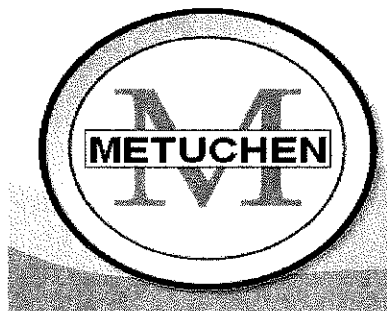


METUCHEN HIGH SCHOOL
September 2011



TO: All Parents/Guardians

From: Bruce J. Peragallo
The Office of the Principal

“Meet the Teachers’ Night” – Thursday, September 15

The Metuchen High School PTO will sponsor its annual “Meet the Teachers’ Night” on Thursday evening, September 15. All parents/guardians are encouraged to attend. The program will begin promptly at 7:00 p.m. in the auditorium. At 7:20 p.m., student schedules will be distributed in alpha homerooms, and at 7:28 p.m., an abbreviated schedule of classes will be followed until 9:09 p.m.

The format of the evening is designed for teachers to provide you with information about their courses (expectations, assessments, overviews, etc.) and for parents to have the opportunity to meet their child’s teachers and ask general questions. Individual questions about your child’s performance or progress should be asked privately or during Parent-Teacher Conferences in November.

SAT Deadlines for Seniors

Parents/guardians of seniors should be aware of the early SAT registration deadlines for the October 1 and November 5 administrations of the test. The registration deadline for the October 1 SAT (not offered at MHS) is **Friday, September 9**. The deadline for the November 5 SAT (offered at MHS) is **Friday, October 7**. If you have any questions, please contact your child’s counselor at 732-321-8750, or pick up the current *SAT Bulletin* in the Guidance Office, or login at www.collegeboard.com.

Next Page>>>>>>>

Harassment, Intimidation and Bullying (HIB) Policy

Please be advised that pursuant to recently established NJ State law, the Metuchen School District Harassment, Intimidation and Bullying (HIB) Policy has been amended and is available both on the district and school websites for your review. Please take the time to become familiar with each piece of the policy (Policy Statement, Procedures and Regulations, and the Complaint Form). The complete policy will be distributed to all staff and students at the beginning of the school year. We have also attached a copy of the policy to this mailing for your information. Your continued support of the policy is critical to its ongoing success. If you have any questions or need clarification, feel free to contact Vice Principal Susan La Fauci or me at (732) 321-8744.

PTO Meetings

Please be aware that the High School PTO will meet this year on the first Monday of every other month at 7:30 p.m. in the Library (except for September's meeting which will be held the second Monday of the month). The meetings (September, November, January, March, and May) are open to all interested parents/guardians of MHS students, and many feature guest speakers (look for announcements in future mailings). The first meeting is scheduled for Monday, September 12, and the next meeting is scheduled for Monday, November 7. I strongly encourage you to join the PTO. The membership form is attached to this mailing as well as it is posted on the MHS website.

Important Notification to Parents

Be aware that according to the "No Child Left Behind Act of 2001," public high schools are required to release student directory information (name, address, and phone number) to military recruiters. If you **do not** want your child's name released to the military, please notify Mrs. Toro in the guidance office (732- 321-8750).

Communication/Mailings For School Year 2011-2012

Mailings from the high school will be sent out approximately once a month (sometimes more, sometimes less depending on what information needs to be communicated). Parents/Guardians/Students will be able to access mailings from the high school in two ways:

- All mailings will be posted to the high school website. A Honeywell Alert message will be sent out informing you when the website is updated with the current mailing.
- We will be sending mailings electronically via email through the Honeywell Alert System. **PLEASE MAKE CERTAIN THAT ALL CONTACT INFORMATION IS UPDATED IN THE HONEYWELL SYSTEM.**

It is very important that you are signed up for the Genesis Parent Module as well as you register your profile with the Honeywell Alert System as all communications will be sent by these two methods.

If you do not have access to a computer, please note that the Metuchen Public Library has computer access. If you have any questions, please call the Front Office at the high school at 732-321-8744. Thank you for your cooperation in this matter.

Next Page>>>>>>>>

Genesis Parent Module

If you have not already done so, you may register for the Parent Module by sending an email to metuchendata@metboe.k12.nj.us. The email address that you use to request access will become your username to log-in to the Parent Module so please be sure to choose the email address that you wish to become your permanent electronic address. Once you are registered in our system, you will receive, via email, instructions and a password. You will have the ability to change your password once you are in the Parent Module.

