



SCHOOL DISTRICT OF THE CHATHAMS

CHATHAM HIGH SCHOOL
255 LAFAYETTE AVENUE
CHATHAM, NEW JERSEY 07928
Phone (973) 457-2505
FAX (973) 457-2486

DARREN J. GROH
Principal

LORI B. GIRONDA
Assistant Principal

DOUGLAS M. WALKER
Assistant Principal

Summer 2013

Dear Chatham High School Student and Parent/Guardian,

I hope this summer has been enjoyable and relaxing and you have had the opportunity to unwind from a busy month of June. Although the summer weather has been hot, being able to go on vacation or spend time cooling off in the pool makes for an exciting and refreshing time. What's also exciting is the thought of a new school year just a few weeks away. September brings a fresh start for our students and faculty, as new courses are just beginning and new-found relationships are formed. The information that we share with our students and families over the summer can be found on the home page of our website, www.chatham-nj.org/chs.

Summer Mailing (found online at www.chatham-nj.org/chs)

Documents that are important for all of our students and parents can be found within the appropriate grade level folder on the front page of the high school website. Please take the time to review all the information within the grade level folder with your child. Also, please print and sign the forms that ask for signatures and return them to the main office before school begins.

The personalized documents that used to be sent through the mail can now be accessed in the parent portal after August 15th. In the Documents tab, you will find information regarding senior parking assignment along with rules and regulations of driving on campus, your network and First Class username and password. In the Forms tab, you will find the health information form, the Directory Opt-out form, and the student acceptable use policy, all of which will require an electronic signature. Your locker number can be found by clicking the PDF icon on your schedule in the Summary tab of the parent portal. Any emergency contact information that needs to be corrected can be done directly within the Contacts tab.

Parent Portal

Parents can access the parent portal in Genesis by signing in at <https://parents.chatham-nj.org> with the user name and password from last year. The parent portal has "view only" rights for parents to view their child's Schedule, Attendance, Report Cards, Gradebook, and Documents as well as Forms and Contact information that can be edited. I ask that you take some time to confirm that the information in the contacts tab is accurate and make any changes necessary to update our records. If you have any questions regarding accessing the parent portal, please contact Sally Moreno at 973-457-2560.

**Please go to the Summary tab in the parent portal after August 15th to view and print a copy of your child's most recent schedule for September.*

First Class

The email system for students and staff at the high school is called First Class. First Class is an integral part of Chatham High School as it connects our faculty and students and is used as a vehicle for efficient communication and classroom instruction. Instructions for downloading First Class on your home computer will be found in this packet of information. Your username and password will be available in the Documents tab of the parent portal when the portal reopens in mid-August. It will be important that students in all grades take the time to log on to First Class to verify their account before school begins.

Honeywell Alert (formerly CHSinfo)

All communications that used to go through our CHSinfo account will now be delivered through our Honeywell Instant Alert system. Information regarding the setup for school information will be provided from our central office. When you receive this information, please take time to accurately set up your account to ensure that all high school information is delivered to the appropriate location that you identified. Please know that we will also be posting announcements on the front page of our website and through our Twitter account at [@ChathamHS](https://twitter.com/ChathamHS)

First Day of School

Our first day of school on Monday, September 9th will be a delayed opening for our 10th, 11th, and 12th grade students. Students will report directly to their period 1 class by 9:40am. Important information will be distributed during first period and we will run an 8 period day so that students and teachers will have an opportunity to meet all their classes. All 9th grade students will report to school by 7:40am for a class meeting/orientation. We will begin our daily rotation on Tuesday, September 10th, with a Day 1 schedule. We encourage all students who are new to CHS to visit our school prior to the first day so they can familiarize themselves with the building.

Back-To-School-Night

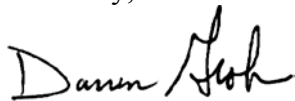
Please mark your calendar with the date of our Back-To-School Night which will be held on Thursday, September 12th beginning at 7:00pm. That evening, parents have an opportunity to meet their child's teachers and get a taste of what their child experiences each day.

