



***METUCHEN
HIGH SCHOOL***

**Parent-Student
Handbook**

2011-2012

MESSAGE FROM THE PRINCIPAL

The purpose of this handbook is to provide students and parents with specific guidelines concerning basic school operations. General information, policies, practices and regulations are clearly outlined in the first three sections of the handbook.

It is important to recognize the absolute necessity for a cooperative effort involving students, parents, and staff. Interaction on all levels should be characterized by mutual respect and a concern for preserving a positive school environment. Under such conditions we can optimize the potential for cognitive and affective growth.

The high school years are a vital period academically and emotionally. We look forward to working with you to sustain a climate that will encourage the refinement of problem solving skills in both of these critical dimensions.

If any questions are left unanswered or if a problem should arise during the school year, I encourage you to contact me to clarify any issue.

Best wishes for a productive and pleasant 2011-2012 school year.

*Bruce J. Peragallo
Principal*

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MESSAGE FROM THE STUDENT COUNCIL

Have you ever felt the need to express your opinion about something and have it count? At Metuchen High School, you can do it through Student Council. Student Council is intended to be the direct means of communication between students and administration. Through its meetings and activities, the Council strives to meet the needs of students and improve the school community.

Any student who is willing to commit himself/herself to the Council may become a member. Class representatives meet monthly either before or after school. Committees meet before or after school between regular Council meetings. If you wish to have a voice in what happens in your school, Student Council is a good opportunity for you.

For more information, contact Mrs. McCarthy in Room 216.

Best wishes for a pleasant and successful year.

MHS Student Council

STAFF DIRECTORY 2011-2012

Metuchen High School
400 Grove Avenue
(732) 321-8744

BOARD OF EDUCATION

Eileen FrowenfeldPresident
Fran Brennan.....Vice President
Dan E. Benderly Terry Kohl
Rose de Vries Jonathan Lifton
Arthur Flaherty, Sr. Benjamin Small
Jaqueline Gibson

WORLD LANGUAGES

Mary Lou Roma, Supervisor
Karin Flores Alison McCarthy
Anna Girin Ellen Park
Dr. Rosann Kamin Danielle Scala
Lawrence Land

CENTRAL ADMINISTRATION

Theresa Pollifrone-SinatraSuperintendent
Michael Harvier.....Business Administrator
Robert CapraDirector of Special Education/
Pupil Personnel Services
Paul PineiroDirector of Curriculum

SOCIAL STUDIES

Edward Porowski, Supervisor
Kerry Blaze Christopher Giddes
Steve Cichetti Linda DePaola
Michael Clarke Evan Robbins
Laura Connolly

HIGH SCHOOL STAFF

Bruce J. PeragalloPrincipal
Susan La Fauci.....Vice Principal
John CathcartDirector of Athletics

Kathy MallorySecretary to the Principal
Mary MiranowicAttendance/Guidance Secretary
Charlene NichollsSecretary, VP
JoEllen ToroSecretary, Guidance
Maureen AzzaraSecretary, Library

ART

Mary Lou Roma, Supervisor
Joyce Browning Linda Graf

GUIDANCE

Traci Grauer Leigh Hanbridge

MUSIC

Mary Lou Roma, Supervisor
John Messenger John Morrison
Catherine Morrison Stefeny Stofa Krombholz

ENGLISH

Edward Porowski, Supervisor
Scott Gallagher Michael Mazza
Jane Harmon Lauren Volosin
Dianne Kuenzel Frank Wagenblast
Adam Levy

PRACTICAL ARTS

Joann Zebrowski, Supervisor
Industrial Arts
Len Szkodny
Thomas Vahalla
Home Economics
Bonnie Stanski

MATHEMATICS

Joann Zebrowski, Supervisor

Janis Lewandowski
Sherry Lifson
Frank Ruggiero
Jonathan Stevens

James Thomas
Michael Warnock
Frank Wrublewski

SCIENCE

Kathleen Henn, Supervisor

Martin Holleran
Yoko Kato
Dr. Thomas Lan

Scott Rockhill
Marie Seidel
Harvey Weinstock

PHYSICAL EDUCATION AND HEALTH EDUCATION

John Cathcart, Supervisor

Beth Ann Abbott
Edward Ennis
Kelly Evans

Val Gazda
Robert Ulmer
Nicholas Zaneto

STUDENT ASSISTANCE COUNSELOR (SAC)

Judith Cheung

ATHLETIC TRAINER

Lauren Butler

LIBRARY

Patricia Glave, Librarian

NURSE

Maureen Kazelesky, R.N.

SPECIAL SERVICES

Rosalie Abrams
Speech Therapist

Steve Cichetti
Special Education Teacher

Lisa Granados
Social Worker

Barbara Helfman
Special Education Teacher

Janet Irenski
Learning Disabilities Teacher/Consultant

Michelle Jarosiewicz
Special Education Teacher

Barbara Johnson
Special Education Teacher

Sarah Karger
Special Education Teacher

Christina Theiss
Psychologist

Nora Ruhno
Special Education Teacher

Kathleen Sullivan
Special Education Teacher

Metuchen High School 2011-2012 Calendar of Events

August	30	Tuesday	Freshman Orientation	10:30 a.m.
	31	Wednesday	Staff Conference Day	8:30 a.m.
September	1	Thursday	Staff Conference Days	8:30 a.m.
	2/5	Fri/Mon	No School – Labor Day	
	6	Tuesday	Opening Day of School	8:25 a.m.
	12	Monday	PTO Meeting	7:30 p.m.
	15	Thursday	PTO Meet the Teachers' Night	7:00 p.m.
	16	Friday	Freshman Elections	
	29-30	Thur.-Fri.	No School – Rosh Hashanah	
October	1	Saturday	Metuchen Country Fair	10:00 a.m.
	4-6	Tues.-Thur.	HSPA (Seniors Only) (3 days)	8:00 a.m.
	6	Thursday	Mid-Marking Period Interims- 1 st MP/ Grade 9 Progress Reports	
	11-13	Tues.-Thur.	HSPA Make-up (3 days)	8:00 a.m.
	13	Thursday	Oktoberfest	6:00 p.m.
	15	Saturday	PSAT Testing (Grades 10/11)	8:00 a.m.
	22	Saturday	Homecoming Dance	7:00 p.m.
	23	Sunday	National Honor Society Induction	2:00 p.m.
November	3-5	Thurs-Sat	Fall Play	7:30 p.m.
	4	Friday	End of First Marking Cycle	
	5	Saturday	SAT I & II Testing	8:00 a.m.
	7	Monday	PTO Meeting	7:30 p.m.
	8	Tuesday	No School – Election Day	
	10-11	Thur./Fri.	No School – NJEA Convention	
	14-18	Mon –Fri.	American Education Week	
	15	Tuesday	Parent-Teacher Conferences (1:30 – 4:00)	1:30 p.m.
	15 & 17	Tues. & Thur.	Early Dismissal – Parent-Teacher Conferences	1:00 p.m.
	17	Thursday	Parent-Teacher Conferences (6:00 – 9:00)	6:00 p.m.
	19	Saturday	Project Graduation Dinner Dance Pines Manor, Edison	TBA
	22	Tuesday	Fall Sports Award Program	7:00 p.m.
	23	Wednesday	Early Dismissal	1:00 p.m.
	24-25	Thur.-Fri.	No School – Thanksgiving Recess	
December	5	Monday	PT Council	8:00 p.m.
	10	Saturday	Student Council Snow Ball	7:30 p.m.
	10	Saturday	ACT Testing	
	12	Monday	Mid-Marking Period Interims – 2 nd MP	
	22	Thursday	Winter Holiday Concert	7:00 p.m.
	23	Friday	Early Dismissal	1:00 p.m.
	26-30	Moni.-Fri.	No School - Winter Recess	

