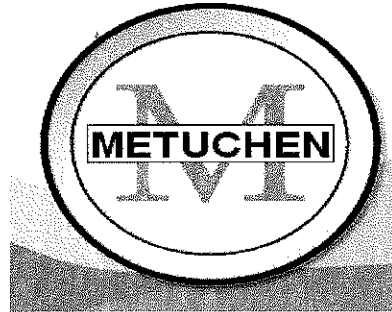


METUCHEN HIGH SCHOOL
Guidance Newsletter
Fall 2011



TO: All Parents/Guardians

From: Bruce J. Peragallo
The Office of the Principal

Please see the attached letters to parents of Seniors, Juniors and Sophomores regarding important dates, SAT's and PSAT's. If you have any questions, please do not hesitate to contact the Guidance Office at 732-321-8750.

Making the Most of High School: A Presentation for 9th and 10th Grade Parents – October 6, 2011

On Thursday, October 6th the Metuchen High School Guidance Department will host an informational evening for 9th and 10th graders and their families. Mrs. Grauer, Mrs. Hanbridge, and Mrs. DeMott will highlight and explain several topics relevant to high school success as well as post-secondary planning, including

- Building the foundation for the college process
- Selecting an appropriately challenging curriculum
- The benefits of extracurricular involvement
- The testing timeline, (HSPA, SAT, ACT, AP)
- Taking advantage of online resources

The program will begin at 7 pm in the high school auditorium.

PSAT/NMSQT & SAT-I/SAT-II Information

Please check the Guidance Website for important information detailing PSAT/NMSQT and/or SAT-I/SAT-II information for students in grades 10-12.

Next Page>>>>>>>

Grade 9 Progress Reports and Interim Notices – Thursday, October 6

This year, please note that Progress Reports/Interim Notices for students in Grade 9 and Interim Notices only for Grades 10-12 will be accessible through the Genesis Parent Module. The ninth grade report informs you of the current academic status of your child as of the first 4½ weeks of school. If you have any questions concerning the Progress Report or Interim Notices, contact your child's guidance counselor.

Naviance

Seniors and Juniors are encouraged to log into their Naviance Family Connection account to register to meet with the colleges that will be visiting Metuchen High School.

College Fairs

JP Stevens High School will host its Fall College Fair on Thursday, October 13th from 6:30 till 8:30pm in the JP Stevens cafeteria and auditorium. All students and families are welcome to attend and speak with representatives from more than 100 colleges and universities from the northeast and other parts of the country. Please see our website for a complete listing of schools participating in the College Fair.

Harassment, Intimidation and Bullying (HIB)

Please read the attached letter in regards to Metuchen High School's new policy in regards to dealing with harassment, intimidation and bullying (HIB).

Senior Picture Retakes and Underclassmen Photo Make-up Day

Underclassmen Photo Make-up day will be held on Monday, October 24, in the high school auditorium. Also, Senior Picture re-takes will be held on Thursday and Friday, November 3 and 4 from 3:00pm until 8:00pm in the high school auditorium.

Reminder 1– There will be no school on **Thursday and Friday, September 29 and 30** due to Rosh Hashanah. (Please note the dates were incorrect on the earlier bulletin – sorry for any inconvenience!)

Reminder 2 - PTO meetings will be held on the **second** Monday of every month. Their next meeting is on Monday, November 7. The meeting will take place in the Library/Media Center and start at 7:30 p.m.

Reminder 3 – If you haven't done so already, please fill out and return the Student Emergency Form to the Front Office as soon as possible.

METUCHEN HIGH SCHOOL GUIDANCE DEPARTMENT

400 Grove Avenue Metuchen, NJ 08840 TELEPHONE: 732-321-8750

September 2011

Dear Seniors and Parents:

Welcome to your senior year at Metuchen High School! I hope you had a restful and productive summer.

I am writing to remind you of guidance office procedures as you enter the college application process. Please be advised that online applications are the preferred and recommended method of application to your prospective college or university. Additionally, we ask that you follow the simple checklist on the reverse side as you complete your applications. Ongoing dialogue with your counselor is essential as you move forward.

