the building at 2:55 p.m. to ensure ample space on the late bus runs. Late buses leave the high school at 3:00 p.m. Please note: There will be late buses every day until Thursday, September 12th; thereafter, late runs will only be Tuesdays through Thursdays.

Calendar (District): The 2019-2020 District Calendar and Information Guide is available online. This calendar can be easily customized to fit your needs and pushed to your mobile device.

Calendar (EBHS): An up-to-date listing of anything and everything that is scheduled at the high school for 2019-2020 including athletic events, club happenings and other important meetings, is posted on the high school webpage (EBHS Calendar of Events) and sports activities are posted under the Extracurricular tab (EBHS Athletics Schedule). Please note – after school hours, students should only return to the building for a school-supervised activity.

Cell Phones: Students are permitted to use cell phones, personal listening devices, and headsets in hallways during passing time between classes and during their lunch period. Students must follow a one-earbud protocol during passing time in which only one earbud or headphone can be worn. The purpose of this rule is for students to be able to hear instructions from a staff member in the event of an emergency or unsafe situation. Students who do not abide by the one earbud rule during the school day may have their device confiscated and technology privileges suspended. The school day is considered from 7:26 a.m. until 2:12 p.m. regardless of a student’s individual schedule. Cell phones are not permitted during any testing situation. The use of personal electronic devices such as cell phones, tablets, laptops, etc. during instructional time is at the discretion of the individual classroom teacher. Failure to adhere to teacher directions regarding the usage of personal electronic devices during instructional periods may result in disciplinary consequences and/or confiscation of the device. See Student/Parent Handbook for actions taken when communication devices are confiscated.
**Child Nutrition:** The importance of a good breakfast cannot be overemphasized for a healthy body and an alert mind. With the cooperation of the Child Nutrition Department, breakfast will be available from 7:00 a.m. to 7:20 a.m. in both the cafeteria and kiosk near the gym, at a cost of $2.50. There will also be food available for purchase after school in both the cafeteria and kiosk near the gym. Cost of student lunch at the high school will be $3.60, which is the same as in 2018-2019. Should there be a need, please refer to the Free or Reduced Price Lunch Form. (The application is available through your Parent Access account after August 26.)

**Clubs and Activities:** Students are encouraged to become active participants in the high school not only in their academics but in extracurricular activities. The Activities Fair, with over 50 clubs and activities present, will be held on Tuesday, September 24th after school. We hope that you encourage your student to attend this fair and learn about the many different activities and clubs EBHS has to offer. Being involved can enhance your child’s high school experience and provide many happy memories.

**Community Service:** Students who wish to have community service added to their transcripts must have the following completed and the community service must be approved by their GLA BEFORE beginning the service. Pick up an application from their grade level administrator’s office, the main office, the school counseling office or online (Community Service Packet) under Students on the EBHS webpage. Complete the packet and submit it for approval to their Grade Level Administrator (GLA).

**AFTER APPROVAL by the GLA, you must:**
- Complete a timesheet to log the hours of community service.
- Submit the evaluation sheet which has been signed and approved by the sponsor.
- Prepare a demonstration, newspaper article, essay or report describing the experience to the GLA.

**Dress Code:** Students are required to wear their ID’s from the waist up upon entering and at all times in the building. Students forgetting their ID may purchase one in the main office. Students failing to have an ID during the school day may be subject to disciplinary consequences. Please consult the Student/Parent Handbook regarding the dress code. Parents are asked to review and discuss with their child the contents of the dress code in order to avoid any problems that detract from our educational environment. **Students violating the dress code will be sent home or parents may be required to bring a change of clothing. Students may also face administrative consequences.**

**Dropped Off/Forgotten Items:** Prior arrangements must be made by the student with their parent for dropping off any forgotten items in the high school main office. **The main office will not deliver student items unless deemed an emergency by an administrator. In order not to disrupt class instruction, students will not be called to the main office and need to pick up items during their passing time.** Lunches will be discarded at the end of the day and other items left for more than one week will be discarded.

**Locker Number and Combination:** Hallway location, locker number and combination can be found on the schedule you must print. A copy of the combination should be retained at home in a safe place. **Students should not share their locker or combination with any other student. Lockers must be locked after placing books or personal items in them.** Locker problems should be addressed in the main office. Please note – the school is not responsible for lost/stolen items and students are strongly encouraged to lock up their Lenovo ThinkPad when not in use.