January	2	Monday	New Years Observed	
	9	Monday	PTO Meeting	7:30 p.m.
	16	Monday	No School – Dr. Martin Luther King, Jr. Day	
	19	Thursday	End of Second Marking Cycle	
	20-26	Fri.-Thurs.	Mid-Year Examinations	
	26	Thursday	End of First Semester	
	31	Tuesday	Parent Orientation	7:00 p.m.
February	6	Monday	PT Council	8:00 p.m.
	17-21*	Fri.-Tues.	No School – Presidents’ Day Recess (3 days)	
	22-24	Wed.-Fri.	Battle of the Classes	
March	1	Thursday	Mid-Marking Period Interims – 3 rd MP	
	5	Monday	PTO Meeting	7:30 p.m.
	6-8	Tues.-Thurs.	HSPA (All Juniors) (3 days)	8:00 a.m.
	8	Thursday	World Languages Honor Societies Induction	7:00 p.m.
	10	Saturday	SAT I Testing	8:00 a.m.
	13-15	Tues.-Thurs.	HSPA Makeup	8:00 a.m.
	15	Thursday	Winter Sports Award Program	7:00 p.m.
	22-24	Thur.-Sat.	Spring Musical	7:30 p.m.
	29	Thursday	Music Department Ensemble Night	7:00 p.m.
	30	Friday	End of Third Marking Cycle	
	April	2-9	Mon.-Mon.	No School – Spring Recess
14		Saturday	ACT Testing	
19		Thursday	Art Honor Society Induction/Arts Festival	7:00 p.m.
May	5	Saturday	SAT I & II Testing	8:00 a.m.
	7	Monday	PTO Meeting	7:30 p.m.
	7-11	Mon.-Fri.	AP Exams (5 days)	8:00 a.m. & 12:00 p.m.
	9	Wednesday	Mid-Marking Period Interims – 4 th MP	
	14-18	Mon.-Fri.	AP Exams (5 days)	8:00 a.m. & 12:00 p.m.
	15-16	Tues.-Wed.	HSPA End of Course Biology Test	8:10 a.m.
	17-18	Thurs.-Fri.	HSPA End of Course Biology Test Make-up	8:10 a.m.
	17	Thursday	Spring Concert (Band/Orchestra/Chorus)	7:00 p.m.
	24	Thursday	Junior-Senior Prom (Farrington Manor)	7:30 p.m.
	25	Friday	No School – Staff Workshop	
	28 -29*	Mon.-Tue.	No School – Memorial Day	
	31	Thursday	Spring Sports Award Program	7:00 p.m.
June	4	Monday	Music Awards Dinner	6:00 p.m.
	12	Tuesday	End of Fourth Marking Cycle	
	20	Wednesday	Last Day of School*	

Note: All emergency weather days will be made up according to the priority listing established by the Board of Education in its adopted calendar **(2/17, 2/21, 5/29, 6/21, 4/9)**.

*The dates for Final Examinations, the Senior Athletic Banquet, the Senior Convocation, the Last Day of School, and Graduation are determined by the number of emergency weather days used and will be finalized during the month of April. In addition, the dates for the three seasonal sports awards programs will be determined at the conclusion of each sports season.

GUIDELINES FOR EVENING STUDENT ACTIVITIES IN METUCHEN HIGH SCHOOL

The following guidelines pertain to such activities as dances, concerts, plays, musicals, athletic events, etc:

1. Dances generally begin at 7:30 p.m. and conclude no later than 10:30 p.m.
2. Students who leave the building during an evening activity **WILL NOT** be readmitted. Additionally, students may not be permitted into events after 30 minutes past the starting time without parental notification.
3. Students are expected to conduct themselves in an orderly and courteous manner.
4. Any student suspected or observed to be under the influence of alcohol or drugs will not be admitted. Parents/guardians and/or the police will be notified.
5. Any student involved in unacceptable behavior will be subject to disciplinary action upon his/her return to school.
6. Students are not permitted to go to their hall lockers or to their gym lockers for any reason.
7. No alcoholic beverages or illegal substances of any kind are permitted anywhere on school grounds.
8. Students organizing an activity must work through their advisors. The advisor of the organization sponsoring the activity **MUST** be present to supervise the affair.
9. A list of **FACULTY** chaperones must be provided at least one week in advance of the affair. At least one chaperone should be available for every 50 students (except athletic events).
- 10. When applicable, at least one police officer will be paid for by the organization sponsoring the activity.**
11. All physical arrangements must be made at least three weeks in advance through the Vice Principal's office and Mrs. Mallory in order to properly inform the custodial staff.
12. No smoking is allowed on school property.
13. When events are held in the gym, nothing may be used that might damage the gym floor.

If questions are left unanswered, students are encouraged to seek assistance in the Main Office.

MISSION STATEMENT OF METUCHEN HIGH SCHOOL

Metuchen High School building on a tradition of academic and co-curricular distinction, provides a safe and nurturing environment for all students. As an educational cornerstone in our historical, small suburb, we recognize the high expectations of our community. Our curricular offerings are an integral part of an evolving program that meets each student's intellectual, social, and emotional needs.

We are committed to superior classroom instruction and encourage our students to strive for excellence. Our school balances innovative, experiential, and traditional learning, encouraging all students to discover their talents, develop their strengths, and become responsible and productive citizens of a rapidly changing world.

BELIEF STATEMENTS

WE BELIEVE THE METUCHEN HIGH SCHOOL COMMUNITY WILL:

maintain a comprehensive, rigorous, and balanced curriculum that emphasizes a deep understanding of content and skills needed for students to grow and mature academically, creatively, socially, and emotionally.

recognize the importance of having a committed, highly-qualified staff that works collegially to strengthen instruction through ongoing articulation and professional development.

celebrate the diversity of learning styles and abilities within the school while providing opportunities for interdisciplinary, differentiated, and inclusive instruction.

value and support a variety of co-curricular programs, including the arts and athletics, through which students will recognize their inherent talents and maximize their potential.

provide a safe, secure, and healthy school environment that fosters a mutually supportive and respectful interaction among students, educators, and the community.

utilize the wealth of professional expertise, resources, and cultural diversity in our historic community to provide enriching and expanding experiences for our students.

strengthen students' critical/creative thinking and problem-solving skills, hone communication skills, foster curiosity, and prepare students for careers in a complex, rapidly changing, and technologically advancing society.

envision the school as a microcosm of society with expectations for behavior. Upholding these standards equips our students to become responsible, productive citizens in a thriving democracy.

Profile of a Metuchen High School Graduate

COGNITIVE

Graduates of Metuchen High School will be:

Curious And Imaginative. They enjoy learning and through their curiosity and imagination sustain this love of learning.

Verbally Literate. They are effective communicators who understand and express ideas and information confidently, clearly, and creatively in more than one language. They are discerning readers, and they actively listen to and openly receive ideas from others.

Mathematically Literate. They have a number sense and apply mathematical processes to problem solve, reason, make connections and inferences.

Technologically Skilled. They have an understanding of how technology shapes their lives and are open to advances in a changing technological world and are cognizant of the fact that technology is not a panacea.

Independent. They think critically and creatively in their approach to solving complex problems. As independent learners, they have acquired skills necessary to successfully conduct inquiry and research.

Resourceful. They develop the initiative and motivation to learn about various careers and take the appropriate steps to achieve their goals. They possess the skills to be financially responsible.

Organized. They give thoughtful consideration to their own learning and experience and are able to assess and understand their time limitations in order to achieve personal priorities and meet goals. They use their knowledge to set goals and develop plans and deadlines for meeting them, as well as to make informed, ethical, moral, aesthetic, and political choices.

Competent. They continue to acquire in-depth knowledge across a broad and balanced range of disciplines. They explore concepts, ideas and issues that have local and global significance.

AFFECTIVE

Graduates of Metuchen High School will be:

Confident. They are confident in their abilities and, as a result, are self-sufficient and self-directed.

Motivated. They have a strong work ethic and are responsible, conscientious, organized and focused. As a result, they persevere in daily tasks and in life endeavors.

Open-minded And Empathetic. They understand and appreciate their own cultures and personal histories and also are open to the perspectives, values, traditions of other individuals and communities. They are articulate in defending their beliefs and actively engage in the democratic processes.