Free and Reduced Lunch Application

If you are interested in applying for free/reduced lunch, a hard copy of the application can be picked up at the high school or you can click on the [Lunch Application](#).

We are hopeful that the 2013-2014 school year will be marked by achievement and learning among the students and staff at Chatham High School. For additional information regarding the coming school year, please visit the high school website at <http://www.chatham-nj.org/chs>. We look forward to seeing you in September and wish you a restful and pleasant final month of summer.

Sincerely,



Darren Groh
Principal



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DOUGLAS M. WALKER
Assistant Principal

Summer 2013

Dear Parents and Students,

I hope everyone is enjoying the summer. I would like to provide you with information regarding September 9, the first day of school, as it will be different than it has been in the past. This year, we will be having a delayed opening for all students in grades 10, 11, and 12. Ninth grade students will be reporting to school at 7:40am for a class meeting and a brief orientation before school “officially” begins at 9:40am.

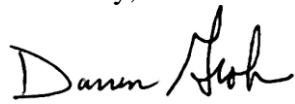
Our students in grades 10, 11, and 12 will have their class meeting on the second day of school as has been past practice. In the class meeting, the administration will welcome the students back to school, inform them of any changes in the building, and review critical policies and procedures. Each class will also hear from their class advisor and their class president regarding events and fundraisers that are scheduled for the year.

School will officially begin at 9:40am on September 9th. Periods one through four will meet before our lunch period and periods five through eight will meet after our lunch period. Each academic period will be 26 minutes in length with lunch being 55 minutes. Seating for lunch will be available in the cafeteria, on tables in the A/B gym, and on the bleachers. We will begin our rotating schedule on Tuesday, September 10th, with a Day 1.

Please be advised that busing will be running on a delayed schedule for our students in grades 10, 11, and 12. Students should report to their bus stop two hours after their normal time.

I am looking forward to a wonderful start to the school year.

Sincerely,



Darren Groh

FIRST DAY OF SCHOOL SCHEDULE (September 9)

There will be a delayed opening on the first day of school for grades 10, 11, and 12. All students in grade 9 will report to their assigned rooms at 7:40am for attendance and an orientation. Please note that on this day all students are asked to be in their Period 1 class by 9:40 a.m. to get organized for the new school year. Please note the changes in period times for the first day of school to allow for an eight-period day.

OPENING DAY SCHEDULE

Period 1/Attend.	9:40	10:10
Period 2	10:14	10:40
Period 3	10:44	11:10
Period 4	11:14	11:40
Lunch	11:40	12:35
Period 5	12:39	1:05
Period 6	1:09	1:35
Period 7	1:39	2:05
Period 8	2:09	2:35

Students will find Period 1 lists posted inside all of the school's exit doors and by the main office when they arrive in the morning. Also posted will be maps of the school indicating the location of classrooms and fire exits. The cafeteria and media center will be available for students who need to arrive at school prior to the start of period 1.

Daily Schedule

1	7:40	8:37
2/Attend.	8:41	9:39
3	9:43	10:40
Science lab	10:40	11:07
Lunch	10:40	11:32
Science lab	11:09	11:32
4	11:36	12:33
5	12:37	1:34
6	1:38	2:35

Half-day Schedule

40-minute blocks - No lunch block

1	7:40	8:20
2/Attend.	8:24	9:04
3	9:08	9:48
4	9:52	10:32
5	10:36	11:16
6	11:20	12:00

Delayed Opening

Two-hour delay – 40-minute blocks – 35-minute lunch

1	9:40	10:20
2/Attend.	10:24	11:04
3	11:08	11:48
Lunch	11:48	12:23
4	12:27	1:07
5	1:11	1:51
6	1:55	2:35

**CHATHAM HIGH SCHOOL
BACK-TO-SCHOOL NIGHT**

**September 12, 2013
7:00 p.m.**

Period 1	7:00 – 7:15
Period 2	7:20 – 7:30
Period 3	7:35 – 7:45
Period 4	7:50 – 8:00
Period 5	8:05 – 8:15
Period 6	8:20 – 8:30
Period 7	8:35 – 8:45
Period 8	8:50 – 9:00