**Note from the Nurses’ Office:** The nurses’ office is located in Room A-6. School nurses are restricted by the NJ State Law from distributing any prescription or non-prescription medication without a doctor’s order. **Medication forms** can be found online or in Genesis-Parent Access. The nurse will assess all students who are ill and will determine if the student needs to be sent home. Only those students will be sent home excused. Students who call their parents due to illness from anywhere in the building other than the nurses’ office will go home unexcused through the attendance office.
Orientation for Sophomores and New Students: is Thursday, August 29, 2019 from 8:30 a.m. to 11:30 a.m. You should have received a color-coded information packet for details and where to report. Please be sure to bring your schedule with you as time will be allotted to walk the school and map out where classes are located with Senior guides.

Parking: Seniors and Co-op students are the ONLY students who will be granted parking privileges. In order to retain or obtain a parking permit, students and their parents/guardians must attend the “Share the Keys” presentation. There will be four opportunities to attend this presentation: September 10, September 24, October 15 or October 29 in the Auditorium from 6:00 pm to 7:00 p.m. This privilege, by permit only, requires strict adherence to all traffic regulations. These regulations are legal ordinances enforced by the E. B. Police Department and EBHS Security. Please note that the speed limit on campus is 15 mph.

Forms will be distributed on September 5th and 6th for late-in and early-out seniors and September 10th for all other seniors during their senior meeting. An “early” parking registration period will take place prior to the start of school. On Thursday, August 29th from 11:30 a.m. to 12:30 p.m. in the cafeteria, seniors will be able to register to park. The official parking registration NCR form can be picked up in the main office for early registration from August 26th to August 28th from 7:30 a.m. to 2:30 p.m. as a parental signature is required. Parking permits will be processed for students with no outstanding fines who have all relevant documents (valid New Jersey license, student ID, a valid original NJ registration, a valid original insurance card, the signed parking application and $5 fee) on the following dates:

- August 29 – Early Registration – 11:30 a.m. to 12:30 p.m. in the cafeteria
- September 6 – Late In/Early Out Seniors (Periods 1 and 12 in the auditorium)
- September 11 – All Other Seniors – during their lunch outside the senior café doors.

EBHS/MCC Pathways Program: A wide variety of college credit courses are available through Middlesex County College (MCC) with opportunities for students to obtain their Associates Degree prior to graduating from high school. More information can be found on the school counseling webpage (EBHS/MCC Pathways Program). Several new courses have been added to this program. Parents, please note information sheets regarding how to enroll for “college credit” will be distributed to students in these courses mid- to late September. Application fees ($125/course) will be paid online and must be paid by October 1st if the student is to receive MCC credit for the course.

PSAT: Sophomore and junior classes will take the PSAT on Wednesday, October 16th. This is a single session day with no lunch. Seniors will be participating in Project Adventure-type activities as well as attend a college planning presentation.

PTSA: Please see the newsletter posted on the EBHS webpage under “Summer Mailing. You may now pay your dues online by going to the PTSA webpage (https://ebhsptsa.org/). There you will find the link to sign up for the PTSA. The PTSA provides scholarships, sponsors assembly programs and hosts Senior Send-Off, which provides the graduating students with a long lasting memory. The PTSA will also be selling cases for the Lenovo ThinkPad. Information will be available at their website and during Back to School night on 9/19.

Schedules: Class schedules for the 2019-2020 school year will be posted via Parent Access on August 23rd after 3:00 p.m. If you cannot access your schedule, you may have an outstanding fine. Please call the main office for more information. If you have a concern regarding your schedule, please contact your counselor – individual phone numbers are on the counseling page of the HS website. Students are to report to all classes and study halls that appear on their schedule.
School Counseling: This year the EBHS School Counseling Department will offer the following evening programs:

- October 2, 2019 Senior Parent Night 7:00 p.m.
- October 16, 2019 Financial Aid Night 7:00 p.m.
- November 13, 2019 Sophomore Parent Night 7:00 p.m.
- January 22, 2020 Junior Parent Night 7:00 p.m.

More information is available on the EBHS website under Counseling or call your counselor for additional information.