Principled. They act in accordance with fundamental principles of integrity, honesty and humility with a strong sense of fairness, justice and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and their consequences.

Aware Of Health And Wellness. They understand the importance of emotional and physical wellness. Effectively using leisure time, they also develop a healthy life style.

Involved. They understand the importance of civic responsibility and are actively involved in their community. They also have a personal commitment to service, to making a positive difference in the lives of others, and to protecting the environment.

Adaptable. They understand the changing nature of the workplace and realize that they must be flexible and open to change.

Collaborative And Cooperative. They are effective when working with others to reach mutual goals and comfortably take on a leadership role. Through working with others they also learn tolerance and compassion.

Reflective. They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal growth and development.

BELL SCHEDULE

PERIOD ZERO	7:45 - 8:30
WARNING	8:25
REPORT TO PERIOD 1	8:30
PERIOD 1	8:33 - 9:18
HOMEROOM	9:18 - 9:22
PERIOD 2	9:25 -10:10
PERIOD 3	10:13 -10:58
PERIOD 4A.....	11:01 -11:46
PERIOD 4B.....	11:34 -12:19
PERIOD 5B.....	11:49 -12:34
PERIOD 5C.....	12:22 - 1:07
PERIOD 6	1:10 - 1:55
ANNOUNCEMENTS	1:55 - 1:57
PERIOD 7	2:00 - 2:45
A LUNCH	11:01 -11:31
B LUNCH	11:49 -12:19
C LUNCH	12:37 - 1:07

WORKING PAPERS

Students wishing to obtain working papers must report to the Main Office for the necessary forms. Before applying each student should make certain that the job is appropriate for his/her age group.

Working paper applications must be picked up at the Main Office. Prior to returning the completed application, the student must fill out the student portion, Physician's Certificate, Promise of Employment (including days, hours and wages per hour) and must provide a copy of their birth certificate.

Please note that the issuance of working papers signifies to an employer that a student is academically eligible, has good attendance and is not a disciplinary problem. Students may be denied working papers if he/she is deficient in any of these areas.

PHYSICAL EDUCATION EXCUSES

P.E. excuses must be left with the nurse prior to going to first period in the morning. No P.E. excuses will be accepted after 8:30 A.M. unless a student is admitted to school late. Anyone excused from P.E. will not be eligible to participate in after-school sports.

LOST AND FOUND

All lost articles should be taken to the Main Office so that students may find them easily in one place.

Depending on the nature of the articles, lost and found claims may be made before and after school in the following locations.

1. Personal articles - Main Office or Stairwell near elevator
2. Gym and Athletic Equipment - Gym Office
3. Textbooks - Stairwell near elevator
4. Library Materials - Library

It is consistent with good citizenship that an article found including money, should be taken by the finder to the appropriate office. Clothing stored in the lost and found will be donated to a charitable organization after two weeks.

FIRE AND SAFETY DRILLS

Orderly evacuation of the school in the event of fire or other disturbance is essential to the safety of our students and staff. Therefore, a system for leaving the building quickly has been devised. Inasmuch as procedures vary from room to room, all students have the responsibility to familiarize themselves with the directions posted in the rooms in which they attend classes.

Fire drills are signaled by the sounding of fire bells. Immediately, the class should line up single file, leave the room, and vacate the building according to the instructions posted in the room.

Safety drills will be announced with specific instructions.

In all drills, it is absolutely essential that complete silence be maintained and that students follow all instructions given by teachers quickly and accurately.

CLASS ADVISORS

Each grade has a class advisor who will assist the class with the activities of that class. The class advisor will be responsible for all functions of the group.

9th grade advisor.....	Ms. Flores
10th grade advisor	Mr. Wrublevski
11th grade advisor	Mrs. Graf
12th grade advisor	Ms. Rockwell

VIRTUAL HIGH SCHOOL (VHS)

Standards-based, student-centered online courses are offered to a limited number of students through the High School's membership in the Virtual High School (VHS) Global Consortium. Interested students must be highly motivated and can apply for admission to the program through their guidance counselors.

METUCHEN HIGH SCHOOL WEBSITE

Log on to the official MHS website at www.metuchen-schools.org/mhs for information and activities.

STUDENT CAR REGISTRATION

All students wishing to bring a car to school must complete the following steps before they are permitted to bring a car on campus:

1. Learn all the rules and regulations pertaining to student drivers.
2. Secure a "Student Car Registration" form and a "Driver's Agreement" from the Main Office.
3. Complete the "Driver's Agreement" and return these forms to the Vice-Principal's office so the credentials (license, registration, proof of insurance) can be checked, and a placard can be issued.
4. Register all cars even if a car was registered the previous year.

STUDENT DRIVER REGULATIONS

1. Traffic flow on school grounds should stay to the right at all times and follow the arrows.
2. Speed limit on school grounds is 5 mph. Registration will be revoked immediately for any offense of this regulation.
3. Students must park only in the student parking area.
4. Parking in unauthorized areas may result in disciplinary action or suspension of parking privileges.
5. Students leaving school in any car without permission will forfeit their privilege for parking on school property.
6. The parking lot on Mason Drive is to be used by the High School Staff only.
7. Students may not go to their cars during the school day without permission from the main office.
8. Students are expected to practice good driver courtesy at all times.
9. Students who intend to take a car on school grounds must file registration forms with the Main Office and obtain a placard. This registration applies even for cars only brought to school occasionally.
10. Traffic regulations on school grounds are under police jurisdiction and violations are subject to prosecution.

Note to student drivers:

Parking on school grounds is a privilege we are happy to extend to you, provided you comply with the regulations. Because the safety of all of us depends on responsible driving behavior, regulation violations will result in disciplinary action and/or suspension of parking privileges.

ANNOUNCEMENTS

During the Homeroom period and again at 1:55 p.m. announcements will be made. Any student wishing to have an announcement read, must have the signature of a faculty advisor on the announcement or have permission from the Main Office.

INCLEMENT WEATHER

Radio Station WCTC, 1450 on your dial, will announce the closing or delayed opening (9:50 a.m.) of school during bad weather or for other emergency reasons every ten minutes beginning at 6:00 a.m. Announcements will also be posted on the district website and by the Honeywell Instant Alert System.

ACTIVITIES AND CLUBS

NATIONAL HONOR SOCIETY

The objective of this organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in the students of Metuchen High School.

To be eligible for selection, candidates shall have spent at least one semester at Metuchen High School and shall be members of the junior or senior class. Junior and senior candidates must have a scholastic average of 3.6. All students meeting these standards will be eligible to apply for membership.

A student may be removed from the society if his/her scholastic average is not maintained or if he/she does not live up to the three main requirements of the society: character, leadership and service.

The National Honor Society provides a tutorial program for any student in need of academic help.

WORLD LANGUAGE HONOR SOCIETY

The World Language Honor Society recognizes high academic achievements in French, German and Spanish language study. Students who have completed at least 10 marking periods of a language are eligible for membership. The World Language Honor Society will hold an induction ceremony for new members in March, the Metuchen Cup in June, and one language-specific event during the year.

Once students are inducted into the World Language Honor Society, they are required to stay enrolled in the language, maintain their G.P.A. in that language, volunteer for peer tutoring and participate in world language events.

STUDENT COUNCIL

The main purpose of the Student Council is to represent and voice the feelings of the student body of Metuchen High School. In addition to this, the Student Council promotes and encourages school spirit, and practices good citizenship by providing a forum for student expression through democratic procedure and principles. Student Council officer (President, Vice President, Secretary and Treasurer) and class officer (President, Vice President, Secretary and Treasurer) elections are held each year in the spring for grades 10, 11 and 12. Representatives and freshman class officers are selected in September.

We encourage students to participate in their school government, for it can only operate effectively with strong student support.

MATH CLUB

The Math Club is open to all math students. Affiliated with the Central Jersey Math League, the club participates in all of their functions including monthly contests held throughout the Middlesex-Somerset county areas.