To register, please send an email to metuchendata@metboe.k12.nj.us. You must provide the following information in the text of that email:

*In the subject line: fill in **“Parent Module Registration”**

*In the body of the email, please provide the following:

****Parent(s)/Guardian(s) first name, last name**

****Student(s), first name, last name**

****Grade level of student(s)**

****Metuchen High School**

If you have any questions or concerns regarding the Genesis Parent Module, please email us at metuchendata@metboe.k12.nj.us. If you had an account at Edgar School, please note that you can use the same account when your child moves from Edgar to the high school (information rolls over).

Students Driving To School With A Graduated Driver License (GDL)

This is a reminder to all parents of students who have a Graduated Driver License (GDL) - New Jersey State law mandates that only **one additional passenger is allowed to be in the car unless accompanied by a parent or guardian**. If a student is found to be in violation of this law, administration reserves the right to revoke the student's parking privileges. For the first offense, the student's parking privileges will be revoked for one month; for the second offense, the student's parking privileges will be revoked for three months or until the duration of the school year, whichever comes first. For the third offense, the student's parking privileges will be revoked for the duration of the school year.

MHS Booster Club

The Booster Club fundraises to support MHS athletic teams with equipment and other essentials. The club also hosts the annual Senior Sports award dinner and provides scholarships to graduating senior athletes. Please see the attached form for additional information and to join.

Project Graduation 2012 - SENIOR PARENTS - PLEASE SAVE THE DATE!!!!!!

Our biggest fundraiser for Project Graduation will be held on Saturday, November 19, 2011. There will be a dinner dance and a silent auction held at the Pines Manor in Edison, NJ. Additional information to follow.

Medical History Update Form

Parent/Guardians – Please fill out and sign the attached Medical History Update form. This form is to be returned to the School Nurse.

Next Page>>>>>>>

Pupil Supervision After School Dismissal Policy

Please refer to the MHS website for the Pupil Supervision After School Dismissal Policy (8601).

MHS Band Parents – Volunteers Needed!!!!

Please refer to the attached letter from Jill Kitsko, MHS Band and Music Parents Membership Chair for important information regarding membership dues, Marching Band and Color Guard Schedule, etc.

* * * * *

Reminder 1 – There will be no school on Thursday and Friday, September 28 and 29 due to Rosh Hashanah.

Metuchen High School Harassment, Intimidation and Bullying (HIB) Policy

Metuchen High School recognizes that harassment, intimidation and bullying (HIB) are inappropriate behaviors that have 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; HIB behaviors work against the achievement of that goal. HIB should never be tolerated. It is important that teachers, students, and parents take a stand against all HIB behaviors.

The High School staff is committed to a policy that identifies and punishes those students who become involved in HIB behaviors according to the below-listed procedures/regulations. Metuchen High School expects that all students will refrain from becoming involved in any HIB behaviors. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting HIB behaviors in either an active or passive manner. It is further expected that bystanders will report the HIB incident(s) to the designated authority. Failure to comply with these expectations will result in disciplinary action according to the established procedures/regulations.

Each year, the Metuchen High School staff will educate students in all grade levels to help them identify and respond to the dangers of HIB.

Bullying Procedures/Regulations

"Harassment, intimidation or bullying" means 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 as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. 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;
2. has the effect of insulting or demeaning any student or group of students; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students who are victims of HIB should report the incident(s) to the vice principal or submit an "HIB Complaint Form" to the vice principal's office. The vice principal will investigate the complaint and, if warranted, apply appropriate consequences to any and all parties involved in the incident pursuant to the Student Code of Conduct. Written notification will be made to the parent(s)/guardian(s) of all parties involved in the reported incident, the superintendent, and the board of education.

It should be noted that all due process rights will be observed; however, the burden of proof in a disputed case will rest with the bully, not the victim. The victim will not be expected to prove that he/she was bullied, intimidated or harassed; the bully will be expected to prove that he/she did not violate the policy to the satisfaction of the investigating officer.

If after receiving consequences for committing HIB behavior a student continues to inflict this behavior onto another student, the student may be suspended from school for (5) days, and a report will be filed with the Metuchen Police Department. If the HIB behavior persists after the suspension, the offending student will be excluded from school pending an administrative hearing before the superintendent of schools. The determination of the hearing

will include but not be limited to a recommendation for an out-of-school placement or an expulsion proceeding.

This policy and its procedures/regulations will be distributed to all students and mailed to all parents/guardians at the beginning of each school year. It will also be referenced in the current year's **Parent-Student Handbook** and will be available on the school website.