**You are invited to visit the cafeteria for refreshments and the
A/B gym to look at the Student Activity tables.**



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Assistant Principal

Summer 2013

Dear Chatham High School Student and Parent/Guardian,

Communication with our students and their parents is a critical component in successfully supporting learning and development at Chatham High School. Last year we opened the parent portal in Genesis, our student information system, which allowed parents access to their child's schedule, attendance, grades, report cards, documents, and forms online. It was our hope that this access would provide parents a more efficient way to gain knowledge and updates of this information so that each student can be afforded the best possible support and encouragement to be successful.

Your child's gradebook for each scheduled class can also be viewed by the student and parent in the portal. This access will allow students and parents to view a student's grades for assessments, homework, participation, etc. It will also provide the most up-to-date grade average a student is earning in each course. What we hope to facilitate through this development is a more immediate identification of how well students are completing assignments and mastering the curriculum in each of his/her classes. We are striving to encourage independence and responsibility for our students, by allowing them to gauge their performance and make adjustments where needed with the assistance of their parents when necessary.

Please understand that as has been in the past, teachers communicate often with students so that they know the grade they are achieving throughout the marking period. As teachers complete the grading of assignments and assessments and post grades in their gradebook, students and parents will have a running average available to them through the parent portal.

The parent portal can be accessed by clicking on <https://parents.chatham-nj.org>

Sincerely,

Darren Groh
Principal



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July 2013

Dear Parent/Guardian,

At the July 12, 2010 Board of Education meeting, the Board adopted Policy #2436, the “Activity Participation Fee.” The Activity Participation Fee Program requires each pupil participating in a fee bearing school-sponsored athletic or co-curricular activity to pay a participation fee of \$100.00 regardless of the number of activities the pupil elects to participate in throughout the school year. This per pupil annual fee shall be paid prior to participation in the first activity. A list of activities can be found on our school website under PayForIt and by clicking [here](#).

The School District of the Chathams has joined with a secure online payment system which simplifies payment, collection, and balancing of funds and must be used to make payments (no transaction fee will be charged to parent). PayForIt (PFI) is a web-based system that allows for parents to pay the activity fee for the year.

Below are the steps that should be followed when signing your child up for an activity.

1. Go to PayForIt.net
2. Create Account (email verification be sent to parent’s email account)
3. Validate Account
4. Sign in to PayForIt using your username and password.
5. Add your child’s ID number to create family. (This number can be found on your child’s schedule which is in this packet.)
6. Go to the activities tab and select “pay activity fee.”

For your convenience, PayForIt.net will also be used for parents to fund their child’s cafeteria account. The benefits of using this online system are:

- Parents can view their child’s transaction data.
- Parents may automatically replenish account when it dips to a pre-determined threshold.
- Parents can set up alerts as reminders to make payments for their child’s lunches.

Once you have completed steps 1-4 above, you can control your child’s cafeteria account by clicking on “Make Lunch Payment” in the “LUNCH” tab on the homepage.

Please see the back of this letter for FAQ regarding participation fees and PayForIt.net.

Sincerely,

Darren Groh
Principal

Frequently Asked Questions regarding the “Participation Fee” and “PayForIt”

1. *Are any activities exempt from paying this participation fee?*

A. Yes. Please click on [this link](#) for a listing of activities/athletics which are subject to the activity fee.

2. *Is there a refund if my child stops participating in an activity or club during the year?*

A. No. The only time a refund would be honored is if the district does not offer the activity subsequent to the sign-up or if the student gets cut from an athletic team and it is the student's only activity.

3. *Is there a benefit in using PayForIt.net?*

A. Yes. Not only is it a convenient “one place to pay,” but it eliminates the possibility of lost checks, cash, and delayed postings.