SCIENCE CLUB

The Science Club is open to all science students. Activities include regular meetings, science demonstrations and participation in the New Jersey Science League Competitions.

CHEERLEADING SQUAD

The Cheerleading Squad helps to generate spirit at designated athletic events. Participation is open to students in grades 9-12. Tryouts are held to determine membership.

CONCERT CHOIR

The Concert Choir is open to students from all grade levels. Fundamentals of singing and reading music are stressed. This choir meets five times per week during school time and sings music of a wide variety with emphasis on the 'great' composers: Brahms, Vaughn, Williams, Handel and others.

CULTURE CLUB

This club promotes understanding of the customs and traditions of the diverse student body of the High School. Membership is open to all students. Activities involve direct experiences with international music, art, dance, drama, movies, games, and food. Students have the opportunity to participate in projects and field trips related to various intercultural themes. The culminating activity is an intercultural presentation for students at Campbell School.

MARCHING BAND AND COLOR GUARD

The Marching Band and Color Guard are open to students in grades 9-12. Both groups perform together at football games, band/band front competitions, and parades. There is also a Band Camp each year in August

HARVARD MODEL CONGRESS/MOCK TRIAL

Model Congress is open to juniors and seniors who are interested in law and government. Students prepare for the spring conference at Harvard University.

Mock Trial is open to all students interested in the legal system. Members prepare for the N.J. Mock Trial competition in the spring.

SYMPHONY ORCHESTRA

The Metuchen High School Orchestra combines string players with the best wind and percussion players in the school. The Orchestra plays music from classical through modern and "pops" periods. Emphasis is on such great composers as Mozart, Beethoven, Hadyn, Gershwin, etc. The Orchestra has won numerous awards and recognition on the county and state level.

STUDENT OUTREACH CLUB

This club strives to increase social interaction between students of all ability levels through activities such as holiday dinners, MHS sports events, theater productions, and trips. Many new and long-lasting friendships have evolved from Student Outreach activities.

EVENING CHORAL CLUB

This club meets every Thursday evening during the school year. The advisor (vocal music instructor) provides the group with appropriate music to rehearse in preparation for the Winter Concert and the Spring Concert. The group performs alone and with other vocal ensembles. This activity allows all interested students and community members to sing in an ensemble. It is especially helpful for students who are unable to schedule Concert Choir.

SCHOOL PUBLICATIONS

THE BULLDOG'S BARK

The school newspaper, The Bulldog's Bark is published quarterly by a student staff. It provides its readers with news, feature stories, editorials, and records of sports events. Positions on the paper are open to writers (who may later assume editorial responsibilities), photographers, and business managers. Anyone, regardless of age or previous experience, is welcome to join the Bark. The experience provides not only an opportunity to sharpen writing and organizational skills, but it is also an exciting and different way to meet the newsmakers of Metuchen High School and the community.

THE BLUE LETTER

The Blue Letter is the annual yearbook for MHS. All students are welcome to join the staff. If interested, see Mr. Levy, the Blue Letter advisor.

ATHLETICS AND SPORTS

Metuchen High School has a comprehensive athletic program. The program provides a variety of interscholastic sports for male and female students.

Metuchen is a member of the New Jersey State Interscholastic Athletic Association and the Greater Middlesex Conference (GMC).

Whenever possible, competition is held on a Varsity, Junior Varsity and Freshman level. Teams include:

- FALL- (male) football, soccer, cross country
(female) field hockey, cross country, tennis, soccer
- WINTER- (male) basketball, indoor track, wrestling, swimming
(female) basketball, indoor track, swimming
- SPRING- (male) baseball, track, tennis, golf
(female) softball, track, golf.

FUNDRAISING

All fundraising activities must be sponsored by a school group or administrator and approved by the Board of Education prior to the start of the event. Application forms can be found in the front office. Please allow 4 weeks for approval of all fundraising activities.

METUCHEN BULLDOG BOOSTER CLUB

The Metuchen Bulldog Booster Club is a parent support organization for Metuchen High School athletics. Membership is open to all Metuchen residents and regular meetings are held at the High School on the first Thursday of each month. The Club works in close cooperation with the Board of Education, the Superintendent, the High School Administration and the Athletic Department to foster an appreciation for and a better understanding of the secondary athletic program.

Major fund-raising activities include the fall sports program and the refreshment stand at home football games.

Historically, the Club has provided scholarships for student athletes since 1976 totalling \$3,000 each year, refreshments after each seasonal awards night, and championship banners for the gym. In addition, the Club has supported the athletic program by donating all the scoreboards, the large trophy cases in the main hall, and a variety of athletic equipment and apparatus for all teams.

Any parents/guardians who are interested in joining the Booster Club can contact the Membership Committee through the High School.

METUCHEN BAND AND MUSIC PARENTS

The Metuchen Band and Music Parents is open to all parents who are involved in Marching Band, Band Front, Choral Groups and Orchestra. Meetings are held on the second Tuesday of each month at 8 P.M. in the MHS library. The organization's goal is to assist the band during the fall competition season, concerts and parades. All are welcome.

PROJECT CHILD FIND

PROJECT CHILD FIND, a program sponsored by *Metuchen Public Schools*, seeks to locate resident children, ages 3 to 21 years old, who might have physical, neurological, speech/language or medical needs or developmental delays of varying degrees of severity. If you know of a child who resides in Metuchen, and is in need of services, and is not currently receiving services, please call the Office of Student Personnel Services at Moss School, 732-321-8700 (ext. 1006) to determine potential eligibility.

METUCHEN HIGH SCHOOL LIBRARY

Hours: M, T, Th, F – 7:30am – 3:00pm
W – 8:15am – 3:45pm

The high school media center provides students and staff with a large collection of print and non-print materials designed to meet curriculum needs and for leisure reading and personal interests.

MATERIALS AND CIRCULATION PERIODS

- Books, magazines, and audio cassettes – three week loan, renewal permitted if material is not reserved.
- Reference books, and reserved materials overnight loan to be charged out at the end of the day and returned before 8:30 on the following day.

LIBRARY SERVICES

- Fully automated catalog and circulation
- Computers with Internet access and Microsoft Office suite
- Audio visual equipment
- Inter-library loans via state library network
- Access to online subscription information databases and electronic books from school and home.
- MHS library website providing research information and access to electronic resources:
<http://library.metuchenhigh.org>

FINES

- Most overdue items incur a charge of 5 cents per day.
- Overnight materials carry a fine of 25 cents per day.

HONEYWELL INSTANT ALERT

The purpose of the Honeywell Instant Alert System is for communication and notification. It will be used to keep students, parents, and staff informed about school closings and emergencies. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. The system will also be used to inform you about high school activities, locations and times. The Instant Alert is internet based and will provide a secure password protected online profile for all users.

HEALTH SERVICES

SCHOOL HEALTH PROGRAM

School Health Services include all school activities and procedures which affect the health status of students. This encompasses appraisal of student health, preevention and control of disease, prevention and correction of physical defects, health guidance, and emergency care.

In regard to appraisal of student health, the following services are available:

- All students have yearly vision screening
- All 11th graders have hearing screening

- All students have bi-yearly scoliosis screening
- All students have blood pressure checked yearly.

Any student, at any time, who feels he/she has a problem with his/her vision or hearing should make an appointment to have testing completed.

Any student having a health issue should inform the nurse so that the condition can be remedied. The school nurse will work cooperatively with a student's personal doctor when appropriate.

The following guidelines will enable students to utilize the facilities of the health department more efficiently:

1. **All accidents, no matter how slight they may appear, should be reported to the nurse. Any student who feels dizzy, faint, or nauseated, should never walk alone to the nurse's office.**
2. If a student is unable to take Physical Education and wishes to be excused from Physical Education class, he/she must have a note stating the reason for the excuse. A parental note is good for two days only. If a student must be excused from Physical Education for a longer period of time, then a doctor's note is required.
3. Any student coming from a classroom for illness must present a pass to the nurse. **Only in an emergency** should a student go directly to the nurse without a pass.
4. Only emergencies or acute illnesses will be sent home by the nurse. If a student does not feel well (early stages of a cold, tired, coughing, nauseated, diarrhea, sneezing, etc.) he/she should stay home.
5. When a student returns from a medical absence, the following information should be included in the note signed by parent or guardian: date, reason for absence and number of days absent.
6. Students who fail to submit a note will be referred to the Vice Principal's office.