When you complete an application, notify your counselor and provide sufficient quantities of stamps, manila envelopes, and correct information on deadlines and mailing addresses. Your counselor will mail the high school transcript, all letters of recommendation, the high school profile, and any other required supporting documentation to your schools. **A minimum of two weeks is required prior to the stated deadline** in order to meet the high volume of applications received by our office. Remember that the first three transcripts are provided to you at no cost, however, each additional transcript carries a fee of one dollar for which you will be billed at the end of the application process.

Please check to see that you have signed all necessary documents prior to submitting them to your counselor. A neat, legible application is a must. It is also required that SAT (www.collegeboard.com) or ACT (www.act.org) scores be reported directly to your prospective schools by either the College Board or the ACT.

Seniors, please see your guidance counselor to schedule a senior college meeting to discuss your post high school plans. In addition, **any senior who is planning on applying Early Decision or Early Action must see their counselor prior to October 1st.**

It is our goal that all applications will be processed in an efficient and timely manner. If you have any questions or concerns, please feel free to call me or your counselor at 732-321-8750. A quick check list is found on the reverse side of this letter. Have a great year!

Sincerely,

Elizabeth DeMott
Traci Grauer
Leigh Hanbridge

COLLEGE APPLICATION CHECKLIST

Online Applications

- A. Turn in a signed released of records form to your Counselor.
- B. Submit one Online Transcript Request form for each school you are applying for. Forms are in the Guidance Office or on the Metuchen High School website under Guidance.
- C. Make sure you download any Teacher or Counselor recommendation forms as well as any School Report (found on the Common Application). Make sure you have signed and dated each of these forms before turning in to the appropriate person.
- D. Bring your Counselor an addressed "9 x 12" manila envelope for each school you are applying to for your transcripts and letters to be mailed.
- E. Include approximately one book of stamps per every five applications you submit.
- F. Make sure you have contacted the College Board or ACT to have your standardized test scores directly sent to your colleges.

**METUCHEN HIGH SCHOOL
GUIDANCE DEPARTMENT**
September 2011

TO: Seniors and their Parents/Guardians

FROM: Guidance Department

METUCHEN HIGH SCHOOL E.T.S. TESTING DATES

<u>TEST DATE</u>	<u>TEST</u>	<u>REGISTER BY</u>
November 5, 2011	SAT I/SAT II	October 7, 2011
March 10, 2012	SAT I	February 10, 2012
May 5, 2012	SAT I/SAT II	April 6, 2012

NOTE: December 3 – Testing will be held at J.P. Stevens High School – Center # 31-271, Westfield H.S. – Center # 31-886. Register by November 8th, late registration November 20th.

REGISTRATION PROCEDURES

1. Register on-line at www.collegeboard.com – you will get immediate confirmation plus your registration number. You will need a credit card to register this way.
2. Register by mail. Complete the Registration Form (in the envelope bound to registration booklet, and mail it in the envelope provided. Mail registration must be postmarked by the deadline date.)
3. Reregistration – register on-line or by telephone if you have registered for an SAT Program test before as a high school student. You will need a credit card to register this way.
 - Metuchen High School: Code #**310785**
 - Metuchen High School Test Center: #**31-496**
 - List college codes for schools to which you will be applying. Codes are listed alphabetically by state in the back of the Registration Booklet.
 - Colleges require official ETS scores. You get the opportunity for 4 scores with each registration. Each additional one must be paid for separately.
 - **Testing for Students with Disabilities:** If you have a documented disability, you may be permitted to take an SAT Program Test with accommodations appropriate to your disability. Student eligibility forms are available in the guidance office. **You must apply directly to college board for SAT accommodations.**

(OVER)

TESTING PROCEDURES

1. Report to the high school no later than 8:00 a.m.
2. Have some form of identification. This is obligatory if you are taking the test at another test center. You will need **two** forms of ID. Identification forms are available in the guidance office.
3. Bring two #2 pencils. You may use graphing, scientific or a four-function calculator.
4. Avoid having to walk-in. The 2011-2012 **walk-in** cost is:

\$92.00 for the SAT I	SAT II - \$43.00 Standby Fee
	+ \$22.00 Basic Reg.
	+ Cost of Test(s)

However, if you must walk in, please insure that you have done the following:

1. Completed the Registration form.
2. Written check or money order made out to SAT Program.
NO CASH WILL BE ACCEPTED.
3. Inserted the registration form and check in the envelope.
4. Completed the envelope questions.
5. Notified Mrs. Lifson that you are planning to be a walk-in.