Seniors: Seniors will meet with their grade level administrator (GLA) for an additional orientation program regarding parking, graduation, etc. according to the following schedule:

- **Seniors Assigned to “Late In” or “Early Out”** – The Late In/Early Out Program will begin on Monday, September 9th provided that the Late In/Early Out contract is signed and returned as well as the diploma verification form. On September 5th and 6th, all Late In/Early Out students will report to the auditorium each day either Period 1 (Late In) or Period 12 (Early Out), which will include senior orientation on September 5th.
- **Students NOT Assigned to “Late In/Early Out”** – will report to their classrooms, then come to the auditorium on Tuesday, September 10th during Period 3 for their senior orientation.
- **Diploma Verification Forms** – will be distributed at senior orientation meetings and must be returned by September 30. Any changes made thereafter will be charged a $20 fee.
- **Parking Permits** – (See “Parking”) Reminder: requirement to attend the “Share the Keys” presentation.
- **Senior Parent Night** – will take place on Wednesday, October 2nd at 7:00 p.m. Please refer to the Counseling webpage for more information.
- **Senior Seminar** will take place on Wednesday, October 16. There will be no late-in or early out.

Student/Parent Handbook: The Student/Parent Handbook is posted on the high school webpage under the Student tab. Copies will be available in the main office. Parents and students should consult the online handbook for detailed information regarding each phase of student life at the high school. The District’s Critical Policies contain complete policy language rather than the abridged version contained in the handbook.

Student Drop-Off/Pick-Up: Parents and students are reminded that students should be dropped off in front of the school only and not in the staff parking lots. Additionally, students taking the bus will be dropped off and picked up in the back of the building according to zones. Maps illustrating bus locations are posted on exit doors.

Student/Parent Signature Forms for Important Notices – Will Now Be Done Online (please refer to district e-mail under Parent Access):
- **Student Contact Tab** – please review for correct contact/email and medical information
- **Critical Policies and Regulations** – please review all policies and regulations which are found on the District webpage under Board of Education – Critical Policies.
- **Acceptable Use Policy** – please review in its entirety.
- **FERPA** – please review in its entirety.
- **Academic Integrity/Honor Code/Attendance Form** – please review in its entirety.
- **Media and Internet Publicity Form** - please review and select the option if you do not wish to have your child’s image posted on any media, district or otherwise.
- **Free and Reduced School Meals Application** – please refer to the Child Nutrition webpage for more information.
- **Supplemental Accidental Insurance Optional Coverage** – please refer to the Financial Services webpage for more information.
Yearbook Pictures:

- **Senior pictures** for those seniors who have not been photographed will be taken on September 3rd through September 6th with a final session of September 23rd through September 27, 2019 (4:30 pm to 9:00 pm). Please call Prestige/Lifetouch at 1-800-687-9327 for an appointment. **There is no purchase necessary and no sitting fee.** If you opt to use a photographer other than Prestige/Lifetouch, you must submit the senior portrait according to the instructions on the website under Yearbook by **Friday, October 19th by 3:00 p.m.** – no exceptions – it is the responsibility of the submitter to be sure they receive a confirmation and retain that copy. You can get up-to-date information on the [yearbook webpage](#).

- **Sophomore and Junior pictures** will be taken on September 10th and the makeup date for those absent will be **October 18, 2019.** Picture purchasing flyers will be given out to sophomores and juniors during homeroom on the first day which **must** be given to the photographer on the day of sitting if you intend to purchase (there is no purchase necessary).

The EBHS administration, faculty and staff value the home-school communication and encourage you to come to Back to School Night, Parent Nights, Parent-Teacher Conferences and to speak to your child’s teacher, counselor or grade level administrator should you have any concerns or questions. We look forward to an outstanding 2019-2020 school year and welcoming your student back to school on Thursday, September 5. Until then, enjoy the remaining days of summer.

Sincerely,

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To Be Reviewed and Acknowledged Online Under Parent Access:

- Academic Integrity/Honor Code/Attendance Form
- Bus Pass Information
- Student Contact Tab (Formerly Emergency Home Contact Form)
- Student/Parent Signature Forms for Annual Notices
- Student Schedule

Posted on the EBHS Webpage:

- Back to School Night Letter
- Diploma Verification Form
- Dress Code
- Parking and Student Drop-Off Information
- Exemption from Student Directory
- Pertinent Calendar Information
- PTSA Newsletter
- School Counseling Letter
- Senior Parent Night Letter