The follow-up for students with physical problems is an important part of health appraisal. When such problems are identified and steps are taken to correct them, not only will the problem be alleviated but their school work will show improvement.

Students should also be aware that the school is responsible for first aid care only. Other medical attention must be obtained privately by parents and students.

All ingested oral medications, including over-the-counter medications, must be turned in to the nurse with a note from a parent. Students are not permitted to dispense these medications to themselves or other students during the school day.

If a student is ill and the nurse is not in her office, the student should report to the main office.

PART II - GUIDANCE

GUIDANCE AND COUNSELING SERVICES AT METUCHEN HIGH SCHOOL

Guidance services at Metuchen High School emphasize educational planning, student accountability and human interaction. The guidance staff collects information from teachers and other school specialists in assisting students and parents in the decision-making process.

During the school year, individual, as well as small and large group counseling sessions are held. The guidance department is committed to assisting and cooperating with other members of the school staff in executing, evaluating and improving the total school program. Within this framework, the guidance department provides services to fulfill the expectations of the school community (Counseling Consultation, Information Services, Testing Program, Placement and Special Activities).

Guidance and counseling are intended to assist individuals in the understanding of self, in making choices that are individually satisfying and socially effective and in trying out these choices in situations.

Our guidance program focuses on the following areas:

1. Becoming familiar with a wide range of information about the world of work and about future education opportunities
2. Developing initiative, responsibility and self-direction
3. Recognizing, understanding and solving problems
4. Developing the ability to choose goals and to make decisions wisely
5. Exploring the students' feelings and capabilities for increased self-awareness

Parents, students and staff are encouraged to use guidance services and facilities.

GUIDELINES FOR COURSE SELECTION

In the winter of each year, students will be asked to select courses they wish to take the following year. Students meet with the counselors and/or parents to discuss selections. Because selections are made in late winter, time is allowed for students to make changes if they desire. However, once the school year has begun the following policies are set for students to follow.

POLICY FOR ENTERING A COURSE

Full Year

A student may request entering a full year course providing he/she has the approval from a teacher, guidance counselor, and parent and the course has space to accommodate an additional student. The deadline for entering a full year course is Friday, September 23, 2011.

POLICY FOR DROPPING COURSES

Students are placed in courses after serious consideration with students, parent and counselor. Withdrawal from a subject is very strongly discouraged and will only be permitted under the following guidelines:

1. A student's request to drop a semester course will be honored, provided he/she has parental approval with justification for the change. However, no changes will be made after September 23rd for any first semester course, and no changes will be made after February 10th for any second semester course. The deadline for dropping a full year course is October 5th.
2. After deadlines, requests to drop a course will be honored only if initiated by the teacher or counselor and approved by the supervisor and/or administration.
3. After the close of the first marking period, November 4th, courses may be dropped only with the permission of the Principal. The transcript, in any case, will show the date of withdrawal, whether the grade is passing or failing, and the course title.
4. Should a student wish to transfer to another course, she/she should be aware that a transfer may not be possible unless the decision has been made early in the first marking period of the course and he/she has obtained the approval of the Principal.

HONOR ROLL

Each marking period an honor roll is compiled using marking period grades only. The two types of honor roll are:

1. A Honor Roll (High Honor Roll) – All grades are A.
2. A/B Honor Roll – All grades are A or B.

A letter will be sent to all students who make the honor roll.

MARKING PERIODS

1st Marking Period closes: November 4, 2011 (42 days)

2nd Marking Period closes: January 19, 2012 (42 days)

Mid-Year Examinations: January 20-26, 2012

3rd Marking Period closes: March 30, 2012 (43 days)

4th Marking Period closes: June 12, 2012 (43 days)

Final Examinations: *Last six days of school

*The date for the close of the fourth marking period and the dates of Final Examinations are contingent upon the use of snow days.

I&RS TEAM

The Intervention and Referral Services (I&RS) Team is a school-based team which designs and monitors the implementation of strategies for education of regular education students who are referred because they are experiencing difficulties (academic, behavioral, emotional) in their classes. These may include but are not limited to those students who are eligible for 504 services. Referrals may be made by staff members and parents of the student.

SPECIAL SERVICES

Parents should be aware that the High School has a Special Services Department with its own Child Study Team. Students with special needs are serviced by a staff of highly trained professionals. In addition to four supplementary instructors, the Team consists of a social worker, a psychologist, a learning consultant, a speech therapist and a vocational coordinator. Parents who are interested in more information can call 321-8749.

CORE TEAM

The CORE Team is a school-based team which is designed to identify, refer, and provide support services for those students who are manifesting behavioral signs of problems in school which may be the result of underlying drug and alcohol issues. Referrals are confidential and may be made by staff members, parents, or by self-referral. Judith Cheung, Student Assistance Counselor, is responsible for the program.

REPORT CARDS

Report cards are issued four times a year. All grades on report cards are represented by letters. Plus and minus signs are used to better reflect student performance within a given range of a particular grade. For your convenience, the following "key" is provided to show the interpretation of each letter grade.

A - Outstanding

B - Above Average

C - Satisfactory

D - Minimum requirement for passing

U - Unsatisfactory - failing

X - Excused (Physical Education)

I - Incomplete - student must make-up necessary work

WF - Withdrawal/Failing

WP- Withdrawal/Passing

All incomplete grades must be made up as soon as possible. Time allotted to make up work is left to the discretion of the teacher and administration. Unless the work is made up in the time specified, the grade will be recorded as a "U". **The responsibility for arranging the make-up work rests entirely with the student.**

A failure to complete the minimum requirements of a certain course, regardless of previous grades, can result in failure for the year. In addition, failure to take mid-year and final examinations will result in a failing grade for a course, regardless of previous marking period grades.

SENIOR EXEMPTION FROM FINAL EXAMINATIONS

Seniors who are enrolled in an Advanced Placement course **and** take the AP exam in May **and** have all A's for the four marking cycles and the mid-year exam are exempt from taking the senior final exam in that course.

GRADUATION REQUIREMENTS

In order to graduate from Metuchen High School and receive a State-endorsed Metuchen Board of Education diploma, a student must satisfy minimum graduation requirements which include the following:

ELIGIBILITY POLICY

1. Demonstration of at least the minimum level of proficiency on the New Jersey State examinations in designated Core Curriculum Content Areas;
2. Accumulation of 115 credits (120 credits starting with the Class of 2013). In the case of early graduation, 115 credits will be required but completion of a full 12th year will be waived. In such cases, established High School procedures governing early graduation must be met;
3. Twenty credits of English as prescribed by the High School *Program of Studies* bulletin. At least one full year of English must be taken during each year of enrollment;
4. Ten credits of United States History required by **N.J.S.A. 18A:35-1**;
5. Five credits of world history/cultures/geography required by **N.J.S.A. 18A:35-2**;
6. Fifteen credits of mathematics;
7. Fifteen credits of science (including Biology starting with the Class of 2012);
8. Five credits of visual, performing arts;
9. Five credits of career education and consumer, family, and life skills, or vocational-technical education.
10. Ten credits of world languages;
11. Two and a half credits of Economics/Financial Literacy (starting with the Class of 2014);
12. Successful completion of physical education, health and safety for each year of enrollment as required by **N.J.S.A. 18A:35-7**;
13. Participation in technological literacy instruction through infusion into existing courses, course equivalents, or career education courses.

Note: In addition to the above, all students are required to carry a minimum of 30 credits (five subjects and physical education) for each year of enrollment.