**METUCHEN HIGH SCHOOL
GUIDANCE DEPARTMENT**

TO: The Junior Class and their Parents/Guardians

FROM: Guidance Department

DATE: September 2011

RE: The Preliminary Scholastic Assessment Test/National Merit Scholarship
Qualifying Test (PSAT/NMSQT)
Saturday, October 15, 2011

WE ENCOURAGE EVERY JUNIOR TO TAKE THE PSAT EXAM.

EVEN IF YOU HAVE PREVIOUSLY TAKEN THE PSAT AS A SOPHOMORE, PLEASE BE AWARE THAT YOU MUST **RETAKE** THE TEST AS A JUNIOR IN ORDER TO QUALIFY FOR THE NATIONAL MERIT SCHOLARSHIPS.

THIS WILL BE YOUR ONLY OPPORTUNITY TO TAKE THE PSAT THIS YEAR!!!!

What is the PSAT/NMSQT?

The PSAT is a two-hour and ten-minute test (plus approximately 35 minutes for administrative duties) which measures verbal reasoning, critical reading, math problem solving, and writing skills. Your score report will include your verbal, math, and writing scores and a qualifying score called the Selection Index, which is used by The National Merit Corporation to determine eligibility for scholarships.

WHY TAKE THE EXAM?

- The PSAT gives you an opportunity to practice for the S.A.T.'s which college bound juniors will take in the Spring. The PSAT has the same type of verbal and math questions as the SAT, and the scores are presented in a similar manner.
- The PSAT is the first step in determining eligibility for scholarship programs. These scholarships include The National Merit Scholarship and The National Achievement Scholarship for Outstanding Negro Students.
- The PSAT makes a student eligible for the Student Search Service, in which colleges will send you information about their programs.
- The PSAT is the first step in preparing to apply to college.

(OVER)

WHAT WILL HAPPEN?

- There will be meeting with Juniors. They will be given a copy of the PSAT/NMSQT Student Bulletin which contains all information regarding the test, including a sample PSAT.
- Students would familiarize themselves with the test format. No student should go in "cold."
- Registration will take place at the class meeting. Every student will be asked to declare whether or not they will be taking the PSAT.
- Students will report to MHS by 7:30 a.m. on Saturday, October 15th and bring with them two #2 pencils with erasers. Students may use graphing, scientific or 4-function calculators.
- After checking in with the registrar, juniors will be seated in the gymnasium and/or cafeteria.
- The PSAT process will simulate an SAT Testing session.
- Each student will be given the results at a scheduled conference with his/her counselor in December. Students will receive their test booklet, answers, scores, and a booklet of explanation all of this information may be used to prepare for the Spring SAT.

Testing For Students With Disabilities: If you have a documented disability, you may be permitted to take the SAT in the spring with an accommodation appropriate to your disability. Student Eligibility Forms are available in the guidance office. **Reminder: Students must apply directly to the College Board for special accommodations.**

ANY QUESTIONS: PLEASE CONTACT YOUR GUIDANCE COUNSELOR AT (732) 321-8750

PSAT Junior Memo

**METUCHEN HIGH SCHOOL
GUIDANCE DEPARTMENT**

TO: The Sophomore Class and their Parents/Guardians
FROM: Guidance Department
DATE: September 2011
RE: The Preliminary Scholastic Assessment Test/National Merit Scholarship
Qualifying Test (PSAT/NMSQT)
Saturday, October 15, 2011

Sophomores are invited to take the PSAT/MNSQT on Saturday morning, October 15, 2011 at 7:30 a.m. at the Metuchen High School at no cost to the students.

WHAT IS THE PSAT/NMSQT?

The PSAT is a two-hour and ten-minute test (plus approximately 35 minutes for administrative duties) which measures verbal reasoning, critical reading, math problem solving, and writing skills. Your score report will include your verbal, math, and writing scores and a qualifying score called the Selection Index, which is used by the National Merit Corporation to determine eligibility for scholarships.

WHY SHOULD A SOPHOMORE TAKE THE PSAT/NMSQT?

Taking the PSAT/NMSQT as a Sophomore offers:

- The opportunity to take an ETS Test absolutely risk-free.
- The scores do not become part of the Student's Transcript.
- An opportunity that, if used properly by students and their family, can be motivational for preparing for the Junior year PSAT.

