

# WEST MORRIS MENDHAM HIGH SCHOOL

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NED PANFILE  
*Coordinator of Athletics &  
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August 2016

Dear Parents and Students:

My hope is that all families have had a chance to rest, relax and enjoy the summer. We have been busily preparing for the opening of school and look forward to a productive year for all. On behalf of the staff and administration, I would like to welcome those new to Mendham High School and also welcome back those returning. Enclosed please find a copy of your son/daughter's schedule and also their bus transportation pass, if applicable. **Some of the forms that have been traditionally mailed home can now be found on the MHS website, www.wmmhs.org, for your convenience.** These include: Bell and Rotating Period Schedule, Rotating Schedule by Day, Guidance Calendar, Over the Counter Medical Form, Family Education Rights and Privacy Act (FERPA) and School Calendar. If you do not have access to these forms via computer, please call us to have a mailing sent.

Regarding student schedules, there will be no schedule changes unless there is an error on the schedule. Counselors verified all course requests to ensure that all schedules are accurate. Please notify the Counselor immediately if you feel an error has been made on the schedule.

**Freshmen** will have special orientations on Tuesday, August 30 at 7:00 PM (with parents) and on Wednesday, August 31 (students only), beginning at 8:30 a.m. in the high school auditorium. Freshman counselors and peer leaders have planned a program to help students make a smooth transition to our high school. Orientation for freshmen will run from 8:30 a.m. until 12:00 p.m. with buses departing at 12:15 p.m. If you are taking a bus to school, you are to be at your designated pick-up point **one (1) hour later** than stated on your Bus/ID card.

All incoming freshmen and new students are asked to complete the enclosed Emergency Card and return it to your 1<sup>st</sup> period teacher during the first full day of school or return it by mail to the attention of the Health Office prior to the start of the school year. Please pay particular attention to work telephone numbers of the parent or guardian. Upperclassmen should complete only if information has changed from last year. These students should also review the 2016-2017 Technology Policies and return the enclosed Technology signature pages as stated.

**All students**, grades 9-12, will report for the first day of school on Tuesday, September 6, at 7:35 a.m. for a full day schedule. Buses will make pick-ups as indicated on the bus pass.

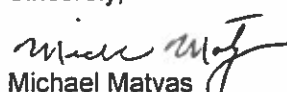
The Student/Parent Handbook will be distributed during the first week of school. Upon receiving it, please review its contents with your child. The handbook is also available on our website under "***About Mendham***". Of particular importance are guidelines related to student attendance and responsibilities. **Student attendance at school is mandatory.** Should you have a question concerning your attendance during the year, you are advised to consult your grade level administrator.

Students in advanced and upper level math courses are recommended to purchase a Texas Instruments TI-83 Plus or TI-84 graphing calculator. Students will be informed of their other instructional needs upon meeting with their teachers.

Please find additional information regarding the daily operation of the school on the reverse side of this letter as well as enclosed correspondence from our Parent-Teacher Organization (PTO).

Enjoy the remaining days of summer. Feel free to call us at 973-543-2501 if we can be of assistance.

Sincerely,

  
Michael Matyas  
Principal

## **BUILDING ACCESS/ENTRY**

As was the procedure last year, we ask that all parents and/or visitors stop, identify themselves to staff and sign-in prior to entering the building. Parents should remain in the lobby area of the school to conduct school business and not wander into other areas of the building. Thank you for your help and cooperation with this process.

## **SECURITY STAFF**

Mr. Rick Hollender will again serve as our security monitor. Rick is a retired police officer with 25 years of experience in Bridgewater Township, spending an extensive amount of his career in the Bridgewater Schools. Officer Chris Gobbi of the Mendham Borough Police returns as our School Resource Officer.

## **INSTANT ALERT SYSTEM**

The **School Messenger Instant Alert System** is a form of communication that will contact parents through voice, e-mail and/or text messaging. This replaces the Honeywell System and is different from our **E-mail Broadcast System** through **Naviance** that is used for more general school communication/information. The **Instant Alert System** is used for snow days, delayed openings, other emergency school issues and/or announcements. All students and their families will receive directions on how to update their notification preferences through Parent Portal. Each family will have the opportunity to input the telephone numbers, e-mail address and cellphone numbers of their choice. At any time during the school year, parents may add or delete contact information.

All students including those in Grades 10, 11, and 12 will need to update their contact information for the 2016-2017 school year due to the change in instant alert systems from Honeywell to School Messenger. Upon updating their contact information, parents will need to opt into receiving phone calls and text messages before they can choose those as options for message delivery.

## **SENIOR PARKING**

Decals will not be assigned until attendance at a school sponsored **Safe Driving Program** presentation has been completed, followed by submission of a parking application and the certificate handed to them at the end of the safe driving presentation. **One permit per family only.** Parking will continue to be on a first come, first serve basis. Parking permits will be distributed during the first week of school. They will be distributed during Physical Education classes, study halls and lunch. See Ms. Welles during these times.

Seniors who intend to drive must submit an application along with a copy of their driver's license, registration and insurance card. Additionally, all seniors will complete an in-house driver safety program in order to park on campus. The application and regulations can be found on the school website as well as the dates and time for the safe driving presentation.

**Seniors are not allowed to park on school grounds if they do not have a parking permit.**

## **STUDENT PICK-UP/DROP-OFF**

Student Pick-up/Drop-off takes place in the parking lot adjacent to the Music Wing of the school. Traffic patterns change from morning to afternoon in Row #2 and are as follows (map enclosed):

Row #1 (closest to the school/music wing) – Traffic flow is in a one-way direction from the main entrance of the school with no access from the back gate. We have also installed a student cross-walk for access to and from the building.

Row #2 – Traffic flow varies from morning to afternoon. Students may be dropped off in the morning, with access from the back gate, (the No Entry sign is covered in the morning) with traffic flowing both ways. In the afternoon at student pick-up, the No Entry sign is in effect with only one-way flow at dismissal and no access from the back gate.

Row #3 – Two-way flow of traffic is in effect.

Parents are not to drive students up to the front entrance of the school for drop-off, unless extenuating circumstances such as a medical condition exists.