HOMEWORK

Some form of homework (written, reading, review or study) is usually assigned almost every day in every major subject. In addition, most teachers also require long-range assignments such as projects, research, essays, outside reading and formal papers.

To be eligible to participate in a co-curricular activity a student must pass or be passing no less than six (6) subjects (the equivalent of 30 credits on a full-year basis) during a marking cycle. Eligibility determinations will be made at the conclusion of each marking cycle at the discretion of the administration.

Co-curricular activities include interscholastic athletics, drama productions, musical groups, clubs, student government, service organizations, honor societies, co-curricular trips, school publications, academic teams, etc.

EARLY GRADUATION

Early graduation is an educational alternative available to Metuchen High School students.

To be considered for early graduation, students must have done the following:

- A. Developed an acceptable education or vocational plan that can go into effect in place of the time spent at Metuchen High School.
- B. Fulfilled *all* graduation requirements by the time of requested early decision.
- C. Discussed their plan with their parents and have their approval in writing.
- D. Reviewed their plans with their guidance counselors to discuss all alternatives.

The following deadline dates must be observed to be considered a candidate for early graduation. File a letter of intent by:

- A. Seniors graduating mid-year - May 15th of the Junior Year
- B. Juniors graduating in 3 years - By the completion of first semester of the same year

CONVERSION CHART FOR LETTER GRADES

Final grades for courses are determined according to the following formula:

Marking Period Grades - 67%
Examination Grade(s) - 33%

Numerical Value	Letter Grade	Point Value
99-100	A+	4.3
92-98	A	4.0
90-91	A-	3.6
88-89	B+	3.3
82-87	B	3.0
80-81	B-	2.6
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.6
68-69	D+	1.3
62-67	D	1.0
60-61	D-	0.6
0-59	U	0.0

It should be noted that the determination of marginal grades is discretionary and can be affected by such factors as trends for the year, attendance, class participation, etc.

PART III GUIDELINES FOR STUDENT BEHAVIOR

The right to a free public school education for all New Jersey children between the ages of five and eighteen is guaranteed by the New Jersey Constitution. According to Title 18A, public schools are free to any person over five and under twenty years of age who is permanently domiciled within the school district. State law also requires compulsory education for children between the ages of six and sixteen.

The right to education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of their schools. Further, Title 18A states that students who do not obey the reasonable rules and guidelines of the school system or who otherwise act in a manner so as to disrupt the school system are subject to disciplinary action. Such disciplinary action can involve one or a combination of the following with parental contact and/or involvement in most cases.

1. A strong reprimand.
2. Revocation of privileges – one privilege or a combination of privileges may be temporarily or permanently revoked for repeated abuses.
3. Central detention – a student must remain after school in Room 135 from 2:50 p.m. to 3:30 p.m.
4. Before-school detention – students must report to Room 135 at 7:30 a.m. and remain until 8:15 a.m.
5. Lunch detention – students must report to Room 135 with their lunch at the beginning of their lunch period and stay until the end.

6. Extended after-school detention – a student must remain after school in a designated room from 3:00 p.m. until 4:30 p.m.
7. Exclusion – a student is not readmitted to school until parental contact has been made and a conference is arranged.
8. Full-day detention – a student is denied the privilege of attending school for a specific period of time. The student, rather than remaining home, is given detention from 8:30 a.m. to 2:45 p.m.
9. Suspension – a student is denied the privilege of attending school for a specified period of time after providing that student with procedural safeguards required by due process.
10. Expulsion by the Board of Education – a student is dropped from the rolls and is not permitted to attend Metuchen High School.

Please note that any student who does not comply with an assigned detention or other disciplinary action will be subject to more severe consequences.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but is not limited to, any of the following:

1. Continued and willful disobedience;
2. Habitual use of profanity or obscene language;
3. Open defiance of the authority of any teacher or person having authority over him/her;
4. Conduct of such character as to constitute a continuing danger of the physical well-being of other pupils;
5. Physical assault upon another pupil;
6. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by any means of force or fear;
7. Willfully causing, or attempting to cause, substantial damage to school property;
8. Participation in any unauthorized occupancy by any group of pupils or others of any part of any school in any school district and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
9. Incitement which is intended to act and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
10. Incitement which is intended to and does result in truancy by other pupils;

11. The commission of an illegal act; and/or
12. The commission of assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of a board of education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall by immediately suspended from the school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.

ATTENDANCE

If a student has been absent from school, a written excuse must be submitted to the main office upon returning. A written excuse should include the date(s) of the absence, the reason, and a signature of a parent/guardian. After three consecutive days absent due to an illness, a doctor's note is required by policy. Only the following are considered excused absences:

1. Illness (after three days, must have a doctor's note)
2. Death in Family
3. Extreme Emergencies
4. Quarantine
5. Religious Holidays
6. Authorized by School Officials
7. College Visits (5 maximum)

Parents are expected to telephone the Main Office to report absences. Upon returning to classes, students are expected to present their attendance pass to each teacher.

According to the Attendance Policy, ten (10) unexcused absences from any class will result in denial of credit (must attend credit completion program in the summer) and twenty (20) unexcused absences will result in automatic failure and removal from course.

Students are not permitted to participate in any co-curricular activities on a day when they are absent from school.

A student must be present prior to 10:45 a.m. on the day of the event in order to participate in a school-related activity. This applies to such co-curricular activities as athletic contests, dances, trips, etc. The eligibility of a student with an excused absence on the last day(s) before co-curricular activity which takes place on a non-school day is left to the discretion of the administrative staff.

Students who are suspended from school may not participate in co-curricular activities.

Regular attendance in schools is often a major factor considered by prospective employers or college admissions offices, and is reported on a student's official school transcript.

Students will be given an opportunity to make up work missed during an excused absence. However, it is the responsibility of the student to find out what work has to be made up or which quizzes or tests must be taken. Teachers will provide a reasonable amount of time for make-up work.

The Metuchen Schools do not condone any type of "Skip Day". Parental support and cooperation are solicited to discourage such activity.

TARDINESS

Students who are late to school after 8:33 a.m. must report directly to the Main Office for a pass. Chronic tardiness will result in disciplinary action. After 9:00 a.m. students will not be admitted to school without parental consent. Students who are tardy after 9:00 a.m. without parental contact, must report to the Vice Principal.

Students who are unexcused tardy to school three times will be assigned detention. The consequences for additional unexcused tardies are currently as follows:

3 – 1 CD	8 – Ext
6 – 2 CD	10+ – Detention to be served that day

All consequences are subject to the administration's discretion. Failure to serve these consequences may result in full day detention and/or suspension.

DRESS CODE

All students are expected to dress in a manner that is safe, clean, tasteful and not distracting to other students. Foot apparel (shoes, sneakers, sandals, etc.) must be worn at all times, and swim wear is not permitted. No drug, alcohol, tobacco, or inappropriate/obscene t-shirts (or other pieces of clothing) are permitted in school. See school website or Dress Code Regulations for details.

EARLY DISMISSALS

All early dismissal notes should be turned into the Main Office **at least one day prior to the date you are requesting to be excused. Be certain to include your telephone number on your note.** Early dismissals will only be approved by the office for reasons which are legitimate. If, because of an unforeseen development, a student needs an early dismissal but was unable to submit a note one day in advance, parents are expected to call the Main Office to make necessary arrangements prior to picking up their child at school.

AFTER SCHOOL

Because of the wide range of school activities and the large number of participants, students are expected to leave the building by 3:15 p.m. unless they are involved in a supervised after-school activity.

TRUANCY

Truancy is defined as not being in school when one should be in school. The first offense may result in five days of morning detention. The second offense might result in school officials signing a truancy complaint against the student.

CUTTING

Unexcused absences from class will result in disciplinary action and parental contact. Repeated cutting will result in suspension from school and may include loss of credit.

SMOKING

Consistent with State Law and local policy, students are not permitted to smoke on school grounds at any time. The above also includes all student activities that take place after regular hours and during weekends. Failure to comply will result in suspension from school.