METUCHEN HIGH SCHOOL
HIB COMPLAINT FORM

Please complete each section of this form and submit to the vice principal's office. You may handwrite it or download it from the school website, type it and email it.

Your Name:

Date of Report:

Name, Grade and Age (if known) of the Person(s) Committing Act of HIB:

Describe the incident(s) below. Please give as many details as possible including when, where, and how often the incident(s) occurred, names of any bystanders, and any other pertinent information. Also, with any incident(s) of cyberbullying, please attach any evidence or documents that relate to the incident.

Your signature attests that the information contained herein is truthful and represents the facts to the best of your ability. Submission of this form will result in an investigation into the matter. Providing false information will be considered a form of bullying and will result in appropriate disciplinary action.

Signature



PTO MEMBERSHIP FORM

*Become a member of the Metuchen Schools' Parent Teacher Organization.
Our schools and our children need your support!*

Our PTOs are a vital part of the school community bringing together parents, teachers, administrators and students. Every year, our PTOs fund cultural arts events, social events and teacher mini-grant projects. We also provide much needed extras for the schools to enhance our children's overall school experience. The Parent Teacher Council (PT Council), of which all the PTOs are a part of, runs 2 big district fundraisers per school year, collects membership dues, oversees the operation of our 3 PTOs and provides a Meet the Candidates Night every school year.

Our PTOs and PT Council can only accomplish all of the above with your help, so please join us today and become involved.

Dues are \$10.00 per year per family which entitles you to membership in all 3 PTOs (Campbell/Moss, Edgar Middle School and Metuchen High School).

Each family must be a member in good standing in order to cast a vote at any PTO meeting. Please complete the information below and return it to any school with your check in a sealed envelope labeled "PTO Membership" or bring it to any PTO Welcome Back Coffee. Including your email address will enable you to occasionally receive important information and reminders. Email addresses will only be used for PTO business and will not be shared with any other organization.

Too Many Hats??

If you would prefer to make a donation of \$50, \$75, \$100 or more to the PTOs in lieu of volunteering and/or supporting our fundraisers we would welcome your support! Please note that all donations are tax deductible!

Checks Made Payable to: Metuchen PT Council

***** Please Cut Here and Return with Check *****

Membership Fee \$10 Too Many Hats Donation _____ Circle the School Your Child Attends

Child's Name _____ Grade _____ School: HS E C M

Child's Name _____ Grade _____ School: HS E C M

Child's Name _____ Grade _____ School: HS E C M

Child's Name _____ Grade _____ School: HS E C M

Parent/Guardian 1. _____ 2. _____

E-mail Address 1. _____ 2. _____

For School Staff Only:

Name: _____ School: HS E C M

Email: _____

Please return your membership form in September so that we can promptly update our membership database.

"Volunteers are the heart of the PTO"

METUCHEN HIGH SCHOOL

MEDICAL HISTORY UPDATE

PLEASE COMPLETE AND RETURN TO SCHOOL NURSE

Student's Name _____ Grade _____

List any significant medical conditions (such as asthma, stomach problems, ADHD, etc.)

List any medications taken on a regular basis.

List any known allergies (to food, medications or seasonal). What treatments or medications used for the allergies?

List any recent surgeries or fractures. Any follow up needed?

List any recent communicable diseases (chicken pox, mononucleosis) and the dates.

Does student wear glasses or contacts? Should they be worn in school?

Please attach any recent physical examinations and/or immunizations.

Thank you for your cooperation. If you have any questions or concerns, please contact me at 732-321-8747.

Maureen Kazelesky R.N.

High School Nurse

I _____ give permission to the school nurse to share pertinent
(Print name of parent/guardian)

health information regarding my child with appropriate school personnel.

Date _____ Signature of Parent/Guardian _____



August 22, 2011

To: All Band and Music Parents

From: Jill Kitsko, Metuchen High School Band & Music Parents Membership Chair

You are invited to become a part of our MHS Band & Music Parents organization! Our organization supports the band and other music programs in a wide variety of ways. I have attached the fall schedule for football games and competitions. As you can see it is a very busy season! Involvement in the band and other music programs is wonderful for our students, but we can't do it without a lot of help! Band parents are invaluable! This year, in particular, as we look towards the exciting possibility of performing at the Orange Bowl in Miami, we have even more need for your involvement and support! Won't you please come to our first Band Parent Meeting on Tuesday, September 13 at 8:00 PM in the School Library and see what we are all about?