IS IT OBLIGATORY FOR SOPHOMORES TO TAKE THE PSAT?

No. It is never obligatory to take an Educational Testing Service (ETS) test. Sophomores will not be penalized if they do not take the test.

(OVER)

WHAT WILL HAPPEN IN SCHOOL?

Sophomores will be given a copy of the PSAT/NMSQT student bulletin, which contains a sample PSAT. Students are encouraged to read the booklet through and do the exercises. Registration will take place at the class meeting. Class lists will be devised from those students who register to take the Test. These will be posted throughout the building.

WHAT WILL HAPPEN THE DAY OF THE TEST?

Students must report directly to their assigned rooms by 7:30 a.m. on Saturday, October 15th, and bring with them two #2 pencils and erasers. The Sophomores will be taking the test in the classrooms of the English wing. Students may use graphing, scientific or a four-function calculator.

WHAT WILL HAPPEN AFTER THE TEST?

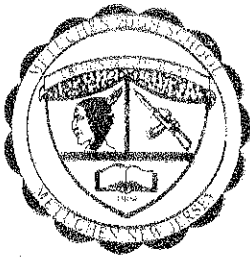
In December, the results are returned to the high school. Each student has a conference with his/her counselor and receives an explanation, the results, the test booklets, answer sheet, and a booklet on the PSAT.

TESTING FOR STUDENTS WITH DISABILITIES

If you have a documented disability, you may be permitted to take the PSAT with an accommodation appropriate to your disability. Student Eligibility Forms are available in the guidance office. **Reminder: Students must apply directly to the College Board for special accommodations.**

**ANY QUESTIONS: PLEASE CONTACT YOUR GUIDANCE COUNSELOR @
(732) 321-8750**

PSAT Sophomore Memo



METUCHEN HIGH SCHOOL

400 GROVE AVENUE
METUCHEN, NEW JERSEY 08840

(732) 321-8744
FAX (732) 549-6415

BRUCE J. PERAGALLO
PRINCIPAL

September 2011

SUSAN M. LA FAUCI
VICE PRINCIPAL

To All Parents/Guardians:

For many years, the Metuchen Public Schools have had strict policies in place to prevent bullying and respond to reported incidents. These efforts have been strengthened by the Anti-Bullying Bill of Rights, P. L. 2010, Chapter 122 that took effect September 1, 2011. As a result of this law, the Metuchen Public Schools has adopted a new policy for dealing with Harassment, Intimidation and Bullying (HIB). Some of the important points you need to know are the following:

The definition of HIB-

Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property*
- b. Has the effect of insulting or demeaning any student or group of students; or*
- c. Creates a hostile educational environment for the students by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.*

Not every act of unkindness by one student toward another is included in the definition of HIB. The policy focuses on more troubling behaviors where students are singled out because of one characteristic and there is disruption of school functions or students' rights. HIB often involves an imbalance of power between the aggressor(s) and their victim(s). We are making every effort to assure that all staff,

Mission Statement

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.

parents, and Board of Education members are familiar with the definition of HIB so that the reporting and investigation process is reserved for the type of actions that the new law is intended to address. For a complete copy of the HIB Policy, contact your son/daughter's school. Copies will be available in the Main Office and soon on the District webpage.

Metuchen High School will be celebrating the *Week of Respect*, October 3-7, 2011. The list below outlines the activities we have planned to help our students be more mindful of their level of respect.

Thought of the Day -Thought provoking announcements will be made in the morning and afternoon; in addition these quotes/sayings will be posted on the closed circuit tvs in the building.

Challenge Yourself -This activity is designed to break down social boundaries and increase outreach among all high school students.

Facts on File -Social norm data will be posted in and around school building

Student Forum - Discussion groups of select MHS students will give their input and thoughts about the new HIB policy.

Lastly, we have listed some useful websites (see below).

www.state.nj.us/education/students/safety/behavior/hib/#s

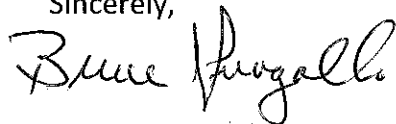
www.stopbullying.gov

www.state.nj.us/education/parents/bully.htm

www.nrepp.samhsa.gov

www.itgetsbetter.org

Sincerely,



Bruce J. Peragallo