LOCKERS

Every student is assigned a combination lock and locker, which they are expected to use, and are responsible for any items found in their assigned lockers. No padlocks or other locks may be used on the locker without special permission from the Vice Principal. No signs or posters may be affixed to the lockers. **PLEASE DO NOT KEEP VALUABLE ITEMS OR MONEY IN YOUR LOCKER.** A safer alternative would be to leave anything of value in the Main Office during the school day.

Lockers are school property, and therefore, there should be no expectation of privacy. If necessary, hall lockers and gym lockers will be inspected by appropriate school officials. Combination locks should be kept for all four years and taken home each summer.

LUNCH

Hot and cold lunches are available at a reasonable price to all students during three lunch periods between 11:01 a.m. and 1:07 p.m. Students are expected to conduct themselves in a courteous manner during the lunch periods. The supervising teachers will not permit cutting into line, throwing food, eating lunch in the parking lot, or any other type of unacceptable or dangerous behavior. Furthermore, all students are expected to clean up their refuse before leaving the cafeteria and remain in the cafeteria until they are dismissed.

LEAVING SCHOOL GROUNDS

Leaving school grounds is only permitted when specifically authorized by the administration. Leaving the premises without such authorization will most often result in suspension.

COMMONS

The commons area consists of the picnic-eating area adjacent to the cafeteria. Students are expected to keep the area clean by not littering.

STUDY HALL

Study Hall is an academic period which affords students the opportunity to complete assignments and it should be treated as such. Students are expected to report to study hall on time and to work for the duration of the period.

Students assigned to a study hall are to report to their assigned classrooms only. The study hall proctor will determine if any passes for other destinations will be issued. Students are not permitted to loiter in any hallway. When study hall is in the cafeteria, students are not permitted to sit on the tables, play cards or use headsets.

COMPUTER FACILITIES ACCESS POLICY

All staff and students are expected to comply with the Board of Education Computer Facilities Access Policy and sign the Technology Use Agreement (parent signature for students required). The policy will be distributed at the beginning of the school year. Students using a login other than one assigned to them by the school may be subject to disciplinary action.

HALLWAY PROCEDURE

Students have three minutes to pass between classes. If a teacher detains you, be certain to ask that teacher for a late pass to your next class. When passing between classes keep to the right, especially on the staircases. During class periods students on necessary errands will be required to carry a pass and will be stopped and questioned by teachers on hall duty.

In order to help everybody get where they are going, running, pushing and congregating for conversation purposes must be avoided. Accidents resulting from inappropriate behavior in the hallways can be serious and such behavior will result in disciplinary action.

HOMEROOM

The homeroom period, 9:18 - 9:22, serves four purposes:

1. The flag salute is rendered.
2. Daily attendance is taken.
3. Morning announcements are read.
4. Materials for the home and for personal consumption are distributed.

All students are expected to remain quiet during homeroom. Students should not be excused during the homeroom period. However, if you should be in the halls during the flag salute, stop and remain quiet for its duration. All are required to remove their hats.

All students are expected to report to first period by 8:33 a.m. Students who are late to first period will be considered late to school. If a student is routinely tardy to first period, disciplinary action and parental contact will result. In addition, this action could result in lowering a student's academic performance.

Students who miss homeroom and fail to report to the Main Office for an admittance pass will be considered absent to school. Such behavior will also result in disciplinary action.

PRINTED MATERIALS AND POSTERS

The distribution of all printed materials and/or posters or signs must first be approved by the Vice Principal. They may be taped to appropriate metal, glass, wooden or plastic surfaces but may not be taped to any painted brick or concrete.

ASSEMBLY PROGRAMS

The purpose of assemblies is to broaden the knowledge, interests and experiences of our students as well as to promote friendly consideration of the abilities and interests of others. Once an assembly program begins, all pupils in the auditorium are to remain for its entirety.

All students are expected to conduct themselves in a courteous manner during assembly programs. Outside individuals and groups are guests of the high school and should be treated as such. We are very proud of the compliments our students have received regarding their behavior as a audience. Students involved in any type of disruptive or rude behavior during an assembly program will be removed to the Main Office, will be subject to disciplinary action, and may not be permitted to attend future assemblies.

BICYCLES

Students riding bicycles to school must become familiar with safety rules and the local traffic laws. All bicycles should be locked securely to the racks to ensure maximum safety. Bicycles are not to be locked to the trees or any other area where bicycles can be easily stolen. All students are expected to register their bicycles with the Borough.

VISITORS

No unauthorized individuals are permitted to visit the high school during the school day. Under no circumstances are infants allowed to visit the high school with older brothers or sisters who are MHS students. Any visitors requests must be made two weeks in advance.

For certain events the administration allows for out-of-district students to attend as guests. Please note that this is a courtesy, not a right, and that the administration has discretion when deciding who is allowed to attend events.

VIOLENCE

For everyone's protection, students and staff are expected to report any threats of violence or violent behavior to the appropriate authorities (guidance, vice principal, principal, police, etc.) Failure to do so will result in severe disciplinary action.

BULLYING POLICY

Metuchen High School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. Metuchen High School believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

The High School staff is committed to a policy that identifies and punishes those students who become involved in bullying behaviors according to the established procedure/regulations. Metuchen High School expects that all students will refrain from becoming involved in any bullying behaviors. Failure to comply with this expectation will result in disciplinary action according to the established five-step process. This policy will be mailed home at the beginning of each school year.

HAZING

Hazing in any form will not be tolerated. This applies to all school-related activities, especially co-curricular organizations and athletic teams. Any student involved in a hazing incident will be severely punished.

ADDITIONAL AREAS OF DISCIPLINARY CONCERN

1. **Gambling and card playing are not permitted in school.**
2. Sexual harassment or intimidation of any kind will not be tolerated. Students involved in such behavior face possible exclusion or suspension from school (refer to Sexual Harassment Policy).
3. Students who are asked or instructed to leave a classroom for disciplinary reasons must report to the Vice Principal's office immediately.
4. Teachers and students will not be subjected to any type of blatant disrespect, insolence, or other unreasonable behavior.
5. In order to facilitate movement through the building, students are not permitted to congregate or loiter in the stairwells.
6. The parking lots and the front of the school are off limits during the school day.
7. Students are not permitted in the GYM AREA, (gym floor, locker rooms, etc.) during the school day except for their regularly scheduled class.

8. No type of **INTOXICATING SUBSTANCE OR CONTROLLED DANGEROUS SUBSTANCE** may be used or brought onto school property for any purpose. Violation of this rule will result in no less than a suspension from school and shall involve local authorities.
9. Profanity is an unnecessary and immature means of expressing one's feelings, especially when it is offensive and embarrassing to others. Therefore, the use of abusive language will not be tolerated at MHS.
10. Students who "shake down" fellow students for money, food, or personal property will be dealt with severely. Furthermore, extortion is also against the law and violators will be turned over to the proper authorities.
11. Any criminal offense (assault, battery, robbery, drug sales, extortion, sale of stolen property, etc.) that takes place on school grounds should be immediately reported to the office. Not reporting such activity encourages those few who will take advantage of their classmates.
12. Any student who has been the victim of a **ROBBERY** during the school day should report the incident to the Vice Principal immediately.
13. Participation in any type of physical altercation (fighting) shall result in suspension from school.
14. Unwanted outsiders who trespass on high school property during the school day will be prosecuted according to the law.
15. Students are not permitted to use electronic devices during school hours, unless authorized by a staff member.
16. Students are not permitted to bring weapons to school. Failure to comply will result in immediate suspension and/or expulsion from school.

CELLULAR PHONES & ELECTRONIC DEVICES

The use of cell phones during school hours is strictly prohibited in any context unless specifically authorized by the administration. The ringing or vibrating of cell phones as well as the picture-taking and text-messaging capabilities are disruptive to the learning process and may result in harassment and cheating. To ensure an appropriate academic environment, staff members will confiscate cell phones when they are seen or heard (including the vibrate setting). As always, parents may contact their children via the main office and the MHS administration will assist any student in contacting a parent in an emergency.