Here are just some of the ways that Band and Music parents help out:

- For liability reasons, our students cannot **load and unload the trucks** and buses that carry all the band equipment to games and competitions. Volunteer parents do this important work and it takes quite a few parents each every time the band performs.
- Parents help at every **football game** by filling water jugs, setting out snacks, selling 50/50 tickets, and getting the equipment on and off the field at half time.
- Parents help with **unexpected uniform and equipment repairs**, providing extra black socks to those who forgot them and providing assistance to the kids as needed.
- Parents are needed to ride along and help whenever the band is **on the road, feeding the troops, loading and unloading, cheering them on, etc.** This applies to football games, band competitions, percussion ensemble competitions, parades, and color guard competitions! If your child is going somewhere with the music department it is safe to assume that several parent volunteers are needed as chaperones and helpers.
- **Fundraising-** The Orange Bowl will cost approximately \$1200 per person! We hope to raise much of that cost through donations and fundraisers and we will need your help!
- Band and Music parents often run a **snack table and 50/50 drawing** at music activities at the school and parents are needed to staff those tables and sell the tickets.
- **Band Camp** is another time that parent volunteers are needed. This year we had 6 chaperones at camp at any given time and could have used several more. Parents help keep an eye on the kids, move equipment, keep the kids sprayed with sunscreen and bug repellent, provide snacks, minor first aid, and general support. They also get to watch the amazing process as the band and color guard learn their fall routine!

There are 75 young people in the Marching Band and Color Guard, which should give us more than 100 parents to draw from for the job of "Band Parent". If everyone helped just four times that would give us approximately 10 parents at each event to help and support our band. In many past years less than a quarter of the available parents have helped and several parents have helped at nearly every event. These parents are getting tired and are asking for your help this year. Please consider joining the MHS Band and Music Parents and giving us a hand this year.

Your support and membership in the MHS Band & Music Parents organization will be greatly appreciated by the kids who participate in the wonderful array of Music Department programs, as well as by the Music Department staff and your fellow Band & Music Parents. Hope to see you at our meeting on September 13th! Jill Kitkso



Metuchen High School Band & Music Parents Membership Form

Dues for the Band and Music Parents is \$10 and helps to defray many of the costs for food and supplies for the band. The form and check can be dropped off at the Metuchen High School office in the "Band & Music Parents" mail box or mailed it to the address at the bottom of this page. You are also welcome to make a donation to the Music Scholarship Fund. Please make checks payable to "MHS Band & Music Parents".

Thank you in advance for your consideration and support.

Student's Name:	
Parents/Guardians Name(s):	
Address:	
Phone:	Email:
Membership Dues: \$ 10.00	
Scholarship Fund Donation (\$ 10.00 Suggested)	
Total Enclosed:	

Metuchen High School Band & Music Parents
400 Grove Avenue, Metuchen New Jersey 08840
Email: MHSBMP@yahoo.com Website: <http://www.mhsbmp.com>

**The Pride of Metuchen High School
Marching Band and Color Guard**

Schedule 2011- 2012 Date	Day	Time	Event
10-Sep	Saturday	1:00 p.m.	<i>Home Game: Keyport</i>
10-Sep	Saturday	TBA	USSBA: Edison, NJ
17-Sep	Saturday	1:00 p.m.	<i>Home Game: Dunellen</i>
24-Sep	Saturday	6:00 p.m.	<i>Away Game: Highland Park</i>
1-Oct	Saturday	1:00 p.m.	<i>Away Game: Manasquan</i>
2-Oct	Sunday	TBA	USSBA: J.P. Stevens
7-Oct	Friday	2:30 p.m.	<i>Away Game: Cardinal McCar.</i>
8-Oct	Saturday	TBA	USSBA: No. Brunswick, NJ
15-Oct	Saturday	2:00 p.m.	<i>Away Game: Spotswood</i>
15-Oct	Saturday	TBA	USSBA: So. Plainfield, NJ
22-Oct	Saturday	1:00 p.m.	<i>Home Game: South River</i>
22-Oct	Saturday	TBA	USSBA: Rutgers University
29-Oct	Saturday	1:00 p.m.	<i>Home Game: Middlesex</i>
30-Oct	Sunday	TBA	USSBA: Ridge, NJ (pending)
4-Nov	Friday	7:00 p.m.	<i>Away Game: Shore Regional</i>
5-Nov	Saturday	TBA	USSBA: State Championships
12-Nov	Saturday	TBA	<i>Football Game: TBA</i>