4. *Will I get charged a transaction fee for using this online payment service?*

A. No. There are no transaction fees charged to the parent for using PayForIt.net

5. *Is PayForI.net a secure website?*

A. Yes. PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe and secure as defined by the industry.

6. *Can I send a check to the school to be added to my account?*

A. No. The school will not handle checks or cash that can be submitted via PayForIt.net.

7. *When should a payment be made for an activity?*

A. The activity fee should be paid prior to the activity beginning.



School District of the Chatham

58 Meyersville Road
Chatham, NJ 07928
973-457-2526
973-457-2483 FAX

Peter Daquila
Business Administrator/
Board Secretary

2013/2014

Dear Parents/Guardians,

All students in the School District of the Chatham have individual lunch accounts in place for them. If you would like your child to use his/her account to purchase lunch or snacks in September, you can put money on the account electronically by going to **www.PayForIt.net** or you can send in a check payable to the "School District of the Chatham".

- The recommended operating account balance is \$50.00.
- When the account falls below \$20.00 you will be notified with a low balance letter by email.
- If the account has a \$0.00 balance your child will not be able to purchase lunch.
- You can also sign up for auto-replenishment on PayForIt.

If you choose not to let your child use a lunch account you can notify me and I can block the account so the student cannot use it for lunches or snacks.

If you have any questions, please feel free to call me at 973-457-2555 or email me: **rmcbreen@chatham-nj.org**.

Thank you for your time and cooperation.

Sincerely,
Bob McBreen
Food Service Supervisor

RM/gg

I nstructions for First Class Use

First Class is a software program that serves as a framework for email and communication among students, teachers, and parents. It is critical that students quickly become comfortable with the use of First Class, as many teachers use it to post assignments, collect homework, send important messages, etc. Students may access First Class from any computer in the building or may use it from home by following the login instructions below.

First Class Installation for Home Computer

Chatham First Class can be accessed by using the client software or a web browser. There are interface differences between the two options. The preferred method is to use the first class client, which is quicker to use and has a few additional features over the browser. The Client instructions are as follows and may be accessed at the School District of the Chathams' home page website.

1. Go to <http://www.chatham-nj.org/sdoc/site/default.asp>. This is our home page.
2. Click on First Class e-mail.
3. Click on [download](#).
4. Choose the version you want to install: [Mac OS 9 & X](#) or [Windows](#) or [Linux](#)
5. Click on where it says [Click here](#)
6. Once the installation is complete follow the directions in Step 2.
(*You must be connected to the Internet in order to use First Class at home.*)

First Class Login via School District Website

Chatham First Class may also be accessed via the internet. The instructions are as follows:

1. Go to <http://www.chatham-nj.org/sdoc/site/default.asp>.
2. Click on First Class e-mail.
3. FirstClass web interface users click here to [login](#) to your FirstClass account.
4. Follow either of the login options listed below

Student Login

1. Once the First Class Login prompt has been selected, enter the "username."
2. Enter the password.
3. If you cannot log on, make sure the server line is filled in. If it says "home.fc," click on the "Advanced" button and type "fc.chatham-nj.org" into the box that says "home.fc. and then save.



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DOUGLAS M. WALKER
Assistant Principal

TO: Parents of senior students
RE: "Age of Majority"

July 2013

Dear Parent(s),

I am writing this letter to make you aware of school district policy, as informed by the New Jersey Administrative Code and New Jersey Statutes, with respect to students who attain the age of eighteen years during their enrollment in public schools.

According to the School District of the Chathams' policy number 5700, "a pupil who has reached the age of majority possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult pupil is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school."

I am making a point of communicating the above policy to you before the start of the school year because I know that an individual student's assumption of the above rights has the potential to pose some problems. Specifically, these rights include the ability to excuse an absence from school, waive or agree to special education accommodations, waive or agree to medical treatment in an emergency, and so on. If your child turns eighteen during the course of this school year, I would encourage you to speak with her/him about the importance of making sound choices and of conforming to school policy. It is legally and developmentally appropriate for students to exercise greater responsibilities and judgment as they reach adulthood, and I would like to ensure that they do so in a manner that yields positive outcomes.