Confiscated phones will be held for three full school days, or if preferred, the phone will be handed over to a parent sooner. Repeat offenders may be subject to disciplinary action. A student refusing to hand over a phone to a staff member will face more severe consequences for the insubordination. The same policy will apply to other electronic devices, such as iPods, iPads, unauthorized laptops, video cameras and headphones/ear buds and is subject to administrative discretion.

ALCOHOL & DRUGS

The use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful.

Consistent with the State Law and local policy, students are not permitted to be in possession of drugs or alcohol at school or any student activities that take place after school hours or during weekends.

When it appears that a student may be under the influence of alcohol or other drugs or is in possession of some, the student shall be removed to a protective environment until his/her parent(s) or guardian(s) can be contacted. Arrangements must be made for the student to have a medical exam before re-entering school. In accordance with school policy, referral to the Student Assistance Program will be made. Second offenses could result in expulsion.

In addition, staff members will be alert to the signs of a pupil's involvement with alcohol/drugs - e.g., impaired health or fatigue (sleeping in class); excessive truancy, tardiness or cuts; change in grades; changes in appetite and weight; eyes that are reddened or watery, pupils that are dilated or constricted, constant runny nose or sniffing, change in voice or hoarseness; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament or appearance; mental confusion, disorientation to time and place; financial problems or sudden display of cash; increasing interest in or bragging about use; resorting to excuses and rationalization. When appropriate, a referral will be made to the Student Assistance Program, per district policy. Refer to the Substance Abuse Policy for more specific details.

BATHROOMS

All restrooms are available to all students of the appropriate sex regardless of grade. Anyone who is harassed while in the bathroom is encouraged to report such activity to the Vice Principal. Harassment of any kind will not be tolerated. Students involved in such behavior will face disciplinary action. In addition, students who smoke in the bathrooms will be dealt with severely. Students asking to visit the bathroom during class should use the facility nearest the class.

PART IV - P.T.O. INFORMATION

One of the first links between the home, community, and the school is our P.T.O. The High School P.T.O. generally holds regularly scheduled meetings the **first Monday** of every other month, September through May. These meetings are open to the general public.

METUCHEN HIGH SCHOOL P.T.O. ELECTED OFFICERS 2011-2012

President Dawn Valovcin

Vice Presidents

Cultural Arts Kathi Pearsall

Fundraising Barbara McMannus

Memberships..... Susan Greenfeder

Corresponding Secretary Mary Chalker

Treasurer Lisa Freed

The P.T.O. activity encourages greater communication between student, parent, and administration and sponsors information programs concerning education and today's young person. We need a broad membership to support this program. Money raised during the course of the year is used to provide scholarships, special functions and programs held during this year.

Annual dues for membership is \$10.00 per family to join all four schools. The privilege of holding office, making motions, debating and voting shall be limited to members of the general membership whose dues are not in arrears.

**P.T.O. SPONSORED EVENTS FOR THE YEAR
2011-2012**

September 15 (Thursday)Meet the Teachers

October 1 (Saturday).....Metuchen Country Fair
P.T.O. Brownie Barrel

November 14-18American Education Week

January 31 (Tuesday)Parent Orientation
8th Grade

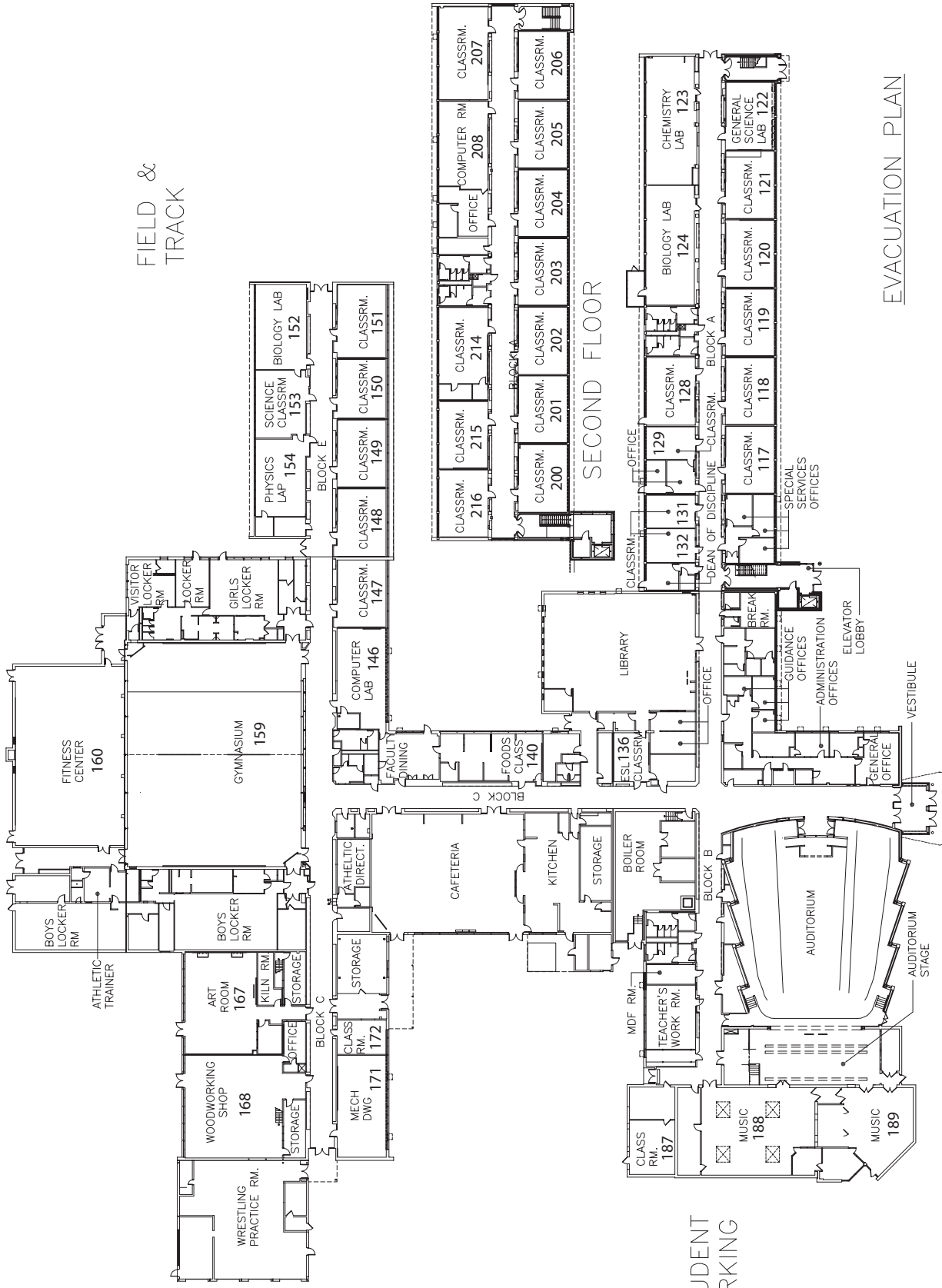
To Be AnnouncedSenior Convocation

ALMA MATER

Sing the praise of old Metuchen High
Alma Mater, tried and true;
Emblem of our hopes and fondest dreams
To thee we pledge our love anew.
Blue and White, where honor leads the way
The foe shall ne'er thy fame deny.
Loyal hearts forever to thy name shall sing-
Alma Mater, old Metuchen High.

Days of dreaming; days of work and play
Days of youth, of flowers, and May;
Cherished hopes may fade, nor dreams come true,
But memories of youth are gay.
Strive we shall to win where honor calls
Nor let vain hopes our faith impair.
Alma Mater, loyal hearts shall praise for you-
Old Metuchen, fairest of the fair.

NOTES



FIELD &
TRACK

SECOND FLOOR

EVACUATION PLAN

STUDENT
PARKING

METUCHEN HIGH SCHOOL

**Board of Education
16 Simpson Place
Metuchen, NJ 08840**

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