I would also like to point out Chatham High School's attendance policy for senior students. As detailed in the student handbook, senior students are permitted 16 absences over the course of the school year before facing disciplinary action and the possible loss of credit in a course. Additionally, due to the myriad senior events and activities that occur at the end of the school year, seniors may not sign out more than four times in the final marking period. I will discuss the above policy with seniors during the first week of school and hope that all of our students end their high school careers productively and without incident.

Thank you for taking the time to review this letter. Please feel free to contact me should you have any questions and congratulations on reaching this final year of schooling. I look forward to seeing you throughout the year.

Sincerely,

Darren Groh
Principal



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Summer 2013

Dear Parents,

Whether your senior has attended Chatham High School for a short time or has been here for the last three years, I hope he/she has had a positive experience. Senior year is exciting in many ways but can also be filled with stress as your child is completing his/her last year of high school. During senior year, your child will be working through a rigorous academic schedule, partaking in clubs and other activities, and planning for his/her future through the college or career search. We are very proud of what our students accomplish at Chatham High School and how they develop into terrific young men and women.

Senior year brings with it end of the year celebrations that we hope all of our students experience and enjoy. At the same time, the cost for these events and activities can sneak up on our seniors and their parents. Although we cannot provide exact amounts until later in senior year, we would like to provide you with a list of end of the year events and the approximate costs that are related to each event so that our seniors and/or parents can budget for these events.

Yearbook - \$75.00
Cap and Gown - \$25.00
Prom - \$110.00
Project Graduation (PTO) - \$65.00

All events, with the exception of Project Graduation, can be paid for from your child's personal senior account. The money in your child's account is generated from his/her fundraising efforts throughout his junior and senior years. Your child's balance, which is updated throughout the year, can be viewed in the documents tab of the parent portal.

If you have any questions, please reach out to our senior class advisor, Ms. Laura Scerbo, at lscerbo@chatham-nj.org

Sincerely,

Darren Groh

CLASS OF 2014

**Please return to Ms. Leslie Chapman
at Chatham High School**

DIPLOMA INFORMATION

We will soon be ordering graduation diplomas for the Class of 2014. In the space provided below, **PRINT OR TYPE CLEARLY** the exact name you wish engraved on your student's diploma. It is customary to print the student's entire name without abbreviations or initials, but you may have the name printed in any way that you choose.

(STUDENT'S NAME AS IT SHOULD APPEAR ON THE DIPLOMA.)

Parent Signature

School District of the Chathams

PERMISSION FOR (OTC) OVER-THE-COUNTER MEDICATION

**TO BE ADMINISTERED BY THE SCHOOL NURSE
2013-2014**

The school nurse, according to the district standing orders, may administer the following medication to my child _____ Grade _____

Medication: (Please circle)

Tylenol **Yes/No**

Advil **Yes/No**

Benadryl **Yes/No**

_____ Date _____
Signature of Parent/Guardian (***required***)

PLEASE RETURN THIS FORM TO THE SCHOOL NURSE BY SEPTEMBER 10, 2013



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August, 2013

Dear Seniors and Parents/Guardians of Seniors,

Parking assignments have been made for those seniors who have applied and will be accessible through the Genesis Parent Portal at <http://parents.chatham-nj.org> on or about August 15th. Students have been assigned a particular semester and parking space. Applications for those who have not yet applied are still being accepted and can be found in both the senior packet online and on the website in the Senior Class folder.

Parking on campus is a privilege, which seniors in good standing are eligible to receive. In order to maintain the privilege to park, students must adhere to parking guidelines and procedures.

Parking guidelines

- All seniors who have a valid drivers license or anticipate having a drivers license during a particular semester are eligible to apply for parking. A valid license and registration for the vehicle to be driven to school must be produced in order to be issued a parking permit.
- Students will be assigned parking for *one semester only*, and must indicate the desired semester on the application. If the number of applicants exceeds the number of available student spaces, a lottery system will be implemented.
- The fee for parking is \$50.00 per semester, to be paid through PayForIt.net on or about August 15th.
- Students who are selected to park for a given semester will be assigned a parking space number valid for that semester only and must display the assigned hang tag on the registered car. Students who have more than one vehicle that they may be driving must register all vehicles with the office and transfer the hang tag to any vehicle they plan to park in the lot.
- Students who do not have a hang tag will not be permitted to enter the lot. A parking attendant will be on duty to ensure that only authorized vehicles enter our campus. Replacement tags are not available; students should keep their tags in a secure area of their vehicles at all times.
- Students who park in spaces that are not assigned to them, misuse their parking privilege, drive recklessly, or who experience disciplinary infractions may forfeit their parking space or be subject to other disciplinary consequences.

Parking procedures:

- Students will be assigned to a specific space in the front parking lot. This assignment will be found in a document accessible through the Genesis Parent Portal.
- A student may park only in the *white-lined space whose number corresponds to his or her numbered permit*. Any student who is found to have parked in *any other area* will be subject to discipline and possible revocation of his or her parking privilege for the semester to which he or she has been assigned.
- It is recommended that students who leave on open campus return a few minutes before the start of the next period, so that they can deal with any parking issues that may have arisen in their absence. If a student returns to find a car parked improperly in his or her spot, he or she should write down the license plate of the offending vehicle and then return his own car to the Colony lot. *Tardies due to parking issues will be considered unexcused.*
- Reckless driving of any kind will be grounds for loss of parking privilege for the entire semester to which a student has been assigned. Students should leave themselves enough time to enter the lot and park safely.

Your compliance with the above guidelines and procedures will help ensure the safety and orderly operation of our campus parking lots. Thank you in advance for your cooperation. Best wishes for a happy and safe summer, and a terrific senior year!

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Gironda", with a long, sweeping underline.

Lori B. Gironda
Assistant Principal

**CHATHAM HIGH SCHOOL
TRAFFIC AND PARKING LOT PATTERNS
2013/2014**

Please note the following traffic and parking lot patterns for Chatham High School:

1. Between 7:00 and 8:00 a.m., **no drop-offs are allowed in the lot.** Only faculty, staff, senior students, and guests will be allowed to park. A parking attendant will be on duty to ensure that only authorized vehicles enter the lot.
2. The driveway in front of the school and the exit road up to Lafayette Avenue are one way only. This allows two lanes of traffic to exit on to Lafayette Avenue, one turning right and one left. All traffic into the auditorium loop must enter via the front driveway and not down the road next to Special Services.
3. Signs posted in the driveway indicate that drop-off begins in front of the second set of doors, not in front of the main doors. Please pull all the way up to the drop-off sign when dropping off students in the morning or picking up in the afternoon.
4. Please do not block the entrance/exit to the side parking lot when waiting to pick up or drop off students.
5. Visitor parking is available in front of the main doors along the front of the building. Signs will delineate the area for visitor parking. **Spaces marked reserved or with numbers are assigned and reserved for administrators, staff members, and students.** Visitor parking is not permitted in numbered or reserved spaces.
6. Senior students in good standing, who have applied for and been assigned a parking space, may park their cars in the senior parking lot. Students who wish to park must complete the application process and pay a fee on PayForIt.net of \$50.00 per semester. The parking fee will be available for payment beginning August 6th. Vehicle parking hang tags for the semester will be issued in the main office beginning the week of August 20th. Parking permission will be withdrawn immediately if a student drives dangerously in the lot or if the vehicle is used to leave school at unauthorized times during the school day.
7. Underclassmen are not permitted to use school parking facilities for any reason. Street parking near the school is prohibited by Chatham Township, presents real problems for area residents, and is closely regulated by township police. Please help us to create a safe environment on campus in the morning by riding the bus, if eligible, or by using the walking paths on Dellwood and Longwood Avenues. We encourage parents and students to take advantage of these alternate routes to the school building to minimize congestion on Lafayette Avenue.
8. We ask that all parents and students adhere to the above traffic guidelines to ensure the safety of our students and staff and keep traffic moving smoothly at the beginning and end of each day.

